

User Guide

ICF Washington State

Membership Digital Experience

New Membership Platform

ICF Washington State (ICF WA) has selected GlueUp as its new membership experience digital platform to help you stay connected and manage your membership.

You can use Glue Up to:

- manage your membership information
- register for ICF WA events
- view event details
- Keep up to date with the latest news
- stay connected with the ICF WA community
- connect with other members through the directory, messaging, and community features

You can access the new ICF WA platform in two ways:

- on your phone using the **My Glue app**
- on your computer through the ICF Washington <http://icfwashingtonstate.org/> website (when you are logged in to the members area)

Before You Begin

When setting up your membership account, be sure to use the email address associated with your ICF membership. This will be the same email address where you have received your “Activate Your Account Now” email, and is the same one you have used in the past year to sign up for ICF WA events. Using the same email helps make sure your account connects correctly to your profile.

If you are new to ICF WA, you may receive a welcome or activation email with instructions to get started.

PART 1: GETTING STARTED

How to access the new ICF WA Membership Digital Experience on the Web

You can access the new experience in a few different ways:

- through a welcome or activation email from ICF Washington State
- through a migration email (if the system was recently updated)
- through the ICF Washington State website login area
- through the My Glue mobile app

Simple steps

Step 1: Look for an email from ICF Washington State or GlueUp. If you cannot find it, you can request another one. Go to the website, click the “Login” button in the upper right corner, and click the link to request an account activation email.

Step 2: Click the link

Step 3: Log in if you already have an account, or complete the registration process if you do not

PART 2: HOW TO USE THE ICF WA MEMBERSHIP EXPERIENCE

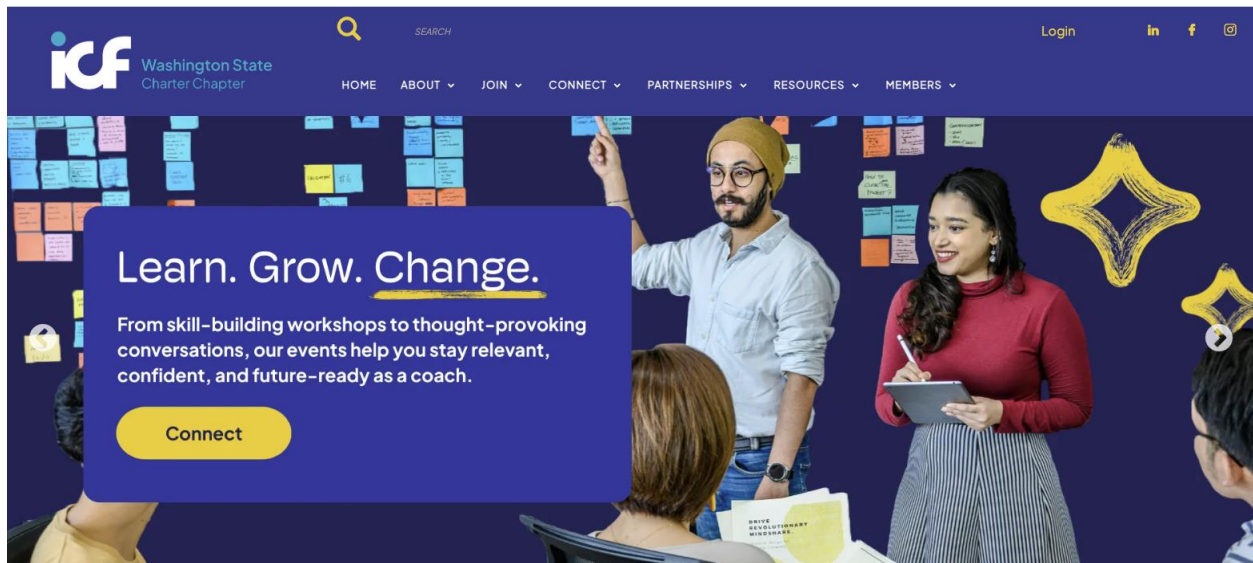
How to use the ICF WA Membership Experience from your computer

Simple steps

Step 1: Open your web browser

Step 2: Go to the ICF Washington State website, <https://icfwashingtonstate.org>. Click the Login button in the upper right corner.

