



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

Member Login

Username

Password

LOG IN

Remember Me

[Lost your password?](#)

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

CONF

FOR DELEGATES

CONDUCTOR EVAL

LINKS

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[REDACTED]er` for the username and `p0[REDACTED]9` for 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

You are not authorized to view this page. Please click on the back button to return to the former page.

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 Google Form: <http://tinyurl.com/Settlement-Bulletin-Form>
This is a Google form, and you fill in the blanks. The Secretary then takes this information and prepares the 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.

BULLETIN
Insert date bulletin is prepared

ROPA		Regional Orchestra Players' Association
<small>A conference of the American Federation of Musicians, AFL-CIO</small>		

Orchestra Name
Settlement Bulletin
Delegate Name

Ratified: XX/XX/20XX	Term: X Years	Begins: XX/XX/20XX	Expires: XX/XX/20XX	Pay Type Core/PS or both
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BELOW:
Plug in the previous year's dates and pay scales.
Plug in the upcoming years of the agreement.
Add/subtract cells to the right for additional years.
Add/subtract cells below to reflect various pay scales.
If you have difficulty with knowing how to format, just list information below:

	previous year 20XX - 20XX	Year 1 20XX-20XX	Year 2 20XX-20XX	Year 3 20XX-20XX
Section Per-service reb.	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xx.xx
Asst. Prin. P/S reb	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xx.xx
Principal P/S reb	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xx.xx
Concert rates, if different; please...				

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.