

Change Your Profile

Introduction

The information that you had in your profile on the **ourcpamberly.net** website has been moved to this new website. You should check your new profile to make sure it is accurate. Your profile page gives you lots of options. This guide gives you information about the sections of the profile that concern getting started with the website. One of the powerful features gives you the ability to set preferences to forward messages from your forums (message boards) to your email. If you decide to have your messages forwarded, you will probably want to “tweak” these settings once you start using the forums.

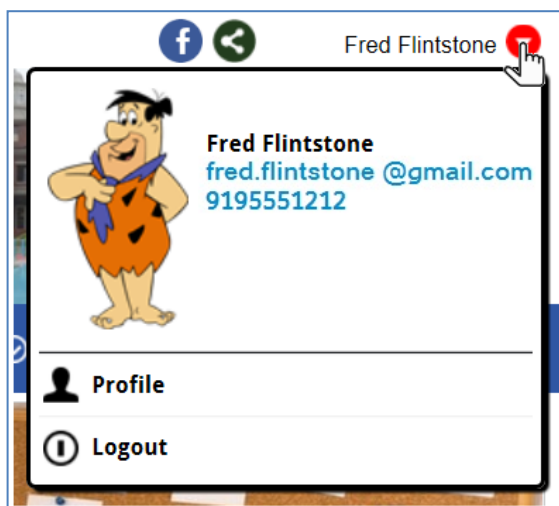
Please see the Quick Start Guide **Join or Drop a Club or Group** to learn how to use your profile page to add or drop your membership in clubs and groups. The new website distinguishes between clubs and groups, and membership in each is handled differently. Please see the Quick Start Guide **Glossary of Terminology** to learn the difference between clubs and groups.

Note: Each time you add, delete or edit something in your profile you must click **SAVE** on the bottom of the page to confirm the change.

Note: You will see a Financial/Historical Data section in your profile. The functions there are not useful at this time. They will become useful later on when the website adds the ability to collect dues and fees.

Open your profile

1. Move your cursor to the top of the screen, passing it over the down arrow next to your name. The cursor arrow will change to a hand and your contact information will appear.
2. Slide the hand cursor down to highlight the **Profile** area.
3. Click your mouse to open your profile.




Check Your Contact Information

1. Click **Contact Information** to display your current contact information. Make any necessary changes to this information.
2. Click **Save** at bottom of page.

Check Your Club Memberships

1. Click **Clubs/Additional Members** to display your club membership information.
2. If you find that any of your clubs are missing from the list;
 - a. Click **Add Club** if you want to join a new club or
 - b. Click **Remove from Club** if you want to drop your membership in a club. (See the **Join or Drop a Club or Group Quick Start Guide** for more details.)
3. Click **Save**.
4. Click **Done** to return to Member Profile.

Check Your Group Memberships

1. Click **Groups** to display your group membership information.
2. Click the **down arrow**  next to each interest area.
3. Click the **checkbox** next to a group name to join or drop a group.
4. Click **Save** at bottom of page.

Set Your Forum Preferences

1. If you want to have your forum (message board) messages delivered to your email rather than checking the forums within the website, click **Forum General Preferences** to display your forum preferences.
2. Under **Email Address**, indicate the email address where forum messages should be sent. Check the blue box to apply the setting to all your forums.
3. Under **Message Delivery, Send Email**; Check the blue box to apply the message delivery option to all your forums.
4. Click **Save** at bottom of page.

Member Profile

Membership Summary
 Type: Test member Join Date: 6/12/2015
 Status: Active Last Renewal: N/A
 Exp. Date: 12/31/2016

Personal Info
 Contact Info
 Additional Member Data
 Club Membership Directory
 Clubs/Additional Members

Website
 User Name / Password
 Groups
 Download Bank

Financial/Historical Data
 Transaction History
 Payment/Credit History
 Credit Card
 Event History
 Optional Additional Charges

User Manual
[Download](#) version 6.6 (13.5 MB - Updated 6/10/2015)
 (PDF format - requires [Acrobat viewer](#)).
 Video: Updating your Member Profile
[.MP4 Format](#) [.MOV Format](#)

Forums
 Forum General Preferences
 Forum Memberships
 Thread Subscriptions

Add a Photo to Your Resident Directory Page

1. If you want to have a photo of yourself appear in the resident directory, click **Club Membership Directory** to display various options for personal information.
2. Use the **scroll bar** on the right side of your screen to scroll to the very bottom of this page.
3. Click the **Browse** button to locate the photo you want to use on your computer.

Select Photo

Browse...

4. When you click the **Open** button in your browser, the link to your picture will appear in the **Select Photo** box.
5. Click **Save** when you are done.

Select Photo

D:\Megan\Pictures\Personal\Headshots\068.JPG Browse...

Save ✓ Cancel ✕

Add a Photo to Your Message Board Posts

1. If you want to have a photo of yourself appear with your message board posts, click **Forum General Preferences**.
2. Scroll to the **Identification** section at the bottom of the page.
3. Click the **check box** next to **Show Picture**.
4. Click the **Browse** button to locate the photo you want to use on your computer. You can use the same or a different picture from the one you uploaded with your directory entry.
5. Click the **check box** at the bottom to show the picture on all of your message boards.
6. Click **Save** when you are done.

Identification

Forum Handle

Show Name Display my full name with my messages


Link to Bio Display a link to my directory listing (bio) with my messages

Show Location Display my location with my messages

Location:

Local Time Offset The current server date & time is 1/3/2016 6:41 AM.
Specify your offset time in hours (+/-):

Show Picture Display this picture with my messages



Select Picture

Check this box to apply these identification options to all my forums