



The Regina Construction Association has been representing the construction industry since 1932. The Association began as the Regina Builder's Exchange when a small group contractors realized how important it was to have a united voice representing the industry. They were right then; it continues to be the case today. The Association's purpose is to professionally represent, in the best possible way, the industry on behalf of its members. One voice, comprised of skilled, knowledgeable contractors, manufacturers and suppliers supporting one another to build a vibrant and robust construction community. The RCA strives to protect the interests of members and to provide pertinent, current knowledge of the industry.

The RCA has evolved. We are stronger today than ever before because of whom we represent - our members - and because of the leadership within the Association. The RCA is a respected voice with the stakeholders upon whom our members rely for their livelihood.

We have prevailed in good times and bad and we know we must continually strive to find ways to better serve our members by enhancing the benefits of membership. We feel we have made great strides on behalf of members.

Community

The RCA is a community of organizations who mindfully conduct business ethically, who promote members using members, who share ideas through education and networking

Advocacy

The RCA represents these members to government municipally, provincially and federally

Consultation

The RCA is invited to participate in making decisions affecting our industry by the City of Regina, the province of Saskatchewan, Sask Polytechnic, Regina Trades and Skills, Regina Region Homebuilders

Advertising

The RCA promotes members to the community through advertising campaigns

We invite you to become a member, to enjoy the many benefits of belonging to an organization working on your behalf. We understand being in business can be a struggle, decisions made have consequences. We believe our eight decades of experience can help guide you in making effective decisions.



Est. 1932

Features



Online Plan room

The online Plan room, BuildWorks is a partnership between local construction associations across the three prairie provinces providing construction opportunities. BuildWorks delivers unparalleled exposure for private and public owners of construction to post bidding opportunities for contractors.

The shared public directory is the largest and most comprehensive database of contractors offering advertising at several levels for subscribers. All subscribers receive a free basic listing in the directory.

This platform delivers valuable construction information over and above the projects listed. It is the consummate hub to promote your company and source construction information.

Networking is the connection with members and stakeholders. The RCA offers several networking events per year, a chance to meet and mingle casually. Often there is a guest speaker, a member or a government representative. The President's Event is the highlight, two golf tournaments run a close second and the curling was new this year – a resounding success. There are many more throughout the year.

The Future Construction Leaders is a group of younger members (forty and under) who meet socially to learn about the industry through education presentations, site tours, etc., which helps build confidence in advancing their careers, experience mentoring, learn more about the Association and perhaps explore what it takes to become a Board member.

Education continually evolves dependent upon member demand and what is new in the industry. Classes range from a half day to three full days, instructors are carefully vetted, class evaluations are posted on the RCA web site as is the class schedule. There is full line up of online classes as well. All classes count toward Gold Seal points.

Breakfast Cafes and Power Lunches offer an informal format with both social and educational aspects. Often members present, as does the government.

Member Promotion

The RCA is proud of our members and makes every effort to promote member companies to each other and the community through our Broadcasts, digital signage, social media, website and Sponsorship.

Broadcasts are electronically distributed, the weekly Wednesday Broadcast reports the pre-bid, active projects, and the post-bid Lowes and Awards results. The other Broadcast is published every second Friday highlighting upcoming events, industry news, promotes sponsors, new members and member profiles.

Digital Signage on the corner of Sask Drive/Elphinstone and Ross/Winnipeg, the logos of every member are displayed 24/7.

Social Media campaign promoting Sponsors and members regularly with relevant news feeds.

RCA Website Member Directory publishes all members with their trade scopes.

Sponsorship



The RCA has a three-tiered Sponsorship program, open to all members. The application for sponsorship is included in this package and mailed with the annual membership invoice. Sponsors are promoted daily through social media, on the web site – logos scroll through the bottom of the pages, on the background of both Broadcasts, signage at events and in the office.

Advocacy

City of Regina

The RCA has enjoyed particular success this year on behalf of members with the City of Regina. Permit times with the City has been an on-going issue. Kevin Dureau, our Executive Director, at the City's request, was asked to sit on a Permit Review Committee. Kevin invited several members to participate. This Committee met every two weeks for three months to collaborate with industry partners to design and deliver recommendations on improving the processing time for permit approval. The recommendations were sent to City Council for approval in January 2020. The permit times went from months to days for approval – commercial twenty days, resubmissions five.

This advocacy has enhanced the relationship with the City. The RCA has had opportunities to present member issues to the City with positive outcomes for both members and the City.

Saskatchewan Construction Association

The RCA supports the advocacy work done by the provincial body with the province. The Director attends SCA political and social events to further promote member interests.

Canadian Construction Association

The CCA represents the membership federally and develops the CCDC and CCA contracts used throughout the industry.

Tools

Statutory Declarations (Stat Decs)

If you need a Commissioner for Oaths or Notary Public, this service is available free of charge for members.

Printing

We print plans upon request, generally within the hour.

Contracts and Seals

CCDC and CCA Contracts, Documents and Seals can be purchased through us.

Boardroom

Our boardroom is available for groups under 14. This room comes equipped for Video conferencing.

Here's why a membership at the Regina Construction Association is worth more than \$70,000 per year:

Municipal and Provincial Government Advocacy \$60,000 +

Your membership connects you with municipal, provincial, and federal levels of government. We develop and maintain positive relationships with senior officials and key decision makers, we then leverage these relationships for strategic policy development and advocacy for your business. A government relations consultant or firm in Saskatchewan would charge \$5,000 a month or more as a retainer to do this type of advocacy.

