

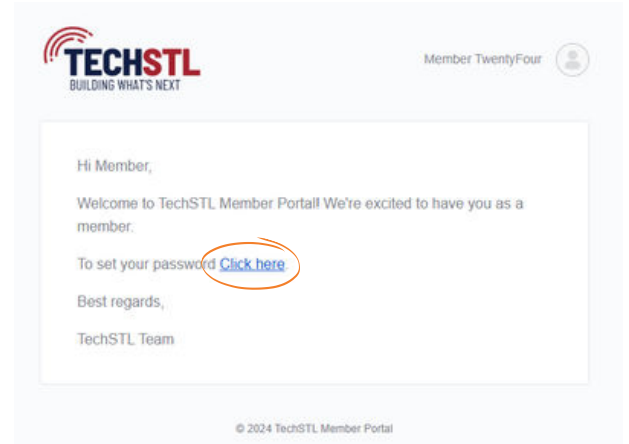
# New TechSTL Member Portal

## User Instructions (Updated June 2025)



### Step 1: Reset your Password

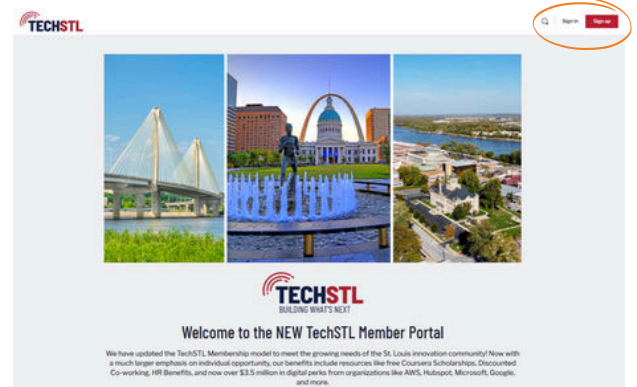
You will receive an email confirmation with a link to reset your password. Click the link and reset the password.



### Step 2: Login to the Member Portal

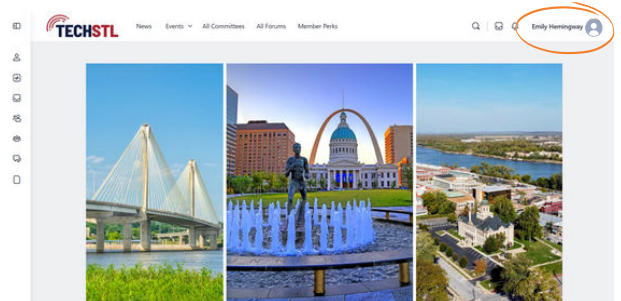
<https://members.techstl.com/>

Your username is the email address recipient of the original message. Reset our password and then login to the TechSTL Member Portal.



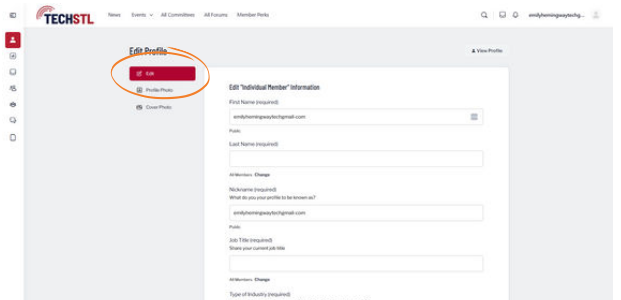
### Step 3: Update Your Settings

In the upper right corner of the portal, click on your avatar and select "Profile" and then "Edit."



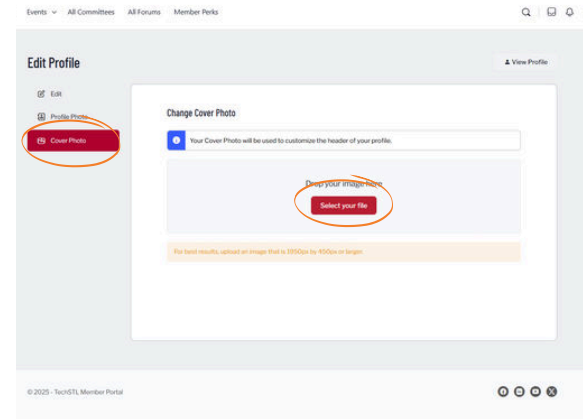
### Step 4: Update Your Profile

Edit your "Individual Member" Information to add the details you want shared in your profile and how you want other members to find you within the system. Click Save.



