



vraweb.org

A Guide to MyVRA

MemberClicks Members-Only Area

*An illustrated guide to getting the most out of
our interactive and self-service website*



**THE INTERNATIONAL ASSOCIATION
OF IMAGE MEDIA PROFESSIONALS**

Dear VRA Colleagues,

On behalf of the Visual Resources Association Executive Board, I sincerely thank you for your involvement in VRA this past year. Your membership supports the ongoing activities in our field of media and cultural information management.

For over three decades, the community at-large has benefited from the many contributions of VRA members in support of images and media as essential pedagogical and scholarly materials. Working together, our organization has developed standards and tools, advocated for the use of images within the educational and scholarly context, and provided opportunities for professionals to keep pace with digital technologies. These are just a few of the emerging areas where VRA members are demonstrating leadership: digital humanities, research data management, video and time-based media, embedded metadata standards, visual literacy, and scholarly communication.

VRA members benefit from the collegiality and community that participation in the Association provides. I encourage all members to get involved through committee work or conference participation. We hope that you will renew your membership in the coming days in order to continue enjoying the benefits of active participation, including:

- Enrolling in one or more regional VRA chapters;
- Serving on committees, advisory groups, task forces as well as running for office and voting;
- If you are an emerging professional or student, please consider getting involved with the Visual Resources Association's Emerging Professional and Student group (VREPS) <https://vreps.wordpress.com/>;
- Accessing cutting edge information on the VRA Listserv;
- Registering at a discount for the annual VRA conference;
- Publishing in the VRA Bulletin; and
- Participating in mentor programs

You will also receive a quarterly newsletter from the President to keep you informed about what is happening in the association. I hope you will continue to support the important areas that promote the mission of the VRA. Every membership is important to the progress and promotion of visual resources and image management. Thank you for your continued participation in, and support of, our organization.

Sincerely,

John Trendler, VRA President



People to meet...

- The Executive Board:
<http://vraweb.org/about/executive-board/>
- Standing Committees:
<http://vraweb.org/about/committees/>
- VRA Board Appointees:
<http://vraweb.org/about/appointees/>

The logo for the Virginia Real Estate Board (VRA) is a blue square with the letters 'vra' in white lowercase font.

vra

Get involved with the organization

- Publishing in the VRA Bulletin
- Having or Being a Mentor
- Data Standards
- Emerging Professionals
- Participating in VREPS (Emerging Professionals and Students)
- Intellectual Property Rights
- Cutting-edge Technology
- Workshops and Continuing Education
- Listserv membership

For more information regarding member benefits:

vraweb.org/membership/benefits/





MyVRA

MyVRA gives you access to Members-only or restricted items, like event discounts, members events, member directory and the social community features.

If you forget your password, no worries! Click *'forgot your password'* or *'forgot username'* under the login box and enter the email address associated with your profile. You will then be emailed a link to reset your password.



Welcome to MyVRA!

MyVRA on MemberClicks contains members-only content, such as educational resources and recorded webinars, organizational documents, and the VRA directory. To return to the VRA website, go to <http://vraweb.org>.



What Can I Do Here?



- Manage your profile- probably the most important piece connecting you to the organization
- Look up members in the Member Directory
- View or add to an events calendar
- Find organizational leadership and chapter management documentation
- Access the VRA Bulletin, and VRA webinars and training
- Access Annual reports, Task Force and Advisory committee reports and Financial reports
- Access VRA Membership and VRA Connect brochure (pdf) for recruitment.
- Connect with other members, using social networking with connections, circles and

How do I access the VRA Bulletin?

The bulletin can be accessed in MyVRA from the Scholarship + Education tab. It is also available from the VRAweb home page; go to the box "VRA Bulletin Open Access Journal" [Visual Resources Association Bulletin](#)

[Home](#) [About](#) [Conferences](#) [Membership](#) [Opportunities](#) [Resources](#) [FAQ](#) [Contact Us](#)

 **resources
association**

Member Logout 

Search our site... 

