



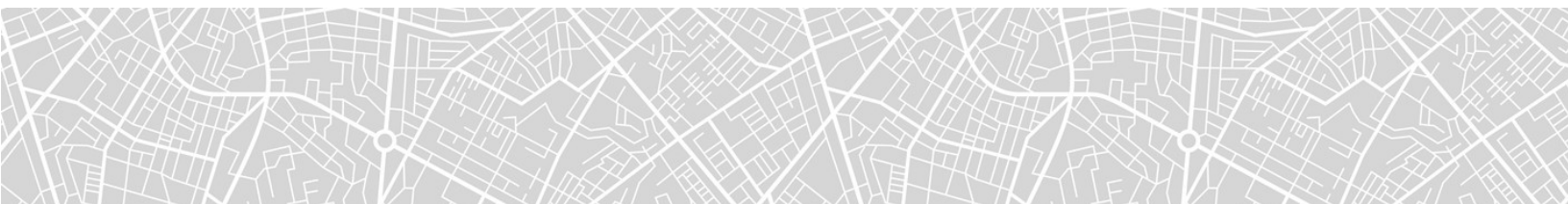
Local Public Sector Alliance Member Portal User Manual

localpublicsector.org

The **Local Public Sector Alliance (LPSA)** is a global network of citizens, policy practitioners, government officials, scholars, and development professionals that seeks to elevate the debate on public sector decentralization and localization in order to promote inclusive, equitable societies and sustainable global development.

LPSA maintains its main website—***Decentralization.Net***—as a global convening place for policy makers and researchers interested in decentralization and localization. *Decentralization.Net* is free and open to both members as well as non-members. In addition, the Local Public Sector Alliance has established an online member portal—**localpublicsector.org**—that allows its members to connect, engage, and share with each other.

Membership of the Local Public Sector Alliance is free. There are several advantages to registering as a LPSA member, including—but not limited to—receiving our newsletter; registering for working groups; being listed in our online member directory (if you wish) and access to online discussion forums on issues related to decentralization and localization. In addition, membership gives you access to LPSA Online Courses.



Registration

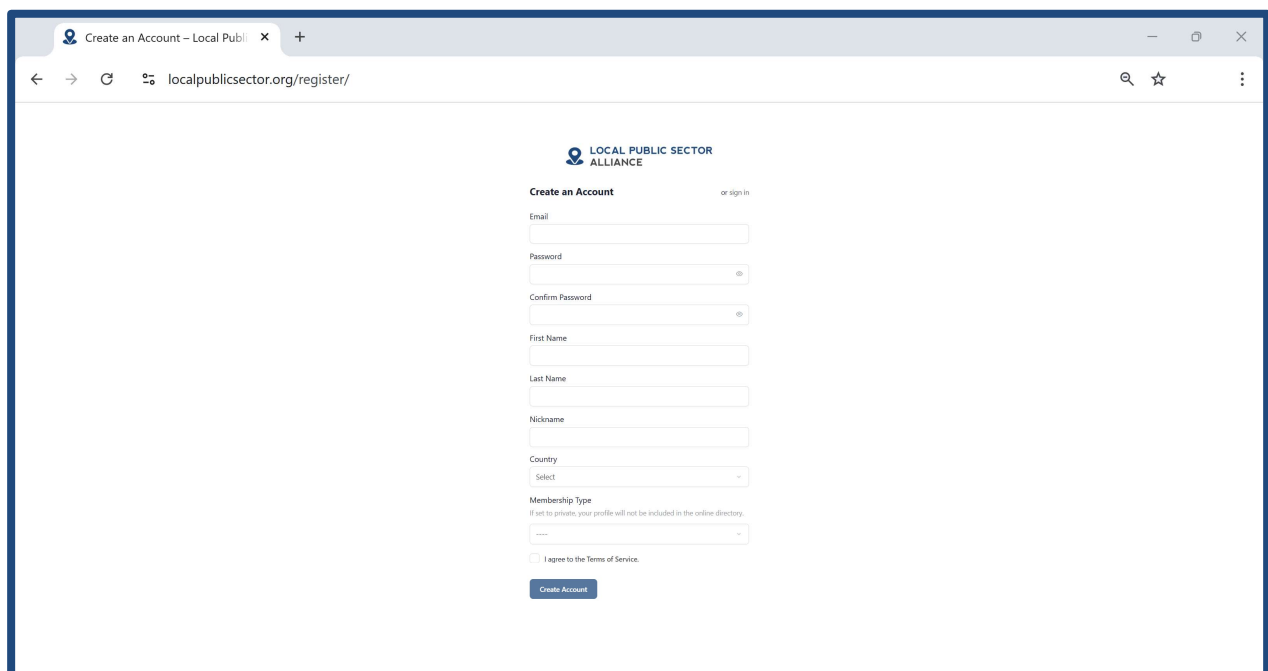
Links to sign up (or sign in) as a member of the Local Public Sector Alliance can be found on the home page of our member portal. The registration page can be found on **Decentralization.net** under the main menu (membership / register) or at **localpublicsector.org/register**.

