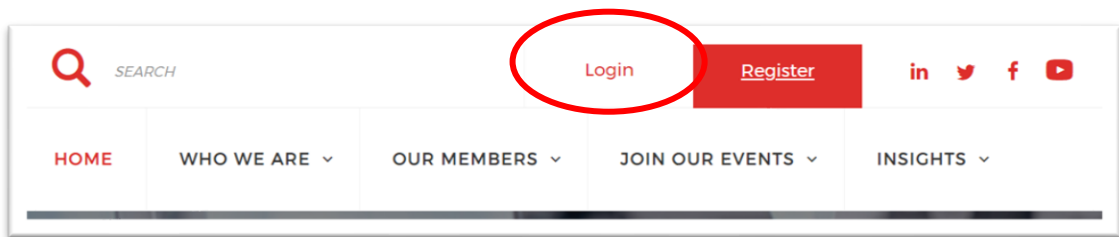


**(For Primary Member Only)**

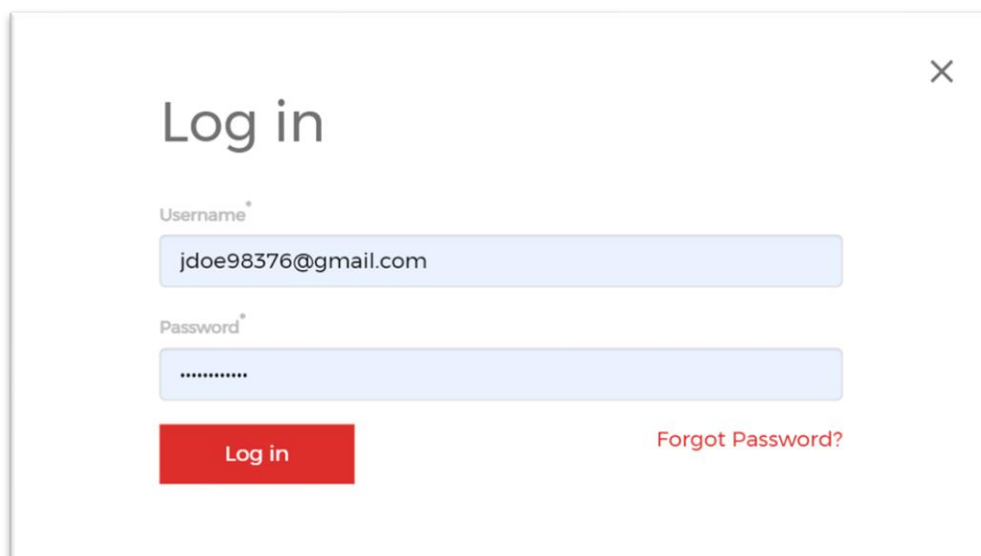
**Adding contacts & Changing Primary Member  
for your Corporate Membership**

**ADDING NEW CONTACTS**

1. Go to <https://www.svca.org.sg/>. Click 'Login' at the top right-hand corner of the Homepage.

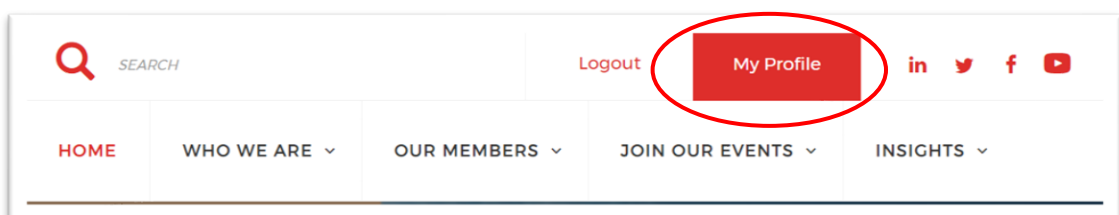


2. A pop-up window will appear. Please **enter your email address as your Username and Password** to login. If you do not have an existing account, please proceed to <https://svca.glueup.com/register/account> to setup one first.

