

RED Link Member Guide- How to Navigate RED Link



Step 1:

Go to www.redlink.ca and click on the login button

The screenshot displays the homepage of the REDlink website. At the top, a banner image shows a landscape with mountains and a lake under a night sky with aurora borealis. Below the banner is a dark red navigation bar with the text "Strengthening relationships between Industry and Membership" and three small circular icons on the right. Underneath is a horizontal menu with the following items: HOME, ABOUT US, MEMBERSHIP, EVENT CALENDAR, CONTACT US, DOING BUSINESS IN THE RMWB, INDUSTRY PARTNERS, and USER GUIDES. The main content area is divided into four columns: "OUR MEMBERS" with a "CLICK HERE >" link; "RED LINK PARTNERS" with a paragraph of text and a "READ MORE >" link; "INDUSTRY LOGIN" featuring a photo of a yellow mining truck and a "SIGN IN >" link; and "MEMBER LOGIN" with a login form containing fields for "Login:", "Username", and "Password:" and a "SIGN IN >" link that is circled in red. At the bottom of the page, a grey bar contains the text "WELCOME TO RED LINK".



Step 2:

Enter your username and password.

- “ If you are a new Member, this information will be emailed to you from the **RED Link** office.
- “ If you are an already existing Member and you have forgotten the login, simply click on “Forgot your password?” and follow the steps.

Strengthening relationships between Industry and Membership

HOME ABOUT US MEMBERSHIP EVENT CALENDAR CONTACT US DOING BUSINESS IN THE RMWB INDUSTRY PARTNERS USER GUIDES

LOGIN

The following page requires that you log in using your member information that was provided to you.

- If you are an existing Fort McMurray Chamber of Commerce member, please log in
- If you are not yet a Fort McMurray Chamber of Commerce member but would like to become one, please complete our [registration form](#)
- If you are not a Fort McMurray Chamber of Commerce member, but would like to post work opportunities that will be available to our members, please contact our office and we will provide you with access

Username

Password

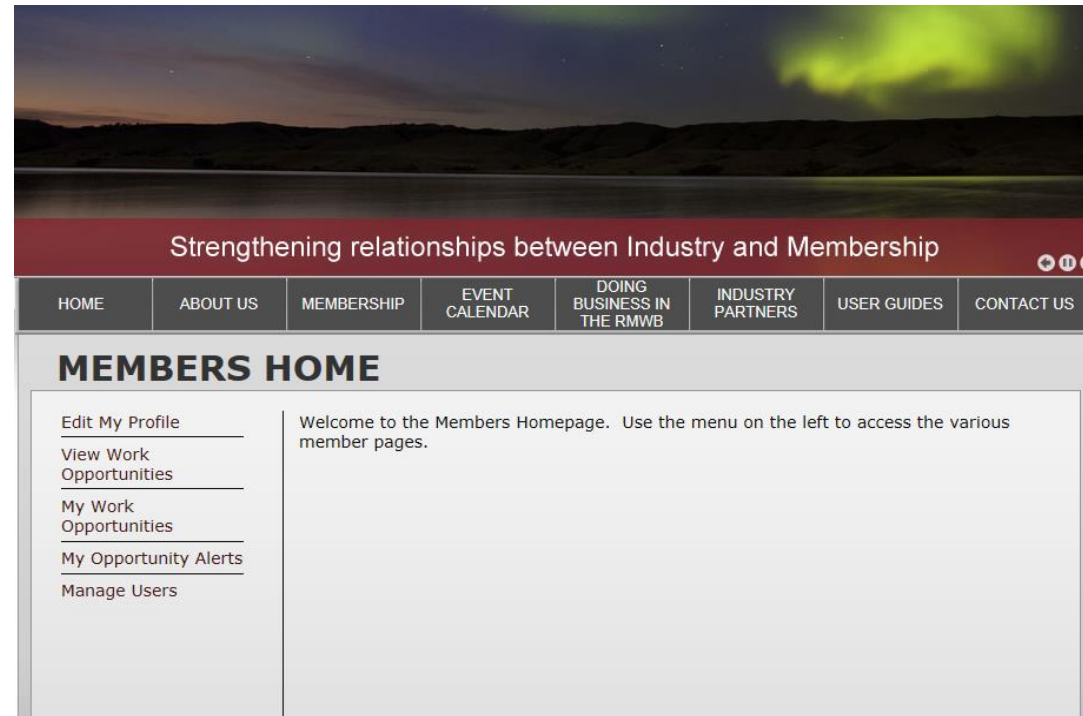
[Forgot your password?](#)
[Register](#)



