

# Steps for Renewing the Team Listing Online

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## Getting Started

1. Are you currently listed as a team coordinator or team leader on the team? You would have been emailed your login details for renewing your team listing.
  - a. YES
    - i. Proceed to step 2.
  - b. NO
    - i. You do not have permissions setup in the system to renew the team listing online. Ask someone who is listed as the team leader or team coordinator to perform this task and follow these directions. If you are a new team leader or team coordinator, [contact the National Office](#) about getting permissions.

## Logging in to the Team Profile Page

2. Go to <http://mx.acpa-cpf.org/MYACPA/MyTeams.aspx> and login with your ACPA credentials.
  - a. If you are not sure or you forgot your login, go to: <http://mx.acpa-cpf.org/SignInHelp.aspx>
3. Do you see a screen similar to the one below?
  - a. Yes
    - i. Click the row containing your team.
    - ii. If your role is not labeled as a "team leader" or "team coordinator" on the page below, you do not have permissions setup to pay the listing fee online. Otherwise, proceed to next step.
  - b. No
    - i. If not go to: <http://mx.acpa-cpf.org/MYACPA/MyTeams.aspx>
    - ii. Click the row containing your team.
    - iii. If your role is not labeled as a "team leader" or "team coordinator" on the page below, you do not have permissions setup to pay the listing fee online. Otherwise, proceed to next step.

**American Cleft Palate - Craniofacial Association** ...committed to team care

MY ACPA WHO ARE WE TEAM CARE EDUCATION RESEARCH

Non-Member  
Logged in as: Ms Hilary Jones  
MY SHOPPING CART  
LOGOUT  
Search... >>

MY ACPA » My Teams

Meetings  
My Registrations  
Manage Profile  
My Teams  
Membership  
Member Directory  
Committee Directory  
Annual Meeting Abstracts  
Team Directory  
Monthly Digest  
My Shopping Cart

**Add Myself to a Team**  
If you are a member of a listed team that does not appear in the "My Teams" box below, click the "Add myself to a team" button. The team must be listed by ACPA in order for you to add yourself to the roster.

**View Your Team's Information and Roster**  
If you are part of a team that is displayed in the "My Teams" box below, click the team name and select the team name hyperlink under "Additional Team Member Detail" to view additional information about that team.

**Edit Your Team Participation Status**  
If you are part of a team that is displayed in the "My Teams" box below and want to edit your team participation, click the team name, scroll down the page and edit your team participation information in the "Team Participation" box below. Click the save button when finished.

**My Teams (Current and Past)**

ADD MYSELF TO A TEAM

My Teams	My Role	My Status
Team ACPA	Team Coordinator	Current (Active)

- After clicking the row containing your team, you should see the screen below. Click the team name hyperlink (as seen below):

**American Cleft Palate - Craniofacial Association**  
...committed to team care

MY ACPA WHO ARE WE TEAM CARE EDUCATION RESEARCH

Non-Member  
Logged in as: Ms Hillary Jones  
MY SHOPPING CART  
LOGOUT  
Search... >>

MY ACPA > My Teams

Meetings  
My Registrations  
Manage Profile  
My Teams  
Membership  
Member Directory  
Committee Directory  
Annual Meeting Abstracts  
Team Directory  
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**Additional Team Member Detail**

Team	<a href="#">Team ACPA</a>	Team Category	CPT, CFT
Team Member	Jones, Hillary	Team Phone	919.933.9044
Team Role	Team Coordinator	Team City	Chapel Hill
Team Member Status	Current (Active)	Team State	NC
Started Participation	07/01/2015	Team Country	US
Ended Participation		Listed Team	No
		Age Range	

**My Teams (Current and Past)**

ADD MYSELF TO A TEAM

My Teams	My Role	My Status
<a href="#">Team ACPA</a>	Team Coordinator	Current (Active)

- You will be taken to your team's profile page (as seen below):

**American Cleft Palate - Craniofacial Association**  
...committed to team care

MY ACPA WHO ARE WE TEAM CARE EDUCATION RESEARCH

Non-Member  
Logged in as: Ms Hillary Jones  
LOGOUT  
Search... >>

Manage Profile  
Membership  
Member Directory  
Team Directory  
My Teams  
Committee Directory  
Meetings  
My Registrations  
Donate  
Newsletter  
My Shopping Cart  
Journal  
Past ACPA Annual Meetings

