

# AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

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## 2023 ASAP Member Portal and Directory Guide

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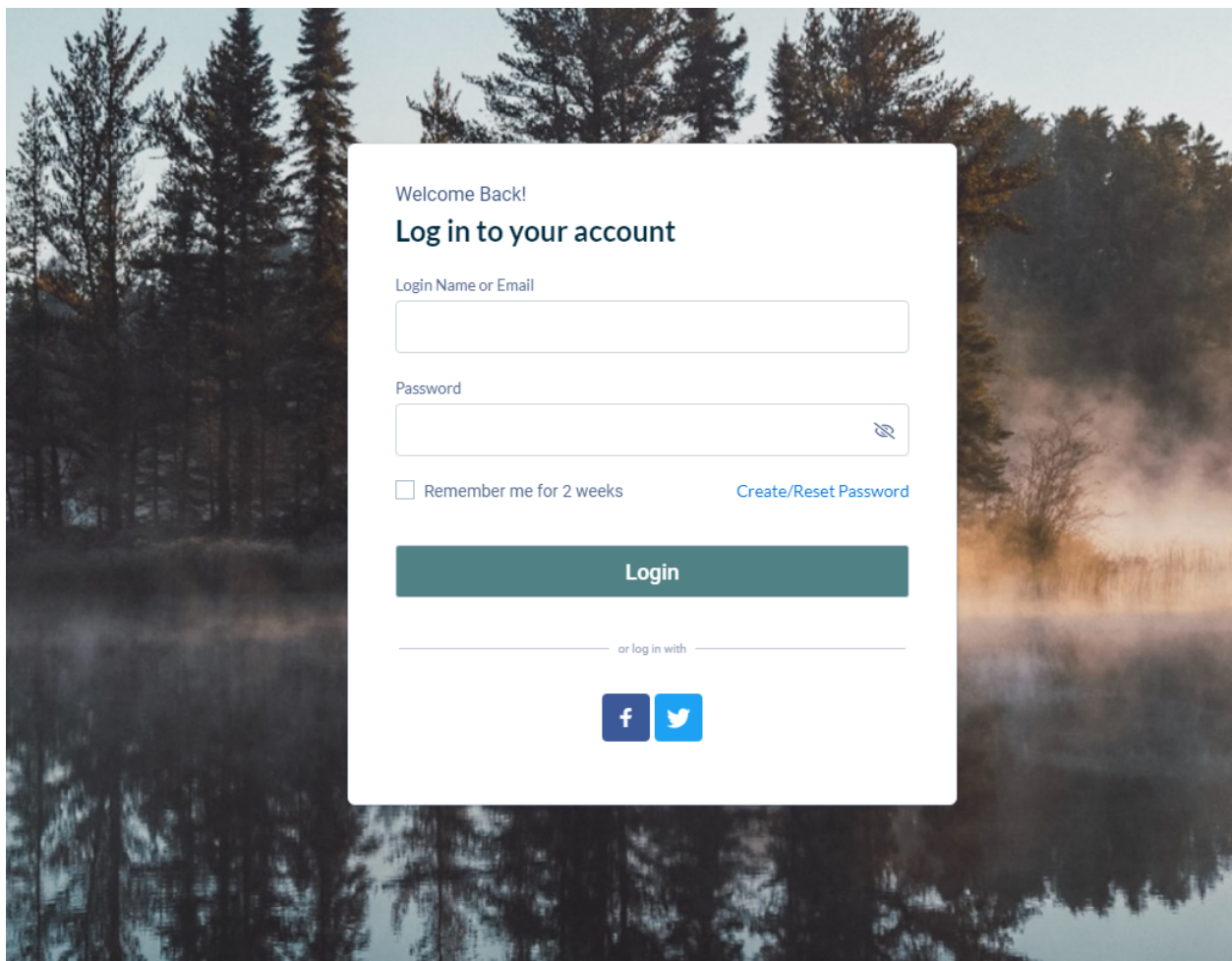
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## Navigating to the ASAP Member Portal

Website: [www.adaptationprofessionals.org](http://www.adaptationprofessionals.org)

ABOUT WHAT WE DO JOIN US JOBS & OPPORTUNITIES BLOG **MEMBER PORTAL** 

Once on the ASAP Home Page, the upper right-hand menu will display a green box with white lettering saying: Member Portal. Clicking this will navigate you to the Login Screen.