Step 3:

On this page you have the option to:

- Edit My profile
- View Work Opportunities
- My Work Opportunities
- My Opportunity Alerts
- Manage Users



➤ Edit My Profile

EDIT MY PROFILE

- [Edit My Profile](#)
- [View Work Opportunities](#)
- [My Work Opportunities](#)
- [My Opportunity Alerts](#)
- [Manage Users](#)

Fort McMurray Chamber of Commerce Membership Application Form
(* indicates required field)

First Name *
Lana

Last Name *
Maloney

Email Address *
ldmaloney@fortmcmurraychamber.ca

Please enter a valid email address. A confirmation email will be sent to this address upon registration.

Username *
nmaloney

New Password

You can change your password if required. Please enter a valid password. No spaces, at least 6 characters and can contain lower and upper-case letters, numbers and special signs

You can change your password here

EDIT MY PROFILE

- [Edit My Profile](#)
- [View Work Opportunities](#)
- [My Work Opportunities](#)
- [My Opportunity Alerts](#)
- [Manage Users](#)

Fort McMurray Chamber of Commerce Membership Application Form
(* indicates required field)

Membership Type *
Full Membership

Full Member Rates *
2 to 5 Employees - \$186.00

Company *
Fort McMurray Chamber of Commerce

Owner *
Diane Slater

Address *
304, 9612 Franklin Avenue

Address 2

City *
Fort McMurray

Province *
Alberta

Postal Code *
T9H 2J9

Phone # *
780-743-3100

Fax #
780-790-9757

Cell

Website
www.fortmcmurraychamber.ca

Unionized *
No

You can update your contact information here.

EDIT MY PROFILE

- [Edit My Profile](#)
- [View Work Opportunities](#)
- [My Work Opportunities](#)
- [My Opportunity Alerts](#)
- [Manage Users](#)

Fort McMurray Chamber of Commerce Membership Application Form
(* indicates required field)

Additional Contacts
Please enter any additional contacts.

First Contact Copy Address from 1st Contact Second Contact Copy Address from 1st Contact Third Contact Copy Address from 1st Contact

Contact
Diane Slater Contact
Lana Maloney Contact
Heidi Taves

Position
CAO Position
GM/Controller Position
Office Coordinator

Address
304, 9612 Franklin Avenue Address
304, 9612 Franklin Avenue Address
304, 9612 Franklin Avenue

City
Fort McMurray City
Fort McMurray City
Fort McMurray

Province
Alberta Province
Alberta Province
Alberta

Postal Code
T9H 2J9 Postal Code
T9H 2J9 Postal Code
T9H 2J9

Phone #
780-743-3100 Phone #
780-743-3100 Phone #
780-790-9757

Fax #
780-790-9757 Fax #
780-790-9757 Fax #
780-790-9757

Cell

Email Address
dslater@fortmcmurraychamber Email Address
ldmaloney@fortmcmurraychamber Email Address
fmchamber@telus.net

EDIT MY PROFILE

- [Edit My Profile](#)
- [View Work Opportunities](#)
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- [Manage Users](#)

Fort McMurray Chamber of Commerce Membership Application Form
(* indicates required field)

TO QUALIFY as a RED Link Vendor you must...