One of the benefits of registering as a member of the Local Public Sector Alliance is that it allows us to send you LPSA's bi-monthly newsletter.

You have two main membership options. If you only want to receive LPSA's newsletter—but do not want to be included in our public (online) member directory—select the Private Membership option. Alternatively, choosing the **Global Membership** option will provide you with full access to all membership benefits.

You will be able to switch to the Private Membership and Global Membership options at any time.

Upon submitting the registration form, you will receive a validation email from **portal@localpublicsector.org** to complete setting up your member account. Please check your spam folder if you do not receive the confirmation email within minutes of submitting the registration form.

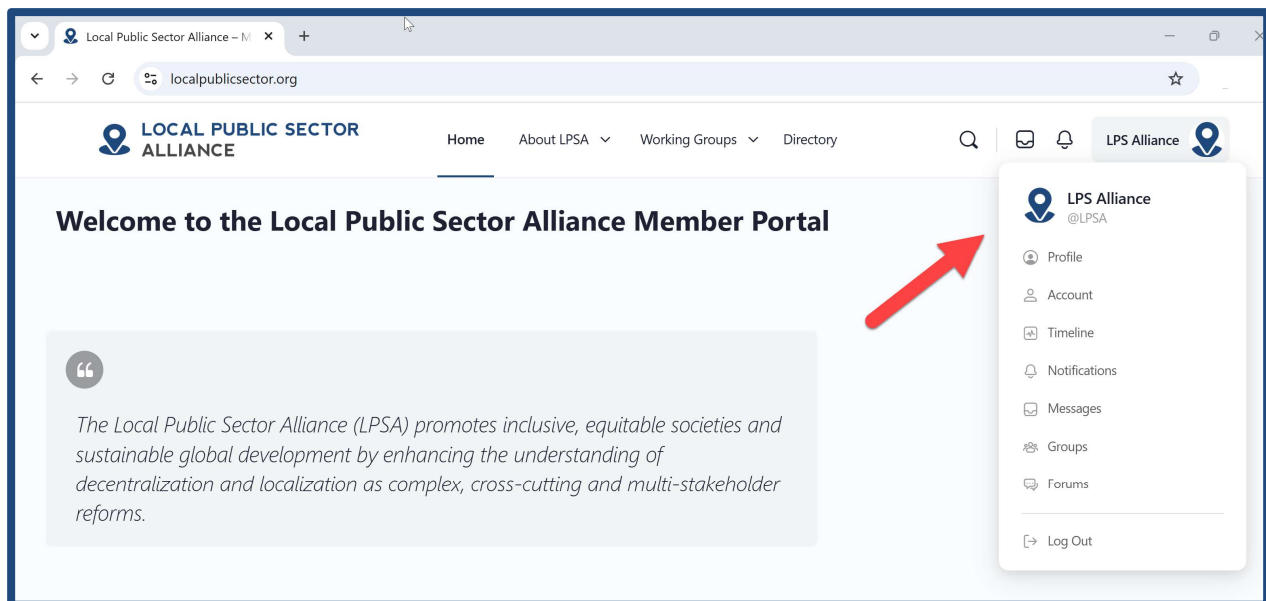


The screenshot shows a web browser window with the URL `localpublicsector.org/register/`. The page features the Local Public Sector Alliance logo and a registration form. The form includes fields for Email, Password, Confirm Password, First Name, Last Name, Nickname, and Country. A dropdown menu for Membership Type is set to 'Private'. A checkbox for 'I agree to the Terms of Service' is present and unchecked. A blue 'Create Account' button is at the bottom of the form.