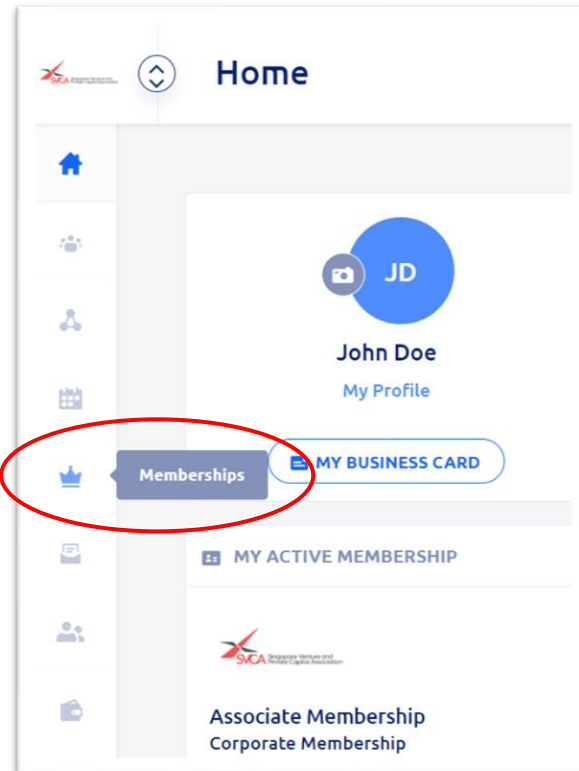


The image shows a 'Log in' pop-up window. It has a title 'Log in' and a close button (X) in the top right corner. There are two input fields: 'Username\*' with the value 'jdoe98376@gmail.com' and 'Password\*' with masked characters. Below the fields is a red 'Log in' button and a 'Forgot Password?' link.

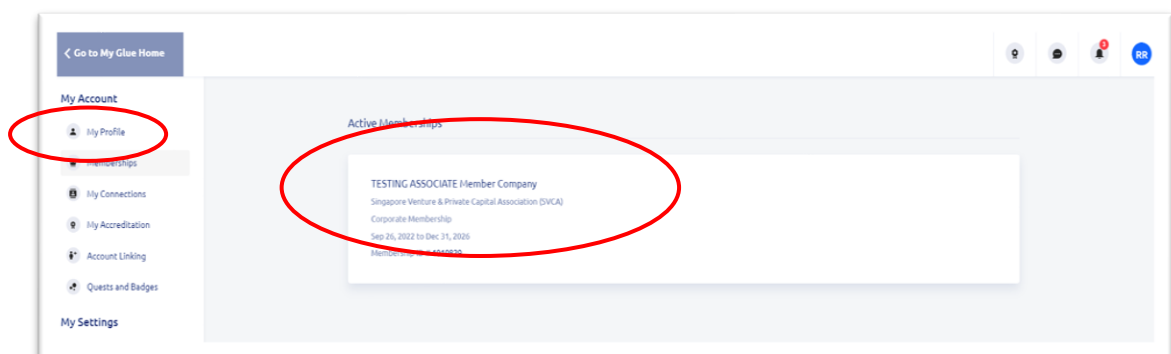
3. Click on 'My Profile' to be directed to your SVCA My Glue account.



