



# Step by Step “System Login” Instructions

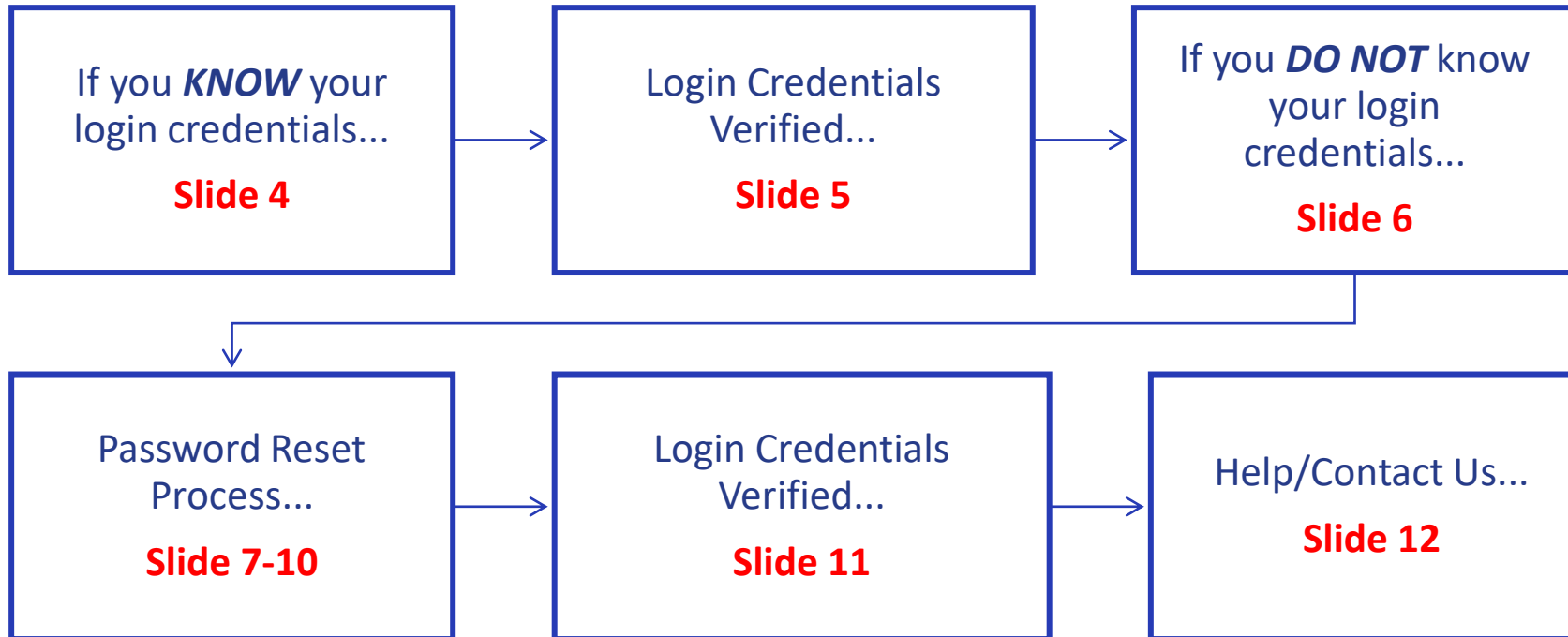
National Leadership Forum & Prevention Day



[cadca.org](https://cadca.org)