The screenshot shows a login form overlaid on a background image of a misty forest. The form is white with a dark teal 'Login' button. It includes fields for 'Login Name or Email' and 'Password', a 'Remember me for 2 weeks' checkbox, and a 'Create/Reset Password' link. Social media icons for Facebook and Twitter are at the bottom.

Welcome Back!  
**Log in to your account**



Login Name or Email

Password

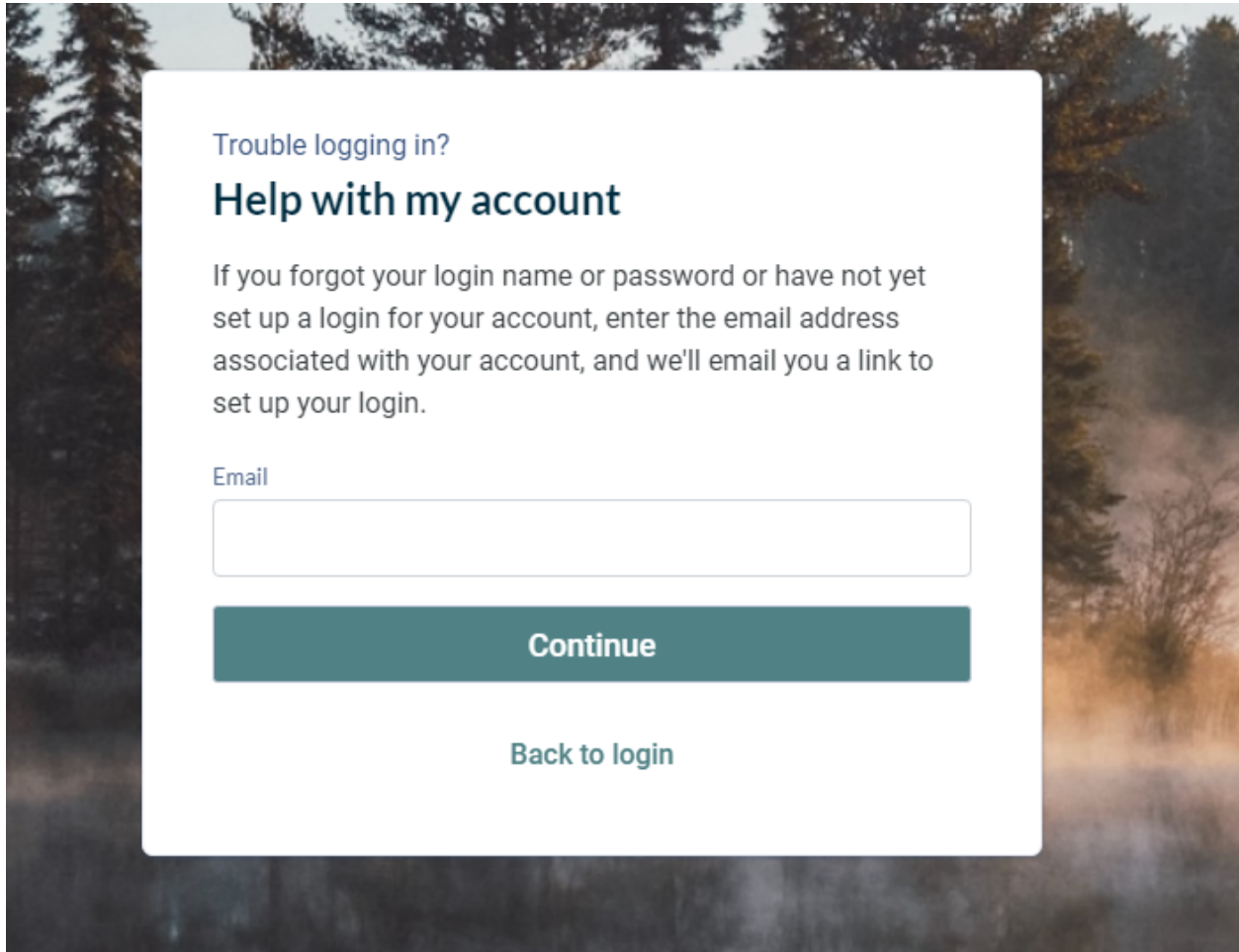
Remember me for 2 weeks [Create/Reset Password](#)