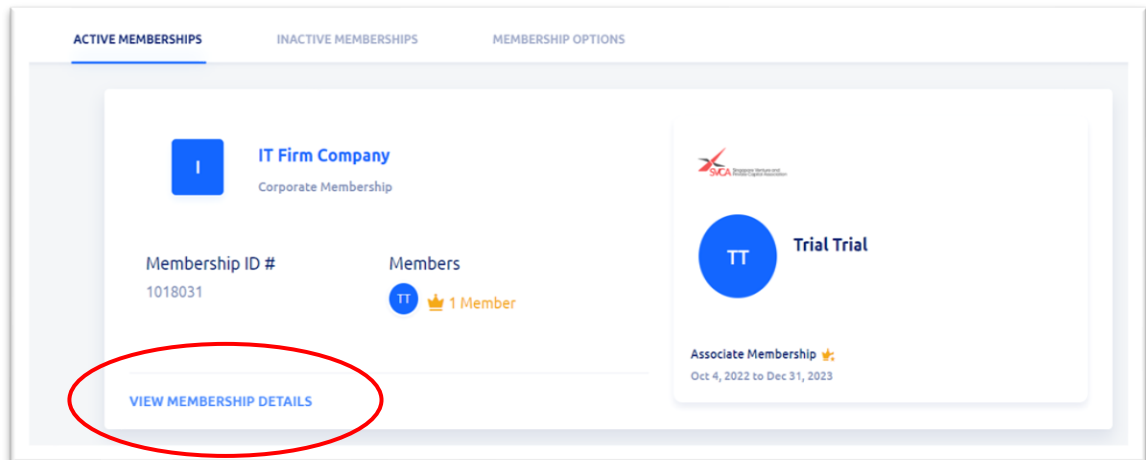
4. You will be directed to the following page as shown below. Please click on **'Memberships'** from the left sidebar.



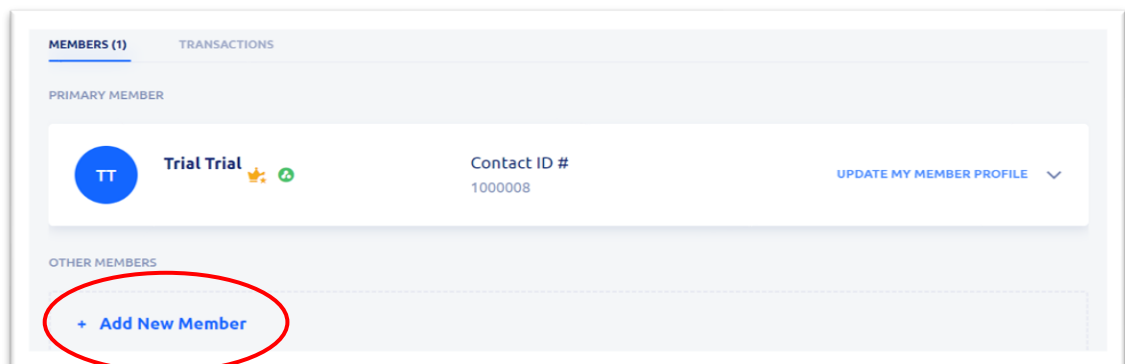
5. Alternatively, you can click on **'Memberships'** at the left sidebar. Mouse over and click on your Active Membership.



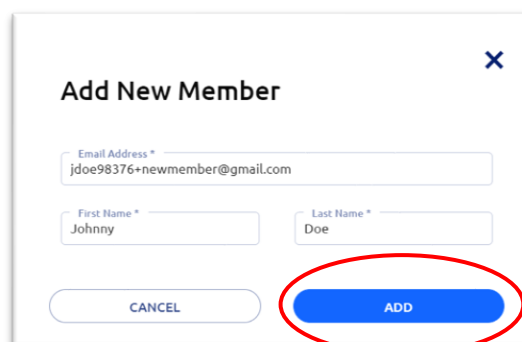
6. You would be able to view your active membership on this page. Please click on **'View Membership Details'**.



7. You will be redirected to the following page. Please scroll down, and click on **'Add New Member'**, to add your colleagues' contact information under your organisation's corporate membership.