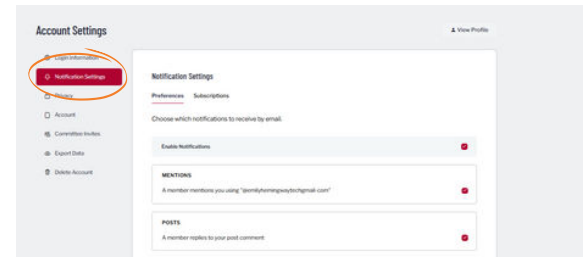
## Step 5: Add a Profile & Cover Photo

You have the ability to add a profile photo and a cover photo to your membership page. For best results, a profile photo should be 300px x 300px or larger, and a cover photo is 1950px x 450px or larger.



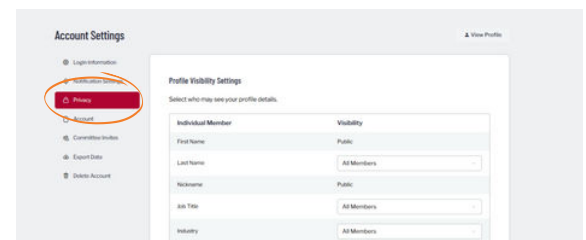
## Step 6: Update Notification Settings

Make updates to your Notification Settings within the Account Settings Tab.



## Step 7: Update Privacy Settings

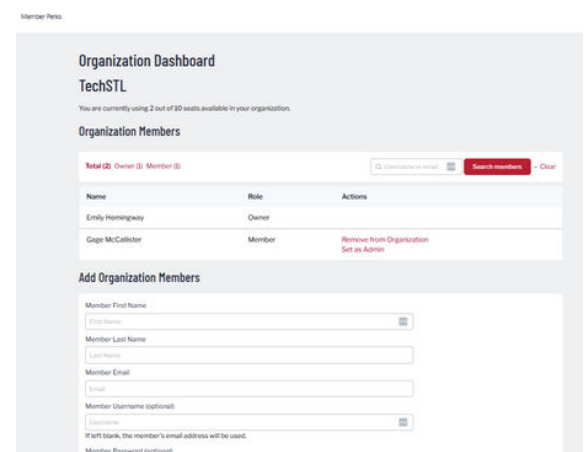
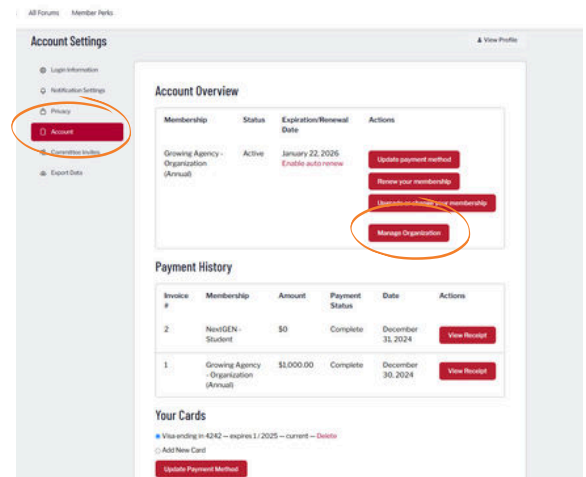
You can limit who on the portal can see your info within the Privacy Settings.



## Step 8: Manage Account Settings & Add Organizational Members

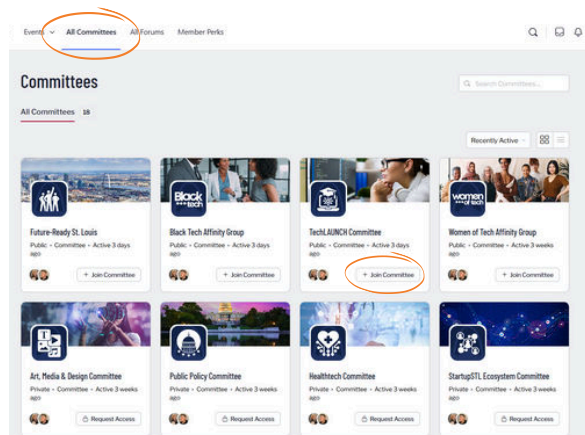
Under the Account tab under Account Settings you will find the following:

- Update Payment Method
- Renew Your Membership
- Upgrade or Change Membership
- Download Payment Receipts
- **Manage Organization** (if you're tied to an organizational membership)
  - Organization Dashboard:
    - View current Owners & Members
    - Add or Import Members
    - Update Organization Info



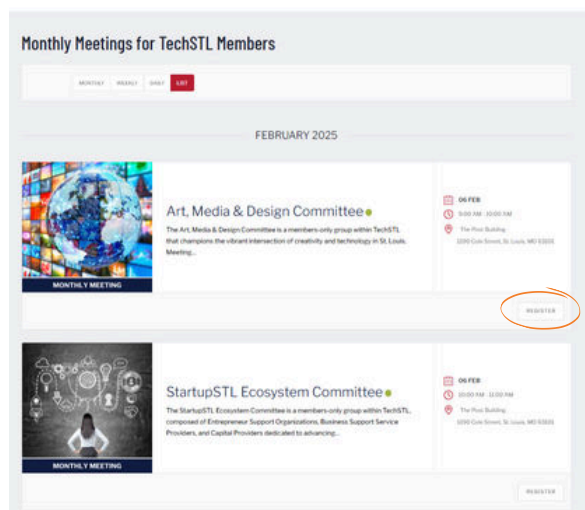
## Step 9: Join Committees & Forums

Depending on your membership level, you will have access to some or all of the Member Committees. Click on “All Committees” in the top menu bar and then click on “Join Committee” to register. Committees meet once a month and are tied to an active forum.



## Step 10: View our Monthly Meetings

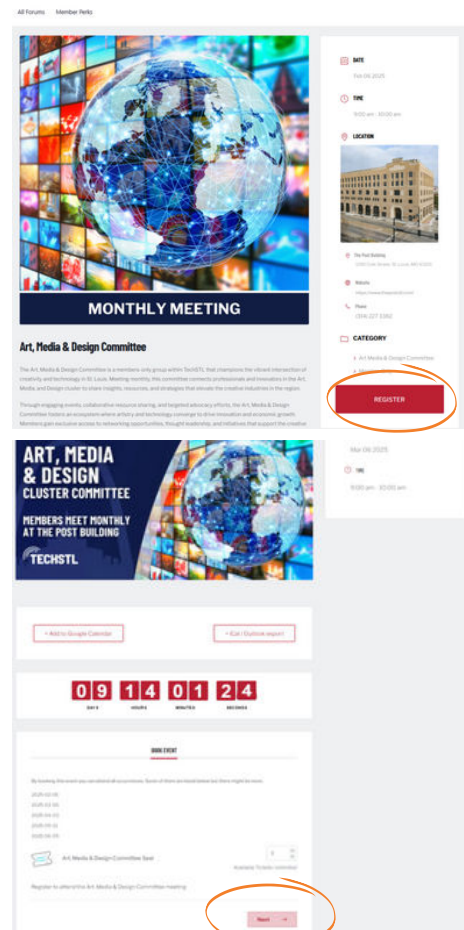
Each Committee has a monthly meeting that members are allowed to attend, based on their membership level. To register for the meetings, scroll over “Events” in the top menu bar and select “Member-Only” or one of the listed networks in the drop-down. Find the meeting and click “Register”