Access to Electronic Plan Room: BuildWorks \$10,000 +

BuildWorks provides your business with access to construction opportunities. There is no need to monitor other sites such as Sask Tenders, Bids & Tenders or MERX. BuildWorks is the aggregator for tenders in Western Canada. This value is unlimited and available only to members of a construction association.

Training, Seminars and Online Courses \$5,000 +

We are committed to offering our members opportunities for career development and skill enhancement. Our association utilizes the resources of organizations that are affiliated with the construction industry in order to provide members with the best learning resources. Consider the cost and time your business would have to spend if you had to research and hire an instructor to facilitate these courses or the cost to send your employees for training at an educational institution. Investing in your team is an investment in your business!

Networking Events \$1,200+

We regularly host networking events throughout the year. Aside from being fun, these events give you the opportunity to meet with the RCA board and other members, share ideas, and in some cases, start collaborating on current or future projects.

Tools to Help You Do Business \$1,200+

Our members become part of our organization and have access to tools to help do business. We can print in colour and scan large format drawings, we offer an affidavit service for those who require a signature of a commissioner of oaths, notary public, we have a board and training room that members can use for meetings or staff training, a member directory, and more. Stay a head of the curve with the following reports: Weekly Provincial Prebid Project Report, Weekly Provincial Lows & Awards Report, Weekly Provincial Active Projects Report, Weekly Provincial Cancelled Projects Report, Weekly Regina Building Permit Reports, Monthly Provincial Awards by Bidder Location Report, Monthly Regina Building Reports, Monthly Provincial Permit and Construction Reports, Quarterly Provincial Awards by Owner Report, and Periodic Provincial Tender Plan Reports.

Promote Your Business \$14,000+

Advertising through the RCA's is a great way to cost-effectively promote your business to your specific target market while extending your industry reach through our Broadcasts, displaying 24/7 your logo on two digital signs which are located in high traffic areas, social media, website and Sponsorship.

We, the undersigned, hereby make application to the Regina Construction Association. Membership in the Association shall consist of individuals, firms, partnerships, incorporated companies and procurers of construction services actively interested in the purpose for which the Association is incorporated. Upon acceptance we agree to conform to and abide by the Bylaws of the Association.

Company Name _____

Address _____

City _____ Prov _____ Postal Code _____

Phone (____) _____ Toll Free (____) _____ Fax (____) _____

Website _____ Facebook ☐ Y ☐ N Twitter ☐ Y ☐ N

- ☐ Contractor
☐ Sub-contractor
☐ Supplier
☐ Manufacturer
☐ Consultant
☐ Architect
☐ Engineer

Primary Contacts	Cell #	Email
1		
2		
3		
Administration:		
Accounting:		
Education:		
Trade Scopes:		

Member Category	Dues	Online Planroom	GST	Admin Fee*	Total
<input type="checkbox"/> With Planroom	\$ 1,564.02	\$396.00	\$ 98.00	\$150.00	\$ 2215.52
<input type="checkbox"/> Without Planroom	\$ 1,564.02		\$ 78.20	\$150.00	\$ 1799.72
<input type="checkbox"/> Affiliate With Planroom**	\$ 880.00	\$396.00	\$ 63.80	\$150.00	\$ 1,497.30
<input type="checkbox"/> Affiliate Without Planroom**	\$ 880.00		\$ 44.00	\$150.00	\$ 1081.50
<input type="checkbox"/> Associate Member*** with Planroom	\$ 1,035.00	\$396.00	\$ 71.55	\$150.00	\$ 1,660.05
<input type="checkbox"/> Associate Member*** without Planroom	\$ 1,035.00		\$ 51.75	\$150.00	\$ 1,244.25
<input type="checkbox"/> Associate Affiliate Member with Planroom	\$ 535.00	\$396.00	\$ 46.55	\$150.00	\$ 1135.05
<input type="checkbox"/> Associate Affiliate Member without Planroom	\$ 535.00		\$ 26.75	\$150.00	\$ 719.25

*There is a one-time administration fee of \$150.00 (plus GST) for new members.

** Affiliate Members are those who have membership with more than one association in the province.

***An Associate Member is a member who does not work on site – lawyers, insurance companies, government agencies.

Payment Method: for the amount of \$ _____

☐ Cheque (payable to Regina Construction Association)

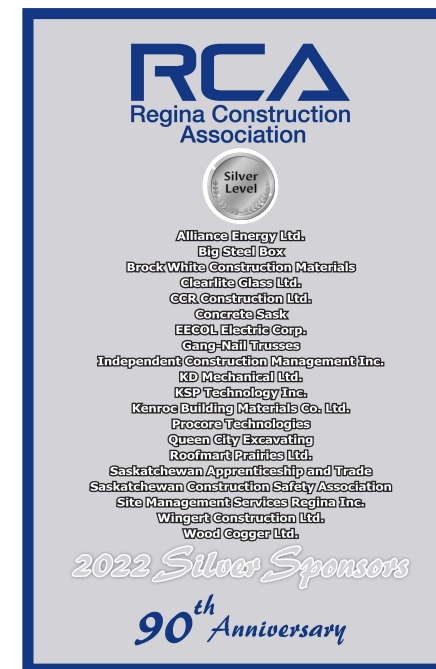
☐ Visa ☐ M/C Credit Card Number # _____ Expiry Date _____ / _____

Cardholder Name: _____ 3 Digits on Back of Card _____

By becoming a member of the Regina Construction Association, I agree to receive all electronic communications from the Regina Construction Association (RCA), Saskatchewan Construction Association (SCA), and Canadian Construction Association (CCA)