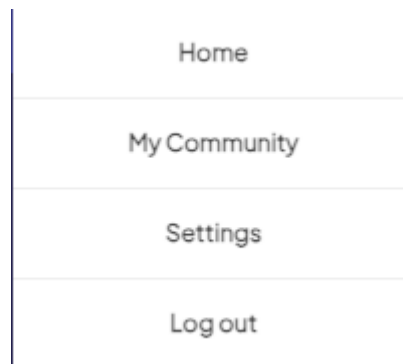
Step 3: Log in with your email and password



The ICF WA Membership Experience consists of two parts:

1. The updated website (shown above)
2. The member platform.

When you click the button to log into the system, the Login button is replaced with a member drop-down menu.



Clicking on the options in this menu will open a new tab in your browser so that you have access to the public website and the private members area.

The screenshot displays the members area of the ICF Washington State Chapter. At the top, there's a navigation bar with the ICF logo and 'Home'. Below this, a sidebar on the left contains various icons for navigation. The main content area is divided into several sections:

- Your Upcoming Registered Events (1):** A card for 'ICF Washington New Member Welcome Call' on April 21, 2026.
- User Profile:** A card for Vicki Mitchell, Executive Leadership, Career Advancement Coach at IntentionAlly.
- Organization Info:** A card for the ICF Washington State Chapter with a link to the organization website.
- MY ACTIVE MEMBERSHIP:** A card showing 'ICF Chapter Member' status with membership dates from Sep 11, 2024 to Sep 30, 2026.
- Event Card:** A prominent card for 'GROUP COACHING SUPERVISION' on Tuesday, March 24, 2026 at 6:30 PM (GMT-7). It includes links for 'View Registration' and 'Event Info'.
- MY CONNECTIONS:** A section showing 3 business cards, including Tammi Scott, Kerrie Miles, and Shirlene Evans.
- UPCOMING EVENTS:** A section showing one upcoming event for the ICF Washington State Chapter.

Note that the URL for the members area reflects our application of the GlueUp platform at GlueUp.com.

ICF WA Website URL: <https://icfwashingtonstate.org>

ICF WA Members Area URL: <https://icfwashingtonstate.glueup.com/my/home/>

You may use these links to navigate between the website and the members area at any time.

What you can do on the website

<https://icfwashingtonstate.org>

At any time, even if you are not logged-in to the member area, you may access many of the features on our website. You can:

- Read about ICF Washington State, how to join
- View upcoming events for the chapter and ICF Global
- Find out the latest news and subscribe to our newsletter
- Get easy access to important resources from ICF Global

<Put the menu listing and descriptions here?>

How to browse events in the website

What you can do in the members area

<https://icfwashingtonstate.glueup.com>

Once you are logged into the members area on your computer, you can:

- View and manage your membership
- Update your profile
- Browse events
- View event registration
- Find other ICF WA coaches and exchange business cards
- Update settings, including security and notifications

How to manage your membership in the members area



The screenshot shows the ICF Memberships page. At the top left is the ICF logo and the word "Memberships". On the top right, there are several notification icons, including a bell with a red "1", a person icon, a speech bubble, and a bell with a red "3". Below the header are three tabs: "ACTIVE MEMBERSHIPS" (selected), "INACTIVE MEMBERSHIPS", and "MEMBERSHIP OPTIONS". On the left side, there is a vertical navigation menu with icons for home, calendar, graduation cap, crown (selected), mail, people, and a folder. The main content area displays the details for a membership for Vicki Mitchell. It includes the name "Vicki Mitchell", the membership type "Individual Membership", and the "Membership ID # 3546213". There is a "VIEW MEMBERSHIP DETAILS" link. To the right, there is a profile card for Vicki Mitchell, showing her photo, name, title "Principle Coach at IntentionAlly Coaching", and her status as an "ICF Chapter Member" with a star icon and the dates "Sep 11, 2024 to Sep 30, 2026".