**Login**

or log in with

On the next page, you will see the login screen; if this is your first time logging into your ASAP Account, choose the option: *Create/Reset Password*.



Trouble logging in?

## Help with my account

If you forgot your login name or password or have not yet set up a login for your account, enter the email address associated with your account, and we'll email you a link to set up your login.

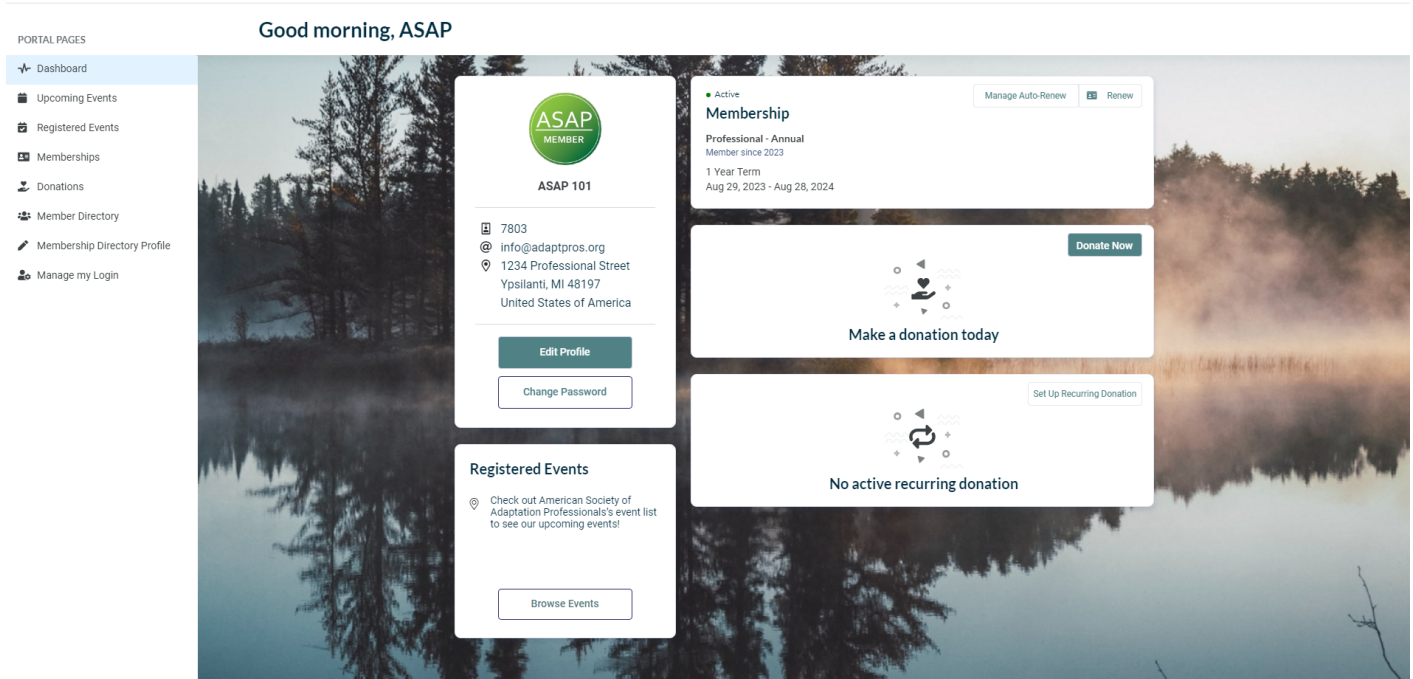
Email

**Continue**

[Back to login](#)