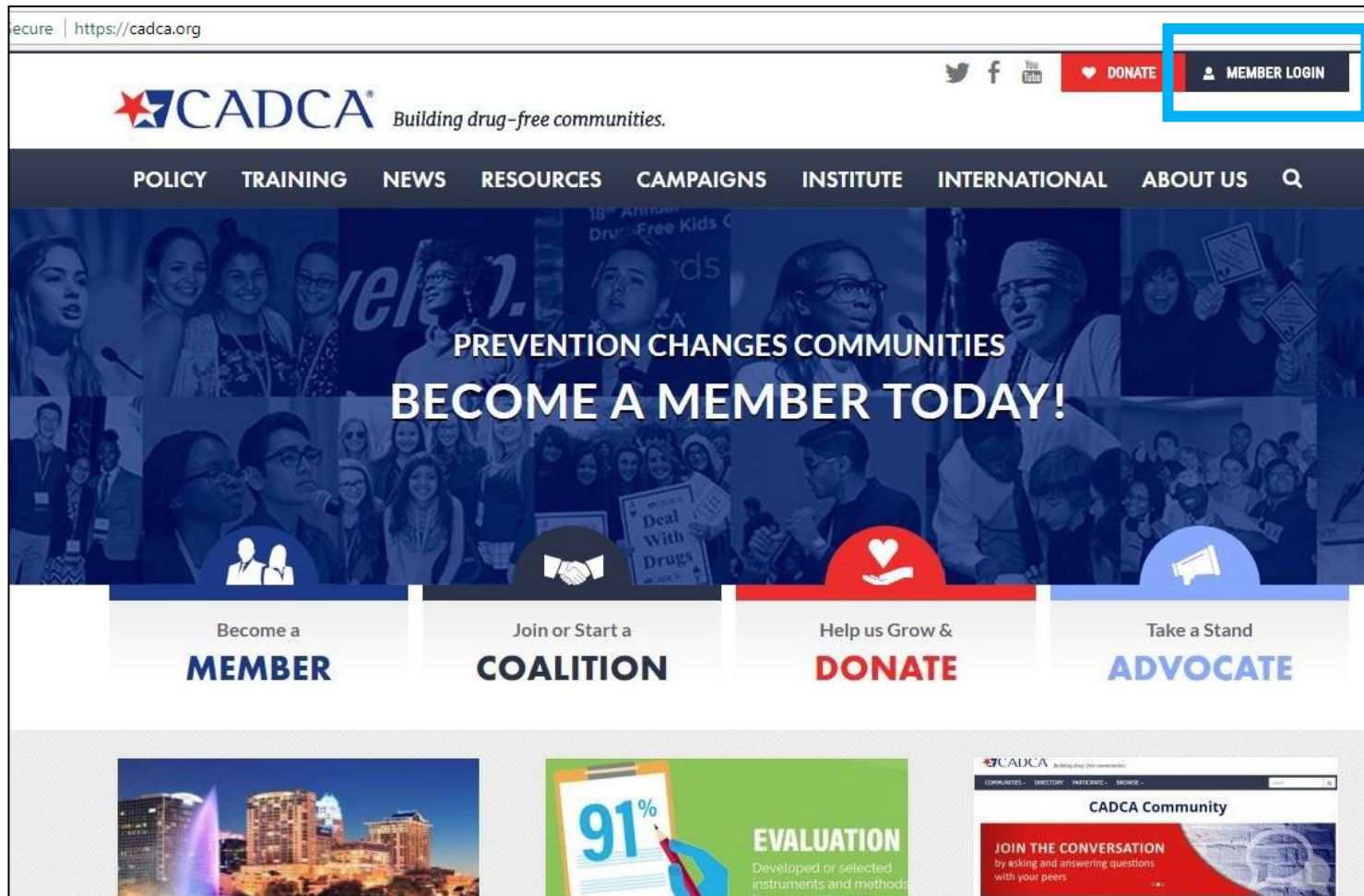
GLOBAL | COLLABORATIVE | INNOVATIVE | PASSIONATE | LEADER

# Table of Contents



# Go to cadca.org

## Select [Member Login]



# Login with your credentials [email and password used in registration]

**\*Same as CADCA Community login**

**\*You can login whether you are a CADCA member or non-member**

**CADCA** Building drug-free communities.

POLICY TRAINING NEWS RESOURCES CAMPAIGNS INSTITUTE INTERNATIONAL ABOUT US

Home My Account Events CADCA Community Online Store Contact Us

## Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.

