

Republican Party of Portage County Website Guide

A how to guide to assist members on how to use the
membership portal

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How to Login to the Membership Portal

- 1.) Navigate to <https://www.rppcwi.org>
- 2.) Click on Member Login.



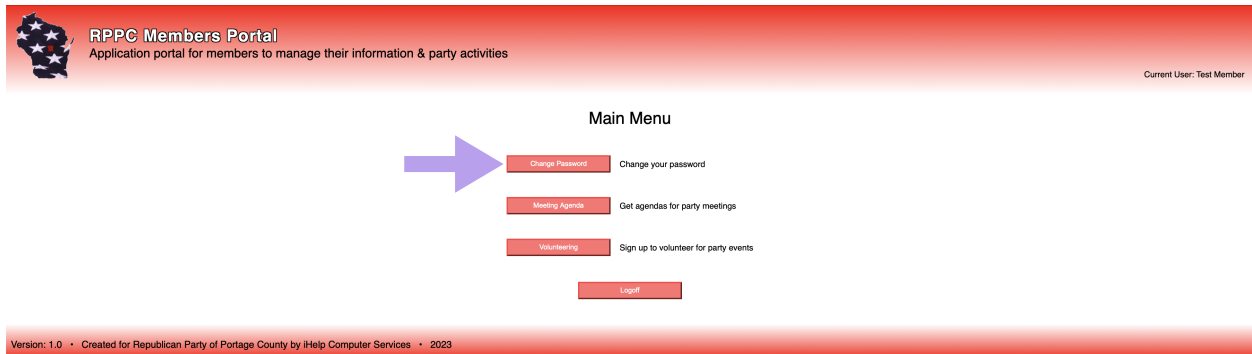
- 3.) Login to the portal.



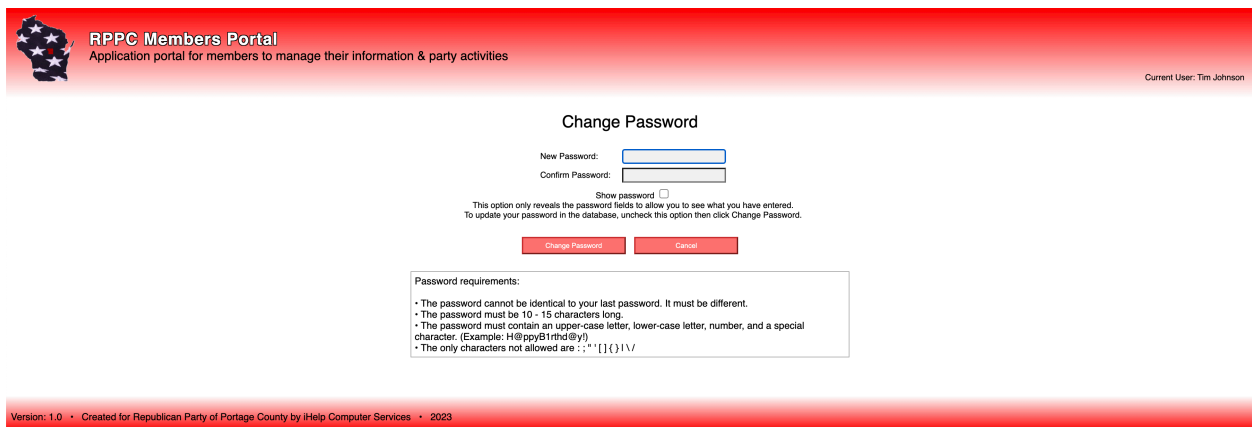
Note: If you need a password reset, click on “Password Reset Request”.
(Located in the lower right-hand corner of the login page.)

Changing Your Password

- 1.) Login to the membership portal. (See page 3 for these steps.)
- 2.) Click the "Change Password" button.



- 3.) Enter a new password in the New Password field and re-enter it in the Confirm Password field. Make sure your new password meets the requirements listed in the Password Requirements box.



Changing Your Password (Cont.)