Applicant Signature: _____ **Date:** _____

RCA President's Signature (Following Board Approval): _____ Date: _____



- ✓ One complimentary registration to the Sponsors' and FCL Golf Tournaments
- ✓ Individual Company Signage and Hole Sponsorship at the Sponsors' and FCL Golf Tournaments
- ✓ Sponsor signs at municipal golf courses

RCA Marketing

- ✓ Group full-page ad in the We Build Magazine, four times per year
- ✓ Recognized individually through social media: Facebook, Twitter, Instagram, LinkedIn
- ✓ Separate Sponsor lists and individual five-second spots on the digital signs
- ✓ Promoted through video in our Broadcast twice per year
- ✓ Recognition in all RCA Broadcasts
- ✓ Company logo displayed on the RCA web site
- ✓ Sponsor signs displayed at the RCA office
- ✓ Sponsor writing pads
- ✓ Acknowledgement at all RCA Events
- ✓ One complimentary RCA Jacket

- ✓ One complimentary registration to the FCL Golf Tournament
- ✓ Individual Company Signage and Hole Sponsorship at the Sponsors' and FCL Golf Tournaments
- ✓ Sponsor signs at municipal golf courses

RCA Marketing

- ✓ Group half-page ad in the We Build Magazine, twice per year
- ✓ Recognized individually through social media: Facebook, Twitter, Instagram, LinkedIn
- ✓ Separate Sponsor lists and individual five-second spots on the digital signs
- ✓ Promoted through video in our Broadcast twice per year
- ✓ Recognition in all RCA Broadcasts
- ✓ Company logo displayed on the RCA web site
- ✓ Sponsor signs displayed at the RCA office
- ✓ Sponsor writing pads
- ✓ Acknowledgement at all RCA Events
- ✓ One complimentary RCA Golf Shirt

- ✓ Individual Company Signage and Hole Sponsorship at the Sponsors' and FCL Golf Tournaments
- ✓ Sponsor signs at municipal golf courses

RCA Marketing

- ✓ Group half-page ad in the We Build Magazine, once per year
- ✓ Recognized individually through social media: Facebook, Twitter, Instagram, LinkedIn
- ✓ Separate Sponsor lists and individual five-second spots on the digital signs
- ✓ Promoted through video in our Broadcast twice per year
- ✓ Recognition in all RCA Broadcasts
- ✓ Company logo displayed on the RCA web site
- ✓ Sponsor signs displayed at the RCA office
- ✓ Sponsor writing pads
- ✓ Acknowledgement at all RCA Events
- ✓ One complimentary RCA Hat

Sponsorship is a unique marketing opportunity for your company.

The digital promotion of Sponsors now includes individual frames featuring each Sponsor. The comparative cost value of all the signage per year given the 24/7 exposure is \$14000.00. Platinum Sponsors will be featured in a group full-page ad four times per year in the SCA WeBuild, magazine, Gold twice per year, half-page ad and Silver once per year a half-page ad. Sponsors signs are also on the three City of Regina municipal golf courses. Please review the Sponsorship application and consider being a 2022 RCA Sponsor!



- One complimentary registration to the Sponsors' and FCL Golf Tournaments
- Individual Company Signage and Hole Sponsorship at the Sponsors' and FCL Golf Tournaments
- Sponsor signs at municipal golf courses
- Group full-page ad in the We Build Magazine, four times per year
- Recognized individually through social media: Facebook, Twitter, Instagram, LinkedIn
- Separate Sponsor lists and individual five-second spots on the digital signs
- Promoted through video in our Broadcast twice per year
- Recognition in all RCA Broadcasts
- Company logo displayed on the RCA web site
- Sponsor signs displayed at the RCA office
- Sponsor writing pads
- Acknowledgement at all RCA Events
- One complimentary RCA Jacket



- One complimentary registration to the FCL Golf Tournament
- Individual Company Signage and Hole Sponsorship at the Sponsors' and FCL Golf Tournaments
- Sponsor signs at municipal golf courses
- Group half-page ad in the We Build Magazine, twice per year
- Recognized individually through social media: Facebook, Twitter, Instagram, LinkedIn
- Separate Sponsor lists and individual five-second spots on the digital signs
- Promoted through video in our Broadcast twice per year
- Recognition in all RCA Broadcasts
- Company logo displayed on the RCA web site
- Sponsor signs displayed at the RCA office
- Sponsor writing pads
- Acknowledgement at all RCA Events
- One complimentary RCA Golf Shirt



2022 Sponsorship Program Application Form

Please register my company in the following sponsorship category:

☐ **PLATINUM \$2,000**

☐ **GOLD \$1,400**

☐ **SILVER \$900**

Company _____

Address _____

City _____ Province _____ Postal Code _____

Phone _____ Contact Name: _____

Email _____ Golf Shirt/Jacket Size: _____

PAYMENT OPTIONS

- ☐ Please Invoice
- ☐ Cheque Attached
- ☐ MasterCard
- ☐ Visa

Card # _____ Exp Date ____ / ____ CVC ____

Signature _____ Date _____

Thank You

The RCA would like to thank our 2020 sponsors for their support.



