

Member Portal

User Guide

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1. Introduction

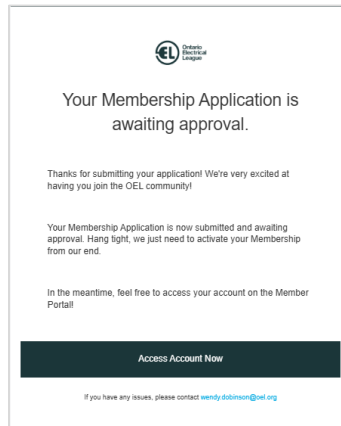
Your OEL Membership includes access to the exclusive Member Portal, powered by *GlueUp*, our Membership Management Platform, featuring an internal social platform that connects the OEL community together.

As Members, you can log in at www.oel.org to access the Member Portal with the following features:

- Access Your Member Benefits and other exclusive resources.
- Engage in industry discussions.
- Share resources, labour, or equipment with your fellow Members.
- Connect with fellow Members across the province.

Upon joining the OEL, you should have received an automated email prompting you to activate your Member Account and create your login credentials. **If you need support, please contact your designated Member Services Representative or the Provincial Office at league@oel.org.**

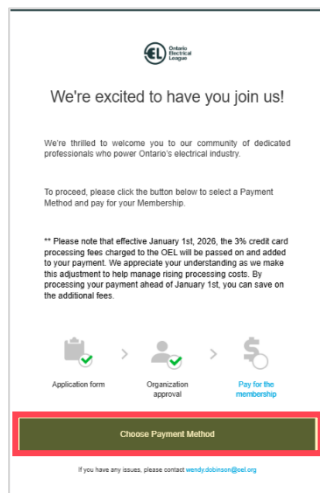
2. Applying for Membership & Set Up Your Member Account (First-Time User)



STEP 1: Wait for Your Membership Application to be Approved.

As soon as apply for a Membership from www.oel.org, you will receive this automated email.

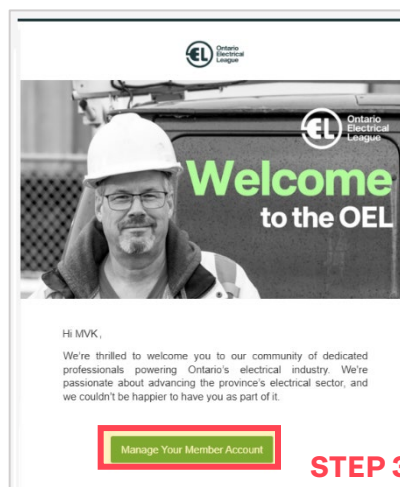
*You *may* access your Member Portal Account now and set up your profile, but you'll still not be able to access full version of the Member Portal, including the Community, until your Membership has been approved. Hang tight!



STEP 2: Process your Membership Payment

Once your Membership is approved, you will receive this second automated email, prompting you to pay for your Membership.

STEP 2



STEP 3: Set Up Your Member Account on the Member Portal

As soon as your payment has been processed, you will receive an automated email prompting you to set up your account on the Member Portal.

Click [\[MANAGE YOUR MEMBER ACCOUNT\]](#) at the bottom of the email to set up your Member profile.

