



Manitoba Child Care
Association

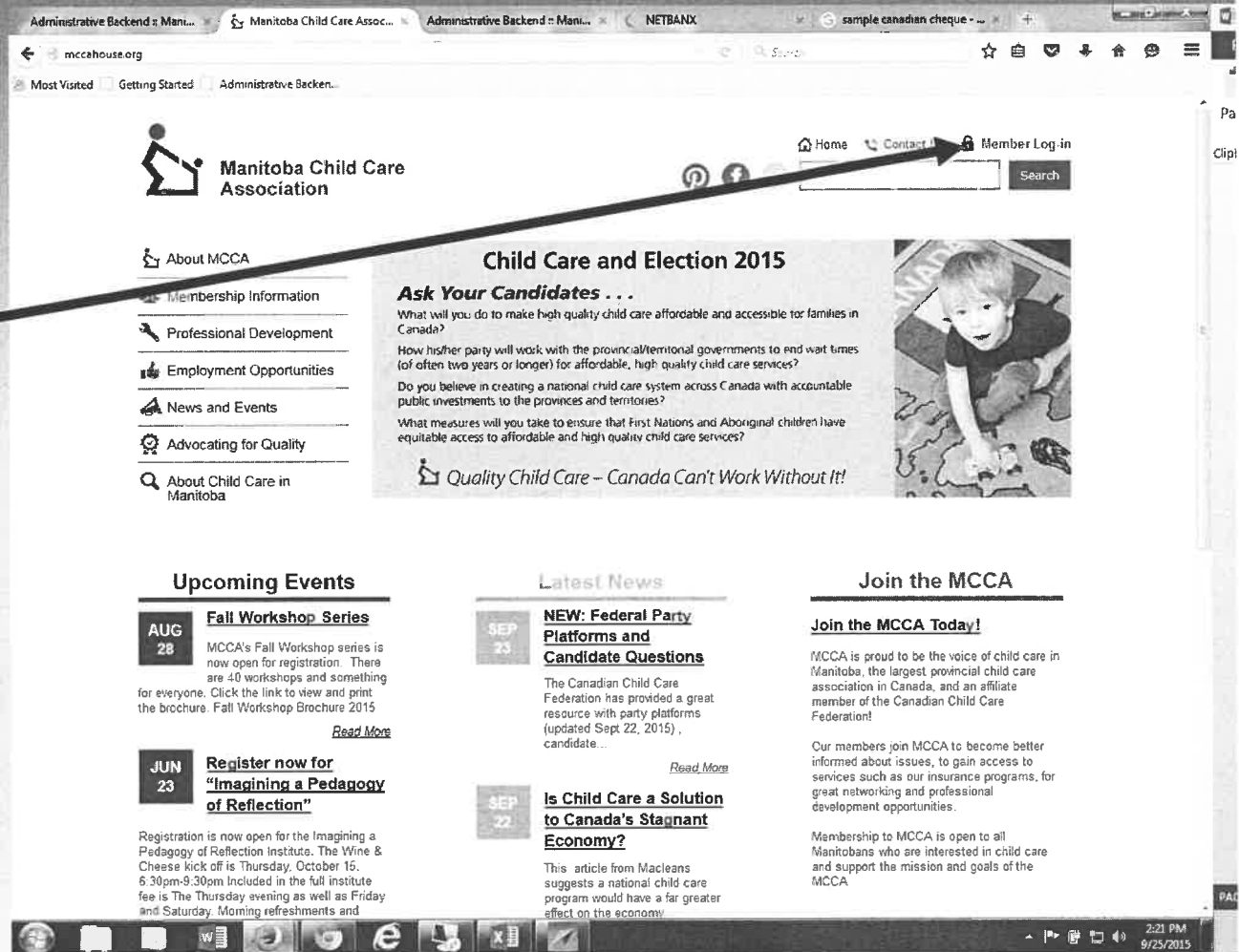
and

“YourMembership.com”

**Online membership database
management system**

Start at MCCA's homepage
www.mccahouse.org

Click on:
"Member Log in" to
begin



Type in your
username and
password

Manitoba Child Care Association

Member Home | Events | Services | Forms | Child Care Centres | Family Child Care | Employment Opportunities

Welcome to MCCA's Member Area!
If you are a Director click [here](#) to learn how to use the membership managed area for your employees that are MCCA members

Enter search terms

Sign In

Username

Sign In

Forgot your password? Have us register you?