Basic member account settings

Once your email has been validated, you will be able to complete your account profile and access other account information through the member menu by clicking your username or the icon in the top righthand corner of the portal.

The dropdown menu will allow you to update your Profile Photo and Cover Photo, along with the ability to view or edit other account details and profile details.



Working Group Selection

LPSA membership enables you to select what regional or thematic working groups you would like to receive updates from, and allows you to communicate with LPSA members that share your interests.

Joining working groups. A list of LPSA's regional or thematic working groups is visible from the main menu. Once you are registered and logged in, you will have the option to join a working group by selecting the "Join Group" button.

Note that if you opt to join a working group, your profile information will become visible to other logged-in LPSA Members through the Group page, even when you are a Private Member.

Profile Details

Registering as a Global Member of the Local Public Sector Alliance allows you to create a member profile and publicly share your experience and expertise as part of LPSA's online member directory.

In turn, LPSA's Member Directory allows colleagues in the community of practice to contact you—without ever disclosing your email address—thus enabling others to learn from your experiences and expertise in decentralization and local governance.

Member Details and Profile Details. In addition to the Member Details (the information provided during registration), your LPSA Member Profile allows you to provide further details about yourself, including Organization, Position, Member Bio, and Experience and Expertise. The Profile Details can be edited by clicking on “Profile” and “Edit” in the member menu, and then selecting the “Profile Details” tab.

The City and Country (location) field in the Profile Details is used for locating your pin on the membership map. For privacy reasons, we strongly encourage you to only provide the city and country, rather than providing your full street address.

The screenshot shows the 'Edit Profile' interface for a member of the Local Public Sector Alliance. The page is titled 'Edit Profile' and features a sidebar with an 'Edit' button and options for 'Profile Photo' and 'Cover Photo'. The main content area is titled 'Edit "Member Details" Information' and contains four tabs: 'Member Details', 'Profile Details', 'Experience and Expertise', and 'LPSA Newsletter'. The 'Profile Details' tab is selected, showing a form with fields for 'First Name (required)' (containing 'LPS') and 'Last Name (required)'. A dropdown menu is open over the 'Profile Details' tab, with a red arrow labeled '2' pointing to the 'Edit' option. Another red arrow labeled '1' points to the 'Profile' option in the user's account menu, which is visible in the top right corner. A third red arrow labeled '3' points to the 'Profile Details' tab in the main content area.

