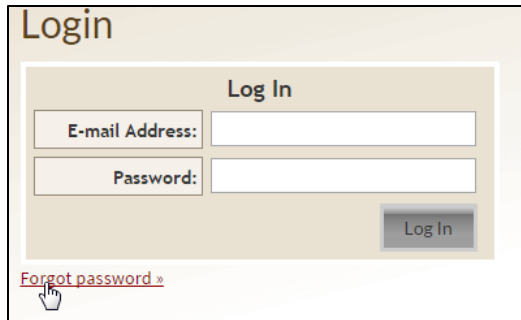


Using CREWbiz®

To get started, visit the CREW Network website: www.crewnetwork.org, and click on the CREWbiz link at the top.

Log in using your email address and password. If you have forgotten your password, click “forgot password” and a link to reset your password will be sent to the email address used on your record. If you are a new member, and haven’t logged in yet, use the temporary password 1234 to log in. **You will use the left-side menu to navigate through CREWbiz.**



Login

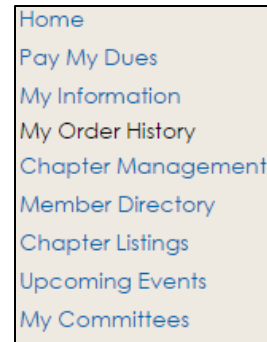
Log In

E-mail Address:

Password:

Log In

[Forgot password »](#)



Home

Pay My Dues

My Information

My Order History

Chapter Management

Member Directory

Chapter Listings

Upcoming Events

My Committees

Pay My Dues

Click “Pay My Dues” or go to “My Order History” to print or pay your membership dues invoice.

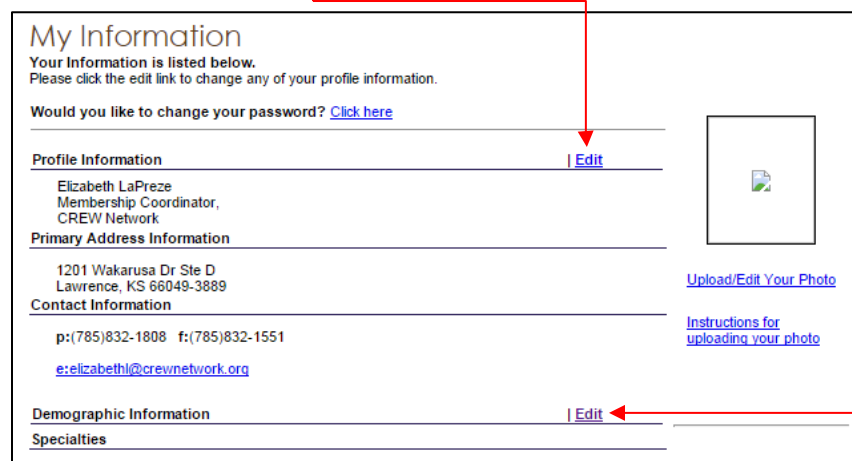
*Membership dues invoices are available for **renewing members** November – mid-February, and for **newly approved members** for approximately 90 days after the invoice is first generated.*

Not every chapter invoices members through CREWbiz; if the “Pay My Dues” link is not visible, you do not have an open membership invoice. If you believe this to be in error, please email membershipinfo@crewnetwork.org.

My Information

Your **profile** is what other members see when they look you up on CREWbiz; this is where you market yourself to more than 9,000 other professionals in CREW Network. To edit your profile, click “My Information” on the left-side menu. From here, you can change your password, edit your contact information, add a photo/biography, etc.

To edit your contact information: click “Edit” next to “Profile Information”.



My Information

Your Information is listed below.
Please click the edit link to change any of your profile information.

Would you like to change your password? [Click here](#)

Profile Information [| Edit](#)

Elizabeth LaPreze
Membership Coordinator,
CREW Network

Primary Address Information

1201 Wakarusa Dr Ste D
Lawrence, KS 66049-3889

Contact Information

p:(785)832-1808 f:(785)832-1551
e.elizabethl@crewnetwork.org

Demographic Information [| Edit](#)

Specialties

[Upload/Edit Your Photo](#)

[Instructions for uploading your photo](#)

To edit your demographic information, including specialty, industry affiliations, and biography: click “Edit” next to “Demographic Information”. You may copy and paste biography information and professional responsibility information from a Word document, or type directly onto the screen.

Information to include in your biography: Include any keywords that describe your specific skill set. What skills and expertise do you bring to the table? What business do you have to give, and what type of business do you hope to get? Be sure to list the range of projects you have lead or have played a significant role in, and describe what that role was. Highlight the deals you have closed. Your bio should be compelling and succinct. Sell yourself!

To add a photo: First, make sure that your photo has a height of 150 pixels. Most photo-editing programs have easy tools to resize a photo. (Don't have access to a photo-editing program? There are many free online programs, such as www.picmonkey.com.) Once the photo is ready, click "Upload/Edit Your Photo", browse to the image on your computer, and click "Upload Image Now!". Your photo should appear within a few minutes.

My Order History

From "My Order History", you can **pay open invoices, download and print an open invoice** to mail in payment, or **download and print receipts** for accounting purposes.

