

FAQ

Answers to some of
MCN's most commonly
asked questions



Many of our members contact us looking for assistance with posting jobs, renewing membership and more. Check out this FAQ to see if your question can be answered here!

How do I post a job on MCN's Job Board?

Nonprofit members of MCN can post staff, board, internship and board opportunities on the MCN Job Board at no cost.

1. Log in to MCN's website using your individual login information (anyone with an individual account attached to their organization's membership can do this). If you do not already have an individual online account on MCN's website, please create one prior to attempting the next steps.
2. Once logged in, click the [POST A JOB](#) (a gold-lettered menu item at the top of the MCN homepage)
3. Once on the POST A JOB page, click the "Post a Job" link listed under the [MEMBER](#) column
4. Fill out the online posting form as completely as possible and hit [SUBMIT](#). *[Note: the email address you list in the contact field will be the address to which an edit/update link will be sent upon publishing of the posting. Please archive this email once you receive it for future editing and removal of the posting.]*

Nonmembers and MCN associate members can also post openings on the MCN Job Board for \$159 per posting (for up to 60 days).

1. Log in to MCN's website using your individual login information (anyone with an individual account attached to their organization's membership can do this). If you do not already have an individual online account on MCN's website, please create one prior to attempting the next steps.
2. Once logged in, click the [POST A JOB](#) (a gold-lettered menu item at the top of the MCN homepage)
3. Once on the POST A JOB page, click the "Post a Job" link listed under the [NONMEMBER](#) column
4. Fill out the online posting form as completely as possible and hit [SUBMIT](#).
5. Once submitted, you will receive an email prompting you to submit payment for the posting. Follow the link in the email for instructions to pay online or with a manual form. Once MCN receives payment, we will manually publish the posting. *[Note: the email address you list in the contact field will be the address to which an edit/update link will be sent upon publishing of the posting. Please archive this email once you receive it for future editing and removal of the posting.]*

I'm having trouble renewing my membership, what do I do?

If you are having difficulty renewing your membership on MCN's website, please fill out and return the appropriate nonprofit member or associate member application and fax, mail or scan/email to MCN.

Minnesota Council of Nonprofits
2314 University Ave. W., Suite 20
St. Paul, MN 55114
FAX: 651-642-1517
info@minnesotanonprofits.org

FAQ Continued...

How do I order publications using a member voucher?

Nonprofit members of MCN receive two free publication vouchers each membership year to be used on a variety of resources. To order a publication using a member voucher, please follow these steps:

1. Log in to MCN's website using your individual login information (anyone with an individual account attached to their organization's membership can do this)
2. Once logged in, click the [VIEW MY ACCOUNT](#) link in the yellow login box
3. Once on the [VIEW MY ACCOUNT](#) page, click the [ORDER FREE MEMBER PUBLICATIONS](#) link on the left sidebar
4. Fill out the form with your contact information, indicate the publication(s) you'd like to use your voucher for, and hit submit

MCN processes all publication voucher orders once per week. Members should receive ordered publications within the next 5-7 days of their order, if not a bit sooner.

If you have any trouble ordering via the online form, you can also always print out and return our PDF order form (you can indicate on the form that you'd like to use a voucher).

I'm creating a new individual online account. How do you ensure that my record is attached to my organization's record or membership?

[Note: Before creating a new individual online account, please ensure that you don't have an existing account. Creating a duplicate individual account could impact your ability to receive member benefits or result in the inability to register for events. If you think you have an existing account please use the FORGOT MY PASSWORD search or contact info@minnesotanonprofits.org.]

When creating an individual online account, during Step 2 you will be asked which organization you belong to (if any). If you are unsure whether or not your organization already has a record

The complete steps for creating your individual record are as follows:

1. Go to www.minnesotanonprofits.org
2. In the yellow login box on the right sidebar, click [CREATE NEW ACCOUNT](#) link
3. Fill out the online form as completely as possible. In STEP 2, click the magnifying glass icon and enter the exact name of your organization in the search field. Your organization's name (possibly more than one option) should appear in the pop up box. Click the organization name/link that matches your organization and it will automatically attach your individual record to the organization's record.
4. Be sure to write down your USERNAME and PASSWORD for future reference. You will need this login information when attempting to register for events, post jobs, purchase publications, etc. on MCN's website in the future.
5. Click [SUBMIT](#)