Member guide

SHPE @ Colorado Mesa University · shpecmu.com

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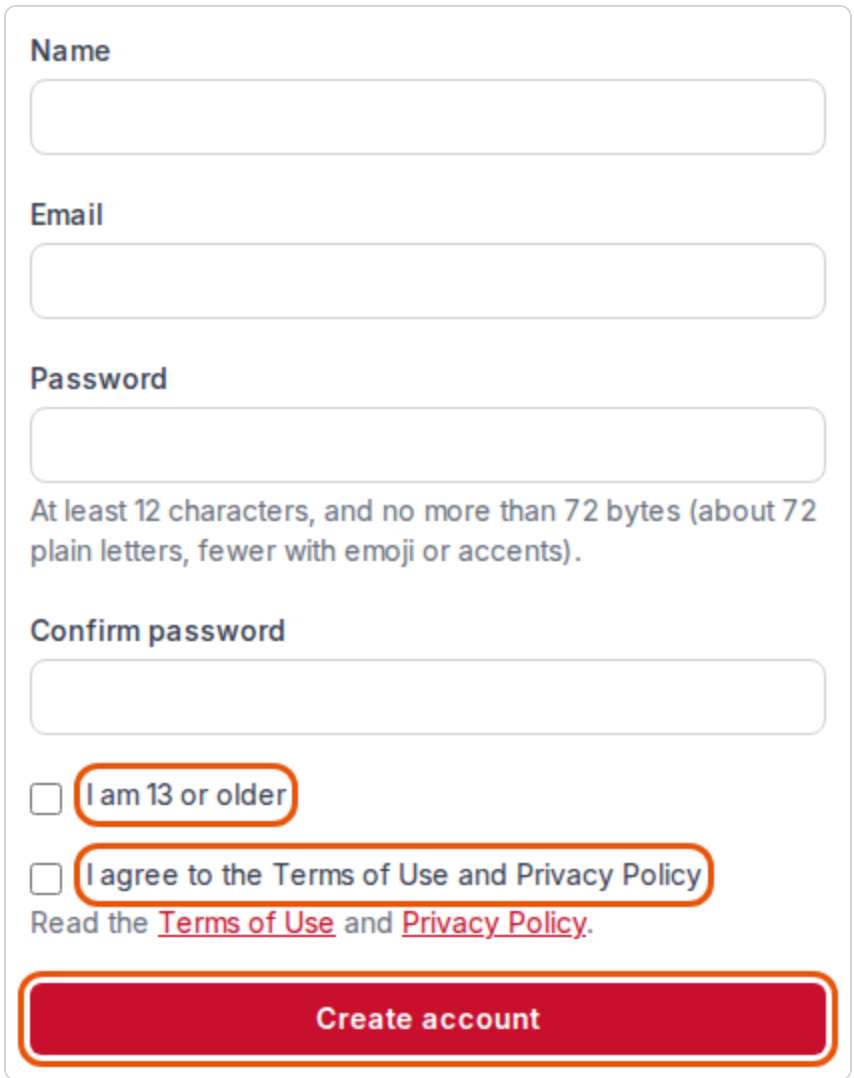
This guide is for SHPE @ CMU members and supporters who use shpecmu.com. A free account lets you choose which chapter newsletters you get and RSVP to events. Anyone 13 or older can create one.

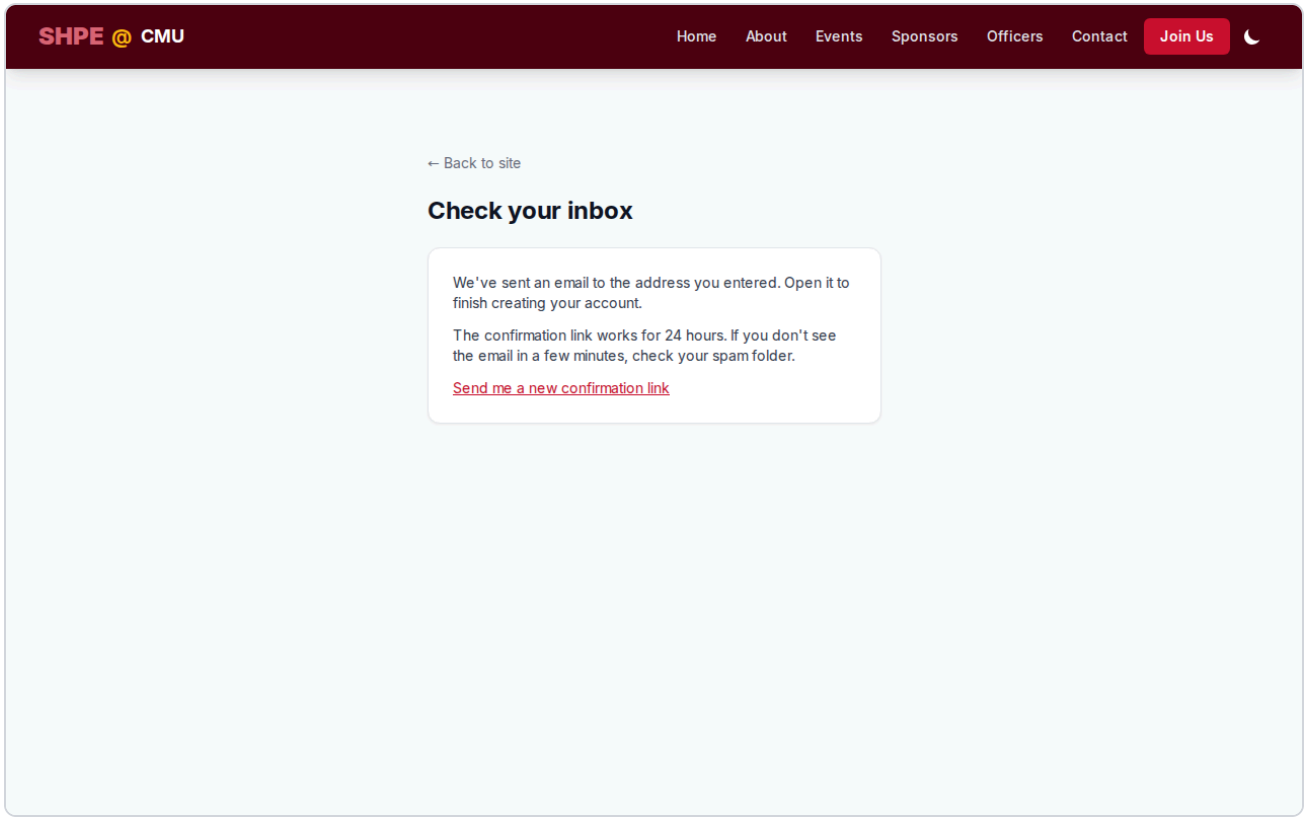
Creating an account

How to join

1. Go to shpecmu.com/join, or choose **Join** at the bottom of any page.
2. Enter your **Name**, **Email** and a **Password**. The password needs at least 12 characters. Type it again in **Confirm password**.
3. Tick **I am 13 or older**.
4. Read the Terms of Use and Privacy Policy (linked under the box), then tick **I agree to the Terms of Use and Privacy Policy**.
5. Choose **Create account**.