Join MCCA Today!

Benefits

** For current MCCA members:
If you are a first time user, enter this as the user name:

- mcca followed by your personal membership number (mcca is lower case)

Enter this generic password for the first time:

- MCCA4510931 (MCCA is upper case)

After your first login, please **reset a password of your own choosing**.
Forgot your password?

We have created this online member area for our members to manage personal information whether you are an individual applying for an annual membership or an administrator managing your employees personal memberships through a child care facility.

What you can do on this site!

- Join MCCA
- Renew your membership online and pay via Visa/MasterCard or print your invoices and mail in with a cheque.
- Update your personal information, print receipts and reset your username and password in real time.
- As an administrator of a child care facility or family child care facility, you will be able to manage your employees individual memberships, make changes to addresses and or membership categories, and make your payments online whether they are monthly or annual.

Secure and private. Your personal information is only visible to the MCCA membership administrators.

Membership to MCCA is open to all who are interested in child care and support the mission and goals of the Manitoba Child Care Association.

About MCCA
The Manitoba Child Care Association (MCCA) is a non-profit, membership-funded, non-partisan organization incorporated in 1974. Our mission is to advocate for a quality system of child care, to advance early childhood education as a profession, and to provide services to our members.
MCCA's vision is to promote and support an exceptional early learning and child care system by fueling our members to be proud and excited to belong to a progressive, respected profession.

Regional Branches

Central Region	Perthland Region
Thompson Region	Norman Region
Interlake Region	South Central Region
Westman Region	Eastman Region
	Winnipeg Region

Learn More | Join MCCA Today

2:36 PM 9/25/2015

To update the centre information
Click here:

To view your employees,
and update their
information
Click here:

To view and pay your
MCCA membership
invoices
Click here:

The screenshot shows the administrative backend of the Manitoba Child Care Association website. The browser tabs include 'Manitoba Child Care Assoc...', 'Administrative Backend :: Mani...', and 'NETBANX'. The page title is 'Manitoba Child Care Association' and the URL is 'http://www.mcca-site-ym.com'. The navigation menu includes 'Member Home', 'Events', 'Guides', 'Forms', 'Child Care Centres', 'Family Child Care', and 'Employment Opportunities'. The main content area is titled 'Manage Profile' and contains instructions: 'From this page, you can navigate to change your account information such as mailing address, email or contact information, by selecting "Edit Bio"'. It also states: 'To Manage your employees information, select "Employees"' and 'To pay for, or print your employees dues for MCCA, select "Invoices, Payments & History"'. There is a 'member rewards' banner with a '2011!' badge. On the right, there is a 'My Profile' sidebar with links to 'Profile Home', 'Manage Profile', 'Groups', 'Messages', 'Membership Info', and 'Member Rewards (new)'. Below the main content, there are three sections: 'Information & Settings' with 'Edit Bio' (update information and choose privacy settings) and 'Preferences' (view and manage preferences and notification settings); 'Employees' (view and manage current employees, send invitations); and 'Invoicing, Payments & History' with 'Invoices' (view, print and pay your invoices) and 'Membership' (view your membership status and view membership renewal options). At the bottom, it says 'YOU ARE SIGNED IN AS: K.I.D.S. INC. (SIGN OUT)' and 'ADMIN DASHBOARD | RETURN TO PREVIOUS ADMIN PAGE | SITE RESOURCE MANAGER | EDIT'.

**** When you click on “Invoicing, Payments & History”, you will see the following screen.**

Click on “Dues” to view and to pay your invoices.