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ge. and commercial

Log In to My VRA

Become a
Member

Annual
Conferences

Our Open Access
Journal
[Visual Resources](#)

hip **Scholarship + Education**

Reports + Other Docs



Visual Resources Association Bulletin

online.vraweb.org

Select "Register" at top
right to create an account
and then login



The screenshot shows the homepage of the Visual Resources Association Bulletin website. The browser's address bar displays 'online.vraweb.org/index.php/vrsb'. The website has a dark blue header with the title 'VISUAL RESOURCES ASSOCIATION BULLETIN' and links for 'Register' and 'Login'. Below the header is a navigation menu with 'CURRENT', 'ARCHIVES', 'ANNOUNCEMENTS', and 'ABOUT +'. A search bar is located on the right side of the menu. The main content area features the 'vra visual resources association' logo. Below the logo, there is a welcome message dated 2020-02-18. On the right side, there is a 'MAKE A SUBMISSION' button and a 'BROWSE' section with a list of categories: Categories, Visual Resources, 35mm Slides, Lantern Slides, Commercial Vendors, Digitization, Image Management, Digital Curation, Collection Access, Preservation, and Facility Planning.

online.vraweb.org/index.php/vrsb

VISUAL RESOURCES ASSOCIATION BULLETIN

Register Login

CURRENT ARCHIVES ANNOUNCEMENTS ABOUT +

SEARCH

MAKE A SUBMISSION

BROWSE

Categories

Visual Resources

35mm Slides

Lantern Slides

Commercial Vendors

Digitization

Image Management

Digital Curation

Collection Access

Preservation

Facility Planning

Welcome to the new "VRA Bulletin"