You see "Check your inbox". Your account isn't ready until you confirm your email.



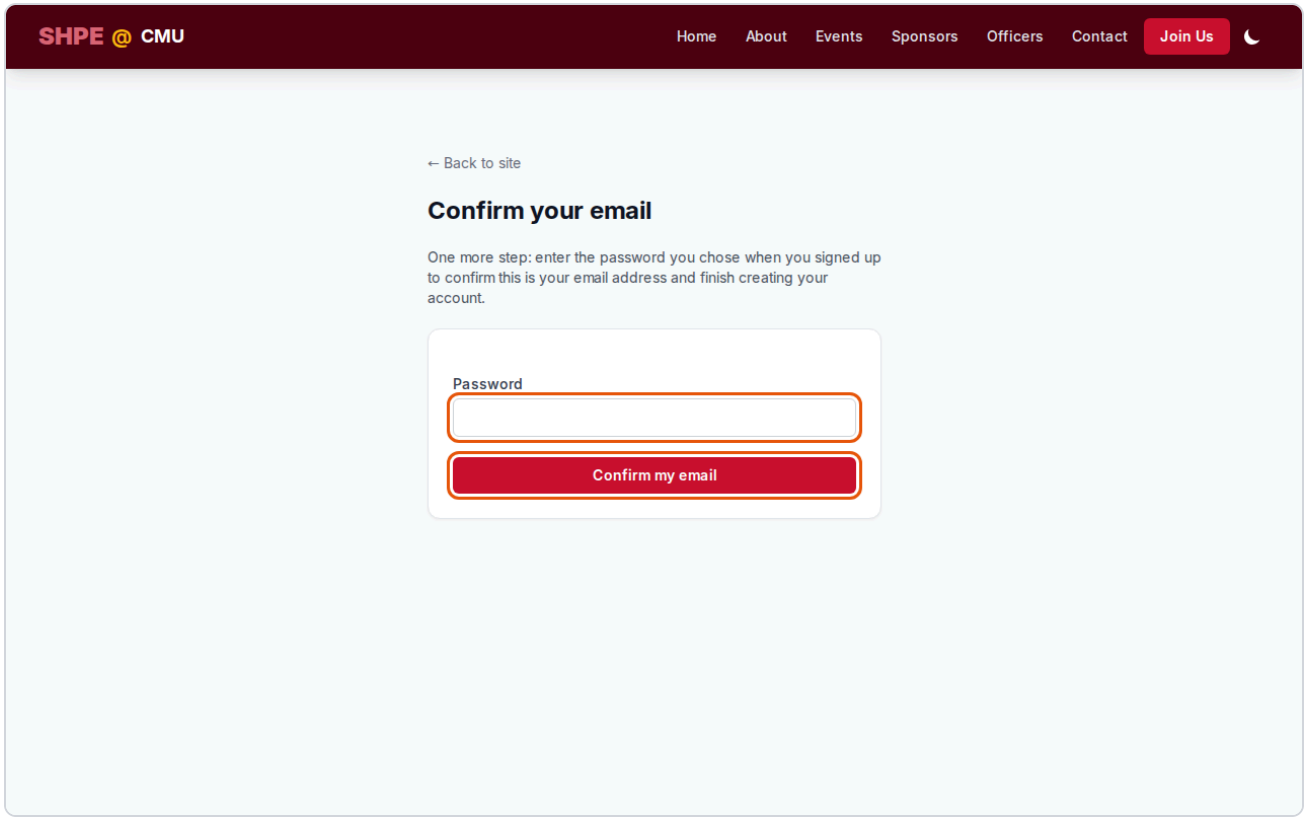


How to confirm your email

1. Open the email from SHPE @ CMU and choose the confirmation link. The link works for 24 hours.
2. On the **Confirm your email** page, enter the **Password** you chose when you signed up.
3. Choose **Confirm my email**.

You are taken to the sign-in page with the message "Your email is confirmed — sign in to continue."

If you see "That password doesn't match the sign-up this link was sent for. If you signed up more than once, use the link from the email that followed the sign-up whose password you know, or sign up again.", the link is still unused: try again with the right password, or use another link.



If the email doesn't arrive

1. Wait a few minutes and check your spam or junk folder.
2. If it still isn't there, go to shpecmu.com/join/resend. The sign-in page also links to it as **Didn't get the confirmation email?**
3. Enter your **Email** and choose **Send a new link**. It needs the password from the first sign-up for that email. Links we sent earlier keep working until they expire.

If you see "This link doesn't work", the link has expired, was already used, or was cut off when you copied it. Choose **Send me a new confirmation link**.

Accounts that are never confirmed are deleted after 7 days. You can simply join again.

Signing in and out

How to sign in

1. Choose **Sign in** at the bottom of any page.
2. Enter your **Email** and **Password**, then choose **Sign in**.

You land on **Your account**. While you are signed in, the top bar shows your name, an **Account** link and **Sign out**. On a phone, open the menu to see them.

If you see "Invalid email or password. Can't sign in? Reset your password.", check both and try again, or choose **Reset your password** (see If you forgot your password). After five wrong tries from the same place, you can't sign in from there for up to 15 minutes. Resetting your password lifts that wait straight away.