## Step 11: Sign up for Monthly Meetings

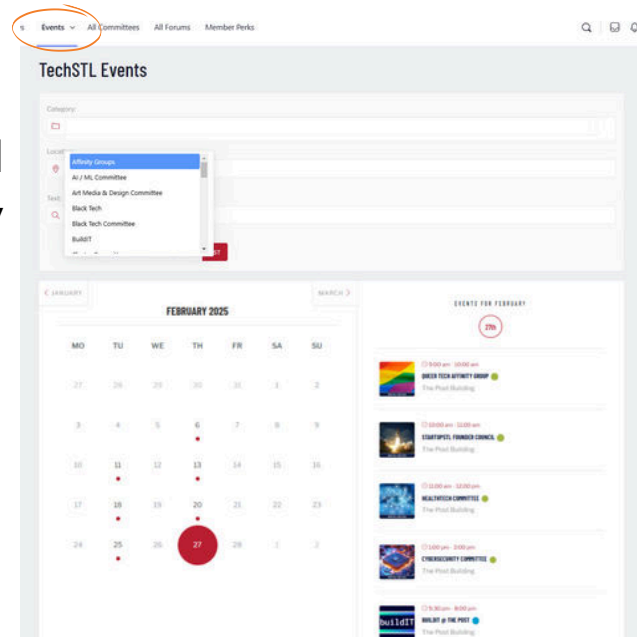
Please register on the website for each of the committees that you want to join, so we can keep a current list of committee members. To sign up, click on the “Register” button on the right or scroll down below to select the number of tickets you want to reserve (you can register for members of your team) and the full sequence of the meeting series. You will then be able to add the events to your calendar.

*(Please confirm that your calendar applied the full list of events)*



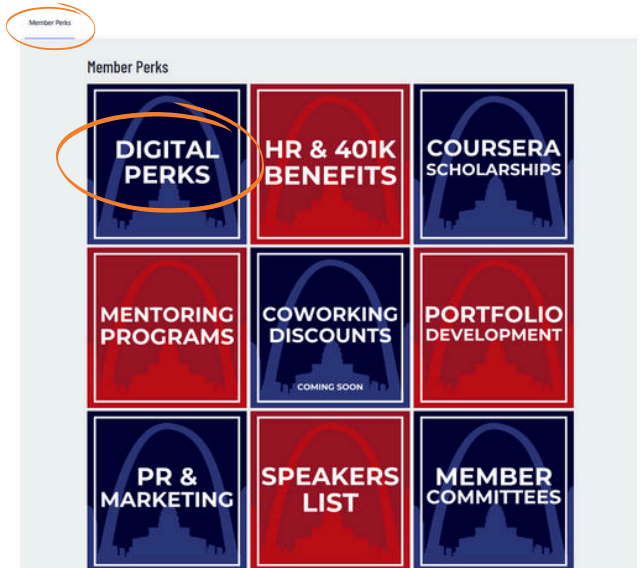
## Step 12: View Full Calendar of Events

Under the “Events” tab on the top menu bar, select the “Full Calendar” to view all TechSTL related events. You can filter by Category, Location, or Text search. You can also view by Monthly, Weekly, Daily, and List of all upcoming events. Events are organized by Member-Only or Public, you can also search by Committee or Program. All events are free for members within the portal.



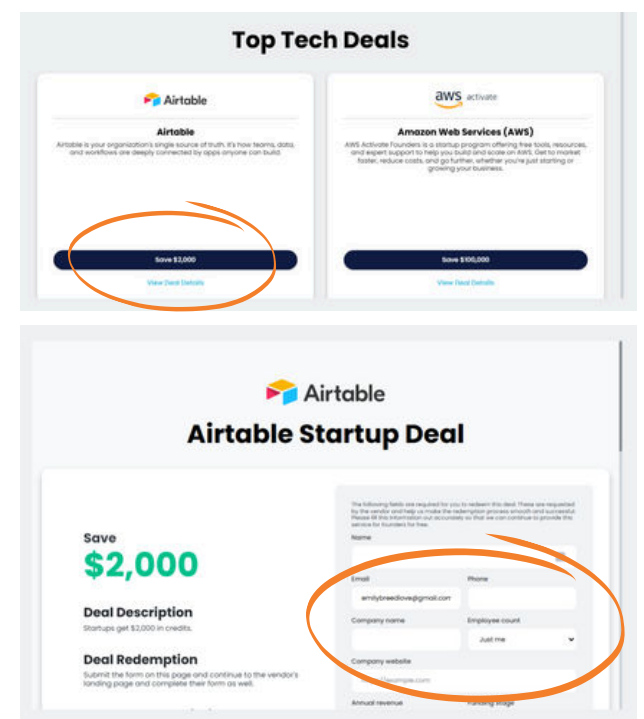
## Step 13: Access Member Perks

Available Member Perks can be found on the portal Homepage or on the “Member Perks” page which is accessed on the top menu bar. All active perks will be hyperlinked to an instructional page on how to apply for or access the benefit. Click on the colored boxes to open up the pages.



