

ROPA Secretary Hints for the ROPA Website (www.ropaweb.org) and Other Things

Member Login	
Username	
Password	
LOG IN	
□ Remember M	1e
Lost your pass	word?
Register	

1. Get registered on the ROPA website. Only Delegates may register for the website.

You can either request to be added by clicking on the Register link, or email me directly at karensandene@gmail.com. When you have been successfully added, you will receive confirmation from WordPress saying you're in. You will be sent a password, which you are free to change it by clicking on "Lost your password?" Your username will be your email address.

2. There are documents that you will only be able to view when you are logged on to the ROPA website. Many of these documents

CONF FOR DELEGATES CONDUCTOR EVAL LINKS

are found under the Delegates Resources tab on the home page.

- 3) Some documents have extra-protection to avoid being found during a Google search. These documents require an additional password. To access extra-protected documents on the ROPA website:
 - You must first be logged on the home page of ropaweb.org (your email address and your personal password).
 - When you get to the document or page you want to open, click on it, then look for this message asking for the "special" username and password:

This information is for ROPA purposes only and the document is further password protected. You may view it by using ro, the password.

(note: the 0 in the password is a Zero, and not an "OH".

- When you click on the link to the document, you should see this new sign in thing:
- Use the above "special" username and password, not the ones you used to log on to the website.
- If you see this, try again

Sign in		
http://ropaweb.org Your connection to this site is not private		
Username		
Password		

Cancel

Sign In

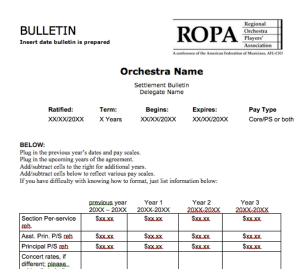
AUTHORIZATION REQUIRED

Other Things:

2) Settlement Bulletins

When your orchestra completes a negotiation, you will gather the information and submit information for a Settlement Bulletin, which is shared with other ROPA orchestras to assist with their own negotiations. There are two tools that give you the items we're looking for in a bulletin:

- Settlement Bulletin Word
 Template: https://tinyurl.com/Settlement-Bulletin-Template
 This is closer to the actual document. If you are comfortable using Microsoft Word and can manipulate tables, this one is good as well.



ROPA Settlement Bulletin Upon completing negotiations, please submit the following information, which will be sent to the ROPA Secretary. *Required Orchestra Name * Your answer ROPA Delegate Name * Your answer Date agreement ratified * Date mm/dd/yyyy Term of the agreement * 1 Year

3) Delegate Discussion List

When you start your duties as a Delegate, you will be subscribed to the ROPA Delegates-Only discussion list, and the ROPA General Discussion list. The Delegates list is closed to the public, and only Delegates and ROPA officers are allowed on this list. This is the list where you can ask questions in confidence to your fellow delegates and ROPA officers. The General Discussion list is open to Local officers and any interested AFM members, and covers general news.

Be sure when you ask questions on the list that you are on the Delegates-Only list, so your questions don't go out to the general public.