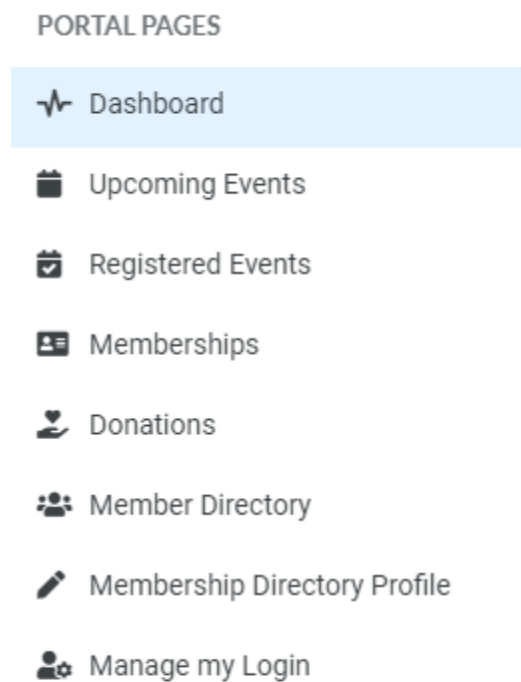
Follow the prompts on the screen to gain access to your account. If you do not receive a password reset email, please check your spam or junk folders. If you do not see it in either place, contact the ASAP Team at [info@adaptpros.org](mailto:info@adaptpros.org).

# The Member Dashboard



The member dashboard gives you a snapshot of your information. Including Name, Account Number, Email, Mailing Address. An overview of your ASAP membership, donations and ASAP Events.

The Left-hand menu displays several pages of ASAP resources and information. Here, you can register for events, check your membership status and donation history, and find the Member Directory.



## Registering for ASAP Events

The Upcoming Events Tab takes you to a list of all ASAP Events. This includes training, orientations, and member-led interest groups.

**Welcome ASAP 101(Account# 7803)**

Your membership is currently active. [Details](#)

### Events

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**Climate Service Providers Academy Workshop 2023**  
10/17/2023 01:00 PM - 11/28/2023 03:00 PM ET

- \$250.00

[Register](#)

**ASAP 101 Orientation | Bimonthly on the last Tuesday of the month at 5:30pm ET**  
06/27/2023 05:30 PM - 12/28/2023 06:30 PM ET

- Free

Join an ASAP 101 session to learn how to engage in member programs, explore how ASAP can advance your career, and find out how ASAP operates as an organization and network. Come prepared to meet other ASAP members, ask any questions you may have, and discover how ASAP can impact you!

[Register](#)

You can register for events by clicking on the register button and following the prompts on the screen.

The Registered Events Page will display a list of all the events you have registered for.

## Managing your ASAP Membership:

### MEMBERSHIPS

Renew Download

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#### Active Membership

Manage Auto-Renew

● Active

**\$180.00 - Professional - Annual**

1 year membership active from: Aug 29, 2023 - Aug 28, 2024

0 SUCCEEDED

Started on: Aug 29, 2023

Ends on: Aug 28, 2024

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#### All Memberships

Enrollment Date: All Time ▾

● Active SUCCEEDED

**\$180.00 - Professional - Annual**

Expires on: Aug 28, 2024

The Membership page displays all current and previous ASAP memberships. Active Membership displays your current membership status, term date, expiration date, and level of membership.

### Managing Auto-Renewal:

To turn your auto-renewal on or off, click on the pencil icon with the words *Manage Auto-Renewal*.

Here, you can turn your membership's automatic renewal on or off. Under this page, you will see a small toggle, either filled in blue, meaning the automatic renewal is currently active, or grey, meaning the automatic renewal is currently inactive.

MANAGE AUTO-RENEW

Auto-Renew

MANAGE AUTO-RENEW

Auto-Renew

PROFESSIONAL - ANNUAL

Edit

Next Payment On

Aug 29, 2024

1 Year Term

Aug 29, 2024 - Aug 28, 2025

Total Cost

\$180.00

Payment Method

Add Payment Method

Save

## Receipts for your ASAP Membership:

On the following page, you will see your membership history. Your most recent membership will be displayed at the top along with a bar that says MEMBERSHIPS. In the right-hand corner is the option to Renew or Download.