## Step 14: Download Digital Perks

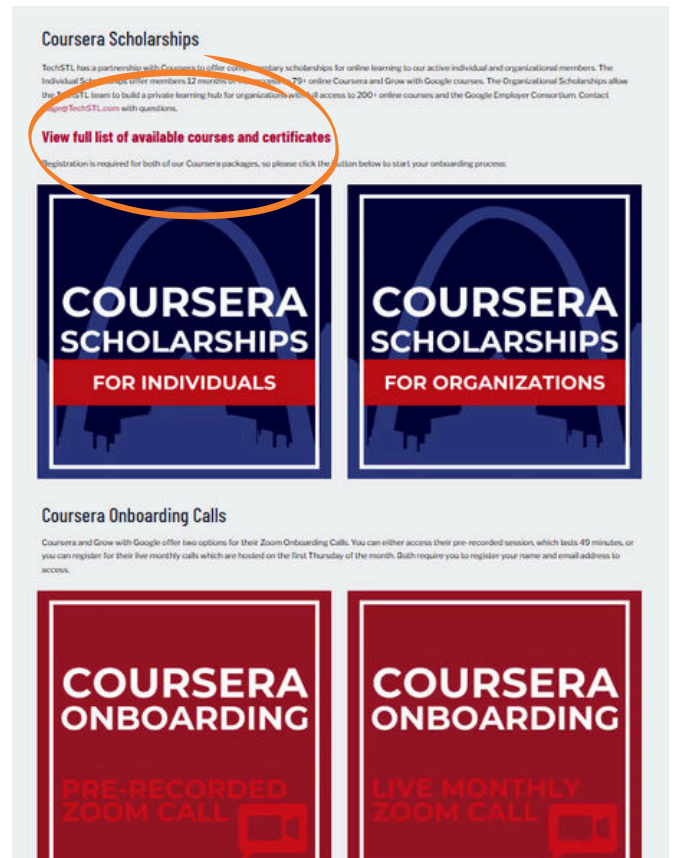
We have over \$3.5 million in digital perks thanks to a partnership with StartupStack. To apply for the discounted opportunities, click on “Digital Perks” in the menu bar or on the landing page. Select the tech deal that you would like to redeem, submit your email address, and then complete the form to receive deal code via email





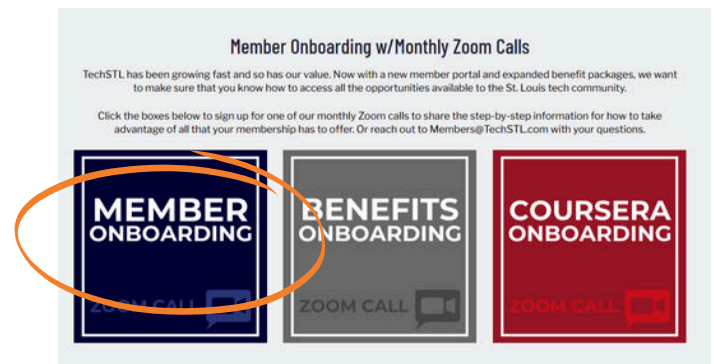
## Step 14: Register for Coursera

TechSTL members have access to scholarships for Coursera and Grow with Google. Members can sign-up for an individual scholarship for [200+ Online Courses](#) or organizations can have a private learning hub for their entire team. Under “Member Perks” click on “Coursera Scholarships” to access this informational page. Registration is required with TechSTL staff to secure a scholarship or hub.