Member Directory and Map

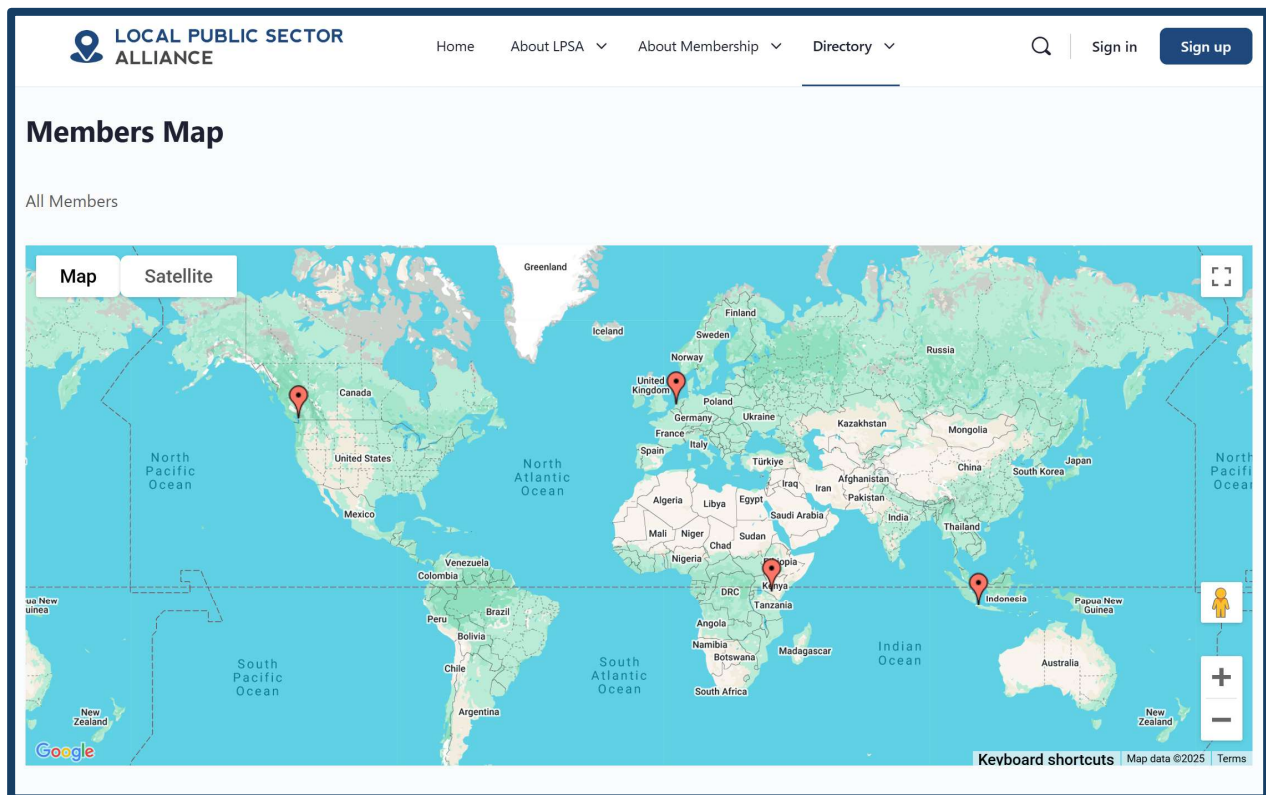
LPSA's Member Directory allows colleagues in the community of practice to contact you—without ever disclosing your email address—thus enabling others to learn from your experiences and expertise in decentralization and local governance.

The LPSA member directory—as well as the member directory map—is publicly available through the portal's main menu.

The online directory and member map show all LPSA Global Members. Private Members are not included in the public member directory or the map. The member directory is publicly searchable by name or based on words included in each member's profile.

Whereas non-members can see and search the online directory, they cannot access individual Member Profiles.

Only logged-in LPSA Members will be able to see your full LPSA Profile, unless your profile type is set to Private.