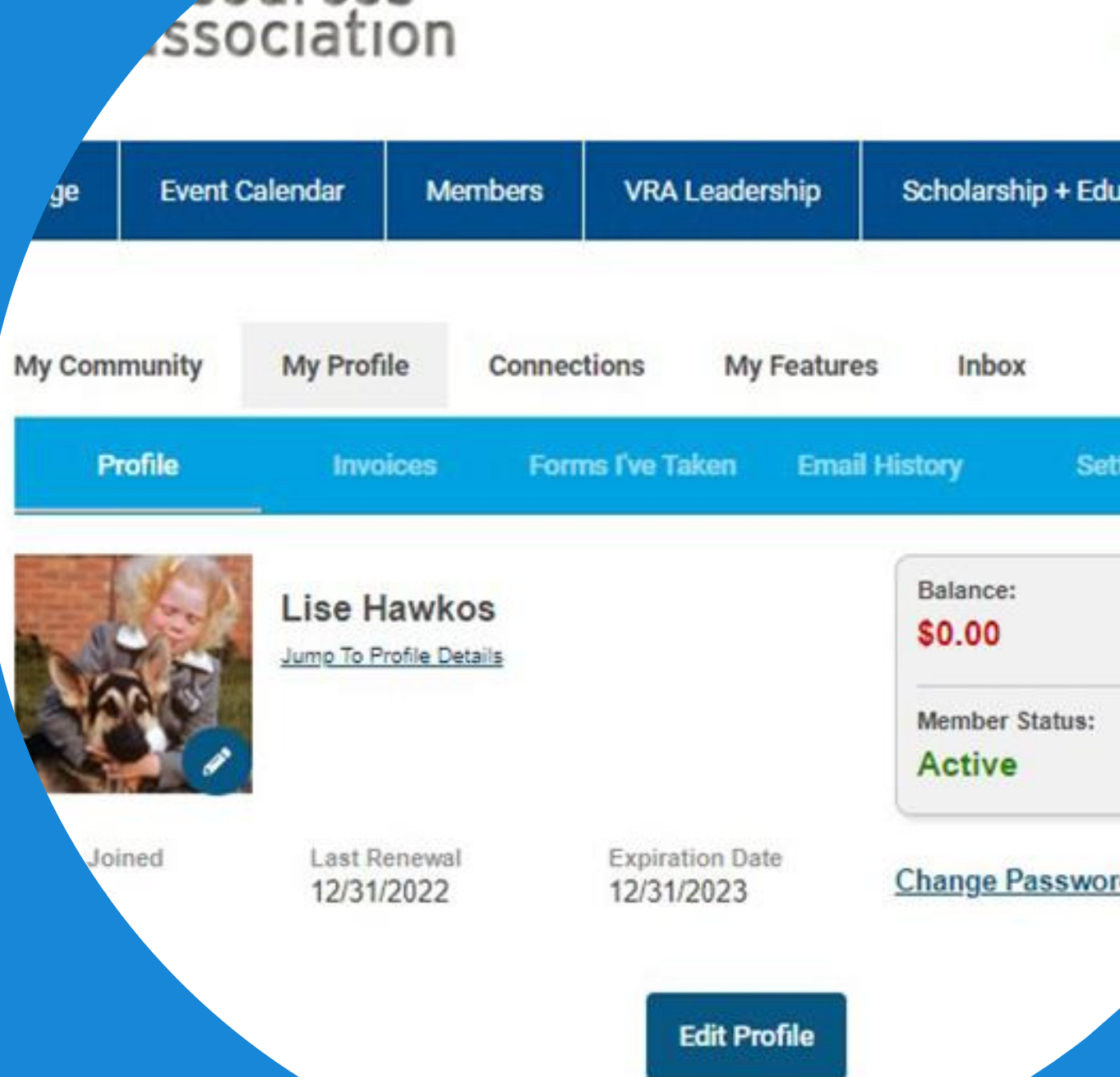
2020-02-18

Welcome to the new VRA Bulletin site! Here, you will find all of the published articles and back issues of the VRAB; please note, however, that the article URLs (within the articles themselves) are outdated. The editors are undertaking the project of updating the coversheets for all of the articles, but this is a work in progress. Please use the current VRA Bulletin to direct to the articles.



If you hover over the **Members** tab you will see **MyProfile**, in this area you can:

- Change your password
- See and pay invoices
- Change your profile picture that displays in the Member Directory
- Edit the interest survey
- Manage how VRA contacts you
- View e-list and email history
- View a list of all your invoices
- View all forms that you have submitted for membership, event registration, etc.



View your Invoices

- Under 'My Profile' you have the ability to display your invoices.
- This area will show you past paid invoices and open invoices that you are able to pay.
- To open any of these invoices, simply click on the Invoice ID to view the invoice.

The screenshot shows the VRA website interface. At the top, the VRA logo is on the left, and a 'Member Logout' button is on the right. Below the logo is a navigation bar with links: Home Page, Event Calendar, Members, VRA Leadership, Scholarship + Education, and Reports + Other D. Below this is a secondary navigation bar with links: My Community, My Profile (selected), Connections, My Features, and Inbox. Under 'My Profile', there is a sub-navigation bar with links: Profile, Invoices (selected), Forms I've Taken, Email History, and Settings. The main content area is titled 'Invoices'. It features a 'Filter by' section with two buttons: 'Invoices with Balance Due' (selected) and 'All Invoices'. To the right of these buttons is a search input field labeled 'Name'. Below the filter section is a table of invoices.

#	Name	Type	Created	Status	Total	Paid	Balance
1784	Lise Hawkos	Forms	Sep 22, 2017	● Void	\$50.00	\$0.00	\$0.00
1783	Lise Hawkos	Forms	Sep 22, 2017	● Void	\$50.00	\$0.00	\$0.00



Pay Your Invoices

Once you have clicked on the Invoice ID
You have the option to pay an open invoice or
download an invoice for a receipt

Paying an Invoice: Paying an invoice couldn't be easier. Simply click on the button at the bottom 'Pay Now. Our payment area will come up for you to enter your card and billing information.