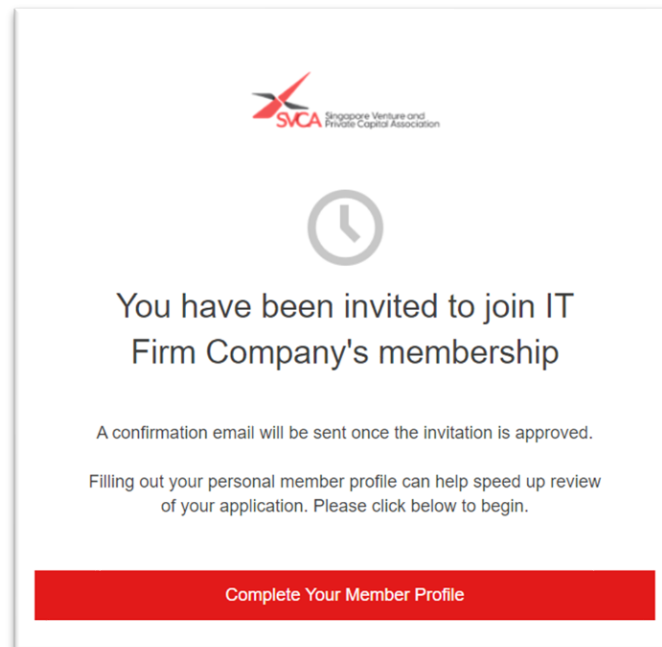


8. Please enter your colleagues' details including their email address, first and last name, then click on **'Add'**.

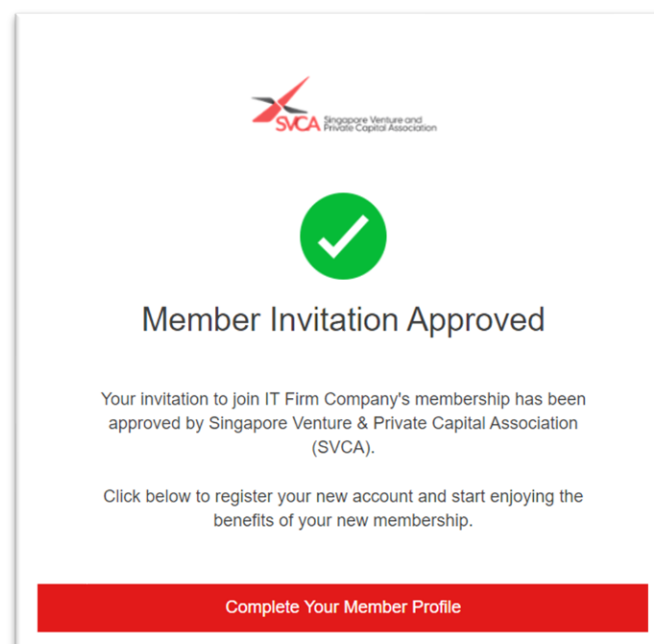


The screenshot shows a modal form titled 'Add New Member'. It contains three input fields: 'Email Address \*' with the value 'jdoe98376+newmember@gmail.com', 'First Name \*' with the value 'Johnny', and 'Last Name \*' with the value 'Doe'. At the bottom, there are two buttons: 'CANCEL' and 'ADD', with the 'ADD' button circled in red.

9. A 'Member Invitation Awaiting Approval' email will be sent to your colleagues' email accounts. A confirmation email will be sent once the Member Invitation has been approved.



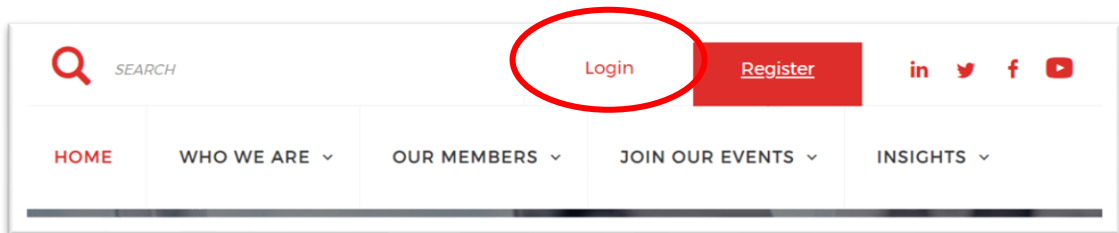
10. Once your colleagues are approved, they will be added under your organisation's corporate membership, and receive a confirmation email as seen below.