Simple steps

Step 1: Click **Memberships**

Step 2: Select your membership

Step 3: Review or update your membership details

ICF Washington State Chapter Membership

ICF Chapter Member



Vicki Mitchell

Principle Coach at IntentionAlly Coaching

Membership Status

Active

Membership ID

3546213

ICF Chapter Member 🌟
Sep 11, 2024 to Sep 30, 2026

Your member profile



Vicki Mitchell

Principle Coach at IntentionAlly Coaching

[UPDATE MY MEMBER PROFILE](#) ^

Email
vickibmitchell@gmail.com

Last Name
Mitchell

Specialization
- Org Leadership & Exec Coaching
- Career & Professional Growth

Visible in Member Directory
Yes

First Name
Vicki

Coach Industry
Coaching

Last profile update
Apr 2, 2026 8:52 AM

How to update your profile in the member area

From the membership details screen, you may change the information that is displayed in the members-only area, such as your industry, coaching specialization, and member visibility (to other coaches).

×

Update My Member Profile

First Name *
Vicki

Last Name *
Mitchell

Email *
vickimitchell@gmail.com

Coach Industry
Coaching

Coaching Specialization

- Org Leadership & Exec Coaching
- Career & Professional Growth
- Business & Entrepreneurship
- Transitions & Life Changes
- Inclusive & Equity Coaching
- Personal Growth & Life Coaching
- Other

Member Directory Visibility

Show profile in Member Directory

Cancel Save

Simple steps

Step 1: Click on the link “Update My Member Profile” to

Step 2: Update the fields as you need. Note you cannot change your verified email, since that is how you log in to the member area.

Step 3: Click **Save**

How to browse events in the members area



Simple steps

- Step 1:** Log in
- Step 2:** Click **Events**
- Step 3:** Browse events
- Step 4:** Click an event for details