**Login**

Email:

Password:

Remember me  
Uncheck if on a public computer

**Login**

[Forgot your password?](#)  
[Create an account](#)

[Not a registered user yet?](#)

If you are a new visitor and do not already have a username and login, please register and create a new account.

[DONATE](#) [MEMBER LOGIN](#)

If you see this page, you are CADCA Forum ready, STOP HERE!!

Lookout for the platform access email the week *before* Forum

*Remember your [email and password] credentials as they will be MANDATORY to access the Forum platform February 1<sup>st</sup> – 4<sup>th</sup>*

The screenshot shows the CADCA member profile page. At the top left is the CADCA logo with the tagline "Building drug-free communities." To the right are social media icons for Twitter, Facebook, and YouTube, along with "DONATE" and "MEMBER LOGOUT" buttons. A navigation bar includes "Home", "My Account", "Organization Info", "Event Registration", "CADCA Community", "Online Store", and "Contact Us". The main heading is "My Profile" with a "Go Back" button. A status bar indicates: "Association: CADCA / Membership Type: Coalition/Community-Based Organization / Expires: 1/31/2049". The profile is divided into three sections: 1. Contact Information: Address (Alexandria, VA 22314-1176), Phone ((703)706-0560), Mobile ((703)706-0565), and Email (zzdthomas@cadca.orgzz). 2. Profile Details: Name (Danielle Thomas), Title (Senior Meetings and Registration Associate), Company (Community Anti-Drug Coalitions of America), and Address (625 Slaters LN Ste 300, Alexandria, VA, 22314-1176, UNITED STATES). 3. My Account Links: A list of links including My Profile, My Full Profile, My Full Contact Info, My Social Communities Links, My Invoices, My Membership, My Events, My Saved Payment Info, My Transactions, My Giving, My Communication Preferences, Change My Password, and Add/Change Organization.

If you have *EVER* attended a CADCA training event, you already have a profile in the system.

*The email used to receive your confirmation is the email associated with your account.*

If you *DO NOT* know your password; Select [**Forgot Your Password**]

*This could be the case if you DID NOT register yourself*

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Home My Account Event Registration CADCA Community Online Store Contact Us

### Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.

**Login**

Email: dthomas@cadca.org

Password: .....