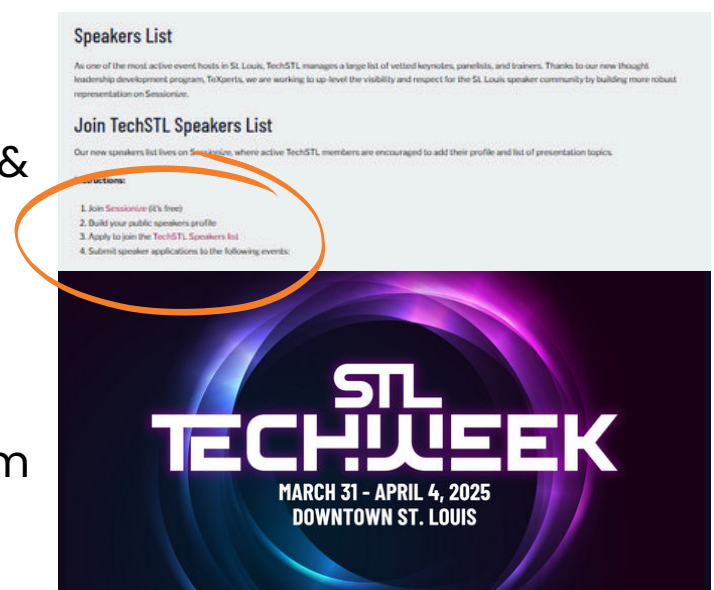
## Step 15: Onboarding Zoom Calls

On the portal homepage, at the bottom of the page, are three graphics that link to Zoom registrations for Member Onboarding Calls. Click to sign up



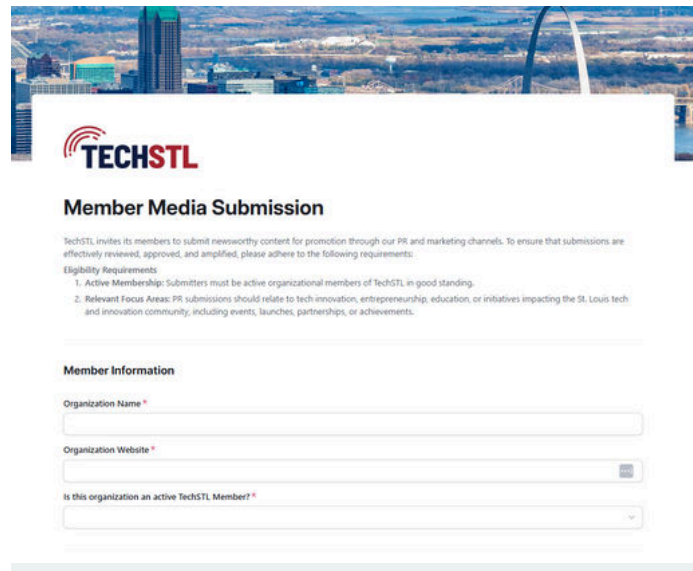
## Step 16: Apply to Speak

Members have the opportunity to apply to speak at ongoing events & STL TechWeek by accessing our private Sessionize links on the “Speaking” tab, on the “Member Perks” page. To apply, click the event banner & scroll to the bottom of the Sessionize page to click “Submit a Session.”



## Step 17: Marketing & PR Support

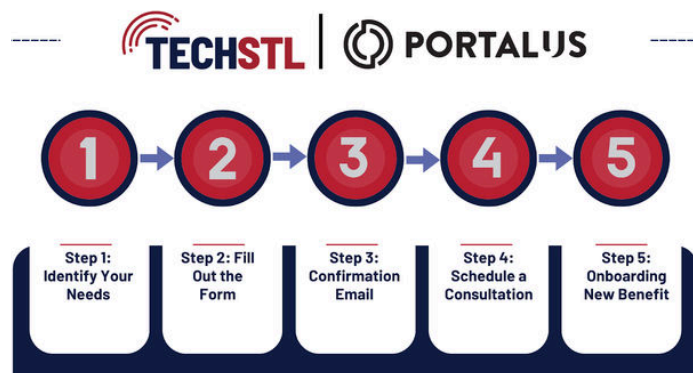
If you have an event, blog, or press release that you'd like to share with TechSTL, our staff is happy to review media opportunities for distribution. On the "Member Perks" page or drop-down, click on "PR & Marketing." On that page you'll find instructions for submitting a media request to be reviewed by TechSTL.



The screenshot shows the TechSTL Member Media Submission form. At the top is the TechSTL logo and the title "Member Media Submission". Below this is a brief introduction and two eligibility requirements: 1. Active Membership: Submitters must be active organizational members of TechSTL in good standing. 2. Relevant Focus Areas: PR submissions should relate to tech innovation, entrepreneurship, education, or initiatives impacting the St. Louis tech and innovation community, including events, launches, partnerships, or achievements. The form includes a "Member Information" section with fields for "Organization Name", "Organization Website", and a dropdown for "Is this organization an active TechSTL Member?".