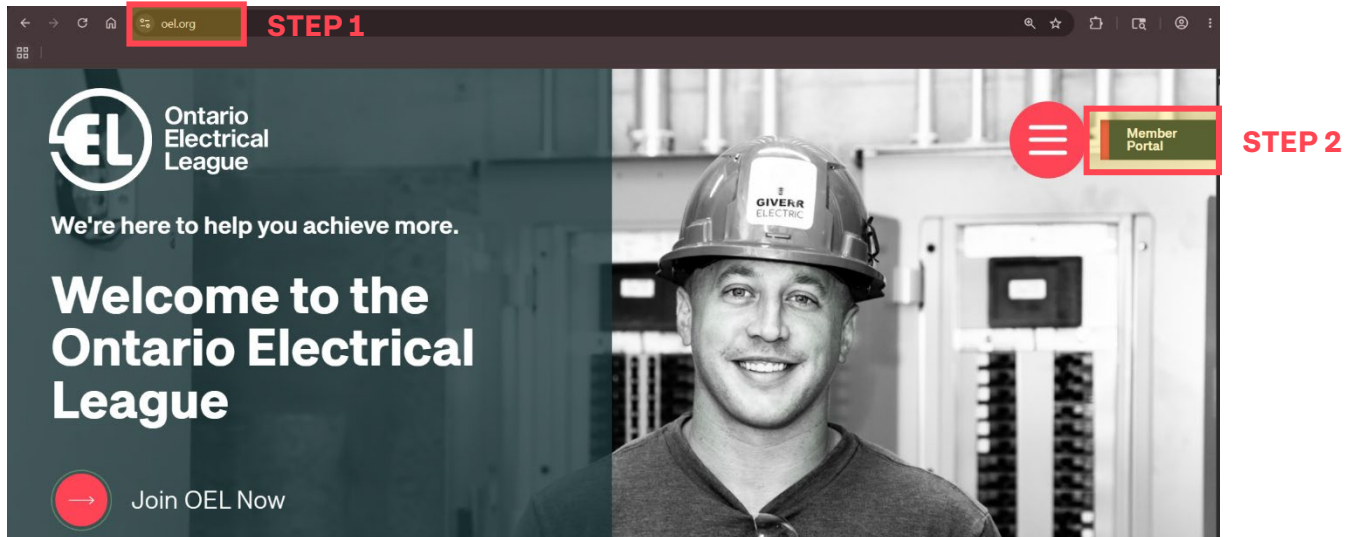
**If you already set up your Member Account from STEP 1, you'll notice you now have access to the full version of the Member Portal.*

STEP 3

3. Log-In into the Member Portal

STEP 1: Go to www.oel.org

STEP 2: Click **[MEMBER PORTAL]** on the top-right of the screen.

A screenshot of the OEL login page. The page has a light gray background with the OEL logo at the top left. The heading 'Log in to your account' is centered. Below it is a yellow login form with a red border. The form contains fields for 'Email Address *' (with the example 'maverick.C@sympatico.com') and 'Password *' (with masked characters). There is a 'Remember me' checkbox and a blue 'Log In' button. Below the form, there are links for 'Forgot password? Send passcode.' and 'Reset password now'. At the bottom, there are social media icons for Apple, X, Google, and LinkedIn. The text 'STEP 3' is written in red to the left of the login form.

STEP 3: Enter your OEL login credentials then click **[LOG IN]**:

- Use the email address that you used to join as a Member.
- Use the password that you set when you joined as a Member.*

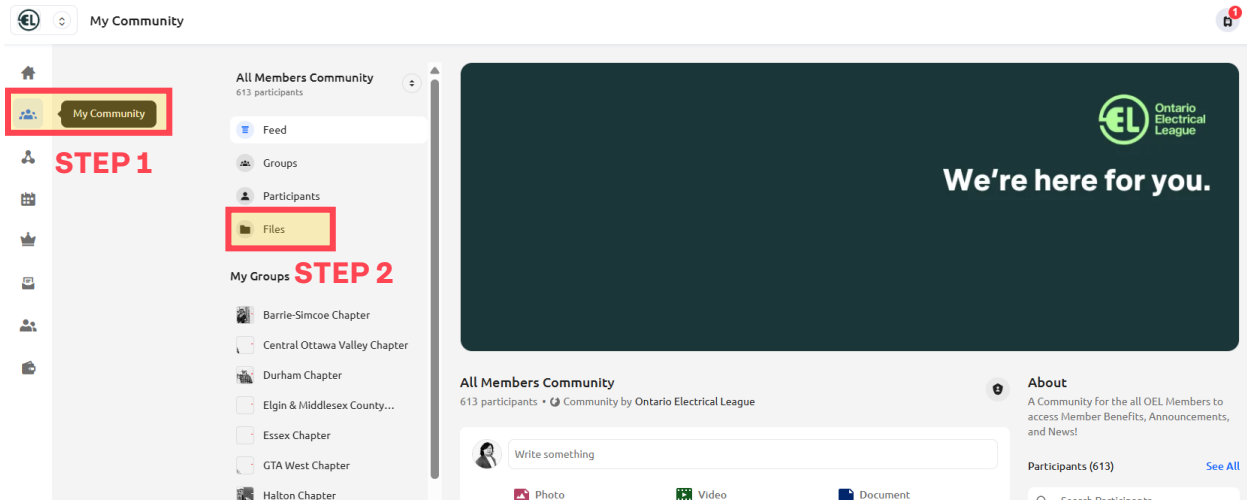
***If you forgot your password,** click **[RESET PASSWORD NOW]** to send you an automated email to reset your password. You'll need to make sure that *no-reply@glueupmail.com* and OEL email addresses are added to your safe sender list so it is not flagged as spam/junk.