How to sign out

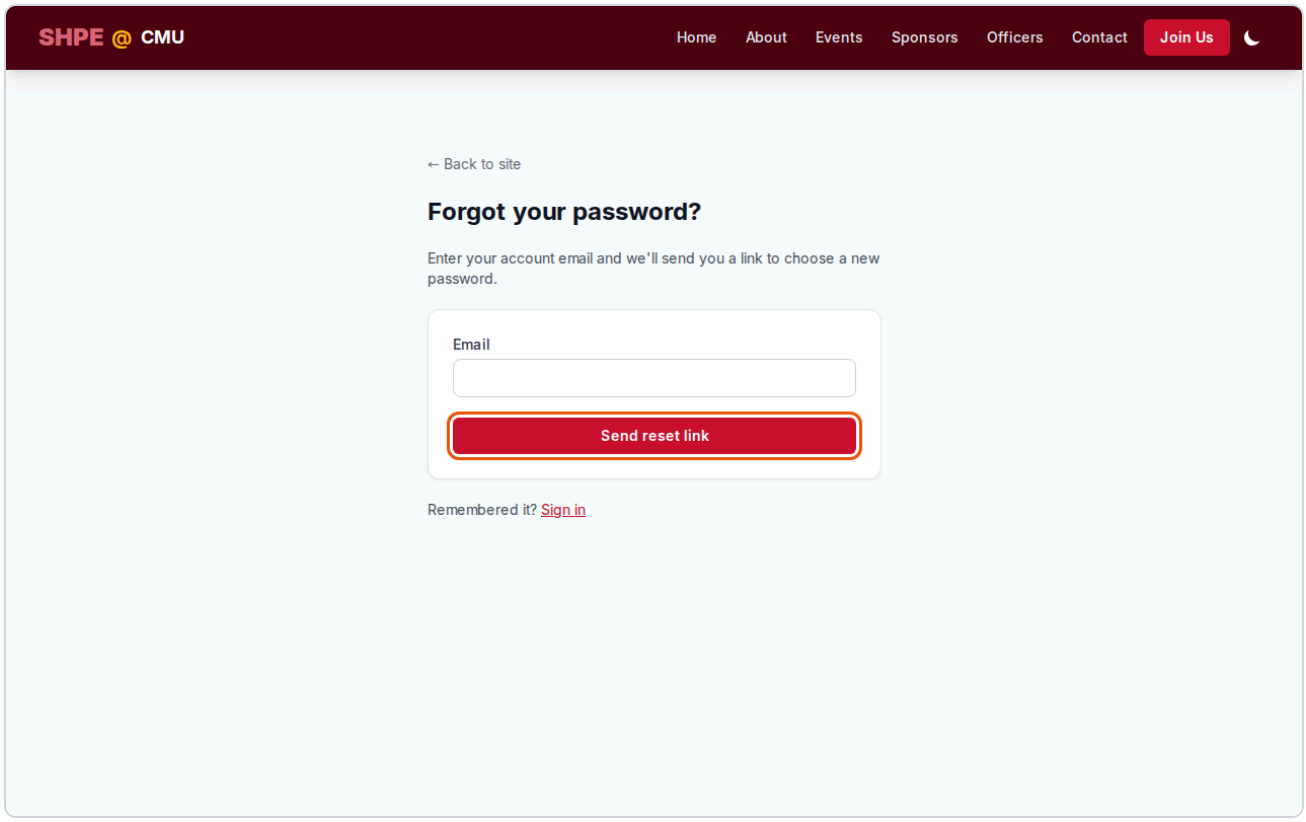
Choose **Sign out** in the top bar.

Passwords

If you forgot your password

1. On the sign-in page, choose **Forgot password?**
2. Enter your **Email** and choose **Send reset link**.
3. Open the email and choose the link. It works for 1 hour.
4. Enter a **New password**, type it again in **Confirm new password**, and choose **Save new password**.

Choosing a new password signs you out on every other device.



How to change your password

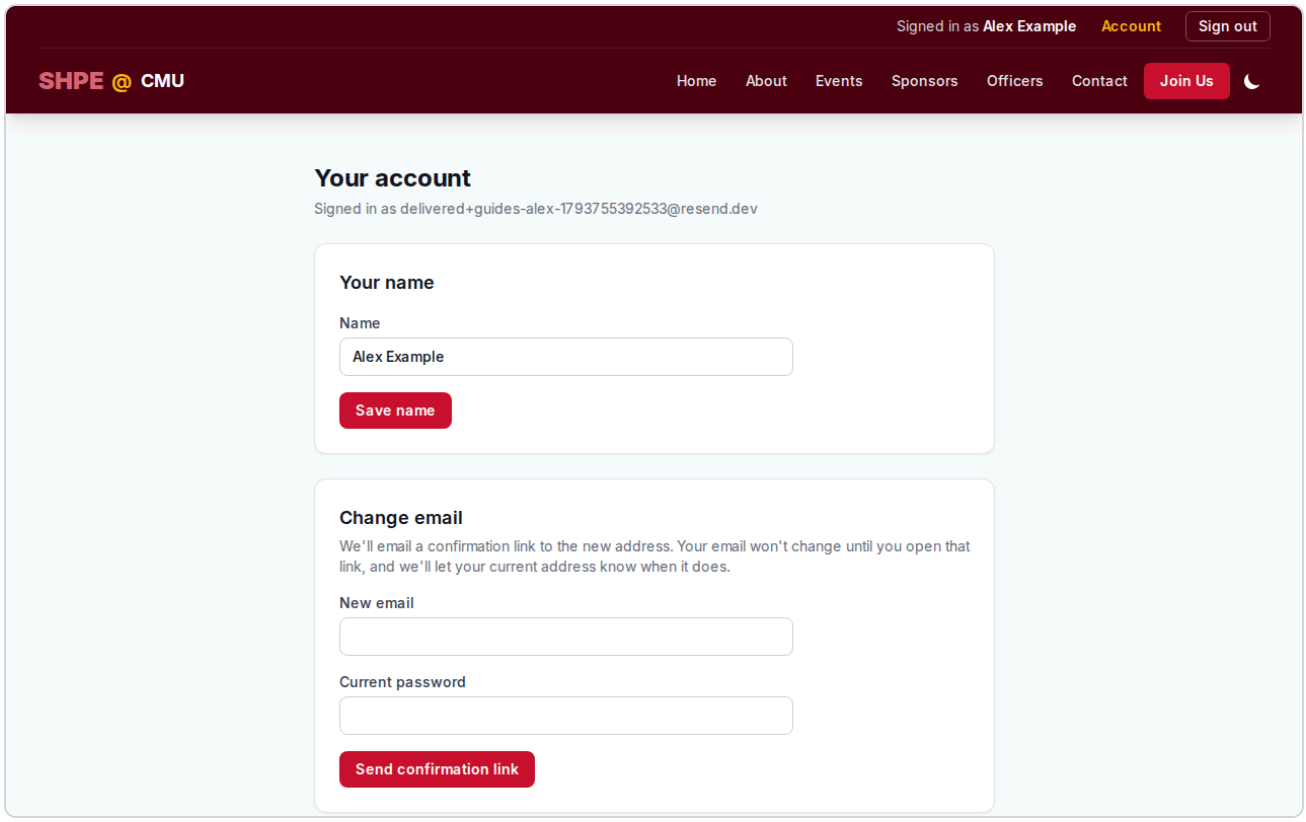
1. Sign in and go to **Your account** (choose **Account** in the top bar).
2. Under **Change password**, enter your **Current password**, then a **New password** and **Confirm new password**.
3. Choose **Change password**.

