



NEW MEMBER INFO SHEET

ACCESS & MANAGE YOUR MEMBER PROFILE

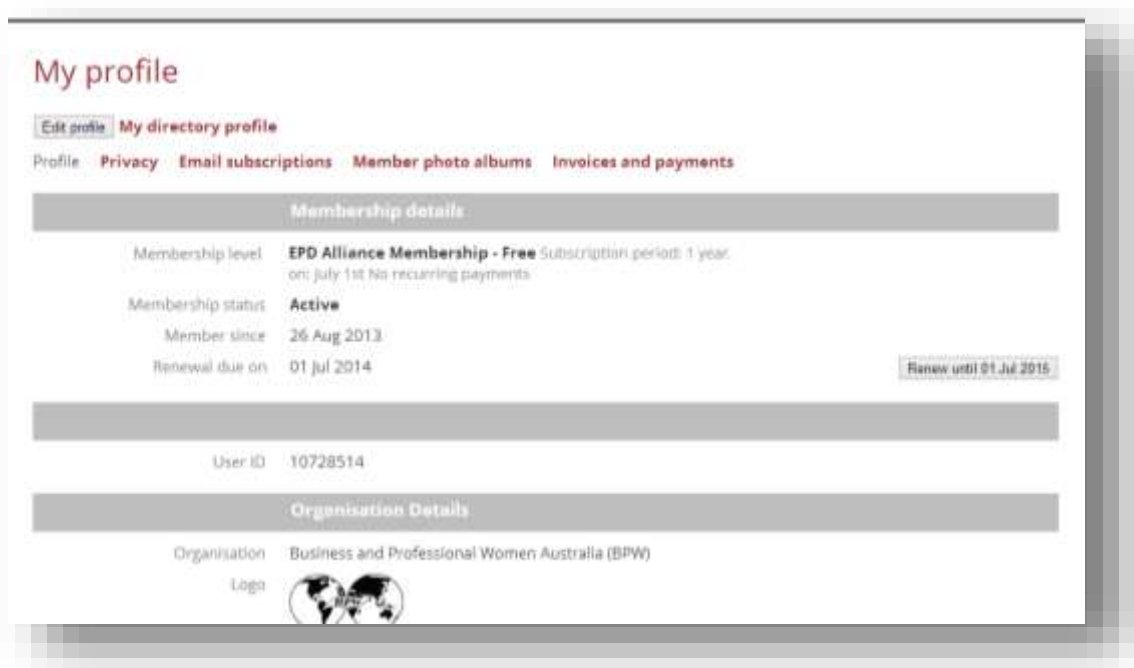
Accessing your profile

As a member you can access your profile by logging in. Once logged in, a **View profile** link will appear. Clicking this link will take you to your profile page.



Viewing and editing your profile

After clicking the **View profile** link, you will see your key profile information. The following example shows the profile of a member: To update your profile, you can click the **Edit profile** button.



You can now update all of the fields in the profile.

To save the changes, click the **Save** button

The screenshot shows a user profile page with the following elements:

- Navigation tabs: Profile (selected), Privacy, Email subscriptions
- Header: • Mandatory fields
- User ID: 10728514 (Note: This field is generated automatically and cannot be changed)
- Section: Organisation Details
- Organisation: Business and Professional Women Australia (BPW)
- Logo: A globe icon with 'AUSTRALIA' written below it. A link 'Remove / change' is next to it.
- About Our Organisation: A text area containing the following text:

BPW Australia is a community of women working to end gender inequality. Our members share an interest in the issues that affect women in Australia, and around the world, today.

Gender equality is a basic human right, and its achievement brings socio-economic benefits to everyone. By empowering women, the broader community thrives, increasing positive

Please supply a few paragraphs about your organisation.
- Website: <http://www.bpw.com.au/>
- Phone: (Empty field)

Privacy Settings

The **Privacy** link allows a member to specify which fields are visible to everyone, other members, or hidden from everyone else.

These settings apply to their listing in the member directory and on their directory profile page.

The screenshot shows the 'My profile' page with the 'Privacy' settings table. The table has columns for 'Privacy', 'Members', and 'No Access'. The 'Privacy' column contains icons for visibility settings.

	Privacy	Members	No Access
Press about	☑	☐	☐
Send message form	☑	☐	☐
Membership due	☑	☐	☐
User ID	☐	☐	☑
Organisation	☑	☐	☐
Logo	☑	☐	☐
About Our Organisation	☑	☐	☐
Message	☑	☐	☐
Phone	☐	☐	☑
Full name	☐	☐	☑
Last name	☐	☐	☑
Title	☑	☐	☐
e-Mail	☐	☑	☐
*Statement of Commitment	☐	☐	☑
Site Permission	☐	☐	☑

Buttons: [Save] [Cancel]

Click the **Save** button to save settings, or **Cancel** to exit without saving.