- Individual Company Signage and Hole Sponsorship at the Sponsors' and FCL Golf Tournaments
- Sponsor signs at municipal golf courses
- Group half-page ad in the We Build Magazine, once per year
- Recognized individually through social media: Facebook, Twitter, Instagram, LinkedIn
- Separate Sponsor lists and individual five-second spots on the digital signs
- Promoted through video in our Broadcast twice per year
- Recognition in all RCA Broadcasts
- Company logo displayed on the RCA web site
- Sponsor signs displayed at the RCA office
- Sponsor writing pads
- Acknowledgement at all RCA Events
- One complimentary RCA Hat

RCA Provincial e-plan room



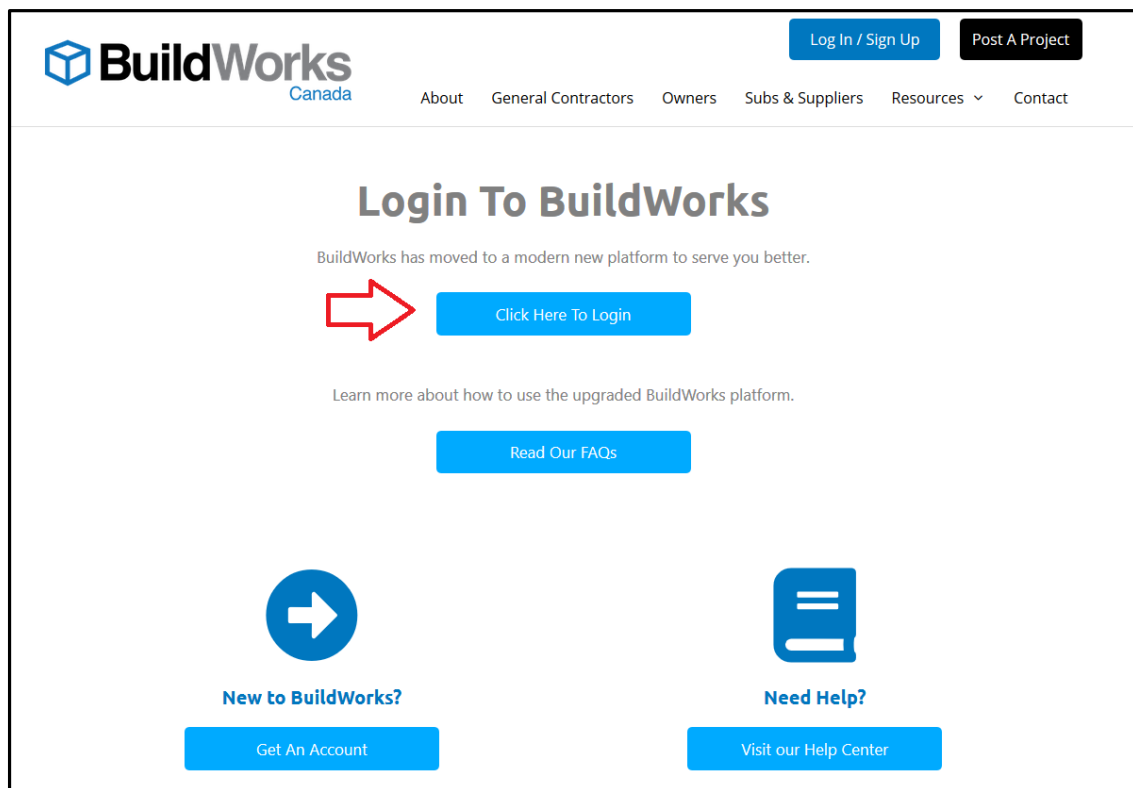
Recommended Web Browsers

The recommended web browsers for the e-plan room are **Google Chrome**, **Mozilla Firefox** and **Safari** for Apple devices. Microsoft Edge may work but not recommended. Internet Explorer is not recommended.

Login Page

Prior to logging in to BuildWorks Canada, a temporary password would have been provided to you by e-mail. If you do not receive the e-mail (in your Inbox or Spam/Junk folder), please contact the RCA, (306) 791-7422, or e-mail us at general@rcaonline.ca

To display BuildWorks Canada page, click the link: <https://buildworkscanada.com/login/>
Click the login button link to display the login page.



You can bookmark the login page (<https://secure.buildworkscanada.com/login>) on your browser. For faster access, save your login credentials on your browser.



The login page features the BuildWorks Canada logo at the top left. Below it, there is a 'Login' section with fields for 'Email' and 'Password', followed by a blue 'Login' button. A red arrow icon points to a 'Forgot Password' link. On the right side, a teal box contains text describing BuildWorks Canada as a leading construction information service in Western Canada, a partnership of 11 local construction associations in Alberta, Saskatchewan, and Manitoba, which host and advertise thousands of construction opportunities annually.

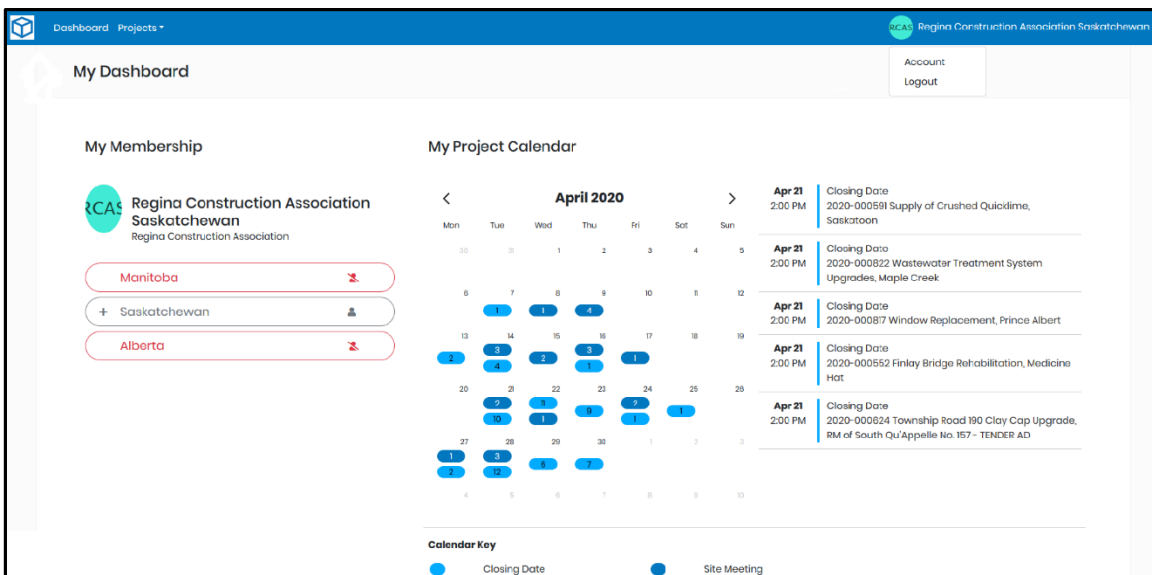
Enter your e-mail address and the temporary password. If you have an existing account and forgot your password, click the **"Forgot Password"** to reset your password.