You stay signed in on this device and are signed out everywhere else.

Your account page

Choose **Account** in the top bar to open **Your account**. From there you can:

- change your name under **Your name**, then choose **Save name**;
- change your email address (see below);
- choose your newsletters (see below);
- see and cancel your RSVPs under **My RSVPs**;
- change your password;
- delete your account.



Changing your email address

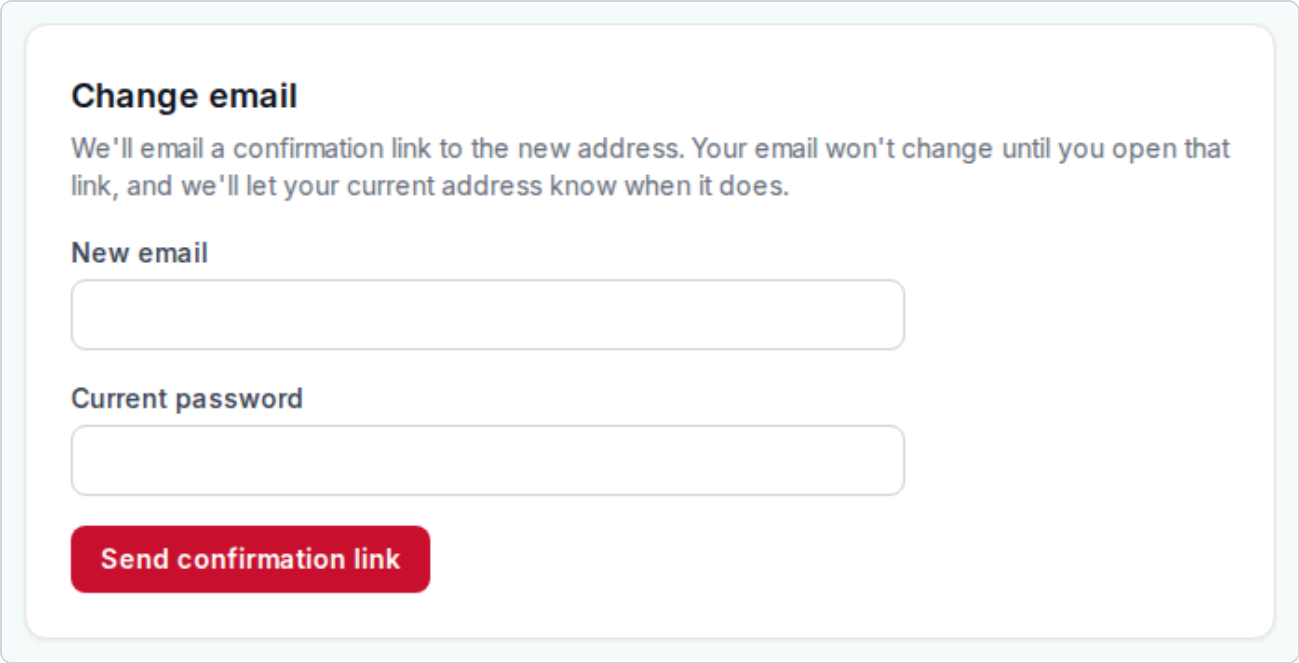
1. Go to **Your account** and find **Change email**.
2. Enter your **New email** and your **Current password**.
3. Choose **Send confirmation link**.
4. Open the email sent to your new address and choose the link. It works for 24 hours, once.

5. The **Confirm your new email** page shows the new address. Enter your **Current password** and choose **Confirm my new email**.

Your email doesn't change until you finish step 5. You are then signed out everywhere, and the sign-in page says "Your email address was changed — sign in with your new email address." Your old address gets an email saying the address was changed.

Your RSVPs, newsletter choices and sponsor access stay with your account.

- Asking again sends a new link, and the older one stops working. Changing or resetting your password also cancels the link.
- If the new address already belongs to another account, confirming shows "This email address can't be used" and your email stays the same. An account at that address that was never confirmed doesn't block the change; it is deleted instead.
- If you didn't ask for the change, close the page. Nothing changes.



Newsletters

How to choose your newsletters

1. Go to **Your account**.
2. Under **Newsletters**, tick each topic you want to hear about in **Email me about**, and untick the ones you don't.
3. Choose **Save newsletter choices**.

You see "Your newsletter choices were saved." You get only one copy of a newsletter, however many of its topics you chose.

