

## STEP 1:

Click on the “Member Login” link at the top of the CACFP Roundtable homepage:

[www.ccfproundtable.org](http://www.ccfproundtable.org)



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[MEMBER LOGIN](#) →

 [English](#) ▾



## STEP 2:

Once logged in, *if you are the admin on the account*, there is a section in the middle of the member page called “My Membership Info.” To add or remove members, click “Additional Individuals Included.”



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### Member Menu

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### My Membership Info

[Member Information](#)

[Billing Info](#)

[My Events](#)

#### Member Information

[Change Contact/Profile Info](#)

[Additional Individuals Included](#)

[Upload/Change Photo](#)

[Change Username/Password](#)

#### Renewal Information

Paid Thru Date: No paid invoices

#### Account Balance

Balance Due: **\$0.00**

No Unpaid Invoices

#### Event Balance

## STEP 3:

Your list of crossed-referenced members will be shown on this page. To remove or edit a member's information, click the red "x" next to their name and follow the instructions.

To add a member, click the box labeled "Add Additional Member," add the requested contact information, and don't forget to click submit at the bottom! Remember, your total number of members is limited by your member type and the admin person is included in the total count. If you need to change your member plan, email [hello@ccfproundtable.org](mailto:hello@ccfproundtable.org).



### Cross-Referenced Records

☰ Main Menu

Show  entries

Name	E-mail	Functions
Vitale, Elyse <i>CACFP Roundtable Membership - up to 5 people</i>		  

Showing 1 to 1 of 1 entries

Previous  Next

# IF YOU ARE NOT THE ADMIN

If you are not the admin on the account, you will not see “Additional Individuals Included” and you are not able to add, remove, or edit members associated with your account.

Look for the “My Profile Information” section to identify your admin and work with them. If you’d like to change the admin on your account, please email [hello@ccfproundtable.org](mailto:hello@ccfproundtable.org).

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## Member Menu

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## My Membership Info

Member Information **Billing Info** My Events

### Member Information

Change Contact/Profile Info

Upload/Change Photo

Change Username/Password

### My Profile Information

Vitale, Elyse



Primary Member: Elyse Homel Vitale



### Renewal Information

Paid Thru Date (Primary Record): No paid invoices

### Account Balance

Balance Due: **\$0.00**

No Unpaid Invoices

### Event Balance

Event Balance Due: **\$0.00**

No unpaid Registrations tied to your Login