Support: Contact your designated Member Services Representative or the Provincial Office at league@oel.org

4. Access Your Member Benefits (and Other Resources)

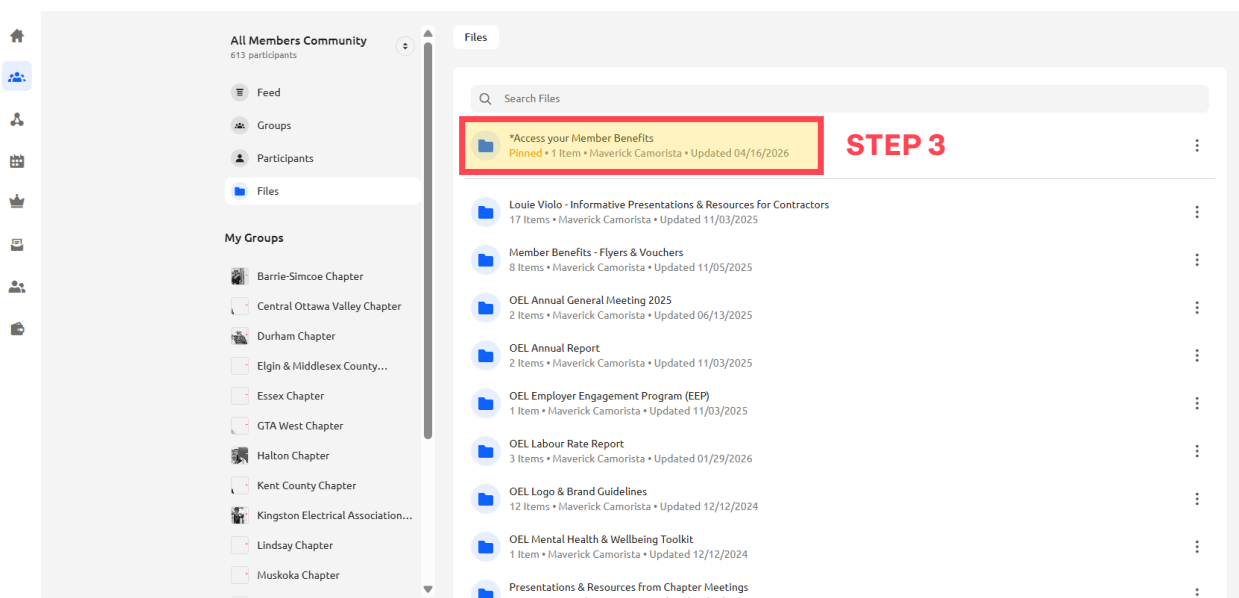
STEP 1: On the Member Portal, click on [\[MY COMMUNITY\]](#). You'll be taken to the All Members Community.

STEP 2: Once you're in the All Members Community, click on [\[FILES\]](#) in the left hand options.



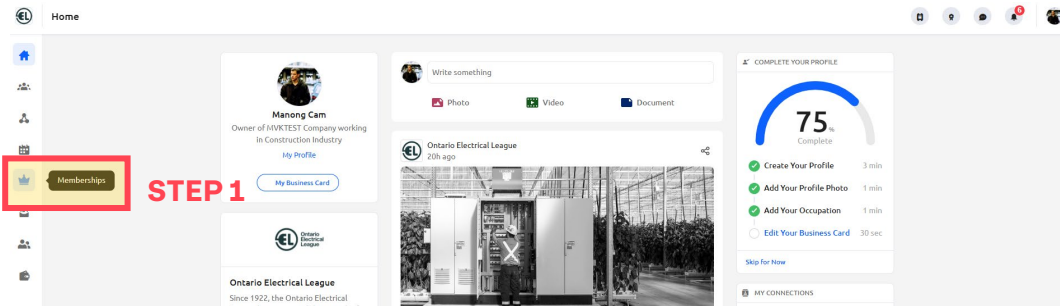
STEP 3: Click on [\[ACCESS YOUR MEMBER BENEFITS\]](#) to view the PDF that lists all your exclusive [Member Benefits](#). This will always be pinned on the top of the files list.