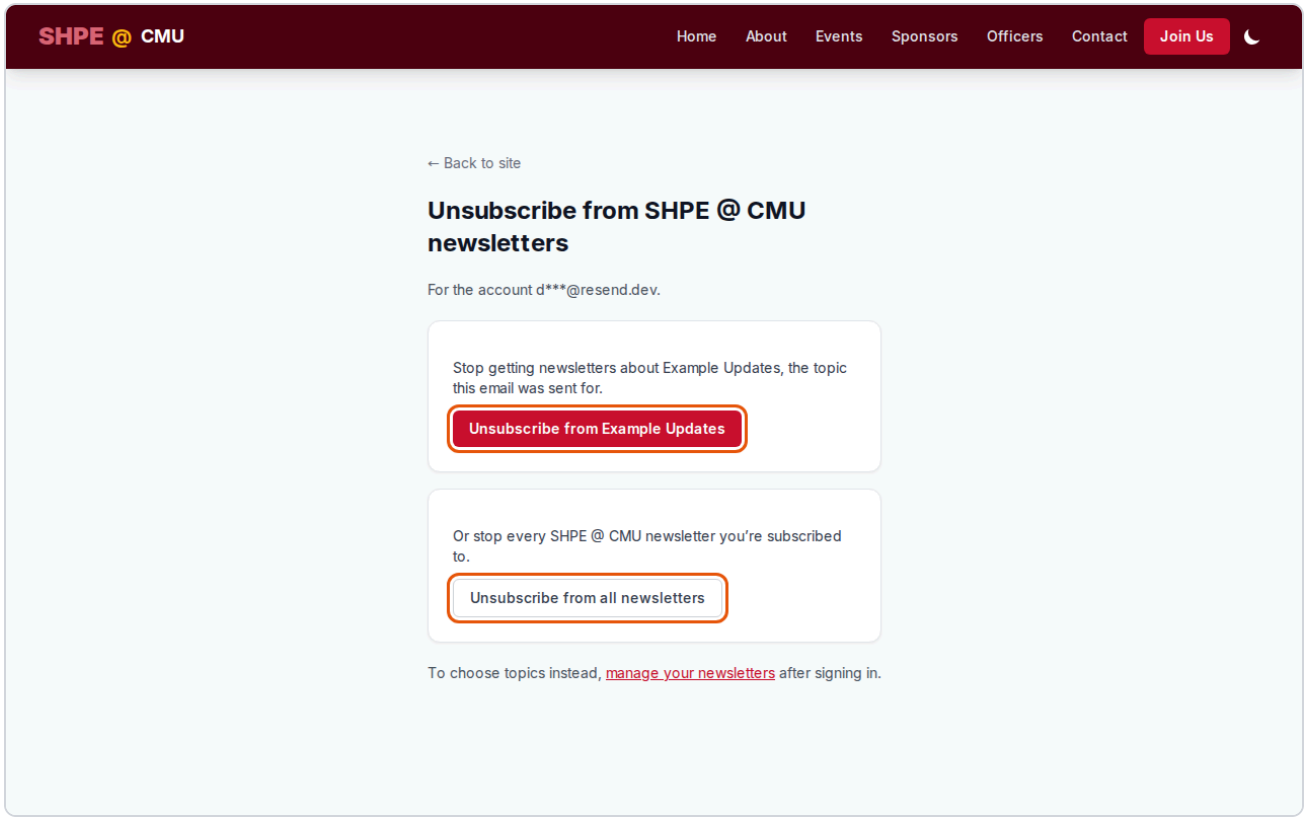
How to unsubscribe

Every newsletter has an **Unsubscribe** link at the bottom.

1. Choose **Unsubscribe** in the email. You don't need to sign in.
2. On the page that opens, choose **Unsubscribe from** followed by the topic names to stop the topics this email was sent for. Or choose **Unsubscribe from all newsletters** to stop all of them.

Nothing changes until you press one of the buttons, and it takes effect right away. Your email app's own unsubscribe button works too: it stops the topics that newsletter was sent for.

You can also untick topics at any time under **Newsletters** on **Your account**, and tick them again to resubscribe.

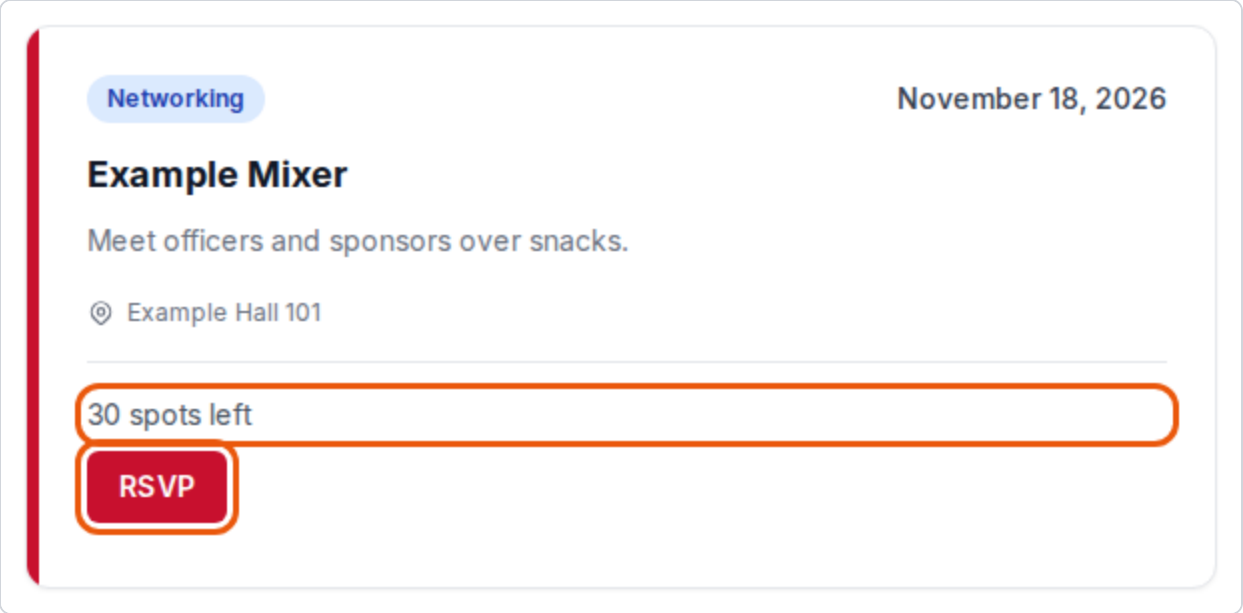

SHPE @ CMU
Home
About
Events
Sponsors
Officers
Contact
Join Us
← Back to site
Unsubscribe from SHPE @ CMU newsletters
For the account d***@resend.dev.
Stop getting newsletters about Example Updates, the topic this email was sent for.
Unsubscribe from Example Updates
Or stop every SHPE @ CMU newsletter you're subscribed to.
Unsubscribe from all newsletters
To choose topics instead, manage your newsletters after signing in.

Events and RSVPs

How to RSVP to an event

1. Sign in, then open the **Events** page.
2. Find the event under upcoming events and choose **RSVP**.

You see "You’re going. See you there!" If the event has a limit, it shows how many spots are left. A full event shows **Full**, and you can no longer RSVP to it. If you aren't signed in, the event shows **Sign in to RSVP** instead.

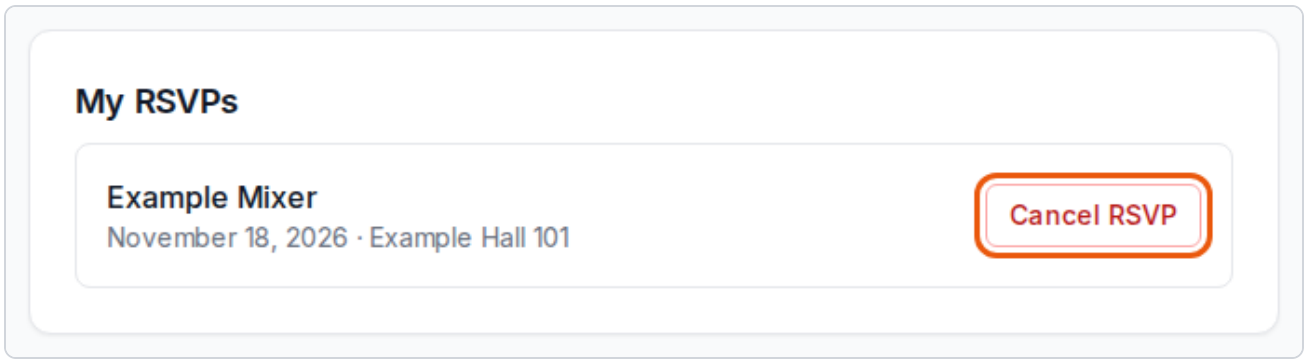


How to cancel an RSVP

Cancel before the event so someone else can take your place. Either:

- open the **Events** page and choose **Cancel RSVP** on the event; or
- go to **Your account** and choose **Cancel RSVP** next to the event under **My RSVPs**.