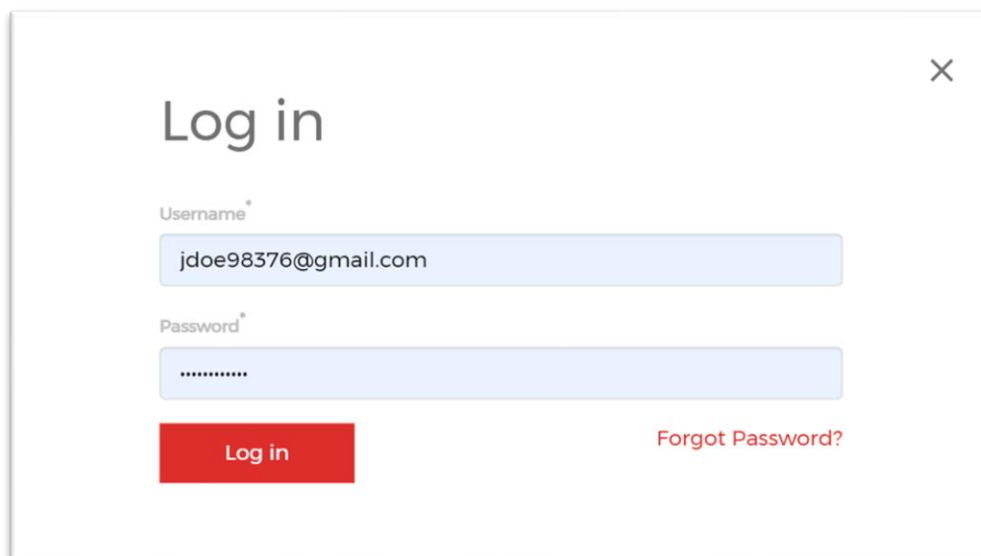
## CHANGING PRIMARY MEMBER

*(Note: Only an existing Primary Member can transfer this status to another individual under the Corporate Membership)*