My Community

My Profile

Connections

My Features

Inbox

Search Directory



Invoices

OPEN

MemberClicks
Kinsey Mahan
3495 Piedmont Rd. NE
Bldg. 12, Ste. 110
Atlanta, Georgia 30305
United States

Invoice # 435747
Invoice Date 04/10/2018
Invoice Due 05/10/2018

Amount Due \$75.00

Transactions

Description	Amount
Session A	\$25.00
Registration Fee	\$50.00

Total Amount \$75.00

Amount Paid -\$0.00

Amount Due \$75.00

NOTES

Please pay this invoice within 30 days. If you have questions, call 1-800-REFRESH or email help@memberclicks.com. This is a test.

Pay Invoice

Download Invoice

50 Results



MemberClicks Admin

MemberClicks

Address:
3495 Piedmont Rd. NE
Bldg. 12, Ste. 110
Atlanta, Georgia 30305

Email: fake@memberclicks.com
Phone 555-555-5555
Website:
Bio:



Ms. Addy Bauermeister

MemberClicks

Address:
1234 Test Ave.
Lubbock, Tennessee 30305

Email:
Phone
Website:
Bio:

Jøeå Biden

iden's 2016 Presidential Campaign

Announ



Upcoming /

Thu Oct 4, '
[Board M](#)

Wed Or
[Weel](#)

W

Member Directory

Our Member Directory can be valuable in connecting you with other members. To update what displays for your profile in the directory listing, please edit your profile that were provided in the earlier steps.



VRA-L@vra.memberclicks.net

VRA-L must be in capital letters

You must use the email address in your MyVRA profile when you send messages to the VRA-L E-list.

VRA Listserv (VRA-L)

- Members are added to the listserv (E-list) when they join.
- We encourage maintaining a subscription as it is the main way that the organization sends information to members.
- Send your message to VRA-L@vra.memberclicks.net from the email address in your MyVRA profile.
- E-list messages will be delivered to your email inbox (including your own posts).
- You can subscribe and unsubscribe in your Member profile
- For vacation hold and other temporary stops, “unsubscribe” and then “subscribe” when you want the messages to start again.
- E-list messages are saved on the Message History, so it is always possible to follow e-list messages there.



E-Lists


- VRA E-lists are self-subscribing (toggle on and off), controlled from My Features, E-list.
- In addition to VRA-L Chapters and Committees are invited to create lists.
- If you are subscribed to an E-list you will receive email messages in your email inbox.
- If you had been subscribed to an E-list but unsubscribed—you will still be able to see posts in Message History.

The screenshot shows the VRA website interface. At the top is the VRA logo and the text 'visual resources association'. To the right is a 'Member Logout' button and a search bar labeled 'Search our site...'. Below this is a navigation bar with links: Home Page, Event Calendar, Members, VRA Leadership, Scholarship + Education, Reports + Other Docs. Underneath is another navigation bar with links: My Community, My Profile, Connections, My Features, and Inbox. A search bar labeled 'Search Directory' is also present. The main content area is titled 'E-lists' and contains a table with columns for 'E-list Name', 'Subscribed', and 'Email Delivery'.

E-list Name	Subscribed	Email Delivery
Chapter Chairs	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
VRA Great Lakes Chapter	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
VRA-Greater New York Chapter	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
VRA-L	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
VRA-Mid-Atlantic	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF




The Message (Email) History area will show you all the emails the organization has sent to your personal inbox. If you ever delete an email from your inbox there will be a full record of your emails kept in this area of your profile. Simply click on the subject line to open the body of the email.



visual

resources

association

Member Logout 

Search our site...