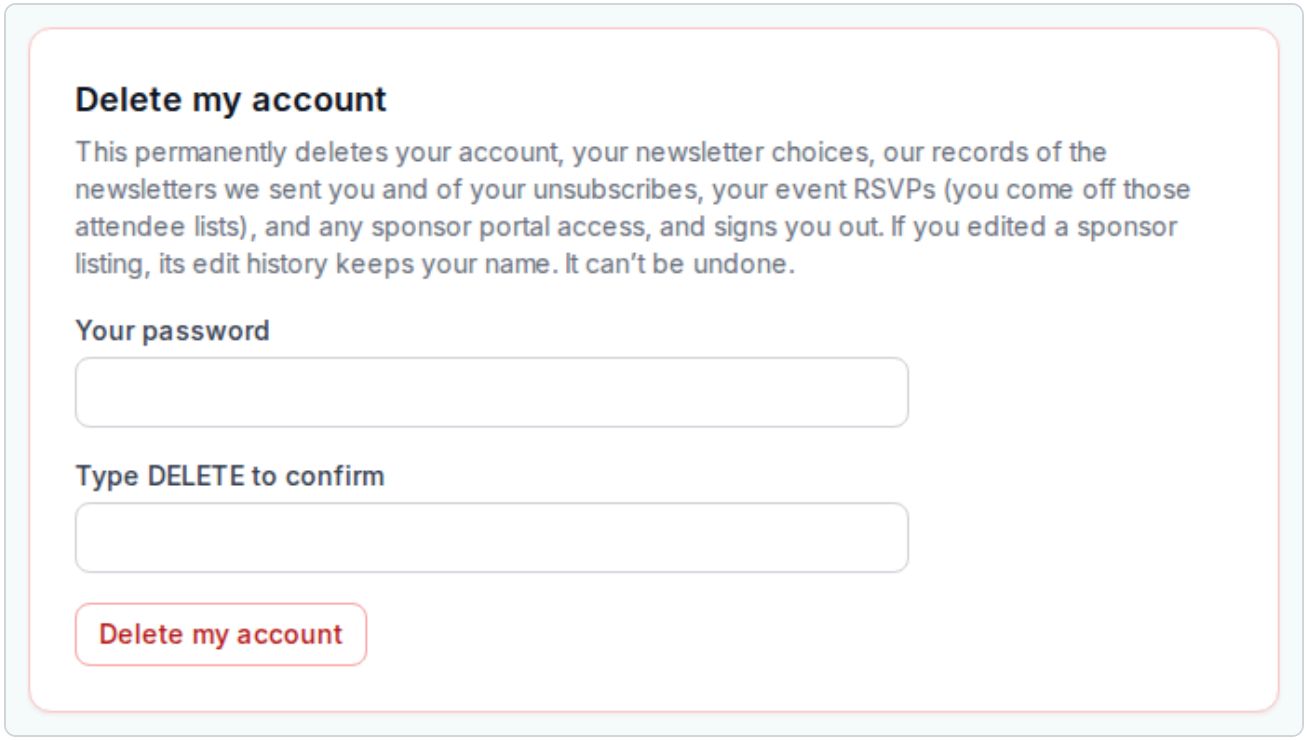
My RSVPs lists the upcoming events you are going to. You can't cancel once the event has happened.


My RSVPs
Example Mixer
November 18, 2026 · Example Hall 101
Cancel RSVP

Deleting your account

1. Go to **Your account** and scroll to **Delete my account**.
2. Enter **Your password**.
3. Type DELETE in capital letters in **Type DELETE to confirm**.
4. Choose **Delete my account**.

Your account, newsletter choices and RSVPs are deleted right away and you are signed out. This can't be undone. You can join again later with the same email.



Privacy and terms

The **Privacy** and **Terms** links at the bottom of every page open the chapter's Privacy Policy (shpecmu.com/privacy) and Terms of Use (shpecmu.com/terms). They explain what we collect, why, how long we keep it and your choices.

Getting help

For anything else, use the **Contact** page or email the address shown at the bottom of every page.

Sponsor guide

SHPE @ Colorado Mesa University · shpecmu.com

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Privacy and terms

Thank you for supporting SHPE at Colorado Mesa University. This guide is for company contacts who use the sponsor portal on shpecmu.com. In the portal you can keep your company's listing up to date, RSVP to chapter events and download your receipts.

Getting access

Sponsor access is given by a chapter officer. It is linked to your own account, not shared by your company.

1. Create a free account at shpecmu.com/join with your work email. The Member guide explains each step.
2. Confirm your email: open the email from SHPE @ CMU, choose the link, enter your password and choose **Confirm my email**. Officers can't give access to an account that isn't confirmed.
3. Tell your chapter contact the email address you signed up with.
4. An officer links your account to your company's listing.