How to view your event registration in the members area



Simple steps

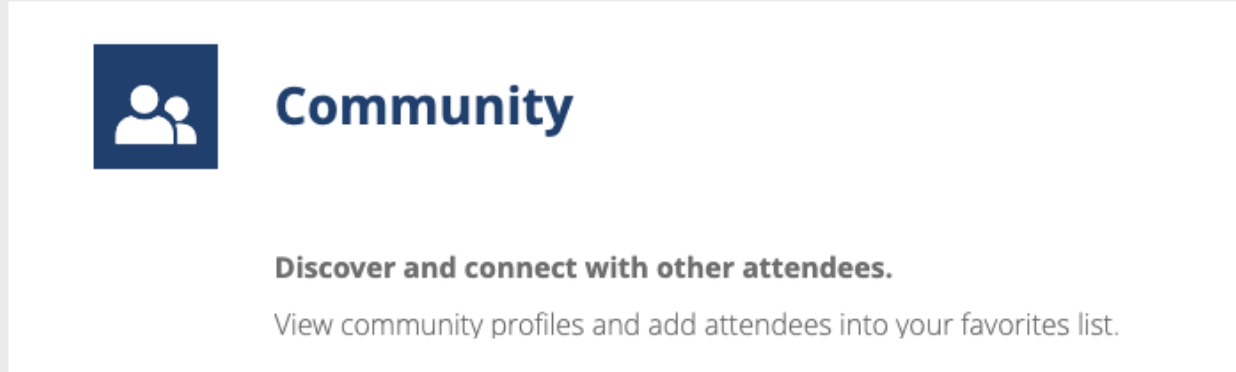
Step 1: Go to **Events**

Step 2: Select your event

Step 3: Click **View Registration**

How to find other coaches and exchange business cards in the members area

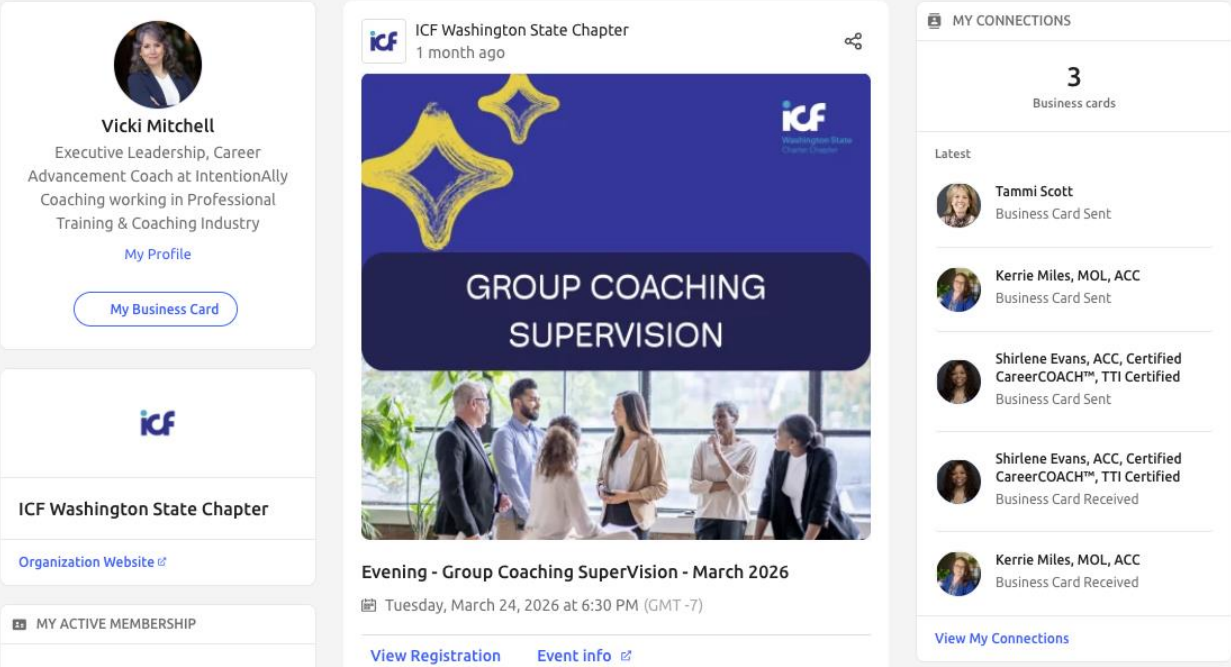
When you have registered for an event, an Event Community will be available to you where you can see other members that are participating.



The banner features a blue square icon with two white silhouettes of people. To the right, the word "Community" is written in a large, bold, blue font. Below this, the text "Discover and connect with other attendees." is displayed in a bold, dark grey font, followed by "View community profiles and add attendees into your favorites list." in a smaller, lighter grey font.

From this area, you can select another attendee and share your business card.

To see your connections, from Home, click on View My Connections to see other ICF WA Chapter members with whom you have shared business cards.



The layout consists of three main sections. On the left is a profile card for Vicki Mitchell, an Executive Leadership, Career Advancement Coach at IntentionAlly. The middle section is an event card for "GROUP COACHING SUPERVISION" by the ICF Washington State Chapter, scheduled for Tuesday, March 24, 2026. On the right is a "MY CONNECTIONS" sidebar showing three business card exchanges with Tammi Scott, Kerrie Miles, and Shirlene Evans.

