



Members Only Section FAQ

Members Only Section Available Now on Museum Website

HCA members are now able to access important HCA documents through the new *Members Only* section on the museum's website. Available documents include:

- Minutes of HCA Board of Directors meetings
- Minutes of HCA Executive Committee meetings
- Minutes of HCA General Membership meetings
- Current year issues of Heisey News (older issues have been available for many years to all under the Education tab)
- Financial documents
- Endowment documents

To access these documents, members must have an account on the museum website.

Q - I don't know if I have an account. How do I check?

A - You will have an account if you have already used the website to purchase an item or to register and pay for a convention or Percy and Vivian Moore Weekend event. If you aren't sure:

- Go to the website at www.heiseymuseum.org and scroll to the bottom of the homepage.
- Click on My Account, located at the top of black rectangle.
- Under **Login** on the left, enter your username or email address and your password and click the Log in button.
- If you can't remember your password, click on *Lost your password?* and follow the steps to create a new password.
- If your account is not found in the system, you will be notified. You must then create an account. Simply follow the steps below.

Q - How do I create an account?

A - Creating an account is quick and easy!

- At www.heiseymuseum.org, scroll to the bottom of the page, and click on 'My Account.
- Under **Register** on the right side of your screen, enter a username of your choosing, your email address, and a password that you have created.
- You will automatically be redirected to an account dashboard, this means your account creation was successful.
- Immediately you should receive an email that your web account has been created.
- Within 24 hours, you will receive a notice that your membership has been confirmed and you are able to access the Members Only section.

Q. I already have an account. How do I access the Members Only site?

A - Log into your account in the usual manner:

- Click on My Account at the bottom of the homepage.
- Enter your information to log in to your account and get to your account dashboard page.
- On your account dashboard page, click on the gray **Access Members Only** bar at the bottom left.
- If you have already logged in, you can go directly to the Members Only area by clicking on Members Only at the bottom of the homepage.

Q - Several members of my household are HCA members. Does each person need their own account?

A - All HCA members in your household are able to use the site, but at this time, only the primary member on your household's HCA account is eligible to create an account. All users in your household will need to log in with the same username/email address and password.

Q - Who can use information in the Members Only section?

A - This information is intended only for members, their agents and attorneys. Terms and conditions of use are posted at the bottom of the Members Only section. Please review them.

Q - How much information is available now in the Members Only section?

A - The categories of information included in the Members Only section are listed above.

- As a starting point, all *approved* minutes of the HCA Board of Directors and the HCA Executive Committee as well as General Membership meetings for 2022 are available now; 2023 minutes will be added as they are approved. Earlier minutes will be added gradually over time. It is our goal to upload all minutes for the past five years within a few months.
- Current financial and Endowment Fund documents are available now, with a goal of making five years of documents available.
- *Heisey News* from April 2022 through March 2023 are available now. Earlier issues are available to members and the general public under the Education tab.
- New and recently revised policies are available now. Our goal is to make all policies pertinent to members available.

Please keep in mind that the Members Only section was developed by HCA members who have volunteered their time. Documents will be added as soon as volunteers have time to do so.

Thank you for your patience.

If you encounter problems creating an account or accessing the Members Only section, contact the members only team at membersonly@heiseymuseum.org.