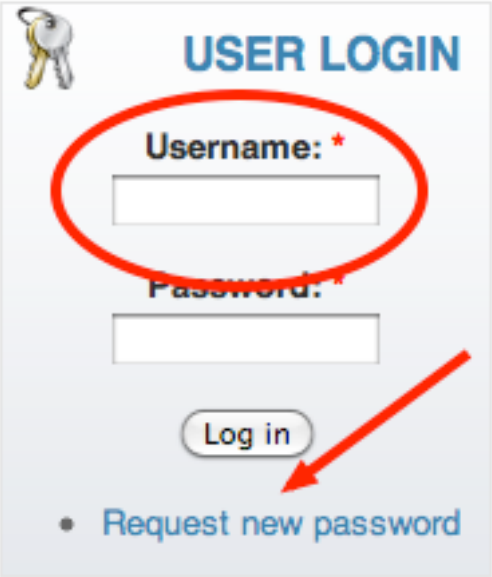
Using the RTM Web Site

All current RTM members have been entered onto the RTM web site, http://rtm.greenwich.org. This web site is intended provide updated and accurate information about the RTM to our members and the Greenwich community. As an RTM member, you have complete control over what information is published. Any information you have deemed “private” is only available to the Office of the Town Clerk.

Each district and committee can update their delegates and officers. This guarantees that anyone who views the RTM web site will have the most current district and committee listings. In addition, the Office of the Town Clerk uses the information in the RTM web site to provide RTM information to interested parties. While the RTM web site will not replace the RTM directory published by the League of Women Voters, it will up-to-date long after the directory is printed.

In order to for the information to be accurate, it is **imperative that each RTM member review their own personal information and assure that it is accurate.** By default, RTM web site user names are either **first initial period last name** or **first name period last name.** For example, Jane Doe would either be **jdoe** or **jane.doe**. Once logged into the RTM web site, a member can change their user name.

Accessing the RTM Web Site

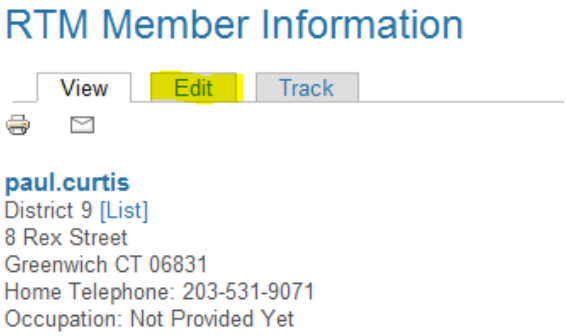


- Using a web browser, go to http://rtm.greenwich.org
- In the lower left of the front page, enter your user name
- If you do not remember your password, click the **Request new password** link. This action will send an e-mail to you (using the e-mail address the Town Clerk has) with instructions on how to log in and set your password
- Instructions for updating your information are on the back of this page

If you do **not** receive an e-mail within a few minutes, use the **Comments or Suggestions About the Web Site** link at the top of the web page.

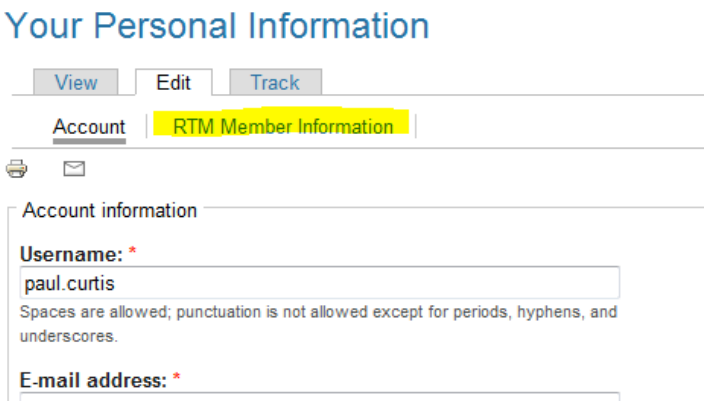
After you have logged into the web site, you will see the **Navigation** menu on the left side. To update and change your personal information, click on the **Your Personal Information** link

You will then be presented with your profile.



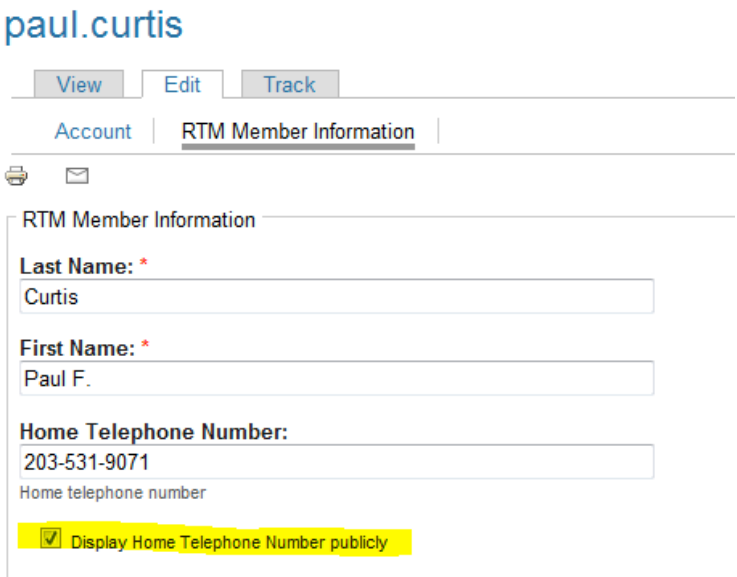
This is what the general public and other RTM members will see. The basic information has already been updated, but you can add and change other information as well. This profile is the electronic equivalent of the RTM Directory, and you have the ability to make sure your information is accurate and up-to-date. To change or update information, click on the **Edit** link.

Here you can change your user name, your password, and the e-mail address that will appear in your profile. To complete the update of your information, click on the **RTM Member Information** link.



As you see, the **RTM Member Information** has additional information. It is imperative that this information be accurate and up-to-date, so you can be contacted when required for RTM business.

You will also notice that most of the information can be hidden from the public. By checking the boxes next to each piece of information, you decide what is displayed or not in your profile.



Once done, **make sure to save** by clicking the **SAVE** button at the bottom of the pages.