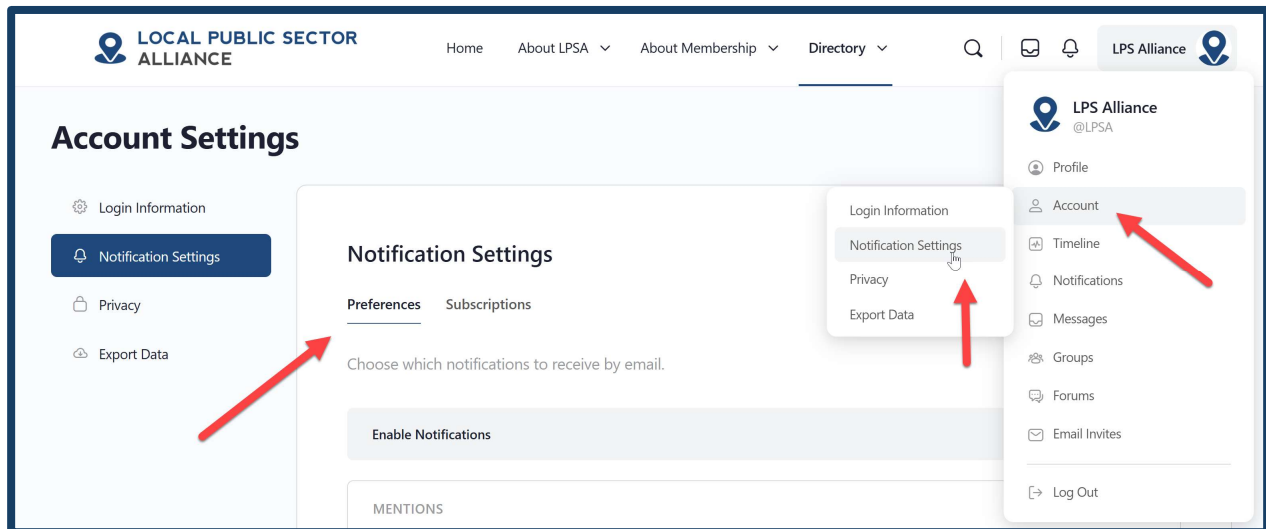


The screenshot displays the 'Members Map' interface on the LPSA website. At the top, the navigation bar includes the LPSA logo, the text 'LOCAL PUBLIC SECTOR ALLIANCE', and menu items for 'Home', 'About LPSA', 'About Membership', and 'Directory'. There are also search and sign-in options. The main content area is titled 'Members Map' and shows a world map with several red location pins indicating member locations. The pins are located in the United States, United Kingdom, Nigeria, Kenya, and Indonesia. The map includes standard Google Maps controls like zoom in/out, pan, and a street view pegman. The footer of the map area contains 'Keyboard shortcuts', 'Map data ©2025', and 'Terms'.

Messages and Notifications

When an LPSA member sends you a message through the LPSA Member Portal, or when someone interacts with your content on the portal (e.g., replies on a Forum), you will receive a notification in the Member Portal. In addition, you will also receive an email to alert you to the message. These notification emails will be sent by portal@localpublicsector.org. You may want to ensure that your email spam folder

You can opt out of receiving notifications emails (by type of notification) in the Notifications Settings section of the Member Account.



LPSA Newsletter Opt Out / Opt In

Every LPSA Member will receive LPSA's bi-monthly electronic newsletter. However, the LPSA Member Portal allows LPSA Members to opt out of receiving LPSA's Newsletter (or opt back in, as preferred). Separate from other notification settings, this setting is available under the member's Profile settings.



Profile Types

In addition to Global Members and Private Members, the LPSA Member Portal can assign several other Profile Types, identifying LPSA's Secretariat, LPSA Working Group Co-Chairs, and other LPSA officials. In addition, a number of special membership designations are available. These designations are made by the LPSA Secretariat.

Forums

LPSA Members can access member-only Discussion Forums. The content of these forums are not visible to non-members.

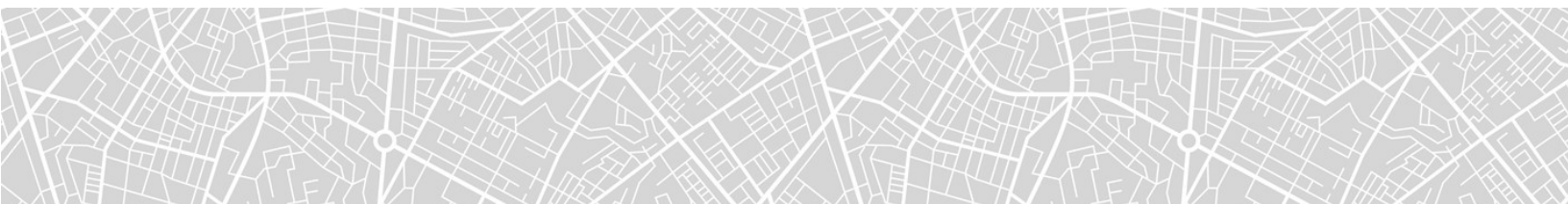
Since forums are generally linked to global regions or working group thematic areas, registering for a working group will give you automatic access to the corresponding forum.

LPSA Online Courses

The LPSA Member Portal allows members of the Local Public Sector Alliance access to LPSA's online courses free of charge. Upon course completion, a printable Course Certificate is issued.