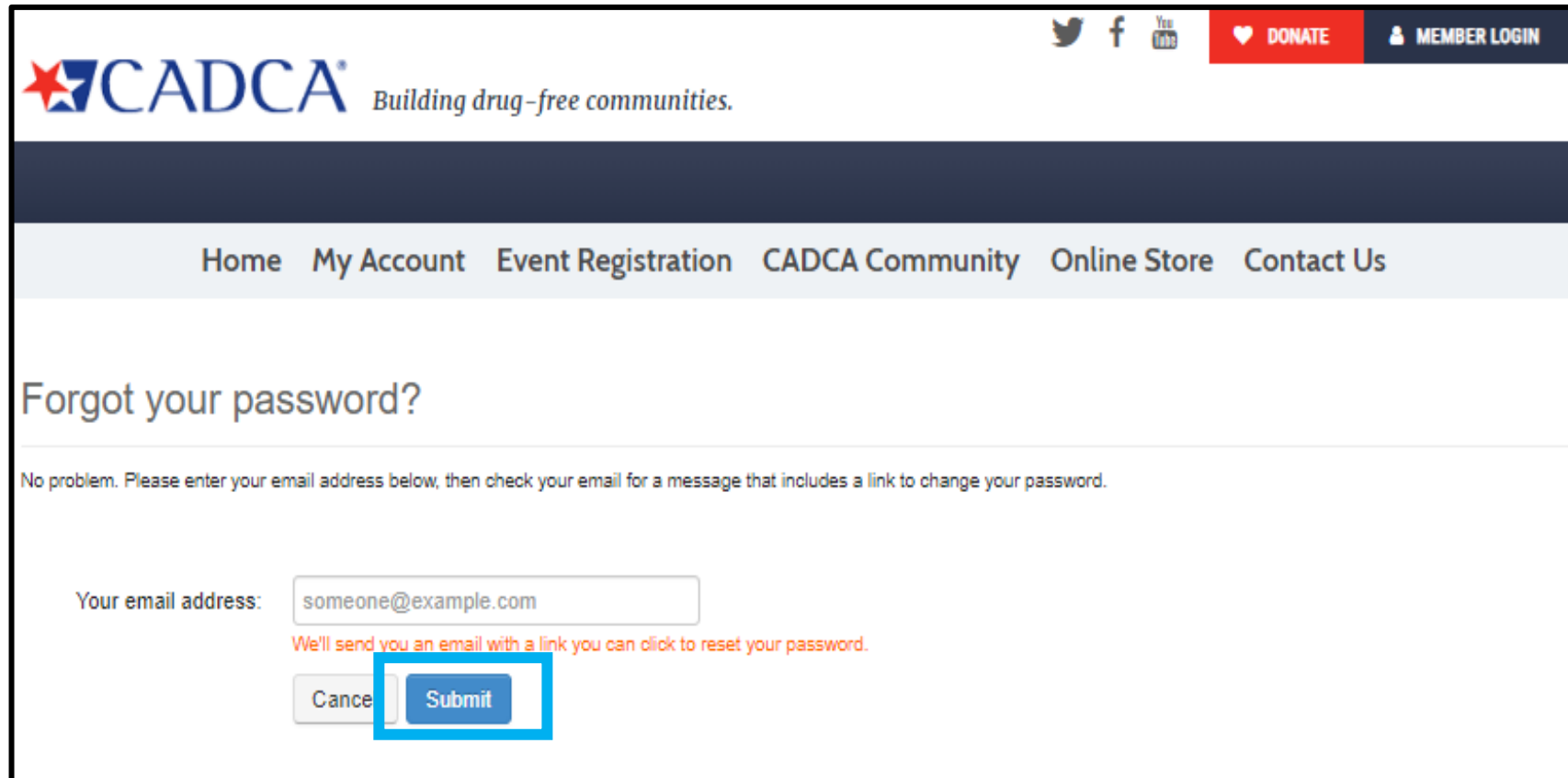
Remember me  
Uncheck if on a public computer

**Login**

[Forgot your password?](#)

# Enter your email address

## Select [Submit]



The screenshot shows the CADCA website's password reset interface. At the top left is the CADCA logo with the tagline "Building drug-free communities." To the right are social media icons for Twitter, Facebook, and YouTube, followed by a red "DONATE" button and a dark blue "MEMBER LOGIN" button. Below the header is a navigation menu with links for Home, My Account, Event Registration, CADCA Community, Online Store, and Contact Us. The main heading is "Forgot your password?". Below this is a message: "No problem. Please enter your email address below, then check your email for a message that includes a link to change your password." The form contains a label "Your email address:" followed by a text input field containing "someone@example.com". Below the input field is a red message: "We'll send you an email with a link you can click to reset your password." At the bottom of the form are two buttons: a grey "Cancel" button and a blue "Submit" button, which is highlighted with a blue rectangular box.

**CADCA** Building drug-free communities.

Twitter Facebook YouTube DONATE MEMBER LOGIN

Home My Account Event Registration CADCA Community Online Store Contact Us

### Forgot your password?

No problem. Please enter your email address below, then check your email for a message that includes a link to change your password.

Your email address:

We'll send you an email with a link you can click to reset your password.