**Team ACPA**

**Address**  
1504 E Franklin St  
Ste 102  
Chapel Hill NC 27514

**Category:** CPT, CFT  
**Age Range:**  
**Phone:** 919.933.9044  
**Fax:** 919.933.9604  
**Email:** [cat@acpa-cpf.org](mailto:cat@acpa-cpf.org)  
**Website:** <http://www.acpa-cpf.org>

Map locations may be approximate

Map data ©2015 Google

My Team
<a href="#">Update Team Profile</a>
Team ACPA

## STEP 1: Update Team Listing

6. Make sure you are logged in to the team profile page ([see directions above for details](#)).
7. Verify the listing information at the top of the page is correct (address, age range, phone, fax, email and website). If any information needs to be updated, click the “Update Team Listing” hyperlink (as seen below).

**Team ACPA**

Address  
1504 E Franklin St Ste 102  
Chapel Hill NC 27514-2820 US

Category: CPT, CFT  
Age Range:  
Phone: 919.933.9044  
Fax: 919.933.9604  
Email: [cat@acpa-cpf.org](mailto:cat@acpa-cpf.org)  
Website: <http://www.acpa-cpf.org>

Map locations may be approximate

KENTUCKY VIRGINIA  
Nashville  
TENNESSEE NORTH CAROLINA  
Atlanta Charlotte  
SOUTH CAROLINA  
Map data ©2016 Google

My Team  
[Update Team Listing](#) Team ACPA

8. Update the fields in the popup window (as seen below). When finished, use the scroll bar within the popup window to scroll down.

Edit

**Team Information**

**Team Name and Contact Details**

Team ID# \*  Main Phone \*

Team Name  Other Phone

Team Email  Fax

Website

**Team Address**

Company (if part of team address)

City

Street 1  State

Street 2

Postal Code

9. Click the gray “Save” button to save the changes. Proceed to updating the team roster below.

## STEP 2: Update Team Roster

10. Make sure you are logged in to the team profile page ([see directions above for details](#)).
11. Scroll down the page until you see the team roster (as seen below).

ADD NEW TEAM MEMBER						
	Team Member	Team Role	Missing Address?	Missing Email?	Missing Specialty?	ACPA Member?
<a href="#">Update</a>	Jones, Hillary	Team Coordinator	No	No	Yes	Non-Member
<a href="#">Update</a>	Toyama, Wendy-Jo	Team Leader	No	No	No	ACPA Member
<a href="#">Update</a>	Kirkman, Alyssa	Team Member	No	No	Yes	Student Non-Member
<a href="#">Update</a>	Kokos, Jessica	Team Member	No	No	Yes	Non-Member

### Update/Remove Existing Team Members

12. Look at the names on the roster list. Make sure the information is accurate. Things to look out for:

- a. Is the team role accurate? (can only be team leader, coordinator or member)
- b. Does Missing Address, Missing Email or Missing Specialty = no?
- c. Is the individual still a member of the team?

13. If you answered “no” to any of the above questions, follow the directions below. Otherwise, proceed to the next step.

**d. Update Team Role**

- i. Click the “Update” hyperlink next to the individual’s name whose role needs to be updated.
- ii. In the popup window, click the dropdown field and select the appropriate role.
- iii. Click the gray Save button when finished.

**e. Add/Update an Address, Email, or Specialty**

- i. Click the “Update” hyperlink next to the individual’s name.
- ii. Click the “Add or Update Team Member” tab at the top of the popup window.
- iii. Input the missing information in the appropriate field(s) (keep in mind, the fields default to blank even when information is not missing).
- iv. When finished, scroll to the bottom of the popup window and click the gray Save button.

**f. Remove Individual from Team Roster**

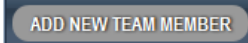
- i. Click the “Update” hyperlink next to the individual’s name who is no longer on the team.
- ii. In the popup window (as seen on the right) make changes to the following fields:
  1. Team Member Status: click “Past (inactive)”
  2. End Date: (click calendar icon to enter approximate end date).
- iii. When finished, click the gray Save button.