You can find other internal resources here too, including the Labour Rate Report and more.

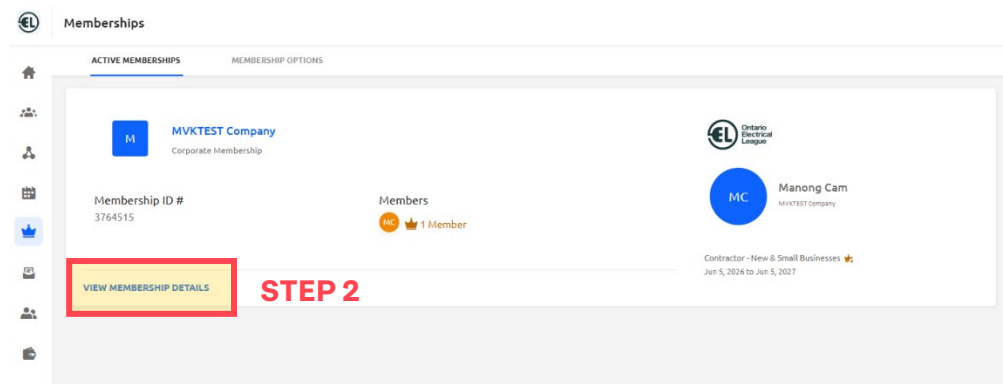


5. Manage Your Membership

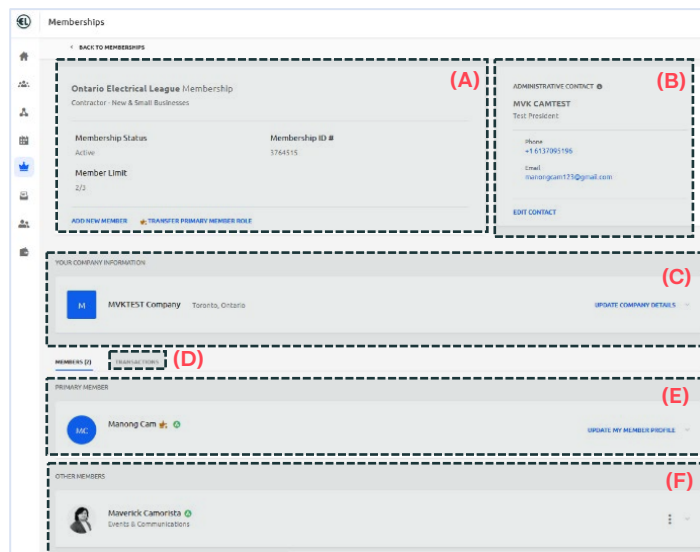
STEP 1: On the left panel, click [\[MEMBERSHIPS\]](#).



STEP 2: On this page, you can see your Active Membership. Click on [\[VIEW MEMBERSHIP DETAILS\]](#).



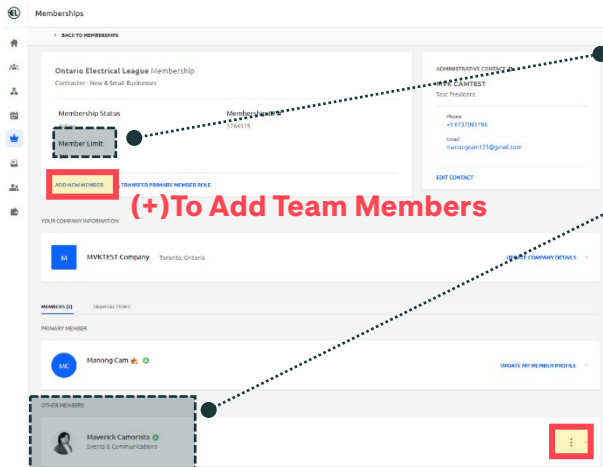
STEP 3: You'll be taken to your **Membership Management Page**. It is here that you can edit details regarding your Membership.