1. Login Go to <https://www.svca.org.sg/>. Click '**Login**' at the top right-hand corner of the Homepage.

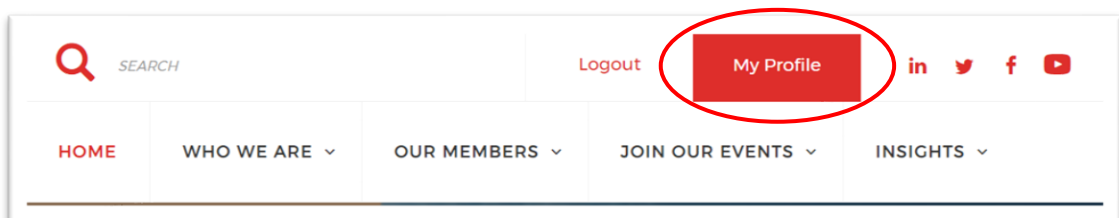


2. A pop-up window will appear. Please **enter your email address as your Username and Password** to login.

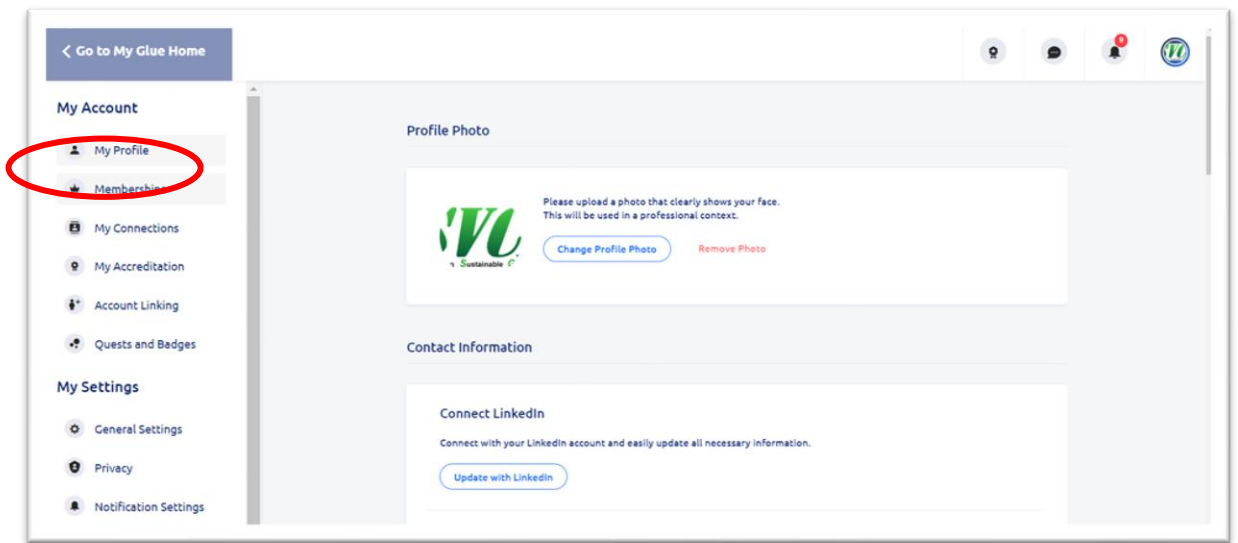


The screenshot shows a 'Log in' pop-up window. At the top right is a close button (X). Below the title 'Log in' are two input fields. The first is labeled 'Username\*' and contains the text 'jdoe98376@gmail.com'. The second is labeled 'Password\*' and contains a series of dots. Below the input fields is a red 'Log in' button and a link that says 'Forgot Password?'.

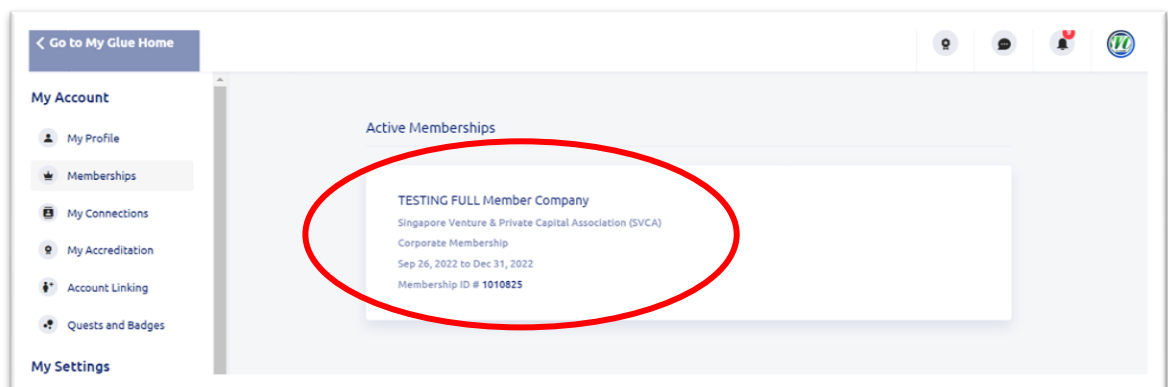
3. Please click on '**My Profile**' to be directed to your SVCA My Glue account.