There are three (3) components in the plan room.

1. My Dashboard
2. Projects
3. Account – located at the top right-hand corner of the web page. Click your account name to expand the menu.

NOTE: Membership without plan room will notice limited access to functions and project information. Please contact the RCA to upgrade your plan room access.

My Dashboard



The 'My Dashboard' page is divided into two main sections: 'My Membership' and 'My Project Calendar'. The 'My Membership' section on the left shows the user's association with the Regina Construction Association Saskatchewan, with buttons for 'Manitoba', 'Saskatchewan', and 'Alberta'. The 'My Project Calendar' section on the right displays a calendar for April 2020, with dates marked by blue circles indicating 'Closing Date' and orange circles indicating 'Site Meeting'. A 'Calendar Key' at the bottom clarifies these symbols. On the far right, a list of projects with their closing dates (all 'Apr 21 2:00 PM') is shown, including 'Supply of Crushed Quiktime, Saskatoon', 'Wastewater Treatment System Upgrades, Maple Creek', 'Window Replacement, Prince Albert', 'Finlay Bridge Rehabilitation, Medicine Hat', and 'Township Road 190 Clay Cap Upgrade, RM of South Qu'Appelle No. 157 - TENDER AD'.

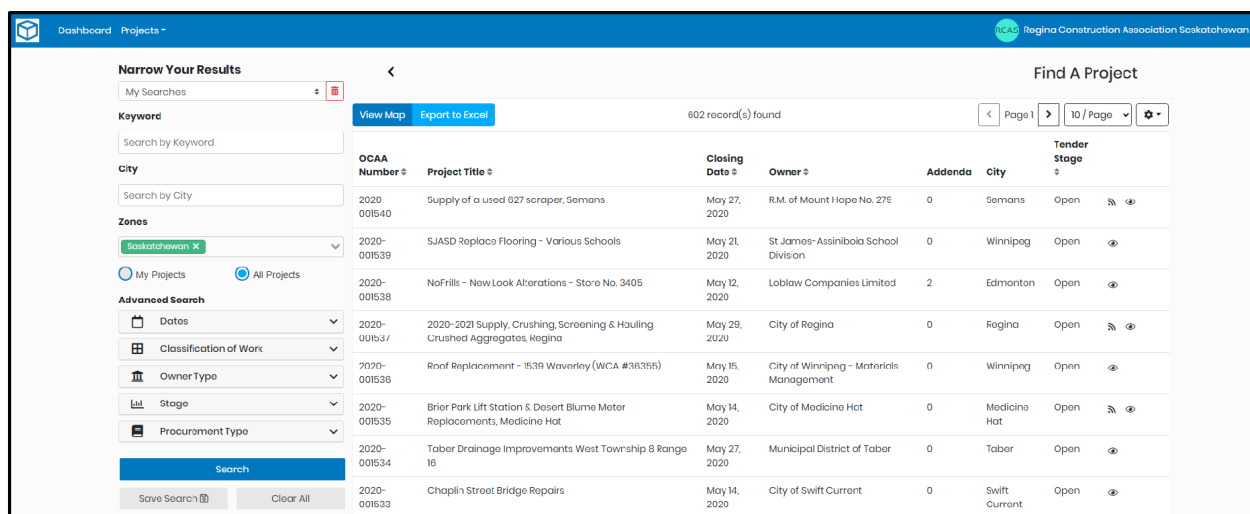
My dashboard displays the following:

- Membership region (zone) and expiration.
- Project Calendar (followed projects and site meetings).
- Followed projects closing today and coming days (next to the **My Project Calendar**).
- Followed projects updates (Addenda issued, etc.).
- Followed projects.
- Opportunity Matching / Product Matching for your projects. To edit your Opportunity Matching, see page 7.
- Bid results.

Note: To view or search for projects, click Projects located at the top menu.