Email subscriptions

This page allows you to adjust your email preferences

My profile

Profile Privacy Email subscriptions

Event notification	
<input checked="" type="checkbox"/> Subscribed	Automatic event announcements. Receive advance announcements about upcoming events
e-Newsletters and email blasts	
<input checked="" type="checkbox"/> Subscribed	Mass messages 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.	

My Directory Profile

Click on **My directory profile** to preview how your profile is displayed to others based on your privacy settings.

My profile

My directory profile

Profile Privacy Email subscriptions Member photo albums Invoices and payments


Membership details	
Membership level	EPD Alliance Membership - Free Subscription period: 1 year, on: July 1st No recurring payments
Membership status	Active
Member since	26 Aug 2013
Renewal due on	01 Jul 2014 <input type="button" value="Renew until 01 Jul 2014"/>
User ID 10728514	
Organisation Details	
Organisation	Business and Professional Women Australia (BPW)
Logo	
About Our Organisation	BPW Australia is a community of women working to end gender inequality. Our members share an interest in the issues that affect women in Australia, and around the world, today. Gender equality is a basic human right, and its achievement brings socio-economic benefits to everyone. By empowering women, the broader community thrives, increasing positive productivity and growth.
Website	http://www.bpw.com.au/
Phone	
Contact Details	
First name	Sandra
Last name	Cook
Title	Director of Policy

Photo Albums

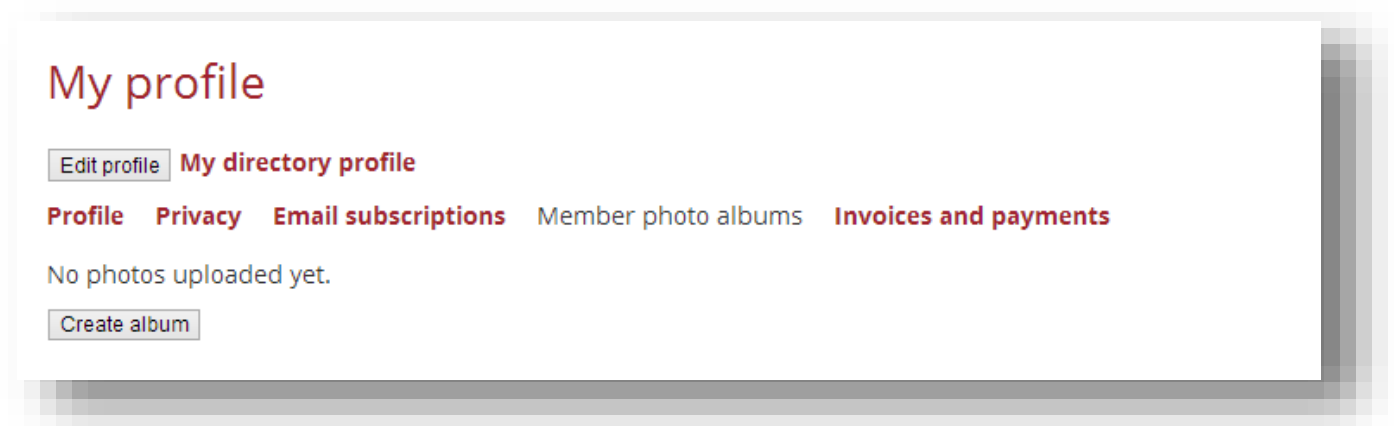
Member photo albums are collections of photos that can appear on your member profile.

As a member you can create multiple photo albums and upload photos to those albums.

You can add descriptions to the albums and captions to the photos

Managing member photo albums

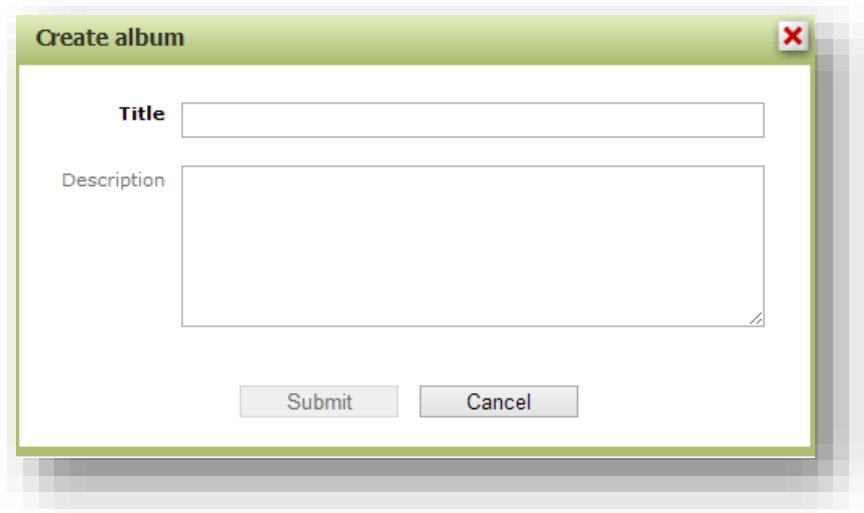
Clicking the **Member photo albums** link allows you to manage your photo albums. You can add and delete and change the name and description of each album.