Vicki Mitchell
Executive Leadership, Career Advancement Coach at IntentionAlly
Coaching working in Professional Training & Coaching Industry
[My Profile](#)
[My Business Card](#)

ICF Washington State Chapter
1 month ago

GROUP COACHING SUPERVISION
Evening - Group Coaching SuperVision - March 2026
Tuesday, March 24, 2026 at 6:30 PM (GMT -7)
[View Registration](#) [Event info](#)

MY CONNECTIONS
3 Business cards

Latest

- Tammi Scott**
Business Card Sent
- Kerrie Miles, MOL, ACC**
Business Card Sent
- Shirlene Evans, ACC, Certified CareerCOACH™, TTI Certified**
Business Card Sent
- Shirlene Evans, ACC, Certified CareerCOACH™, TTI Certified**
Business Card Received
- Kerrie Miles, MOL, ACC**
Business Card Received

[View My Connections](#)

Simple steps

Step 1: Click **Home**

Step 2: Click **View My Connections**

Step 3: Select Business Cards Sent or Received.

If the other member(s) has the setting enabled to exchange messages, you can send them a private, one-on-one message by clicking on the **Message** button.

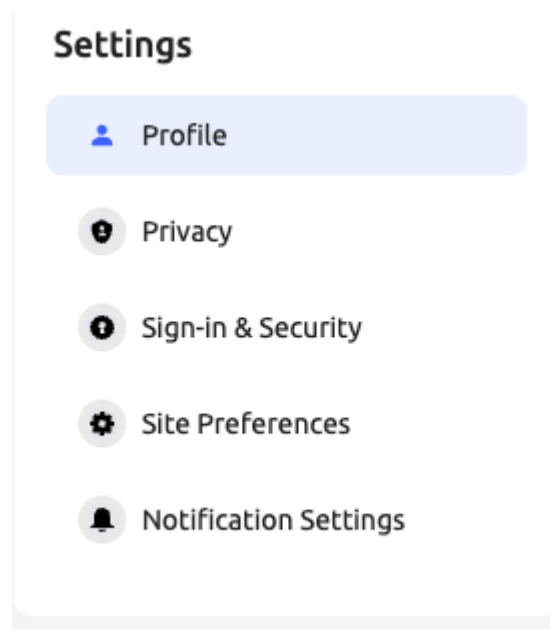
How to update settings in the members area

Simple steps

Step 1: Click your profile picture (top right)

Step 2: Click **Settings**

Step 3: Choose what you want to update



You may update your profile photo, link your profile to LinkedIn, add additional verified email addresses, or update your phone from the **Profile Settings**.

The **Privacy Settings** allows you to select who can find and see your profile within the members area (fellow chapter members only) and who can send and receive business cards for networking.

Sign-in & Security allows you to link social media accounts, change your password, set up additional emails for notifications.

Site Preferences are general settings for time-zone, currency, calendar display, etc.

Notification Settings allows for configuration in fine detail. You may have different preferences for how you receive email from the platform versus how you are notified within the member area home, or the main screen (dashboard).

	E-mail	Notification Center
Weekly Digest Receive your weekly summary what's been going on and if you've missed on something in the Community	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business Cards Notification when someone sends you a business card	<input type="checkbox"/>	<input type="checkbox"/>
Comments Notifications for comments on your posts and replies to your comments.	<input type="checkbox"/>	<input type="checkbox"/>
Likes Notification for when you receive a like on your post or comment	<input type="checkbox"/>	<input type="checkbox"/>
Community Activation & Deactivation Notification when a community is activated and/or deactivated	<input type="checkbox"/>	<input type="checkbox"/>
Group Creation & Approval Notification when a new group is being created and when your approval is needed to join the group	<input type="checkbox"/>	<input type="checkbox"/>
File Share Notification when a file is shared in the Community	<input type="checkbox"/>	<input type="checkbox"/>
Pinned Posts Notification when a post is pinned in the Community	<input type="checkbox"/>	<input type="checkbox"/>
Shares Notification when your post is shared in the Community	<input type="checkbox"/>	<input type="checkbox"/>
Tags Notifications when someone tags you in a post, comment, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Posts Notifications for posts in each community, group.	<input type="checkbox"/>	<input type="checkbox"/>

22. Messaging and community on desktop

You may see:

- Direct Messaging
- Community
- Notifications
- Directory

Use these to connect and engage with other ICF Washington members.