- A) **Membership Information & Tier**
- B) **Set Administrative Contact**
Secondary point of contact for your company. It is set to the Primary Member by default.
- C) **Company Information**
Edit/update your company details that are displayed on the Member Directory.
- D) **Transactions**
View your past transactions, including Membership payments and event registrations.
- E) **Set Primary Member**
The primary point of contact for your Membership. Primary Members can manage your company's Membership, including paying Membership fees, edit company information, and add/remove team members. It is by default set to the person who applied for OEL Membership.
- F) **Your Team Members**
Your team members that are included to your Membership. The number of team members you can add is limited by your Membership tier.

5.1 Add/Remove Team Members

Go to your **Membership Management Page**.



The screenshot shows the 'Memberships' page for 'Ontario Electrical League Membership'. It includes a sidebar with navigation icons, a main content area with 'Membership Status' and 'Member Limit' (highlighted with a red box), and a 'Members' list at the bottom. Annotations with dotted lines point to specific elements: one points to the 'Member Limit' box, another points to the 'ADD NEW MEMBER' button (highlighted with a red box), and a third points to a member's profile card (highlighted with a red box). A red text overlay '(+) To Add Team Members' is positioned near the 'ADD NEW MEMBER' button, and another red text overlay '(-) To Remove the Team Member' is positioned near the member's profile card.

These numbers show how many team members can be added to your Membership based on your Membership tier.

The team members you add to your Membership will appear here.

(+) To Add Team Members

(-) To Remove the Team Member

(+) To Add a Team Member:

Click on **[ADD NEW MEMBER]** and enter your team members' email address and name. The team members you add will receive an automated email to set up their own Member Accounts.

(-) To Remove a Team Member:

On the right-hand side of *Other Members*, click on **[...]** options and click **[DELETE]**. They will no longer have access to the Member Portal after users have been deleted from the Membership unless you add them again.

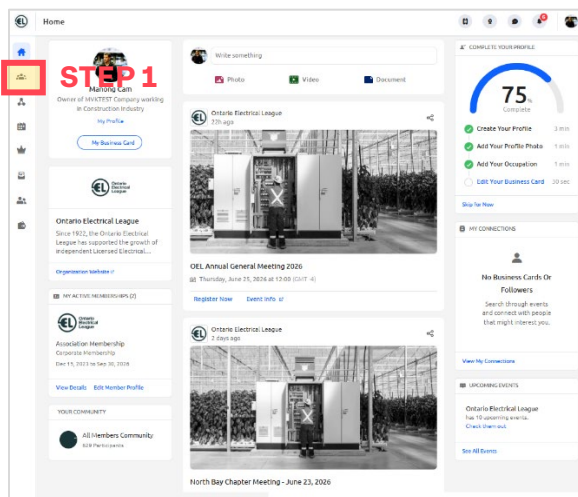
6. Navigating the Member Portal & Engage with the Member Community

OEL Members get exclusive access to the Member Community, which is an internal social platform for Members to connect informally, share resources, participate in industry discussions, and more.

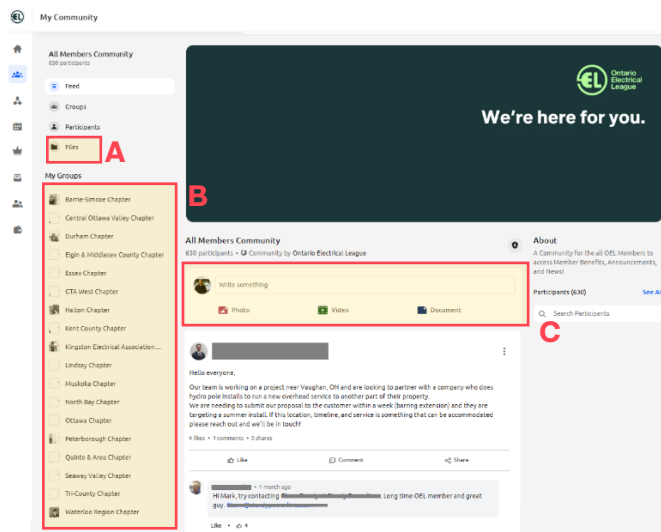
STEP 1: Access the Communities

After logging in, you'll be taken to the Member Portal Feed/Home, which contains a summary of all the activities on the Member Portal, including newly published events, new posts, and a high-level overview of your Membership.

