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.

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 rop[Password] for the username and p0[Password]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
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:

  This is a Google form, and you fill in the blanks. The Secretary then takes this information and prepares the bulletin.

  This is closer to the actual document. If you are comfortable using Microsoft Word and can manipulate tables, this one is good as well.

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.