If you have membership with Local Construction Association(s) in AB and/or MB and want to access projects in these regions with your account, please e-mail us at general@rcaonline.ca

Projects



Narrow Your Results

My Searches + ×

Keyword
Search by Keyword

City
Search by City

Zones
Saskatchewan ×

☐ My Projects ☒ All Projects

Advanced Search

- ☐ Dates
- ☐ Classification of Work
- ☐ Owner Type
- ☐ Stage
- ☐ Procurement Type

Search

Find A Project

602 record(s) found







View Map Export to Excel

OCAA Number	Project Title	Closing Date	Owner	Addenda	City	Tender Stage
2020-001540	Supply of a used 627 scraper, Semans	May 27, 2020	R.M. of Mount Hope No. 276	0	Semans	Open
2020-001539	SJASD Replace Flooring - Various Schools	May 21, 2020	St James-Assiniboia School Division	0	Winnipeg	Open
2020-001538	NaFrills - New Look Alterations - Store No. 3405	May 12, 2020	Loblaws Companies Limited	2	Edmonton	Open
2020-001537	2020-2021 Supply, Crushing, Screening & Hauling Crushed Aggregates, Regina	May 29, 2020	City of Regina	0	Regina	Open
2020-001536	Roof Replacement - 1539 Waverley (WCA #36355)	May 15, 2020	City of Winnipeg - Materials Management	0	Winnipeg	Open
2020-001535	Brier Park Lift Station & Desert Blume Meter Replacements, Medicine Hat	May 14, 2020	City of Medicine Hat	0	Medicine Hat	Open
2020-001534	Taber Drainage Improvements West Township 8 Range 18	May 27, 2020	Municipal District of Taber	0	Taber	Open
2020-001533	Chaplin Street Bridge Repairs	May 14, 2020	City of Swift Current	0	Swift Current	Open

The Projects page allows you to

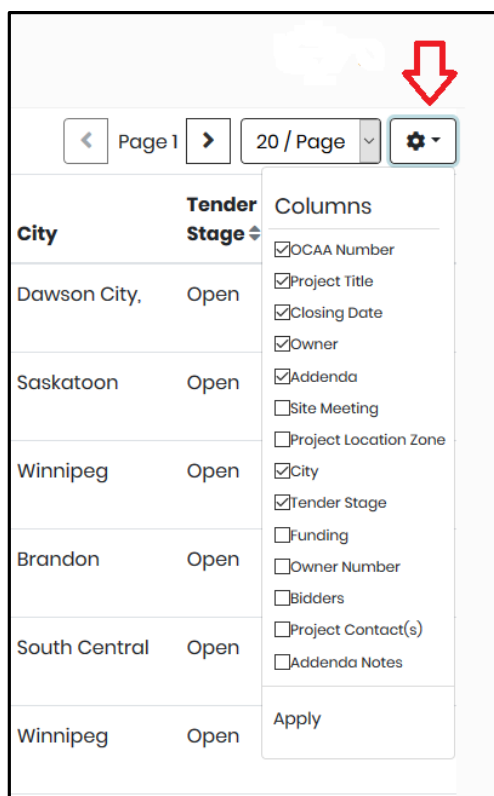
- Display Projects in Saskatchewan region.
 - To search for projects in AB and MB, click the drop-down icon in **Zone** and select these regions. You will require membership to access project documents in these regions.
- Manage your custom save searches.
- Export a list of active projects, click the **Export to Excel** button to download the list.

- Follow projects by clicking the **Wi-Fi** icon. The icon changes to **Circle with a Checkmark** when projects are followed. **Eye** icon is a shortcut to view the Project Information Sheet.

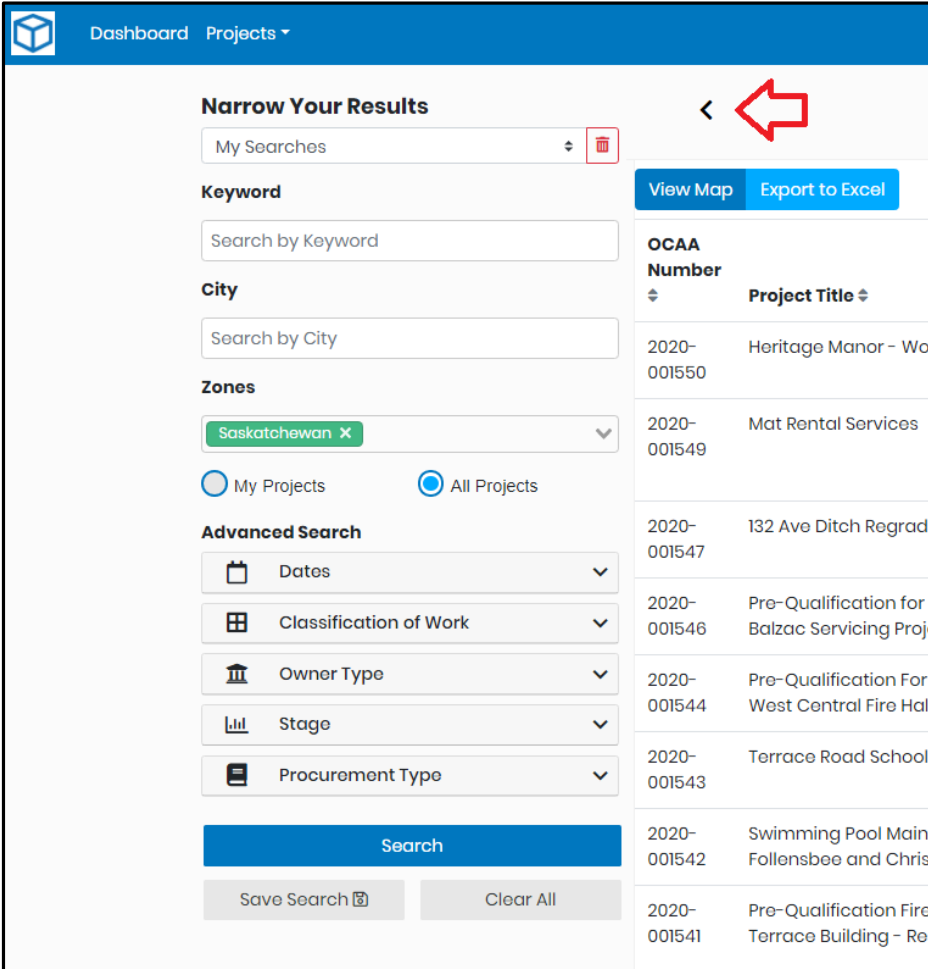
Light of the Prairies Society Inc.	5	Saskatoon	Open		
City of Saskatoon - Purchasing Department	0	Saskatoon	Open		
Chinook School Division No 211	2	Swift Current	Open		