Click on **[MY COMMUNITY]** on the left panel to access the Member Community.



STEP 2: Interact with the OEL Community or Access Internal Resources



A) Access Internal Resources and Files, including your Member Benefits, Labour Rate Report, OEL Logos, and more.

B) Join your local Chapter Group to see what's going on in your local area.

C) Say to the Member Community! Start a discussion, ask a question, trade equipment/labour, and more!

7. Not Receiving OEL Emails?

Event Invitations and Weekly Dialogue are sent via email through GlueUp, our Membership Management System. If you are not receiving OEL emails, it is most likely due to our emails are going to your junk inbox and/or being suppressed by your email security system.

To resolve this issue, please add our official email addresses to your safe senders list:

- no-reply@glueup.com
- league@oel.org

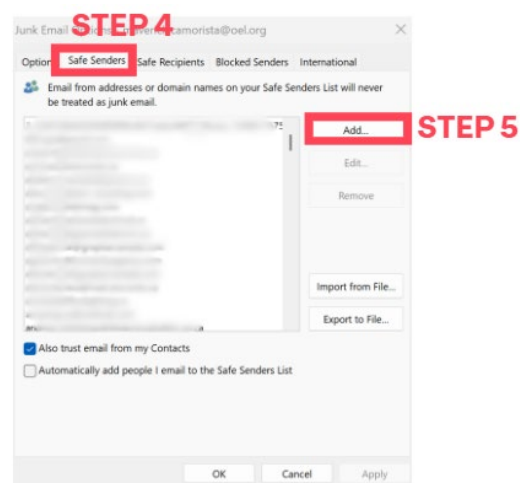
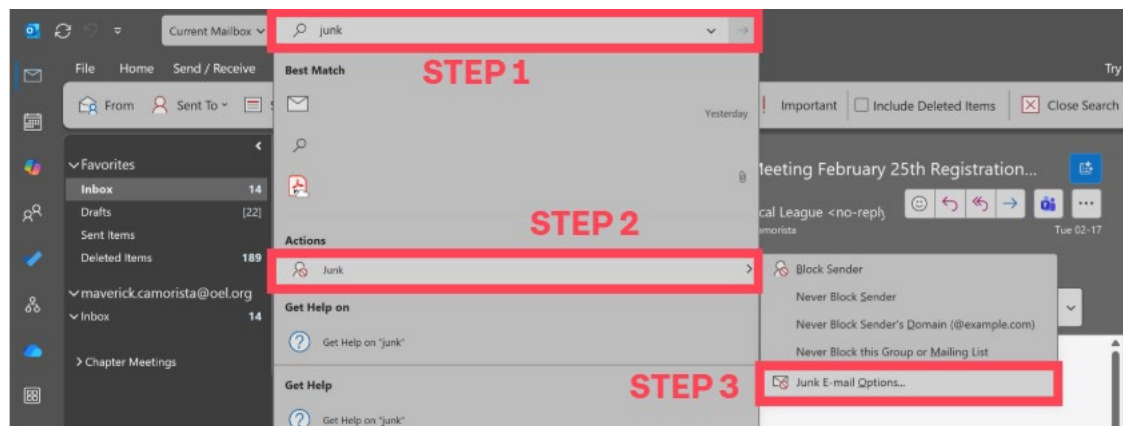
Steps to Add Email Addresses to Your Safe Senders List (Outlook)

There are minor differences on the steps, depending on which Outlook version you may be using. However, most modern Outlook versions have a built-in search function:

STEP 1: On the **[SEARCH BAR]** at the top of the screen, type in Junk to bring out all the related options.

STEP 2: Select **[JUNK]** to open additional menu options.

STEP 3: Select **[JUNK EMAIL OPTIONS]** to open a separate dialog box.



STEP 4: On the Junk Email Options dialog box that opens, select the **[SAFE SENDERS]** Tab.

STEP 5: Click **[ADD]** and add the OEL email addresses no-reply@glueup.com and league@oel.org.

After doing this step, your system will no longer flag emails sent by our email addresses as junk or spam.