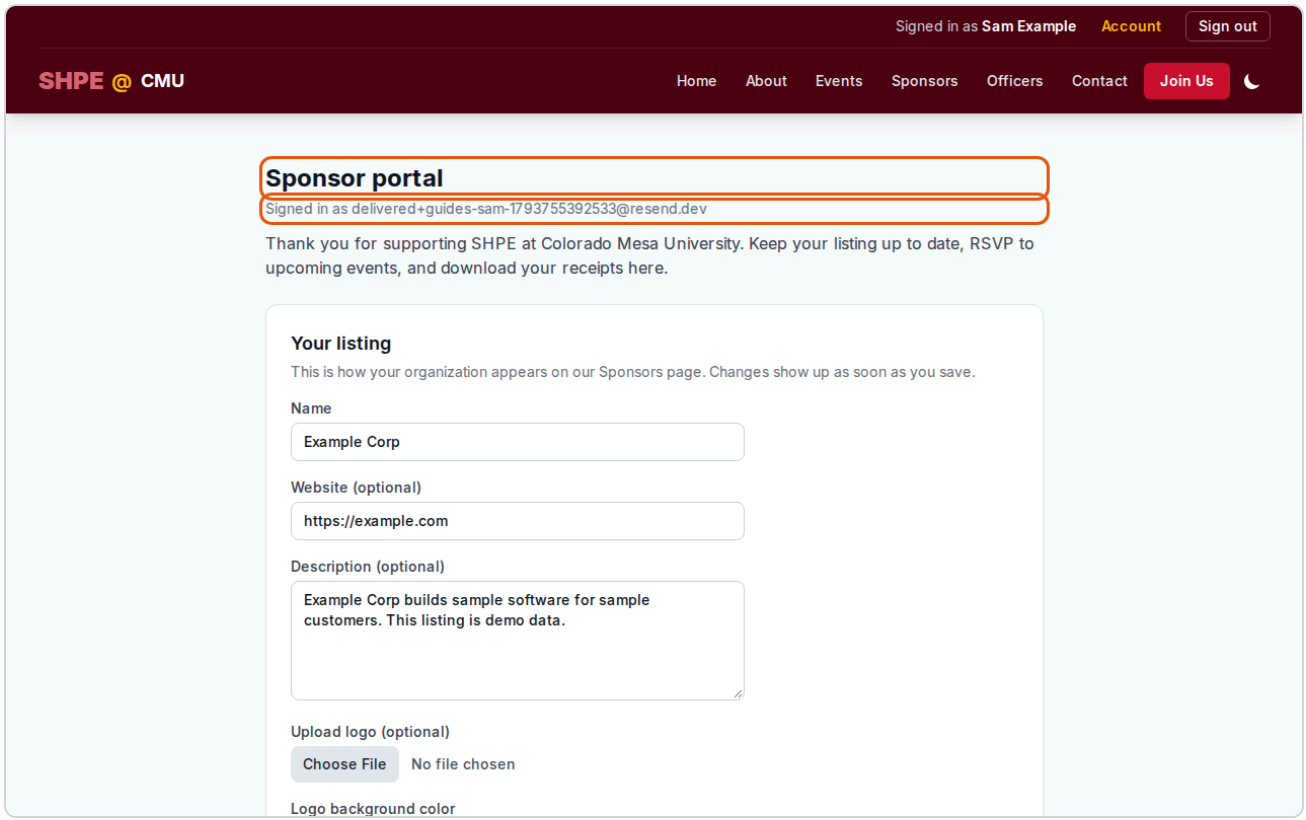
A listing can have several sponsor accounts, so colleagues can each have their own. Each account can be linked to only one listing.

Signing in

1. Choose **Sign in** at the bottom of any page on shpecmu.com.
2. Enter your **Email** and **Password**, then choose **Sign in**.

Once your access is set up, you land on the **Sponsor portal**. It shows "Signed in as" followed by your email. You can come back to it any time from **Account** in the top bar, then **Sponsor portal**.

Forgot your password? Choose **Forgot password?** on the sign-in page; see the Member guide.



Editing your listing

Your listing is how your company appears on the public Sponsors page. Under **Your listing** you can change:

- **Name**
- **Website (optional)**: a full link that starts with http:// or https://
- **Description (optional)**: up to 1000 characters
- the logo, with **Upload logo (optional)** or **Replace logo**
- **Logo background color**: the colour of the tile behind your logo

How to update your listing

1. Change the fields you want.
2. To change the logo, choose **Upload logo (optional)** or **Replace logo** and pick an image file under 8 MB. In the **Frame this logo** window, pick a shape, then drag and use the **Zoom** and rotate controls until it looks right, and choose **Use this framing**.
3. Choose **Save listing**.

You see "Your listing was saved." Changes appear on the public Sponsors page straight away.

Your tier and your position on the page are set by the chapter. Ask your chapter contact if either needs to change.

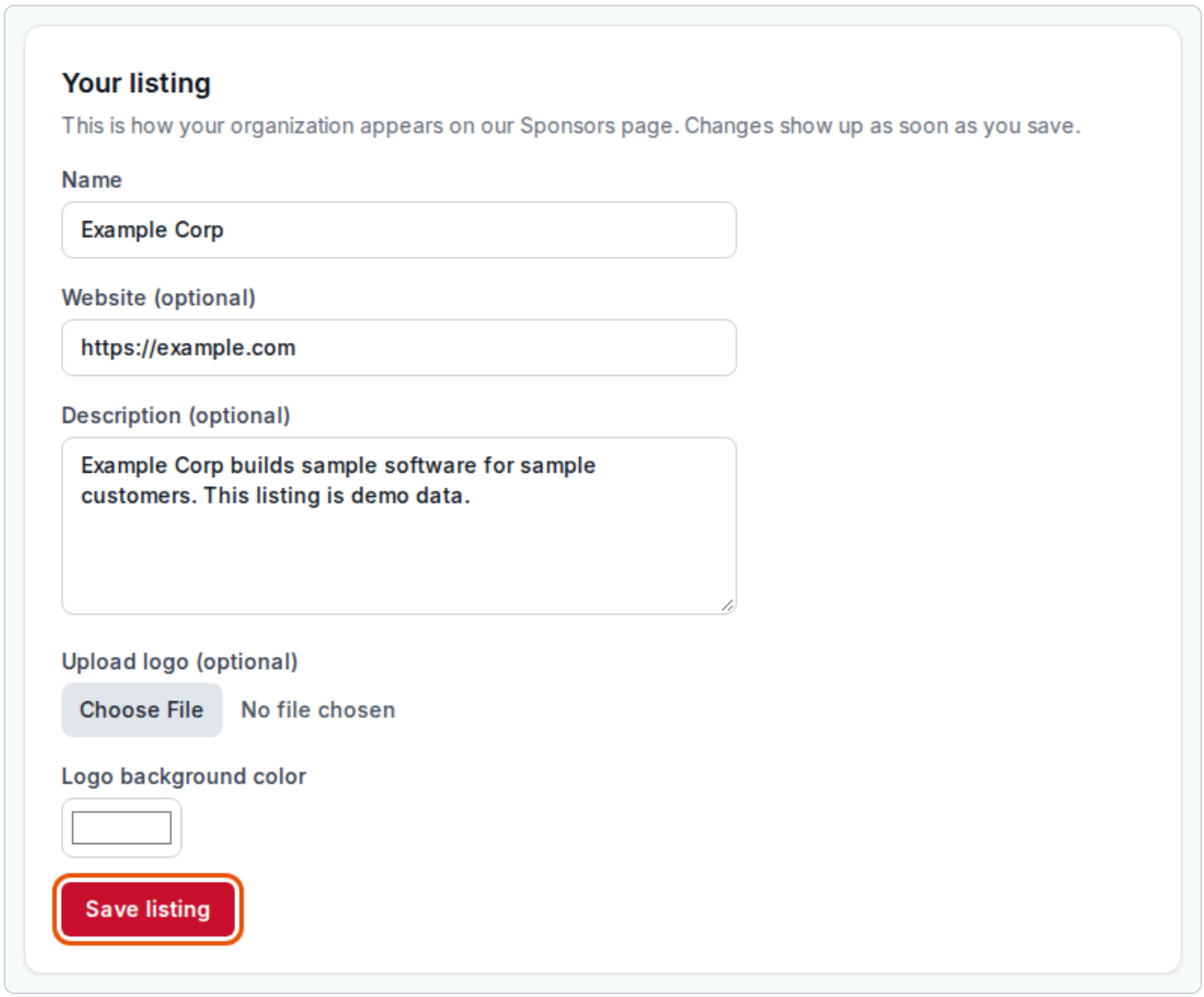
Every saved change is recorded with your name, the time and which fields changed. Chapter officers can see this history.

