To log onto the system click the icon at the top right side of the home page.	**Log In here:**
Then enter your Email address. If you don't know your password, click on "Forgot password" at the bottom of this box. This will bring up a form where you can request a link be sent to your email address that will allow you to enter a new password.	Email Password ☐ Remember me **LOG IN** Forgot password
Once you are logged in, you should set your security profile and email preferences. To do this, click the icon at the top right again, and the form at the right will pop up. Here you can change your password, Log out, or View your profile. In this case, click to View your profile.	Alton Loe View profile Change password Log out

The picture at the right shows how to get to the point where you can edit your profile. Click the Edit Profile box. This will bring up another screen where you can see and edit your profile items.

The first thing to do is to check the data on your profile page to make sure everything is correct. Be sure to check the box that says you have a valid driver's license and insurance. The club requires that all members have a valid license and insurance on your vehicle.

MY PROFILE

EDIT PROFILE   My directory profile

Profile   Privacy   Email subscriptions   My event registrations   Invoices and payments

MEMBERSHIP DETAILS

Membership level	**Family Membership - $50.00 (USD)** Change
	Bundle (up to 2 members)
	Subscription period: 1 year, on: April 1st
	No automatically recurring payments
Membership status	**Active**
Member since	September 26, 2018
Renewal due on	April 01, 2019

RENEW TO APRIL 01, 2020

Next, you will want to set what you want shared with club members in the PRINTED DIRECTORY. This is different than the on-line directory. Just look at each line and click the "Yes" or "No" box.

These fields control both the printed directory you get in the mail (if you signed up for that) and the directory that you can download and print from the Member's Only section of the website.

Once you have done that, you will be ready to edit your Privacy and Email subscriptions.

Directory: Display Street Address	● Yes ○ No
Directory: Display City State and Zip	● Yes ○ No
Directory: Display Phone (Primary)	● Yes ○ No
Directory: Display Phone (Spouse)	○ Yes ● No
Directory: Display Email Address (Primary)	● Yes ○ No
Directory: Display Email Address (Spouse)	● Yes ○ No

To set your privacy, click "Privacy" at the top of the page, right under the "SAVE" button. That will show you a list of your data fields and the options you have for on line privacy. You can set each item so that anyone can see it, or only members, or keep it completely private and select no access. If you select no access, then only you and the system administrator can see your data.

I suggest you set most of the fields to that members can see it. We use these settings for the on-line membership directory. I suggest you make at least your name, phone number and address fields available to view by members. In addition to the on-line membership directory,.

MY PROFILE

[SAVE] [CANCEL]

Profile   Privacy   Email subscriptions

☑ Show profile to others

DETAILS TO SHOW
(in member directories, forum and blog posts)

	Anybody	Members	No access
Linked bundle members	○	●	○
✉ Send message form	●	○	○
👥 Membership level	○	●	○
User ID	○	○	●
First name	○	●	○
Last name	○	●	○
Email	○	●	○
Phone	○	●	○
Your Photo	○	●	○
Primary Address Line 1	○	●	○

Once you have set your privacy for your data fields, next set how you want to get (or not get) email. Click "Email Subscriptions" and the screen at the right will come up. Here you can agree to receive emails according to your subscription settings, or not to get email blast and event announcements. You probably should select that you agree, but it is totally up to you.

Next select if you want to subscribe to two different categories of emails from the club.

Once you have everything set, don't forget to click SAVE, or all your work will be lost.

MY PROFILE

[SAVE] [CANCEL]

Profile   Privacy   Email subscriptions

EMAILING PREFERENCES

● I agree to receive emails from this organization according to my subscription settings

○ I do not wish to receive email blasts and event announcements from this organization.

SUBSCRIPTIONS

☑ Subscribed   Automatic event announcements. Receive advance announcements about upcoming events

☑ Subscribed   Mass emails from administrators, such as newsletters and other important notifications

FORUM SUBSCRIPTIONS

You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.

[SAVE] [CANCEL]