Note: If you are not sure what you entered in the password fields, you can check the Show Password option. This will display what is listed in the password fields, but you cannot change the password while that option is checked. This allows you to see what you entered in both fields to make sure the passwords meet the requirement and what you've entered.

RPPC Members Portal
Application portal for members to manage their information & party activities

Current User: Tim Johnson

Change Password

New Password:

Confirm Password:

Show password

This option only reveals password fields to allow you to see what you have entered. To update your password in the database, uncheck this option then click Change Password.

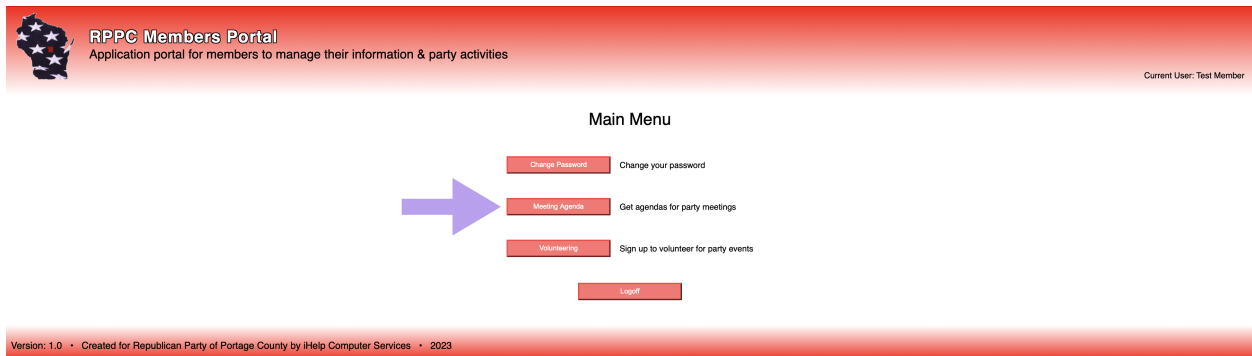
Password requirements:

- The password cannot be identical to your last password. It must be different.
- The password must be 10 - 15 characters long.
- The password must contain an upper-case letter, lower-case letter, number, and a special character. (Example: H@ppYB1rth@y!)
- The only characters not allowed are . , * [] { } \ | /

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Accessing Meeting Notes

- 1.) Login to the membership portal. (See page 3 for these steps.)
- 2.) Click the “Meeting Agenda” button.



- 3.) Select the month and year desired. Note: The portal will always default to the current month and year.
- 4.) Click the “Retrieve Documents” button and you can download any of the listed documents.



Accessing Meeting Notes (cont.)

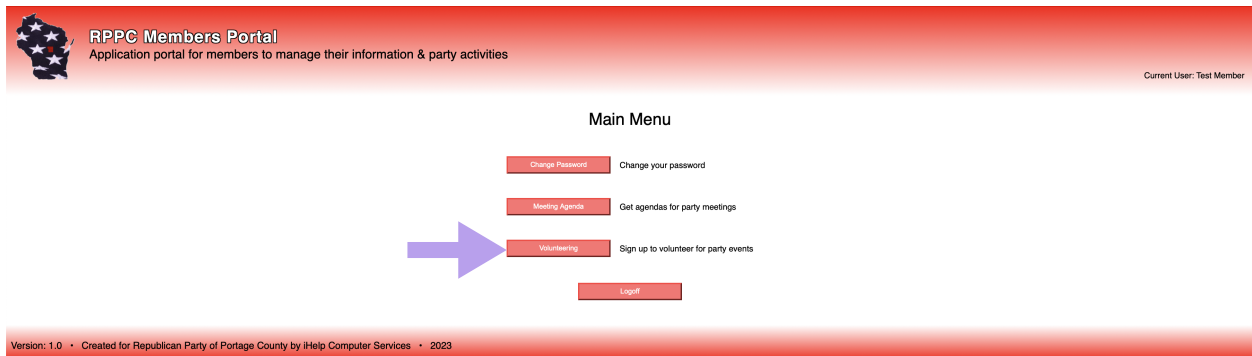
The screenshot shows the RPPC Members Portal interface. At the top left is the RPPC logo and the text "RPPC Members Portal" and "Application portal for members to manage their information & party activities". At the top right, it says "Current User: Tim Johnson". The main heading is "Meeting Documents". Below this, it says "Select the month and year and click Retrieve Documents to list the documents available for that time period." There are dropdown menus for "September" and "2023", and a "Retrieve Documents" button. Below this is a table with two columns: "Document Name" and "Action". The table lists several documents, each with a "Download Document" button next to it. A purple box highlights the "Action" column, and a purple arrow points to the "Download Document" button for the document "RPPC July 2023 Meeting Notes.docx (1).pdf". At the bottom of the page, there is a "Main Menu" button and a footer with the text "Version: 1.0 • Created for Republican Party of Portage County by iHelp Computer Services • 2023".