Home Page

Event Calendar

Members

VRA Leadership

Scholarship + Education

Reports + Other Docs

My Community

My Profile

Connections

My Features

Inbox

Search Directory

Profile




Invoices

Forms I've Taken

Email History

Settings

Email Confirmations

Subject	From	Status	Sent Date	
2023 Local Contexts Summit this Wednesday	Margaret McKee	 SENT	May 8, 2023 3:28:38 PM	VIEW
EAC Community Hour programming—we need YOU!	Lesley Chapman	 SENT	May 8, 2023 2:03:49 PM	VIEW
Society of Architectural Historians May 3	Lesley Chapman	 SENT	May 4, 2023 1:11:38 PM	VIEW

Connections



Member Logout

Search our site...



Home Page

Event Calendar

Members

VRA Leadership

Scholarship + Education

Reports + Other Docs

My Community

My Profile

Connections

My Features

Inbox

Search Directory

My Connections

Show All Connections | Advanced Search | Requests Sent | Pending My Approval

Show: All [abc](#) [def](#) [ghi](#) [jkl](#) [mno](#) [pqr](#) [stu](#) [vwxyz](#) [Others](#)

Sort by: Recently Added Connections [Alphabetical](#)

This area provides the opportunity to connect and build relationships with other members. You can:

- Browse the directory and search for members to add to your Connections
- See all your connections with other members
- View your connection requests to other members.
- See requests from other members to connect with you.



Inbox



Member Logout

Search our site...



Home Page

Event Calendar

Members

VRA Leadership

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Reports + Other Docs

My Community

My Profile

Connections

My Features

Inbox

Search Directory



Compose

Inbox | Sent | Write

*Subject

*Message

You are only allowed to send 30 messages a day
You have sent 0 out of 30 messages.

Fields marked with an asterisk (*) are required.

Submit

Connections List



See all your connections with other members.
Send message to selected connection



Circles

- User driven area for discussions and networking. Circles allow members to create and manage special interest groups within the social community area of their profile.
- Circle participation allows members to share photo albums, announcements and private discussion forums.



Create new album

All Photos | My Photos

Create Album

Upload photos

*Album name:

Description:

Fields marked with an asterisk (*) are required.