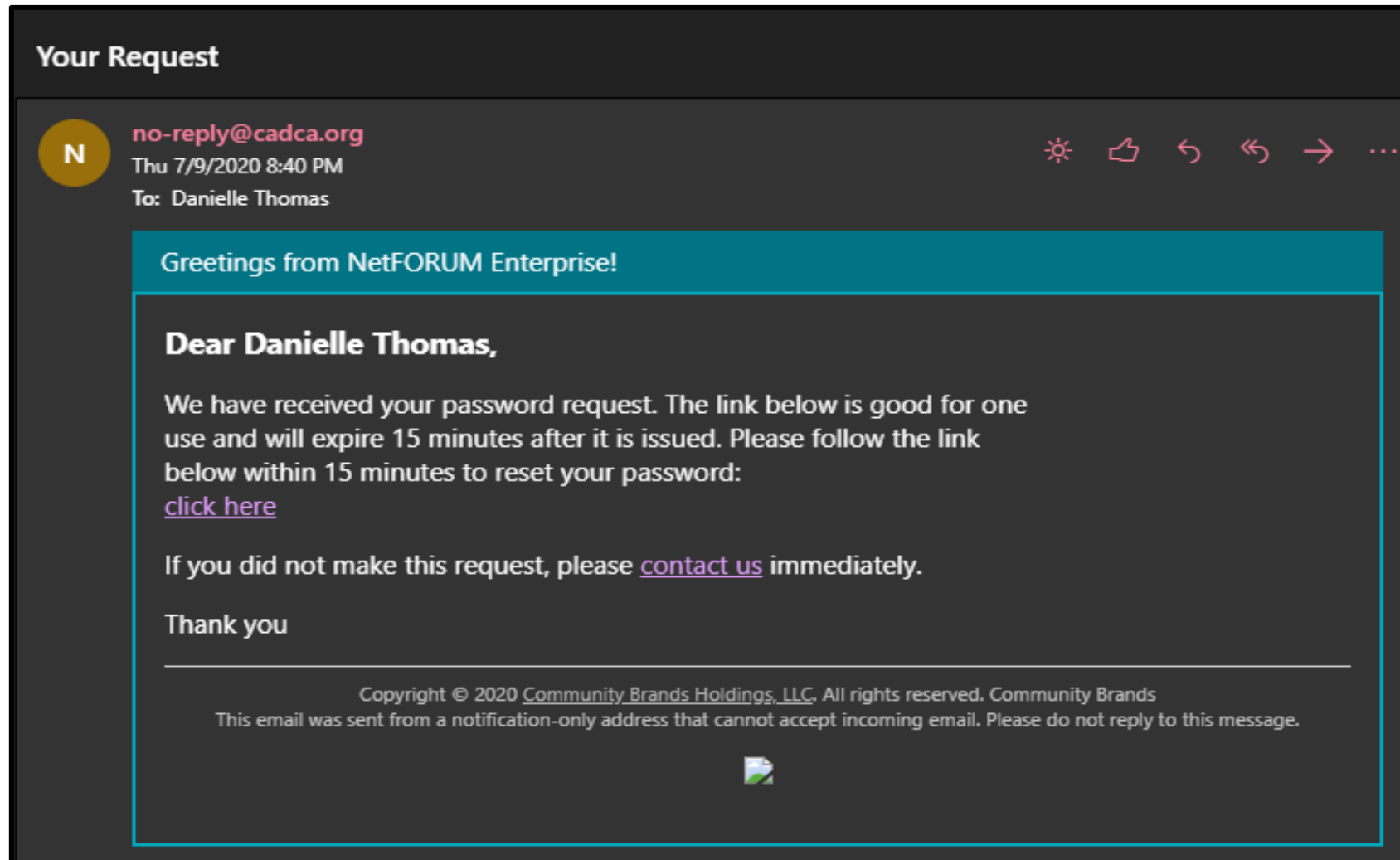
Once you select **[Submit]** you will get the confirmation below:

The screenshot shows the CADCA website header with the logo and tagline "Building drug-free communities." on the left, and social media icons for Twitter, Facebook, and YouTube, along with "DONATE" and "MEMBER LOGIN" buttons on the right. A navigation menu below the header includes "Home", "My Account", "Event Registration", "CADCA Community", "Online Store", and "Contact Us". The main content area is titled "Forgot your password?" and contains the text: "No problem. Please enter your email address below, then check your email for a message that includes a link to change your password." Below this is a form with the label "Your email address:" and an input field containing "dthomas@cadca.org". A red message below the form states: "We'll send you an email with a link you can click to reset your password." At the bottom, a green confirmation box with a blue border contains the text: "Thank you for your request! An email was sent to dthomas@cadca.org with instructions to change your password."