If someone else saved the listing while you were editing

A colleague or a chapter officer may edit the same listing at the same time. If you both change the same field, your save is refused so it can't overwrite theirs, and you see "Someone else changed this listing while you were editing, so nothing was saved." The notice lists each field you both changed with its saved version. The form still has what you typed: check it, and choose **Save listing** again to replace the saved version. Changes to different fields are both kept.

If the notice says "This page was out of date, so nothing was saved.", check the form and save again. If it says your logo change wasn't kept, choose your logo again before

saving.

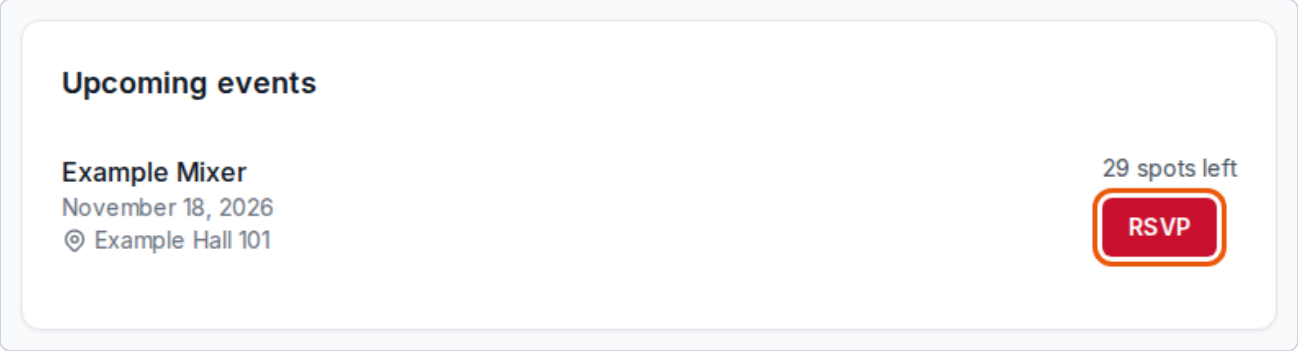

Your listing
This is how your organization appears on our Sponsors page. Changes show up as soon as you save.
Name
Example Corp
Website (optional)
https://example.com
Description (optional)
Example Corp builds sample software for sample customers. This listing is demo data.
Upload logo (optional)
Choose File
No file chosen
Logo background color
Save listing

Events and RSVPs

Upcoming events in the portal lists the chapter's upcoming events with their date, time and location. For an event that repeats every week, such as the chapter meeting, only the next week is listed. Once that week has passed, the week after it takes its place.

- Choose **RSVP** to say you're coming. You see "You’re going. See you there!"
- If an event has a limit, it shows how many spots are left. A full event shows **Full**.
- To cancel, choose **Cancel RSVP** on the event, or next to it under **My RSVPs** further down.

Please cancel if your plans change, so someone else can take your place.

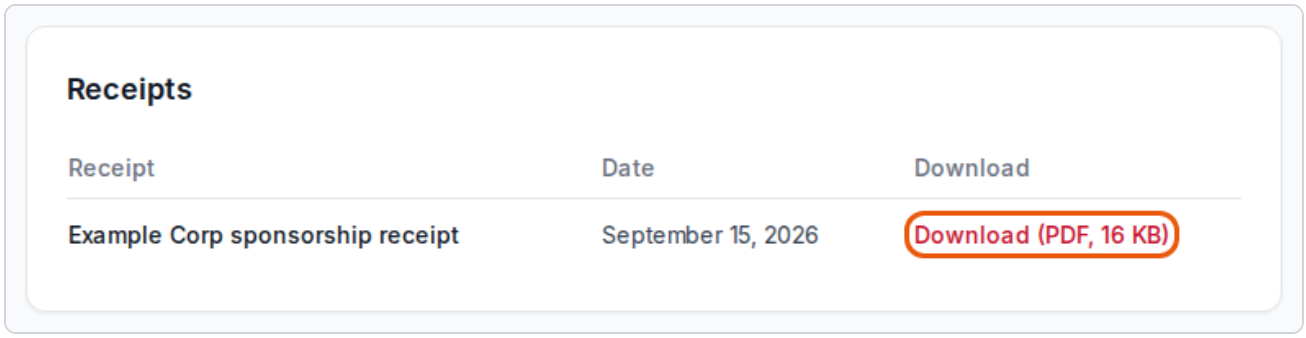


Downloading receipts

When the chapter shares a receipt with your company, it appears under **Receipts**, with its title and date.

1. Choose **Download** next to the receipt. The link also shows the file size.
2. The PDF is saved to your device.

Receipts are private. Only chapter officers and the accounts linked to your listing can download them.



If you don't have access

If signing in takes you to **Your account** instead of the Sponsor portal, and there is no **Sponsor portal** button there, your account isn't linked to a listing. This can happen when:

- your account was just created and an officer hasn't linked it yet;
- you signed up with a different email address from the one you gave the chapter;
- the chapter changed or removed your company's listing.

Contact the chapter through the **Contact** page, or at the email address shown at the bottom of every page. Give the email address you signed in with and your company's name.

If you see "Your sponsor access changed while you were editing, so nothing was saved. Check the form and try again.", an officer changed or removed your access while you were editing. Check the form and save again. If you are no longer on the Sponsor portal, contact the chapter.

To use a different work email, change it on **Your account** (see the Member guide). Your sponsor access stays linked to your account, so you don't need an officer to set it up again.

Privacy and terms

Your account follows the same Privacy Policy (shpecmu.com/privacy) and Terms of Use (shpecmu.com/terms) as every member account. The **Privacy** and **Terms** links are at the bottom of every page.