Uploading a Picture

• On the top right of the Profile page, select "Add Photo" link to add a photo to your profile

• Select the "Add Photo" button

• The Add Photo box will appear

• Click the browse to search for the photo you would like to use

• Select browse to navigate where your photo is saved

• Click open

• The photo that was chosen will appear in the "Upload New Photo" Text Box

• Select UPLOAD PHOTO to save your chosen photo for your profile database

• After photo box has uploaded successfully, you can close the dialog box

• Click refresh from your profile page and your photo will be added

• Always save your edits by clicking SAVE MY PROFILE at the bottom of the page

• Your changes will be updated to your profile

Change Your Profile Picture

• Navigate to "My Profile" of the website which can be found on the left navigation bar

• Open Profile Page where you will see all your information listed in ##SITENAME## Directory

• Select UPDATE PHOTO link to open a dialog box

• Select new photo from your computer's hard drive

• Select UPLOAD PHOTO to save your chosen photo for your profile database

• After photo box has uploaded successfully, you can close the dialog box

• Click refresh from your profile page and your photo will be added

• Always save your edits by clicking SAVE MY PROFILE at the bottom of the page

• Your changes will be updated to your profile

Remove Your Profile Picture

• Simply select the REMOVE icon

• You will then be prompted to confirm the removal of the photo

• Always save your edits by clicking SAVE MY PROFILE at the bottom of the page

• Your changes will be updated to your profile

OPT-IN Groups

Opt-in Groups are email interests groups established by your Club administrator that allow you to receive Club emails related to specific types of activities and events

• Navigate to "My Profile" of the website which can be found on the left navigation bar

• Open Profile Page where you will see all your information listed in ##SITENAME## Directory

• To Join an opt-in group select that group from the list and click update opt-in groups

• Always save your edits by clicking SAVE MY PROFILE at the bottom of the page

• Your changes will be updated to your profile

• If you click in error, simply click on that opt-in group to unclick the box and select the UPDATE OPT-IN box to update

• Always save your edits by clicking SAVE MY PROFILE at the bottom of the page

• Your changes will be updated to your profile

Change Your Username and Password

• Navigate to "My Profile" of the website which can be found on the left navigation bar

• Open Profile Page where you will see all your information listed in ##SITENAME## Directory

• Change your username and password by selecting the appropriate link

• Input the appropriate information

• Always save your edits by clicking SAVE MY PROFILE at the bottom of the page

• Your changes will be updated to your profile

Hiding Yourself from Being Shown in the Directory

Hiding Yourself in the Directory will still allow you to edit your Online Profile information, but your name and information will not be displayed to other Members at the Club.

• Navigate to "My Profile" of the website which can be found on the left navigation bar

• Open Profile Page where you will see all your information listed in ##SITENAME## Directory

• The checkboxes next to each field allow you to select whether or not the information will be visible to the Club Members and displayed in the Online Member-Only Directory

• If you elect to not be listed and do not want any of your information visible in the Online Member Directory, select DO NOT SHOW ME IN THE DIRECTORY field, which will hide all of your profile information

• If you click this box Club Staff Members will still have access, however, your information will be inaccessible to other Club Members

• Alternatively, selectively unchecking the CHECK BOXES hides portions of your information

• If you want only certain amounts of information of your profile to be visible, simply select boxes by unchecking that you want to be hidden only those that have checkboxes will be visible to Members

Editing Your Profile Information

All of the text boxes on your profile are available to edit. You can enter as much or as little information as you want

• Navigate to "My Profile" of the website which can be found on the left navigation bar

• Open Profile Page where you will see all your information listed in ##SITENAME## Directory

• Simply edit information fields you would like to change

• Always save your edits by clicking SAVE MY PROFILE at the bottom of the page

• Your changes will be updated to your profile