## Step 18: HR & 401K Benefits

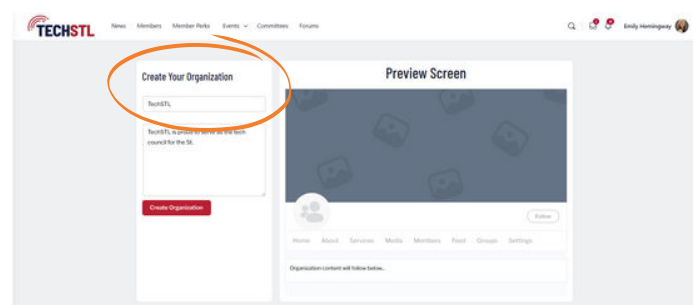
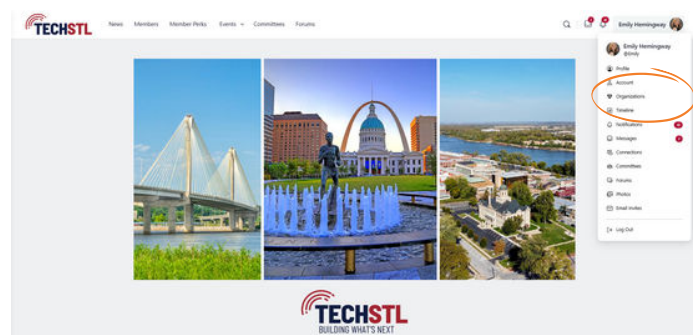
TechSTL has partnered with Portalus to offer Workforce & Business Benefits to Organizational Members. On the "Member Perks" page, click on "HR & 401K Benefits" to access the instructional page.



## Step 19: Organizational Profiles

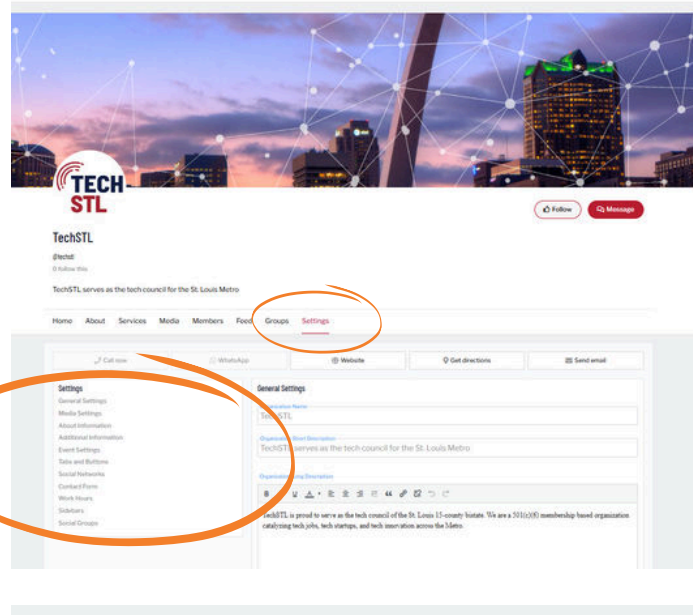
If you are the owner of an Organizational Membership, then you have the ability to manage the Organizational Profile. To access, click on your Avatar and scroll down to Organizations. Click on "Create Organization."

If you already are listed as an owner of an Organization, then it will be pre-prompted to Create.



## Step 20: Add Org Information

Once you have Created your profile, you can click on the “Settings” tab to gain access to the other information options. Upload what content and media that you want available to the public, since the Organization Directory will be shared on TechSTL.com



## Step 21: Organizational Profile Questions

If you need to change your Organizational Owner or are having difficulty accessing an Organizational Profile, contact the TechSTL team to address questions. We will be activating new features as they become completed within the system, especially for the Organizational functionality.

## Step 22: Watch for more!

We have several benefits that are being confirmed for 2025, so be sure to watch for new programs and perks listed on the portal.

## Have questions for our team? Contact us!

We are a small group of passionate folks who are committed to supporting the growing tech community of St. Louis. As a member of TechSTL, we are here to offer our support.

Contact the TechSTL team at [Members@TechSTL.com](mailto:Members@TechSTL.com) and we will work hard to respond quickly.