Hold a current valid membership with at least one of the partnering organizations (Fort McMurray Chamber of Commerce / Fort McMurray Construction Association). And one of the following:

1. Have a fixed office or distribution point located in and having a physical street address within the operating region of the RED Link Partners;
2. Provide a copy of your Business License from the Regional Municipality of Wood Buffalo;
3. Provide an utility bill in the name of the Company which also shows the local address

Once your application has been reviewed and accepted you will receive a membership invoice, membership package and a letter confirming your approval. If your application is not completed and/or the Board of Directors require further information, you will be contacted by administration. We thank you for your time and commitment.

I agree that all information is correct *



➤ View Work Opportunities

WORK OPPORTUNITIES

Edit My Profile View Work Opportunities My Work Opportunities My Opportunity Alerts Manage Users	<h4>Work Opportunity Listings</h4> <p>Search Word: <input type="text"/> Category: <input type="text" value="All"/></p> <p>Company: <input type="text" value="All"/> <input type="button" value="Go"/></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Sample Company: FMCO Created Date: 2014-07-21 End Date: 2014-07-22 (12 PM MST)</p> </div> <p>Results 1 - 1 of 1 1</p>
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WORK OPPORTUNITIES

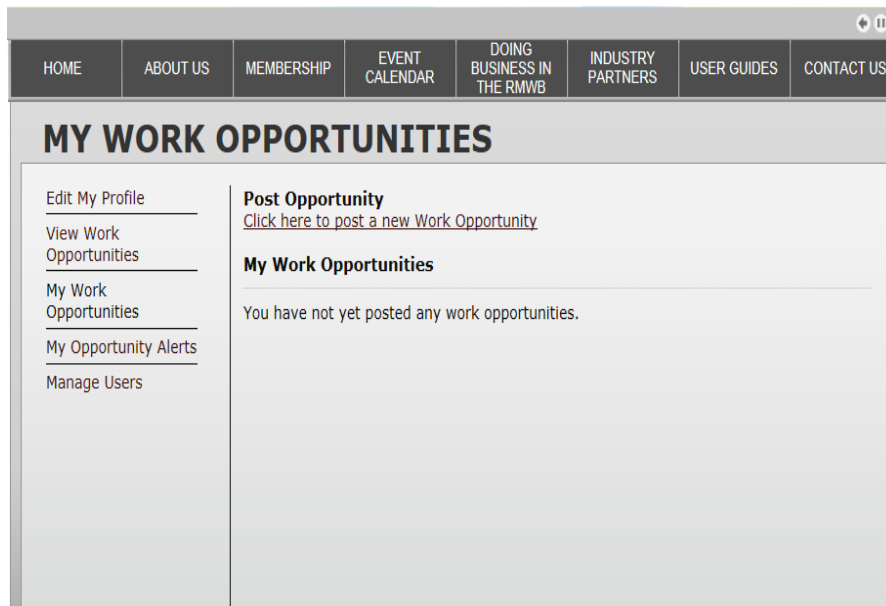
Edit My Profile View Work Opportunities My Work Opportunities My Opportunity Alerts Manage Users	<h4>Sample</h4> <p>Company: FMCO</p> <p>Project: Sample</p> <p>Reference Number: Sample</p> <p>Opp Category: Aircraft Fuel</p> <p>Created: 2014-07-21</p> <p>End Date: 2014-07-22</p> <p>Work Description: This area would provide details of the work that is required.</p> <p>Work Qualifications: This area would provide you details of any qualifications that you would require</p> <p>Back to Listings Apply</p>
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WORK OPPORTUNITIES

Edit My Profile View Work Opportunities My Work Opportunities My Opportunity Alerts Manage Users	<h4>Sample</h4> <p>Company: FMCO</p> <p>Project: Sample</p> <p>Reference Number: Sample</p> <p>Work Description: This area would provide details of the work that is required.</p> <p>Work Qualifications: This area would provide you details of any qualifications that you would require</p> <h4>Application Information</h4> <p>Member Name: Lana Maloney</p> <p>Company: Fort McMurray Chamber of Commerce</p> <p>Email Address: <input type="text" value="ldmaloney@fortmurraychamber.ca"/></p> <p>Cover Letter: <input type="text"/></p> <p>Company Profile: <input type="text"/></p> <p>Document: <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Apply"/></p> <p>Back to Opportunity Details</p>
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➤ My Work Opportunities



