

# CTA Network- Renewals

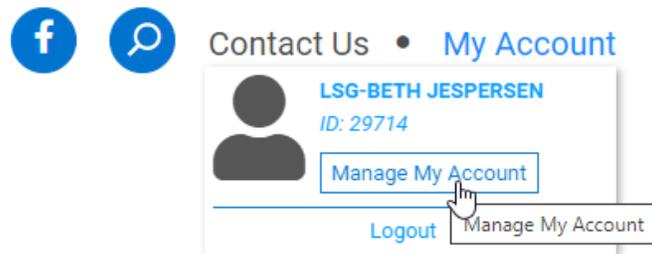
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<https://ctanetwork.com/LSG/Record-Points/Record-Points>

To renew a CTA status as current, all CTAs must register their account prior to recording renewal points. See CTA NETWORK – ACCESS ACCOUNT documentation for detailed instructions.

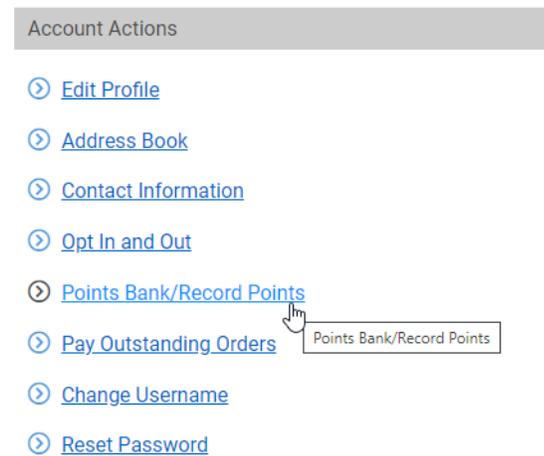
## STEP 1

Go to **Manage My Account** on the top right of the webpage: CTAnetwork.com after logging in



## STEP 2

Access your Account Profile Dropdown on right side of webpage.  
Click RENEWAL **POINTS BANK** to record points



## STEP 3

The Points Bank will open to allow to record points for the annual renewal.

Enter Points in the CTA POINT ENTERIES section. Click **ADD POINTS RECEIVED**

**CTA Point Entries: Report Renewal Points Here**

Edit	Delete	Point Type	Course/Event Description	Date Completed	Points
No records to display.					

Click **ADD POINTS RECEIVED** below to start a new entry.

Click the  to edit any record. Click the  to delete any record.

**ADD POINTS RECEIVED**

## STEP 4

CTA Point Entries form opens to record points for all CTA Activity during the current renewal period:

**CTA Point Entries: Report Renewal Points Here**

Edit	Delete	Point Type	Course/Event Description	Date Completed	Points
No records to display.					

Click **ADD POINTS RECEIVED** below to start a new entry.

Click the  to edit any record. Click the  to delete any record.

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### Add New Points

**REMINDERS:**  
Only those Renewal Points **earned during the current renewal period** will be shown in your points total.  
For **ATTRACTIONS**, report any attractions listed on your destination's main visitor website. Enjoy exploring your area!  
To get started, select Self-Reported Points from the dropdown.

Activity (click dropdown arrow):

Point Type (click dropdown arrow):

Number of Points:

Brief Description (a few words on how you obtained the points):

Activity Date or Approximate Date (Do not enter until the points activity has been completed. Future dates will not save):

Entry Date / Today's Date:

**ADD POINTS** **CANCEL**

**ACTIVITY** dropdown: select LSG178 – Team Lansing Foundation/GLCVB (LSG)

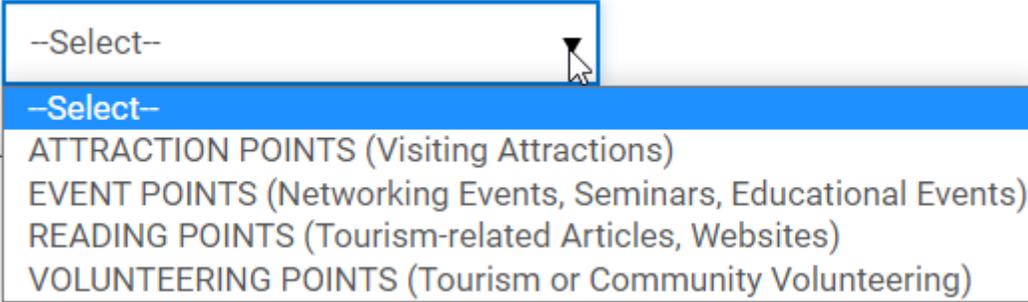
Activity (click dropdown arrow):

LSG178 - Team Lansing Foundation/GLCVB (LSG) Self Reported Po ▾

**POINT TYPE** dropdown to select/record CTA points:

Visiting Attractions Points is 10 points each, while the remaining types are 5 points each: Event Points, Reading Points, and Volunteering Points.

Point Type (click dropdown arrow):



Number of Points:

The number of points will automatically populate depending on which Point Type is selected.

Give a **Brief Description** of the Activity Type, as well as the **Activity Date**

Number of Points:

10.00

Brief Description (a few words on how you obtained the points):

Afterglow Market at Rotary Park

Activity Date or Approximate Date (Do not enter until the points activity has been completed.

Future dates will not save):

9/3/2021

Entry Date / Today's Date:

10/11/2021

**ADD POINTS**

**CANCEL**

Then select **ADD POINTS**

**REPEAT THIS PROCESS UNTIL ALL 50 POINTS ARE RECORDED FOR RENEWAL**

## STEP 5

Submit Renewal Fee & Finalize

## Submit Renewal Fee & Finalize

Upon reporting 50 points or more, the SUBMIT FEES link will become available below.

IMPORTANT: It is necessary to complete the Payment process to finalize your renewal.

Once payment in full has been submitted, your Certified Through date will be advanced and you will be certified for another year!

SUBMIT FEES

## PAYMENT

Select the Credit Card type to pay securely online, or INVOICE ME to receive an invoice

Enter payment into secure system OR mail check to the address noted below:

Checks Made Payable to: **TEAM LANSING FOUNDATION**

500 E Michigan Ave.

Ste 180

Lansing, MI 48912

## CONFIRMATION

Once when payment and points recorded successfully, a confirmation of that CTA Renewal order

### Confirmation

[Print this Confirmation](#)



Thank you for your order, Anne Lavender!

Your order number is **10636** and your order was placed on **9/29/2021**. The details of your order are listed below.

#### BILLING INFO

Anne Lavender  
Greater Lansing Convention & Visitors Bureau  
500 E. Michigan Ave Suite 180  
Lansing, MI 48912

#### ORDER DETAILS

Items	Quantity	Price	Total	Paid	Due
CTA Renewal for 2022 Calendar Year, Early Bird Fee (LSG)	1	\$10.00	\$10.00	\$0.00	\$10.00

Subtotal: \$10.00

Payment Received: \$0.00

Total Due: \$10.00

#### PAYMENT INFO

#### QUESTIONS?

For questions regarding your order, email us at [bjespersen@lansing.org](mailto:bjespersen@lansing.org).