TIPS: To avoid performing project search each time after viewing a project, press and hold the **Control** key and click **eye** icon. A new tab will open in your browser; a login page with your login credentials. Click the Login button and display the **Project Information Sheet**.

To customize information on your project page, click the **Options** icon to expand the list. Check the desired box(es) and click **Apply** at the bottom of the list to save your custom project list.




City	Tender Stage	Columns
Dawson City,	Open	<input checked="" type="checkbox"/> OCAA Number <input checked="" type="checkbox"/> Project Title <input checked="" type="checkbox"/> Closing Date <input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Addenda <input type="checkbox"/> Site Meeting <input type="checkbox"/> Project Location Zone
Saskatoon	Open	<input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> Tender Stage <input type="checkbox"/> Funding <input type="checkbox"/> Owner Number <input type="checkbox"/> Bidders <input type="checkbox"/> Project Contact(s) <input type="checkbox"/> Addenda Notes
Winnipeg	Open	<input type="checkbox"/> Addenda Notes <input type="button" value="Apply"/>



Dashboard Projects ▾

Narrow Your Results

My Searches 






Keyword
Search by Keyword

City
Search by City


Zones
Saskatchewan X

☐ My Projects ☒ All Projects

Advanced Search

-  Dates ▾
-  Classification of Work ▾
-  Owner Type ▾
-  Stage ▾
-  Procurement Type ▾

Search

Save Search  Clear All

View Map **Export to Excel**

OCAA Number	Project Title
2020-001550	Heritage Manor - Wood
2020-001549	Mat Rental Services
2020-001547	132 Ave Ditch Regradin
2020-001546	Pre-Qualification for G Balzac Servicing Proje
2020-001544	Pre-Qualification For c West Central Fire Hall
2020-001543	Terrace Road School -
2020-001542	Swimming Pool Maint Follensbee and Christ
2020-001541	Pre-Qualification Fire Terrace Building - Rep

This page will display all projects in the AB, SK and MB region. Click the **Search** button to display projects in SK zone.

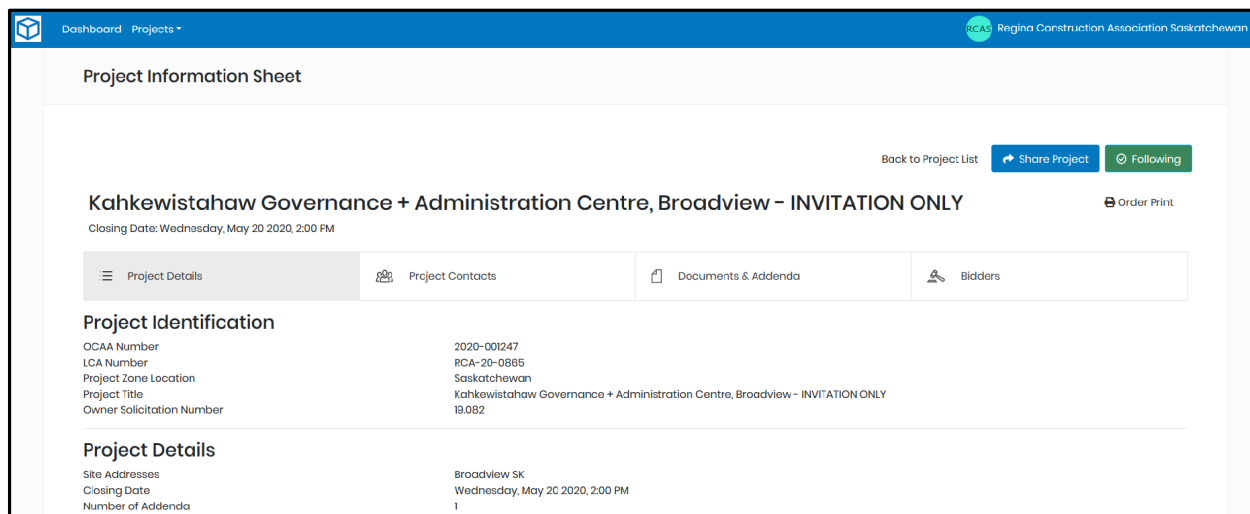
In the **Advanced Search**, click the “v” icon in the **Dates** to refine your project search in this category.

To view the project list in full screen, click the “<” icon. This function hides the search tools. To display the tools, click the icon again.

NOTE:

To manage your custom save searches, enter a **Keyword** and click the **Search** button. Once the search performed, click **Save Search** and give a name to this search. The save search will be stored in **Narrow Your Results**.