To add a photo album to your profile, a member goes to the **Member photo albums** page then clicks the **Create album** button, if they don't have any albums yet, or the **Add album** button if they do.

Creating a member photo album

On the dialog box that appears, the member enters a title and description for the album then clicks **Submit**.



With the album now created, the member can change the title and description by clicking the **Edit details** button or delete the album by clicking the **Delete album** button.

Create album

Title: Perth EPD 2013 Event

Description: Photos of the event held in Perth for the Equal Pay Day 2013.

Submit Cancel

Adjusting photo album details

Adding photos to member photo albums

[Back to profile](#)

Perth EPD 2013 Event

Photos of the event held in Perth for the Equal Pay Day 2013.

No photos uploaded yet.

[Upload photos](#)

Members can select photos saved using the following file formats: .jpg, .gif, .png and .tif.

After selecting the files to be uploaded, the member clicks the **Upload** button.

To upload a photo to an album, the member opens the album (if it isn't open already) then clicks the **Upload photos** button.

On the dialog that appears, the member can select up to 5 images to be uploaded at a time.

Upload photos

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Each photo may be up to **25MB** in size.
Supported file formats: **.jpg, .gif, .png and .tif**

Upload Cancel

Upload photos

Choose File xtra_2299.jpg

Choose File image_13-18-57.jpg

Choose File 143798.jpg

Choose File 7281927.jpg

Choose File No file chosen

Each photo may be up to **25MB** in size.
Supported file formats: **.jpg, .gif, .png and .tif**

Upload Cancel

The selected photos will be uploaded and added to the photo album.

Managing photos

After adding photos to a photo album, members can set a photo as the album cover, assign a caption to the photo, or delete photos.

Setting a photo as the album cover

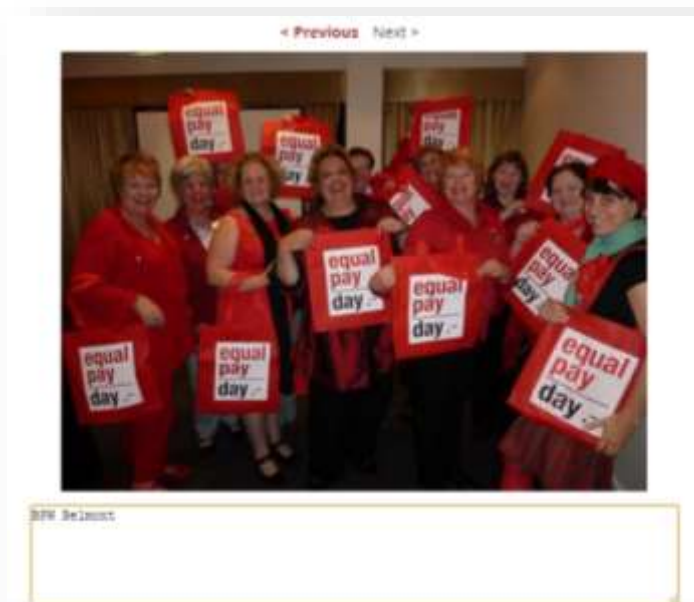
To set a photo as the album cover – so that the photo is used as the thumbnail for the album – hover over the photo within the album then click the **Set as cover** link.

The photo will now appear as the first photo within the album, and as the album cover on the **Member photo albums** page.



Assigning a photo caption

To assign a caption to a photo, click the photo within the photo album, then click the **Add caption** link that appears below the photo. In the field that appears, enter the caption then click **Save**.



The caption will appear below the photo thumbnail within the album and on the individual photo page.

Deleting photos

To delete a photo, hover over its thumbnail within the photo album page then click the **Delete** link that appears.

You can also delete a photo from the individual photo page by clicking the **Delete photo** button that appears in the upper right corner.

Viewing member photo albums

Those who have been granted access to member photo albums can view them by clicking a member's name within a member directory page. On the member's profile, the photo albums will be displayed, using one photo from each album as the album cover.

To view a photo album, the visitor clicks the album cover. Thumbnails will be displayed for each photo in the album. If there are more than 60 photos in the album, links will appear at the top-right and bottom-right of the page to allow the visitor to scroll through the album pages.

To view a larger version of a photo, click the thumbnail within the photo album page. On the individual photo page, the photo will be displayed as close to full size as can fit on the page.

To view the full version of the photo in a separate browser tab, click the photo within the photo page. To scroll through other images in the album, click the **Previous** or **Next** links.