Create Album

My Dogs

All Photos | My Photos

Create Album

Edit Album

U

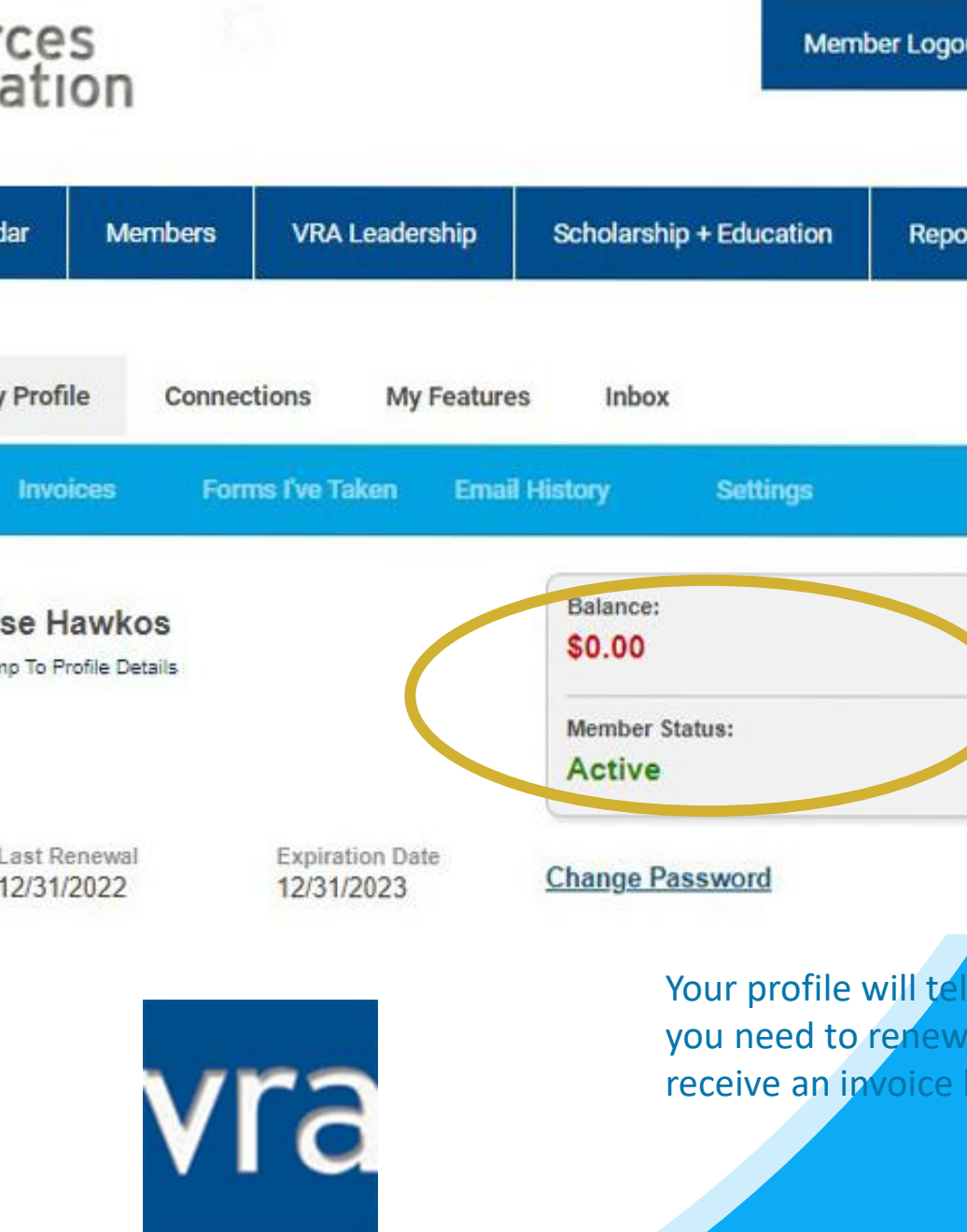
Description:

An album of my favorite dogs



Photos

Members can add photo albums to their profiles and share photos within their circles



Your profile will tell you when you need to renew, and you will receive an invoice by email

Renew Your Membership

- The VRA follows a 365 day membership year, so your membership will become due every year on your annual date (not necessarily the end of the calendar year).
- You should not attempt renewal unless you see the Renew button on your profile or you receive a renewal invoice.
- A member can renew their membership in three ways:
 - By paying the auto-generated renewal invoice attached to their renewal notification email.
 - By logging in to their MyVRA profile and submitting a renewal form
 - By going to the “Join” page on the VRA website and using the appropriate form

Renew from your email inbox

- Once your membership is in the renewal period an invoice will be sent directly to your personal email inbox.
- The invoice will be attached to the email. Open the invoice, it will reflect the previous year's payment. If it is correct, close (do not pay the invoice) and go back to the email body where there will be a link to pay the invoice, click link and pay.
- If you need to make changes renew from the form ...next page

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#)

Invoices

OPEN

MemberClicks
Kinsey Mahan
3495 Piedmont Rd. NE
Bldg. 12, Ste. 110
Atlanta, Georgia 30305
United States

Invoice # 435747
Invoice Date 04/10/2018
Invoice Due 05/10/2018

Amount Due **\$75.00**

Transactions

Description	Amount
Session A	\$25.00
Registration Fee	\$50.00

Total Amount	\$75.00
Amount Paid	-\$0.00
Amount Due	\$75.00

NOTES

Please pay this invoice within 30 days. If you have questions, call 1-800-REFRESH or email help@memberclicks.com. This is a test.