The screenshot shows the Manitoba Child Care Association website. The main navigation menu includes: Member Home, Events, Guides, Forms, Child Care Centres, Family Child Care, and Employment Opportunities. The 'Invoices' section is active, displaying the following text: 'Please print a copy of this page for your records before proceeding to the "Pay Selected Invoices"'. Below this, it says 'Thank you.' and 'Filter by status: Open'. A button labeled 'Dues' is highlighted with an arrow from the text on the left. Below the 'Dues' button, it says 'There are currently no invoices in the type and status.' and a 'Pay Selected Invoices' button is visible. On the right side, there is a 'My Profile' section with links for Profile Home, Manage Profile, Groups, Messages, Membership Info, and Member Rewards. Below that are buttons for 'Join MCCA Today!' and 'Benefits'. The footer contains 'About MCCA' and 'Regional Branches' (Central Region, Thompson Region, Interlake Region, Westman Region, Parklands Region, Norman Region, South Central Region, Eastman Region, Winnipeg Region). The system tray at the bottom shows the date and time as 4:29 PM on 9/25/2015.

Fill in the credit card information,
OR fill in the ACEH-Check
information (ACEH-Check is like
Direct Debit – banking
information is on your cheques or
on your bank statements, but
when reading off the cheque
from right to left) –
“004388” 93988 001 1001009

Be sure the address is the
BILLING ADDRESS of the card
holder or account holder.
Then click submit payment

The screenshot displays the MCCA NETBANK interface. At the top, there are navigation tabs: 'Most Visited', 'Content & Settings', 'Getting Started', and 'Administrative Backen...'. Below these is a table of transactions:

Account Number	Transaction Date	Amount	Balance
300353835	01 05 2016	\$17.34	17.34
300354468	01 05 2016	\$17.34	17.34
300353832	01 05 2016	\$17.34	17.34
300353729	01 05 2016	\$17.34	17.34
		Total Balance	\$178.42
		Total Allocated	\$178.42

Below the table is a 'Payment Information' form. The 'Payment Amount' is \$109.42. The 'Payment Type' is 'Credit Card'. The 'Name on Card' is 'Melanie Fraser'. The 'Card Type' is 'FIRST, M.L. L-ST'. The 'Card Number' and 'Card CVV Number' fields are empty. The 'Exp. Date' is '(mm/yyyy)'. The 'E-mail Address' is 'munreba@shs-bc.ca'. The 'Organization' is 'Midwest ECE Centre Inc. School Age'. The 'Address' is 'Room #6, 301 Kent Road, Winnipeg, Canada, Manitoba, R2L 1K9, Phone: 654-4377'. A 'Submit Payment' button is at the bottom of the form.

The footer contains 'About MCCA' (The Manitoba Child Care Association (MCCA) is a non-profit, membership-funded, non-partisan organization incorporated in 1974. Our mission is to advocate for a quality system of child care, to advance early childhood education as a profession, and to provide services to our members.) and 'Regional Branches' (Central Region, Parklands Region, Thompson Region, Norman Region, Interlake Region, South Central Region). The footer also includes a navigation bar with 'YOU ARE SHOWN IN AS: MANITOBA ECE CENTRE INC. SCHOOL AGE (FROM OUT)', 'ADMIN DASHBOARD', 'RETURN TO PREVIOUS ADMIN PAGE', 'SITE RESOURCE MANAGER', and 'EDIT MODE (OFF)'. The date and time are 8:12 AM 5/27/2016.



WAIT!! DID YOU REMEMBER TO PRINT THIS PAGE?

Things to remember!

- Be sure you are using “Google Chrome” or “Firefox” as your internet browser. Both are FREE online to download. Internet Explorer does not support a lot of the new technologies that are associated with most applications these days.
- IF you have any changes or discrepancies to your staff, or the invoices, call Dianne at 204-336-5065 or email at: djonespearson@mccahouse.org
Most changes can be done instantly and you can then move on with your day!
- ** If you have any staff that are no longer there, you can suspend them, and THEN email Dianne with the changes so she can deactivate them. Changes not reported within 30 days will result in incorrect invoicing and your centre WILL be invoiced for the current charges if changes are not reported. You can also submit changes with the change of information forms, found on the website under “Forms”
- New Staff can be entered by the admin/director online. If you are experiencing trouble, or they are a previous member, please contact Dianne.

Thank
You!