Project Information Sheet



Dashboard Projects * Regina Construction Association Saskatchewan

Project Information Sheet

Back to Project List Share Project Following

Kahkewistahaw Governance + Administration Centre, Broadview - INVITATION ONLY Order Print

Closing Date: Wednesday, May 20 2020, 2:00 PM

Project Details Project Contacts Documents & Addenda Bidders

Project Identification

OCAA Number	2020-001247
LCA Number	RCA-20-0885
Project Zone Location	Saskatchewan
Project Title	Kahkewistahaw Governance + Administration Centre, Broadview - INVITATION ONLY
Owner Solicitation Number	19.082

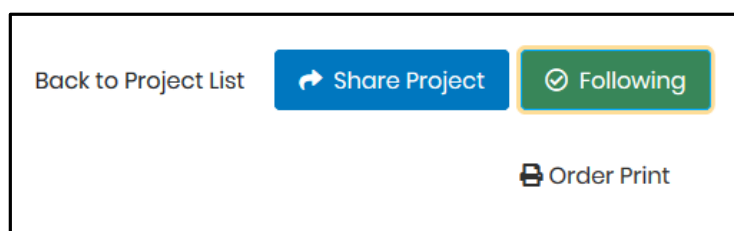
Project Details

Site Addresses	Broadview SK
Closing Date	Wednesday, May 20 2020, 2:00 PM
Number of Addenda	1

The project information sheet has four (4) tabs

- **Project Details**
- **Project Contacts**
- **Documents & Addenda**
- **Bidders**

Note: members without plan room can only view the Project Details tab. Please contact the RCA to upgrade your plan room.



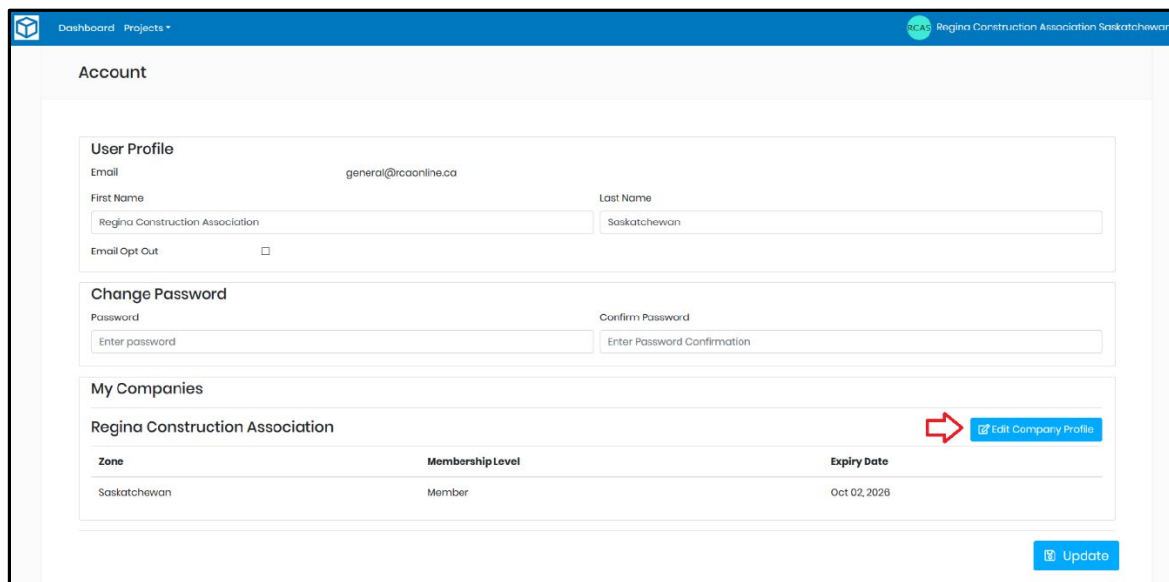
Back to Project List Share Project Following

Order Print

Other functions are also available on this page

- **Back to Project List**
- **Share Project** – this allows you to copy the web link and paste in your e-mail to share with other users who has access to the plan room.
- **Follow / Following** – this allow you to follow (subscribe) a project.
- **Order Print** – if construction plans are available, you can place a print order with the RCA.

Account

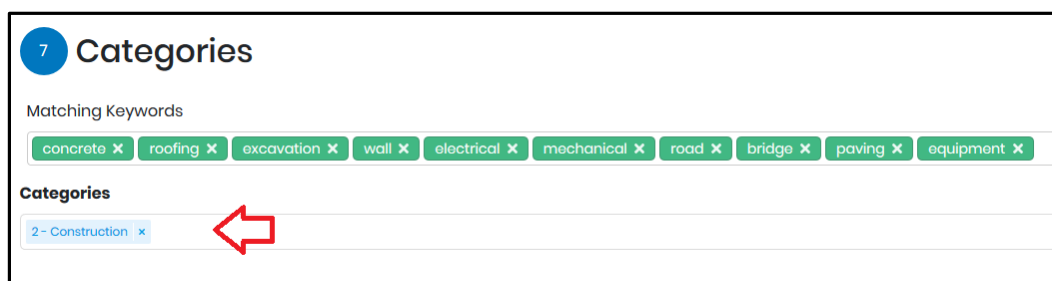


Click your account name to expand the menu and then click **Account** to display information.

The account page allows you to

- Change your password
- Option to receive e-mail notification (**Email Opt Out**)
- Access to **Edit Company Profile** to manage (add/remove) your plan room users, and
- Manage your business information:
 - Business Category,
 - Labour Type (if applicable),
 - Classification of Work,
 - Owner Type your Work for and
 - Categories (to receive daily Opportunity Matching e-mail notifications). See below.

To update your business contact information, please e-mail general@rcaonline.ca



Enter **Matching Keywords** to receive daily e-mail notification. Press “Enter” after entering each keyword.

To update your construction divisions, click **2 – Construction** and expand the list. Check box(es) relevant to your construction scope. Click **Save**.