Document Name	Action
RPPC Draft August 2023 Meeting Minutes.docx	Download Document
2023-09-12 Draft Member Agenda (2).pdf	Download Document
RPPC July 2023 Meeting Notes.docx (1).pdf	Download Document
RPPC Financial Stmt - Aug 2023.xlsx - Sheet1.pdf	Download Document
Exhibit 1 - Jeremy Slowinski Delcaration.pdf	Download Document
2023-08 RPPC Membership Summary.docx.pdf	Download Document

5.) Click download next to any file listed to download a copy to your computer.

Volunteering for Events

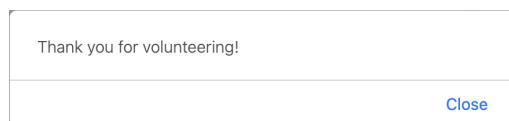
- 1.) Login to the membership portal. (See page 3 for these steps.)
- 2.) Click the “Volunteering” button.



- 3.) A list of all public events will display.



- 4.) Click the “I want to volunteer” button next to the event you want to help volunteer with.
- 5.) You will get a confirmation that you volunteered for an event.



Volunteering for Events (cont.)

6.) If you need to cancel volunteering for an event for any reason, click the “I don’t want to volunteer” button.

RPPC Members Portal
Application portal for members to manage their information & party activities

Current User: Test Member

Event Volunteering

Click the button next to the event to volunteer for an event.

Event Name	Event Date	Event Time	
RPPC Fall Rally	October 1st, 2023	12:00 PM - 3:00 PM	I don't want to volunteer

[Main Menu](#)

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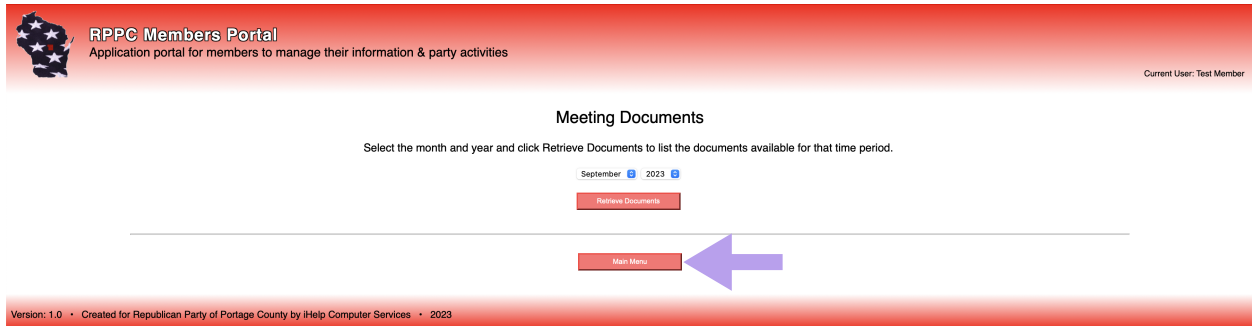
7.) You will get a confirmation that you are no longer volunteering for an event you previously volunteered for.

We hope you will reconsider.

[Close](#)

Logging Off of the Membership Portal

1.) Navigate using the bottom-most button on any page to get to the Main Menu. For example, if you were accessing meeting documents, you would click the “Main Menu” button at the bottom.



2.) Click the “Logoff” button.