Pay Invoice

Download Invoice


Renew from the Form


To renew from the form log in to the **MyVRA** home page (vra.memberclicks.net) and select the Renewing Members.


By taking the renewal form, it allows you the opportunity to update your information, and for institutional members to add any linked profiles as needed.

Once you have completed the renewal form, a renewal invoice will be generated and emailed to you.

Note: In order to renew, you must have received a renewal email notification.

visual
resources
association

Member Logout 

Search our site... 

Home PageMy ProfileCommunityDirectory

Membership

Association memberships include all member benefits including the VRA listserv (VRA-L) and the member rate for conference registration. The subscriber rate for the listserv does not include Association member benefits and would require Chapter membership at the non-member rate.

AVAILABLE MEMBER/SUBSCRIPTION TYPES:

Certain member types (STUDENT, RETIRED, and UNEMPLOYED) have specific criteria and may only be claimed by individuals who meet the following criteria:

Student membership status shall be capped at a maximum of three membership years (defined as calendar years, not academic years). A permissible grace period of one membership year following graduation may be included in the maximum three membership years, provided the individual has not obtained full-time employment following graduation.

Retired membership shall be for those individuals who have retired from the visual resources or an allied field after having previously held a Regular Individual Membership, or having been the designated representative for an Institutional Membership.

Unemployed status is limited to one year, the member must be currently unemployed, and must have held a regular membership during the previous membership term.

Institutional memberships include three full memberships (one Primary and two secondary members, additional secondary members may be added for an additional fee).

If you would like to change your member type when renewing, select Member Type below. If you have difficulties making changes to Member Type or submitting the form, please contact the VRA Member Services Coordinator at join@vraweb.org.

Member Type*

Individual ▼

Membership Options

1 period - \$150.00 (through Jan 06, 2020)

Individual Name*

Title



Pay Your Renewal Invoice

- Once you have clicked submit. You will be taken to your renewal invoice to pay.
- **Paying an Invoice:** Paying an invoice couldn't be easier. Simply click on the button at the bottom 'Pay Now. Our payment area will come up for you to enter your card and billing information.

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#) 2

Transactions

OPEN

MemberClicks
3495 Piedmont Rd. NE
Bldg. 12, Ste. 110
Atlanta, Georgia 30305
United States

Invoice # 435841

Invoice Date 11/13/2018

Invoice Due 08/28/2019

Amount Due \$1350.00

Transactions

Description	Amount
Membership Renewal - Organization - MemberClicks (through August 28, 2020)	\$1350.00
Mary Sue Duncan McCreery Kinsey Mahan Jill Mahan Teresa Herman Jay Fitzmaurice Addy Bauermeister	

Total Amount \$1350.00

Amount Paid -\$0.00

Amount Due \$1350.00

NOTES

Thank you for your sponsorship payment! Contact 1-800-REFRESH with questions.

Pay Invoice

Download Invoice



Institutional Membership

What is an Institutional Membership?

An Institutional Membership is managed by a Key Member for three members, including the Key Member. Additional members may be added for an additional fee.

The Key Contact is usually self-identified and is responsible for working with the other members regarding membership renewal, event registration and works with the VRA Membership Coordinator regarding the members. This person may be changed as needed.

The Key Contact can:

- Receive, create, and pay invoices for membership renewal on behalf of the organization
- Add/delete, link/unlink regular institutional members. (This can also be done by the VRA Membership Services Coordinator under the direction of the Key Contact).
- Register other linked users from their organization for events, such as the annual conference.