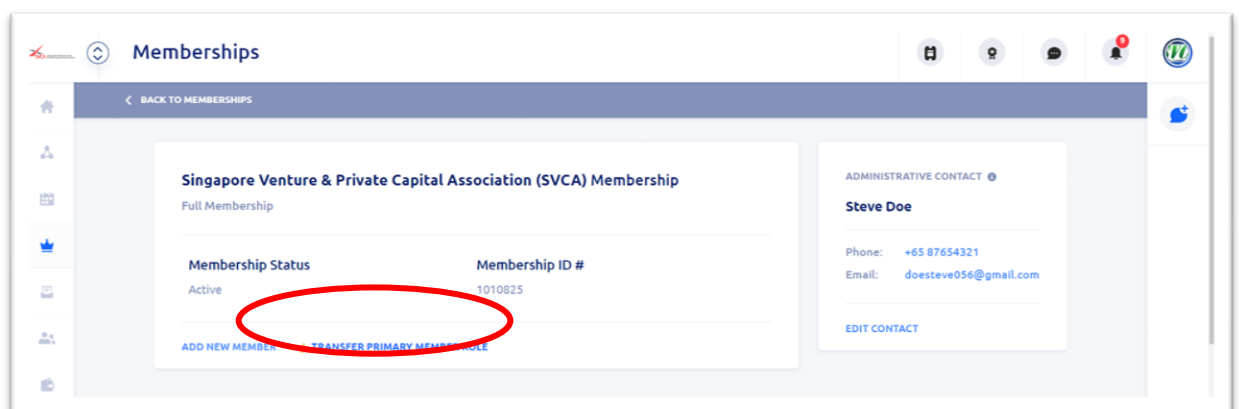
4. Click on 'Memberships' to access your current Active Membership.



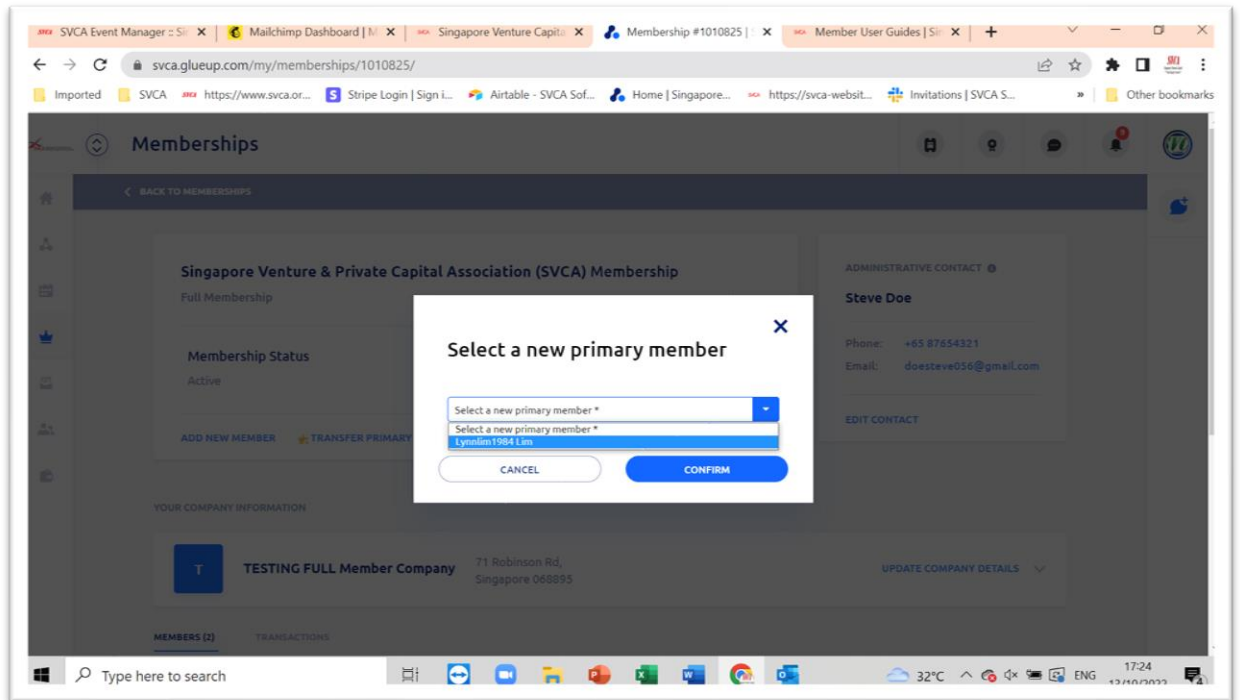
5. Mouseover and click on your Membership.



6. Click on 'Transfer Primary Member Role'.



7. Select new person to transfer the Primary member role to and click **'Confirm'**.



8. A message will pop-up indicating success of transfer.

