For the Emerging Leaders Connection Online Forum, the Iowa Credit Union League will leverage the existing capabilities available at [http://trust.coop/](http://trust.coop/) – the online community of the Cooperative Trust brought to you by Filene, funded by CUNA Mutual Group and supported by the Credit Union National Association.
1. **Step One: Become a Member** of The Cooperative Trust to fully leverage the capabilities of its online forum and to participate and engage in the Iowa Emerging Leaders Connection online community. To join, go to [https://www.formstack.com/forms/?1664842-Vkz6Tvwlbm](https://www.formstack.com/forms/?1664842-Vkz6Tvwlbm).

   a. Fill out all required fields. Please note that this is the former Credit Union Crash Network website. The site is purposefully tailored toward young professionals and those in the **movement under the age of 35**. However, **ignore that requirement**. We have an agreement with the leadership of the The Cooperative Trust’s website that **anyone over the age of 35**, who is interested in becoming a member, **is more than welcome to join** – especially those interested in engaging with the Iowa Emerging Leaders Connection online community.

   b. **Ignore this:**

   If you’re under-35, entrepreneurial, hungry, and love cooperatives and credit unions, you should apply for membership!

   **Credit Union/Organization Name:**

   (please write out)
c. Agree to this:

I am currently employed by a credit union (or credit union org.) & under the age of 35(ish). 
- I agree.
- I disagree.

Please Electronically Sign This Membership Application.

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d. Submit your application form and await an important email to arrive from The Cooperative Trust that says:

Hey hey hey!

So....you’ve entered into the world of The Cooperative Trust - hooray! Our community is a growing group of young people fighting for the future of socially responsible finance. Welcome! We’re SO excited you’re a part of it.

Your username and password will be sent to your email address in 3-5 days.

As you get acquainted with the site, you’ll see first-hand why we often refer to our community as a “family”. Here are 4 easy steps to help you comfortably moved in:

**Set up your profile!** An updated profile is vital to keeping our community active and engaged. You can do this with relatively little pain by just visiting our home page, trust.coop, entering your username and password, and clicking on your name. Share as much as you want!

Or, if you’re one of those secretive types (boo!) as little as you want.

**Sign up for groups!** Groups are where most of the community’s conversations take place. They’re listed at trust.coop/groups. Shortly after your account is setup you’ll be added to our general group, ‘The Lobby’ which houses all of the family.

There are plenty of other groups though, so be sure to look around and see what might interest you!

**Join in!** It’s easy, start a topic or respond to someone else’s post. [Here's how.](#)

**Get comfy with the notifications!** Once you’re set up you’ll receive emails letting you know when there’s conversation on the site that you don’t want to miss! If you want to change these, follow these steps after logging in:

- Access your profile.
- Go to Settings » Notifications
• Update your email settings according to your preference - this is where you’re in total control of when you’ll get emails.

If you have any problems with the site, email us at trust@trust.coop or post a note in our ‘Trust.coop Website Support’ group.

We’re so excited you’re a part of this! Can’t wait to get to know you!

All the best,

The Cooperative Trust Team

2. **Step two: Fill out your profile** so that we know who you are. Once you receive your username and password, you can log into the site at the top right of the homepage.

After logging in, it is important that you update your profile. The Iowa Emerging Leaders Group is a private group, meaning that you have to request to join. In order for us to approve your request, we need to be able to tell who you are by consulting your profile. To update your profile, log in and click your name. As you can see below, the first time you login, your name will appear as your username.
a. After clicking on your name, click edit and fill out your full name, company and location fields. People who request to join the Iowa Emerging Leaders Group without filling out at least the full name field will be turned away and asked to complete their profile.
3. **Step three: Request to join the Iowa Emerging Leaders Group** to join the conversation! You are one step away from joining our online community. Among the discussion groups on The Cooperative Trust site is the Iowa Emerging Leaders Group.

a. Click on the group and “Request Membership.”
b. As long as your profile is completed, the Iowa Credit Union League’s Rich Schneider or Andrea Dose will approve your membership request in a timely manner. When your membership is approved, you will receive an email notification.

4. Welcome to the Iowa Credit Union League’s Emerging Leaders Connection online community!

a. Now that you’re on the site and immersed in all things Iowa Emerging Leaders here are some tips and pointers for using the site (these YouTube videos do not have any sound, you must follow along on the screen):
   i. How to Post in a Group on The Cooperative Trust Site
   ii. How to Add a Blog Post
   iii. How to Send a Private Message

Questions? Contact Andrea Dose or Rich Schneider.