Chapter Management

The **Chapter Management** link is only visible to current members of a Chapters' Board of Directors, to be used in their duties as chapter leaders. Board members may contact membershipinfo@crewnetwork.org for our Chapter Management Guide. If additional members/leaders should have access to this information, the chapter president can email membershipinfo@crewnetwork.org to request/authorize permission for additional individual(s).

Member Directory

You can **search for members** using a number of fields. You may search for one specific individual, or you may search for all members employed with a certain organization, or you may search for all lawyers with a particular chapter... the list goes on! Member's biographies and professional responsibilities are also searchable by keyword. You can use the "wildcard" character of % to expand your search results.

For example, if you want to search for a member in Fort Worth who specializes in property management, you could enter "f%worth" in the City field, and select "property management" from the Areas of Specialty field, to filter for both criteria.

This use of the wildcard in the City field will provide results from members listing their city as "Fort Worth" OR "Ft. Worth".

Search results will include the members' primary contact information and chapter name. Click on the name to view a member's complete profile, or on their vCard to download their contact information.

Chapter Listings

Find information on each CREW Network chapter, including contact information and a link to the chapter website.

Upcoming Events

You can register for CREW Network events, such as Board Hosted Calls, leadership summits or the CREW Network annual convention. Many chapter events are also accessible for registration from here.

My Committees

Current and previous **CREW Network and chapter committee services** are listed on your profile, and more detailed information can be found in the "**My Committees**" section. Committee service is maintained by CREW Network staff. If your committee profile is incomplete or needs updating, please contact membershipinfo@crewnetwork.org.

*Include your **name**, your **chapter**, the **committee name**, your **position of service** (member, Chair, Co-Chair, etc.), and the **dates you served** on the committee. Please allow 7-10 business days for committee services to be updated.*

Troubleshooting

I can't log in – the website tells me I have an invalid email address or password.

1. Click "Forgot password" to have a link sent to your primary email address.
2. Email membershipinfo@crewnetwork.org to have your password reset.

I don't remember my password and I don't have access to my old email account.

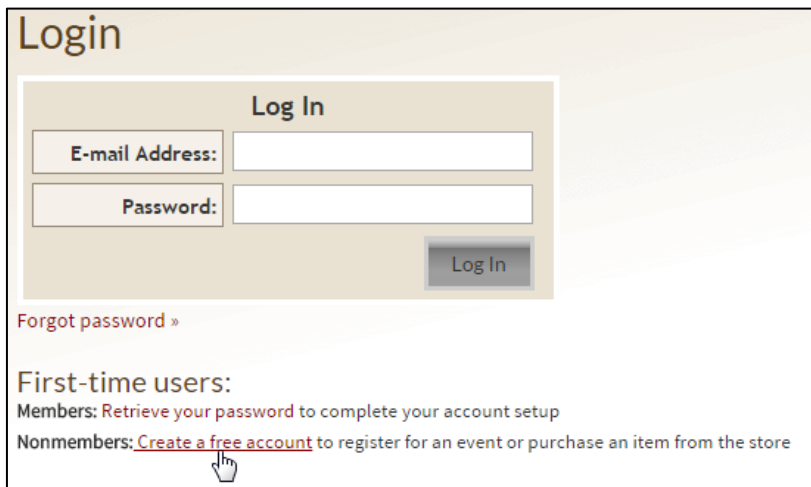
1. Email membershipinfo@crewnetwork.org with your name and current contact information.

I'm trying to register for an event, but I can only see the "nonmember" price, even though I'm a member.

1. Have you paid your dues? Member rates only appear if membership dues are paid for the current term.
2. Payment is on the way? Email your chapter's administrator to inquire if you can register as a member while payment is pending.
3. Email membershipinfo@crewnetwork.org with payment confirmation information, so our Membership Coordinator can track your dues payment.

Nonmembers:

Even if you are not a member of CREW Network, you need a record in CREWbiz to register for events or make a purchase/donation through our online shopping cart. If this is your first time using CREWbiz, click “create a free account” and follow the prompts. If you have used CREWbiz before, log in with your existing account information. If you cannot remember your password, click “Forgot password” and a link to reset your password will be sent to the email address used on your record. **You will also use the left-side menu to navigate through CREWbiz**



Log In

E-mail Address:

Password:


Log In

[Forgot password »](#)

First-time users:

Members: [Retrieve your password](#) to complete your account setup

Nonmembers: [Create a free account](#) to register for an event or purchase an item from the store



My Information
My Order History
Upcoming Events

My Information: update contact information / password

As a nonmember, your profile is not visible to others/members of CREW Network, but it’s still important to update your contact information to simplify the registration process for chapter events and/or quickly proceed through the shopping cart. To update your contact information or change your password, click “My Information” from the left-side menu. See “My Information” on page one for further instruction.

My Order History: access invoices and receipts

From “**My Order History**”, you can pay open invoices, download and print an open invoice to mail in payment, or download and print receipts from past purchases for accounting purposes.

Upcoming Events: register for an event

From “Upcoming Events” you can see and register for CREW Network events, such as our annual convention; many chapters also have registration for their events accessible from here.