

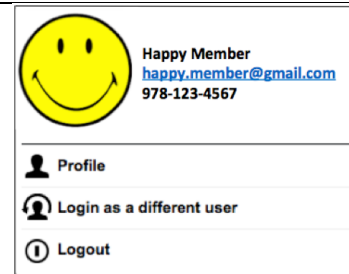
Greater Newburyport Village Website - Quick Reference Guide

When you become a member of the Greater Newburyport Village, you receive an automated welcome message that includes your user name and a temporary password that you change to one of your choosing. Below are steps for performing some of the basic procedures at the [Greater Newburyport Village website](http://www.greaternewburyportvillage.org/).

I. Log into the GNV Member Portal (for the first time)

1. Go to the GNV site at <http://www.greaternewburyportvillage.org/>.
2. Click the *Member Login* button in the upper right corner of the home page.
3. Enter your *User Name* and temporary *Password*.
4. Click *Login*. Result: You see the *User Name and Password* screen.
5. Enter and Confirm your new password to change it to one you will remember.

Note that you can click *Forgot my Username/Password* or the link for *Trouble logging in?* if you need assistance.



A member profile card for 'Happy Member' with email 'happy.member@gmail.com' and phone '978-123-4567'. It includes a yellow smiley face icon and three menu items: 'Profile', 'Login as a different user', and 'Logout'.

II. Update/Verify your Profile (after you log in)

1. Click the down-arrow next to your name in the upper-right corner of the Member Portal.
2. Click *Profile*.
Result: The Member Profile screen displays five sections: Membership Summary, Personal Info, Financial/Historical Data, Website, and User Manual (for System Admin).
3. Verify your information in the Membership Summary and browse your payment information under Financial/Historical Data.
4. Under Personal Info:
 - Click *Contact Info* and ensure your name and contact information are entered and accurate. Note that the year is required on Birthday; use '1900' to keep the actual year private. Update *Additional Member Data* and then click Save.
 - Click *Standard Member Directory* and check your Visibility options; enter/verify your information; scroll to the bottom of the page to insert your picture. Then click Save.
 - Click *Additional Contacts* to add the names of family and/or supporting friends; Save.
5. Under Website:
 - Click *User Name/Password* (if you alone access the Member Portal on your computer, you can check *Remember me on this computer* to log in without entering your user name and password); then click Save.
 - Click *Interests* to update your list of interests; then click Save.
 - Click *My Service Requests* to view your past requests or add a service request; Save.

Login

Please enter your user name and password and click "Login".

User Name	<input type="text" value="tomjones"/>	⬮
Password	<input type="password" value="....."/>	⬮
<input type="checkbox"/> Remember me on this computer <i>(Do not select this option on a shared or public computer)</i>		
<input type="button" value="Login ✓"/>		<input type="button" value="Cancel ✕"/>

[Forgot My Username/Password](#)

Trouble logging in? [Click here](#) for assistance.

Member Profile

Membership Summary Type: Charter - Household (Secondary Member) Join Date: 12/14/2016 Status: Active Last Renewal: 2/15/2018 Exp. Date: 3/1/2018	
Personal Info Contact Info Additional Member Data Standard Member Directory Additional Contacts	Website User Name / Password Interests My Service Requests Download Bank
Financial/Historical Data Transaction History Payment/Credit History Credit Card Event History Optional Additional Charges Volunteering	User Manual Download version 7.5 (17.3 MB - Updated 12/12/2017) (PDF format - requires Acrobat viewer). Video: Updating your Member Profile .MP4 Format .MOV Format

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Below are the steps to follow as you use the Member Portal.

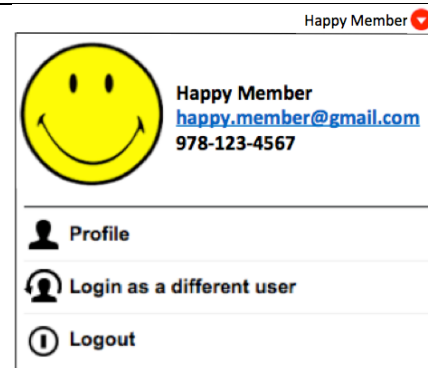
- III. Log Out of the Member Portal
1. Click the down-arrow next to your name in the upper-right corner of the page.
 2. Click Logout.

- IV. Register for an event
1. Log into the Member Portal.
Note: If not logged in, you will be asked to do so when you register as a member.
 2. Click the Event Calendar tab in the menu bar.
 3. Locate the event for which you want to register.
 4. Click on the event.
 5. Click the *Register Now* button.

Event Calendar

6. Select one of the options:
 - Sign up yourself
 - Sign up member
 - Sign up a non-member
7. If you are registering someone else, click the appropriate option:
 - Click *Select* to sign up a member or click *Search the non-member database* to sign up a non-member. *
 - Enter the first letters of the last name, click Search, highlight the name you want, and click Select.
8. Click *Next* and then click *Complete Registration* to finalize the registration. You will receive an email verification.

*** Important Tip:** Always search the member or non-member database for the person you are registering. If you type in a name in *Non Member Information* for a person who is in the database already, the database adds an additional record of that person. Only type in a new name if the person is not in the non-member database.



- V. Facebook needs interaction



If you have a Facebook account, help us to keep our Facebook page viable by reviewing the site, making comments, and liking items.

1. Go to the GNV Facebook page at <https://www.facebook.com/pg/NewburyportVillage/>.
2. Browse the Home Page and then take a look at About, Photos, Community, and Posts.
 - Click *Like* on the items you like.
 - Click *Comment* to add something you want to communicate.
3. Click Reviews and rate the site and add a few words about what you think of it.