You should immediately receive an email from [\[No-Reply@cadca.org\]](mailto:No-Reply@cadca.org) as shown below:

Select the [\[click here\]](#) link to reset your password



# Create a new password

Select [\[Change Password\]](#)

Note [Primary Email] for your credentials to be used during Forum

CADCA Building drug-free communities.

Home My Account Event Registration CADCA Community Online Store Contact Us

Change My Password - Forgot Password | [Change My Password](#)

change password

Primary email: dthomas@cadca.org

new password:

Required

confirm new password:

Change Password

If you see this page, you are CADCA Forum ready, **STOP HERE!!**

Lookout for the platform access email the week *before* Forum  
*Remember your [email and password] credentials as they will be MANDATORY to access the Forum platform February 1<sup>st</sup> – 4<sup>th</sup>*

The screenshot shows the CADCA member profile page. At the top, the CADCA logo is on the left, and social media icons for Twitter, Facebook, and YouTube are on the right. A red 'DONATE' button and a dark 'MEMBER LOGOUT' button are also visible. Below the header is a navigation menu with links for Home, My Account (highlighted), Organization Info, Event Registration, CADCA Community, Online Store, and Contact Us. The main content area is titled 'My Profile' and includes a 'Go Back' button. A light blue banner displays membership information: 'Association: CADCA / Membership Type: Coalition/Community-Based Organization / Expires: 1/31/2049'. The profile is divided into three sections: 'Contact Info' (with address, phone, and email), 'Profile Details' (with name, title, company, and address), and 'My Account Links' (with a list of links for profile management, invoices, and preferences).

**CADCA** Building drug-free communities.

Twitter Facebook YouTube DONATE MEMBER LOGOUT

Home **My Account** Organization Info Event Registration CADCA Community Online Store Contact Us

### My Profile

Go Back

Association: **CADCA** / Membership Type: **Coalition/Community-Based Organization** / Expires: **1/31/2049**

**Contact Info**

Alexandria, VA 22314-1176  
(703)706-0560  
(703)706-0565  
zzdthomas@cadca.orgzz

Edit Contact Info  
Edit Social Links

**Profile Details** Edit Primary Info

**Name:** Danielle Thomas  
**Title:** Senior Meetings and Registration Associate  
**Company:** Community Anti-Drug Coalitions of America

625 Slaters LN Ste 300  
Alexandria, VA, 22314-1176  
UNITED STATES

Edit Demographics

**My Account Links**

- My Profile
- My Full Profile
- My Full Contact Info
- My Social Communities Links
- My Invoices
- My Membership
- My Events
- My Saved Payment Info
- My Transactions
- My Giving
- My Communication Preferences
- Change My Password
- Add/Change Organization



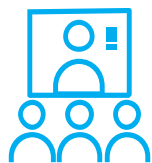
## Specific Forum Questions

- Visit [cadca.org/forum2021](https://cadca.org/forum2021) for all updates



## Issues with Membership/Your Account/Login

- Contact CADCA Membership Team at [membership@cadca.org](mailto:membership@cadca.org) or call 703-706-0560 **x261**



## Registration Questions

- Contact CADCA Meetings Team at [events@cadca.org](mailto:events@cadca.org) or call 703-706-0560 **x253**

# Stay Connected!



[Facebook.com/CADCA](https://www.facebook.com/CADCA)



[Twitter.com/CADCA](https://twitter.com/CADCA)



[Instagram.com/CADCACoalitions](https://www.instagram.com/CADCACoalitions)



[YouTube.com/CADCAorg](https://www.youtube.com/CADCAorg)



[LinkedIn.com/company/CADCA](https://www.linkedin.com/company/CADCA)



[cadca.org](https://www.cadca.org)