Organization Structure

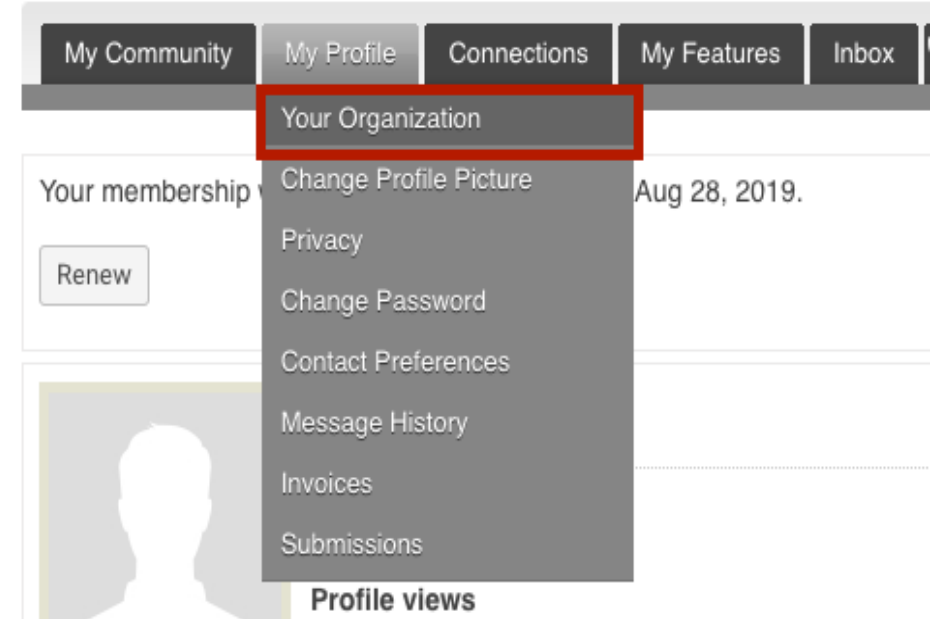


Key Contacts changes to Organizational Profiles



If you are the Key Contact (*aka: admin*) to an Organization, you are able to make changes to the organization profile through your individual profile.

To update your Organization's' profile, hover your mouse over 'My Profile' and click on 'Your Organization'.



Key Contacts

- Key Contacts can pay dues on behalf of the organization
- Key Contacts will receive a renewal invoice by email, or may pay the invoice from the form.
- Key Contact can add or create linked profiles as members change

Organization Logo

Institution Name [Edit](#)

Linked Profiles
3

Email [Edit](#)

Phone [Edit](#)

Address [Edit](#)

Member Type [Edit](#)
Institutional Primary

Balance
\$0.00

Profile Created Date
Nov 6, 2016

[Attributes](#) [Message History](#) [Submissions](#) [Invoices](#) [Linked Profiles](#) [Notes](#) [Engagement Metrics](#)

Profile Created Date
Nov 6, 2016

Last Modified Date
Mar 14, 2023

[Attributes](#) [Message History](#) [Submissions](#) [Invoices](#) [Linked Profiles](#) [Notes](#) [Engagement Metrics](#)

[Add Linked Profiles](#) [Create Linked Profile](#)

Contact Name	Key Contact	Member Type	Unlink
<input type="checkbox"/> Member Name 1	<input type="checkbox"/> OFF	Institutional Secondary Members	Unlink
<input checked="" type="checkbox"/> Member Name 2	<input checked="" type="checkbox"/> ON Key contact selected	Institutional Secondary Members	Unlink
<input type="checkbox"/> Member Name 3	<input type="checkbox"/> OFF	Institutional Secondary Members	Unlink

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Page 1 [v](#) of 1 [First](#) [Previous](#) [Next](#) [Last](#)





The Visual Resources Association (VRA) is a 501(c)(3) organization. Under the United States Tax Code, **contributions by individuals to the VRA are tax-deductible.**

As you join or renew please consider making a donation to your organization...

- Contributions to the VRA travel funds allow many members who would not otherwise be able to attend the annual conferences.
- Contributions to the General Fund helps the VRA to continue and expand its programing and member benefits.
- You can donate at any time by going to the donation form on the MyVRA front page.

For more
information about
using MyVRA,
please contact:

Lise Hawkos
VRA Membership Services Coordinator
join@vraweb.org