The screenshot shows a popup window titled "Team Member Information" with a sub-tab "Add or Update Team Member". The form contains the following fields and options:

- Name and Role:** Name: Jones, Hillary; Role: Team Coordinator.
- Manage Team Member Status:** Radio buttons for "Current (Active)" and "Past (Inactive)". The "Past (Inactive)" option is selected.
- Participation Dates:** Start Date: 7/1/2015; End Date: (blank field with a calendar icon).
- Buttons:** "Save" and "Cancel" buttons at the bottom.

## Add New Team Members

- Is a team member missing from the roster? If so, follow the directions below. If not, proceed to next section.
- From the [team profile page](#), click the “Add New Team Member” button above the roster:

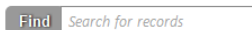


### 16. Search for Individual in Database

In the popup window, click the lookup icon (as seen below) to see if the individual is already in the database.

A screenshot of a web form titled "Add or Update Team Member". The form has several sections: "Name and Role" with a "Name" text box and a "Role" dropdown menu; "Manage Team Member Status" with radio buttons for "Current (Active)" and "Past (Inactive)"; and "Participation Dates" with "Start Date" and "End Date" text boxes. A red box highlights a magnifying glass icon (lookup icon) to the right of the "Name" text box. At the bottom are "Save" and "Cancel" buttons.

- In the lookup window, click inside the box to the right of the “Find” button.



- Enter the person’s last name or email and press enter. You can also search LASTNAME, FIRSTNAME if too many results appear. For example, you can search “Smith, Sally” or “Smith, S”  
*Note: Searching by FIRSTNAME LASTNAME or “Sally Smith” will not yield results.*
- Did the person appear in the results list? Look at city, state and specialty to ensure accuracy.
  - YES
    - If the city, state and specialty are correct, click the row of the name and click the gray Select button. If the city, state and specialty are not correct, see if another record in the list is correct (if not, follow steps for adding new record below).
    - Fill out the Role, Team Member Status and Start Date for the individual (as seen below). Press the gray Save button when finished.

A screenshot of the same "Add or Update Team Member" form, but with fields filled out. The "Name" field contains "Toyama, Wendy-Jo", the "Role" dropdown is set to "Team Member", the "Current (Active)" radio button is selected, and the "Start Date" field has a calendar icon. A red box highlights the "Save" button at the bottom left. The "Find" button and search input field from the previous image are also visible at the top.

- The individual should now appear in the roster list.

b. NO

**Add New Record**

- i. Press the gray “Cancel” button on the results page.
- ii. Click the “Add or Update Team Member” tab at the top of the popup window.
- iii. Enter the information about the individual in the fields provided (as seen below).

- iv. Before clicking the save button, click the “Team Member Information” tab at the top of the page and fill out the Role, Team Member Status and Start Date for the individual (as seen below). Press the gray Save button when finished.

- v. You should be back at the team profile page. Refresh the page to update the roster list. Proceed to confirming the team standards below.

## STEP 3: Confirm Team Meets Standards

20. Make sure you are logged in to the team profile page ([see directions above for details](#)).
21. Scroll to the bottom of the page until you see the Standards section as seen below.
22. Complete the fields within the Standards section.
23. Thank you for renewing your team listing! If you did not complete steps 1-3, please do so. Also, please let the other team coordinators and leaders on the team know that you renewed the team listing.

### Standards

Please answer the following: \*

Team ID Number

Individual's Name

Email Address

City

State/Province

Country

---

Is the team listing (address, age range, phone, fax, email and website) above correct and up-to-date?

Yes

---

Is the team roster above correct and up-to-date (including no missing addresses, emails or specialties)?

Yes

---

By clicking submit, I affirm that I have read and confirm the accuracy of all of the information contained within this team's record (including listing information and roster information), that our team abides by all of the information provided herein, and that all patients receiving care from this team are managed either by an appropriate team member, so identified in the team roster, or with full knowledge of the person evaluating or treating patients if referred to a professional person not specifically identified by name and profession within the roster.

Submit