LPSA Membership Certificate

The LPSA Member Portal enables its members to print a Local Public Sector Alliance Membership Certificate. In order to access the Membership Certificate, each member is required to complete the short "LPSA Member Certification" course.



A decorative background pattern of a city street map, rendered in a light gray color, covering the top and bottom of the page.

Terms of Service

The Local Public Sector Alliance member portal (localpublicsector.org) allows its members to connect, engage, and share information with each other. The Terms of Service for LPSA'S Member Portal are available in full at <https://localpublicsector.org/terms-of-service/>.

The Terms of Service constitute a legally binding agreement made between you, whether personally or on behalf of an entity (“you”), and Local Public Sector Alliance, concerning your access to and use of the Services.

You agree that by accessing the Services, you have read, understood, and agreed to be bound by all of these Legal Terms. If you do not agree with all of these legal terms, then you are expressly prohibited from using the services and you must discontinue use immediately.

User Generated Contributions. LPSA'S Membership Portal invites you contribute to, or participate in blogs, message boards, online forums, and other functionality, and may provide you with the opportunity to create, submit, post, display, transmit, perform, publish, distribute, or broadcast content and materials to us or on the Services, including but not limited to text, writings, video, audio, photographs, graphics, comments, suggestions, or personal information or other material (collectively, “Contributions”). Contributions may be viewable by other users of the Services and through third-party websites. As such, any Contributions you transmit may be treated as non-confidential and non-proprietary. When you create or make available any Contributions, you thereby represent and warrant that:

- The creation, distribution, transmission, public display, or performance, and the accessing, downloading, or copying of your Contributions do not and will not infringe the proprietary rights, including but not limited to the copyright, patent, trademark, trade secret, or moral rights of any third party.
- You are the creator and owner of or have the necessary licenses, rights, consents, releases, and permissions to use and to authorize us, the Services, and other users of the Services to use your Contributions in any manner contemplated by the Services and these Legal Terms.
- You have the written consent, release, and/or permission of each and every identifiable individual person in your Contributions to use the name or likeness of each and every such identifiable individual person to enable inclusion and use of your Contributions in any manner contemplated by the Services and these Legal Terms.
- Your Contributions are not false, inaccurate, or misleading.
- Your Contributions are not unsolicited or unauthorized advertising, promotional materials, pyramid schemes, chain letters, spam, mass mailings, or other forms of solicitation.
- Your Contributions are not obscene, lewd, lascivious, filthy, violent, harassing, libelous, slanderous, or otherwise objectionable (as determined by us).

- Your Contributions do not ridicule, mock, disparage, intimidate, or abuse anyone.
- Your Contributions are not used to harass or threaten (in the legal sense of those terms) any other person and to promote violence against a specific person or class of people.
- Your Contributions do not violate any applicable law, regulation, or rule.
- Your Contributions do not violate the privacy or publicity rights of any third party.
- Your Contributions do not violate any applicable law concerning child pornography, or otherwise intended to protect the health or well-being of minors.
- Your Contributions do not include any offensive comments that are connected to race, national origin, gender, sexual preference, or physical handicap.
- Your Contributions do not otherwise violate, or link to material that violates, any provision of these Legal Terms, or any applicable law or regulation.
- Any use of the Services in violation of the foregoing violates these Legal Terms and may result in, among other things, termination or suspension of your rights to use the Services.

Privacy policy

Our Privacy Notice describes how and why we might access, collect, store, use, and/or share ("process") your personal information when you use our services ("Services"). The Privacy Notice for LPSA'S Membership Portal are available in full at <https://localpublicsector.org/privacy-policy/>.

We collect personal information that you voluntarily provide to us when you register on the Services, express an interest in obtaining information about us or our products and Services, when you participate in activities on the Services, or otherwise when you contact us. We do not process sensitive information. All personal information that you provide to us must be true, complete, and accurate, and you must notify us of any changes to such personal information.

We automatically collect certain information when you visit, use, or navigate the Services. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Services, and other technical information. This information is primarily needed to maintain the security and operation of our Services, and for our internal analytics and reporting purposes.