The screenshot shows a user interface for 'MEMBERSHIPS'. At the top right, there are buttons for 'Renew' and 'Download'. Below this, the 'Active Membership' section is highlighted. It includes a 'Manage Auto-Renew' link. The membership status is 'Active' with a green dot. The amount is '\$0.00 - Annual Pay What You Can' and the duration is '1 year membership active from: May 3, 2023 - May 2, 2024'. On the right, there is a 'SUCCEEDED' status with a green bar, and dates 'Started on: May 3, 2023' and 'Ends on: May 2, 2024'.

Once you select the option *Download*, you will receive a .zip file of receipts of all your ASAP Memberships on file in PDF form. In the receipt, you will find the amount paid for the membership, any discounts applied to that membership, and any donations to cover fees.

## Managing Your ASAP Donations:

The screenshot shows a 'DONATION DETAILS' page. At the top, there is a 'Download' button. The page is divided into two main sections: 'DONATION INFORMATION' and 'DONOR INFORMATION'. The 'DONATION INFORMATION' section includes fields for 'Donated on' (Mar 21, 2017), 'Amount Donated' (\$30.00), 'Campaign' (Save the whales), 'Fund' (Unrestricted), and 'Payment Method' (SUCCEEDED, Visa Credit Card, Visa \*\*\*\*7156). The 'DONOR INFORMATION' section features a profile picture of Jessica Myons and icons for social media and location. Below these sections is the 'ORGANIZATION INFORMATION' section, which includes fields for 'Organization Name', 'Organization Tax ID', and 'Organization Address'.

The Donations Page displays your ASAP Donation History and any recurring donations you have given.

The redesigned portal makes it even easier for members to manage - including pause and resume - their recurring donation schedules.

## Meeting the New Member Directory:

The freshly re-designed member directory makes finding members with your interest or within your area easier.

The screenshot displays the 'NEW DIRECTORY 2023' interface. At the top right is an 'Advanced Search' button. Below it is a search bar with the placeholder text 'Search by Name or Membership' and a magnifying glass icon. To the right of the search bar is a dropdown menu set to 'Sort by: Last Name A-Z'. The main content area is a grid of eight member profiles, each featuring a green circular 'ASAP MEMBER' logo. The profiles are for: ASAP 101 (info@adaptpros.org), Louisa de Heer (Ideheer@parametrix.com), John R. Nordgren (john@climateresiliencefund.org), Stephen Adams (stephencadams@earthlink.net), Timothy Adams (adamstb@cdmsmith.com), Adaptation International (sascha@adaptationinternational.com), Abigail Aderonmu-Omu (aaderonmu-omunu@wustl.edu), and Ben Agrawal (bagrawal@hazenandsawyer.com). Each profile includes contact information and an 'Expand' button.

Under Search, you can find members based on their names. If you are looking for more advanced searching, under *advanced search*, you can find members based on their city, state, company, and position.

**Advanced Settings** Clear

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First Name

---

Last Name

---

City

---

State/Province  ▼

---

Company Name

---

Title





### **Managing Your Member Directory Profile:**


In order for the directory to function at its best, it is critical for Members to keep their profiles up to date. You can update your profiles either by navigating to the *Membership Directory Profile*, or by the Upper Right Hand Menu by clicking the carrot drop down and choosing the option: *Update my Profile*.


You can choose to opt out of the ASAP Member Profile. Simply slide the toggle until it turns grey. Additionally, you can opt out of displaying your profile picture on the profile as well by sliding the toggle.


Additionally, you can choose to hide information from the directory by clicking the eye icon. When a slash is displayed through the eye icon

Email  
 

City  
 

State/Province  
 

Company Name  
 

Department  
 

### MEMBERSHIP DIRECTORY PROFILE



Approved

Would you like to appear in the membership directory?

Appear in Membership Directory

Would you like to include your photo in your membership directory profile?

Include Photo in Membership Directory

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