The screenshot shows a web browser window displaying the 'MY WORK OPPORTUNITIES' page. The navigation menu at the top includes: HOME, ABOUT US, MEMBERSHIP, EVENT CALENDAR, DOING BUSINESS IN THE RMWB, INDUSTRY PARTNERS, USER GUIDES, and CONTACT US. The main content area is titled 'MY WORK OPPORTUNITIES' and features a left sidebar with links: Edit My Profile, View Work Opportunities, My Work Opportunities, My Opportunity Alerts, and Manage Users. The main content area contains a 'Post Opportunity' section with a link to 'Click here to post a new Work Opportunity', a 'My Work Opportunities' section with a message stating 'You have not yet posted any work opportunities.', and a 'My Work Opportunities' section with a message stating 'You have not yet posted any work opportunities.'

Many of our member companies have contracts on the Oil Sands sites that require them to use **RED Link** to post work opportunities.

A new feature of the site is the ability to use the same login credentials to express interest in work opportunities, but also to post work opportunities.

For more information on how to Post Work Opportunities, please refer to the **RED Link** Industry Guide – How to post Work Opportunities under the Navigation button “User Guides”



➤ My Opportunity Alerts

HOME	ABOUT US	MEMBERSHIP	EVENT CALENDAR	DOING BUSINESS IN THE RMWB	INDUSTRY PARTNERS	USER GUIDES	CONTACT US
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WORK OPPORTUNITY ALERTS

[Edit My Profile](#)

[View Work Opportunities](#)

[My Work Opportunities](#)

[My Opportunity Alerts](#)

[Manage Users](#)

New Opportunity Alert
[Click here to create a new Opportunity Alert](#)

My Opportunity Alerts

[Click to Edit Opportunity Alert](#)

Created Date: 2014-07-16
Alert Frequency: Daily
Job Categories: Non-Profit Organization

Results 1 - 1 of 1 1

A new Feature of the **RED Link** site is that a poster of a work opportunity can select specific categories that pertain to their opportunity. Only those **RED Link** qualified vendors who have selected those categories will get notified of the opportunity.

This is the area where you select all categories that apply to your business so that you will receive email opportunity alerts



➤ Manage Users

HOME	ABOUT US	MEMBERSHIP	EVENT CALENDAR	DOING BUSINESS IN THE RMWB	INDUSTRY PARTNERS	USER GUIDES	CONTACT US
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MANAGE USERS

[Edit My Profile](#)

[View Work Opportunities](#)

[My Work Opportunities](#)

[My Opportunity Alerts](#)

[Manage Users](#)

As the Administrator for your company, you have the ability to add users who can access the Members Area. Please use the link below to add users as well as view a list of your members.

Add User
[Click here to add a new user](#)

My Users

You do not yet have any users.

HOME	ABOUT US	MEMBERSHIP	EVENT CALENDAR	DOING BUSINESS IN THE RMWB	INDUSTRY PARTNERS	USER GUIDES	CONTACT US
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MANAGE USERS

[Edit My Profile](#)

[View Work Opportunities](#)

[My Work Opportunities](#)

[My Opportunity Alerts](#)

[Manage Users](#)

Add User

Enter the user information below. Your users will be able to view/edit opportunities and see applications to opportunities.

First Name

Last Name

Email Address

Username
Please enter a valid Username for this user: No spaces, more than 5 characters and contain 0-9, a-z, A-Z

Password
Please enter a valid password. No spaces, at least 6 characters and can contain lower and upper-case letters, numbers and special signs

Company **Phone #**

Address **Fax #**

Address 2 **Cell #**

City

Province

Postal Code

