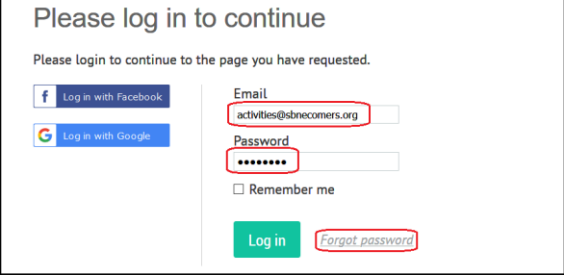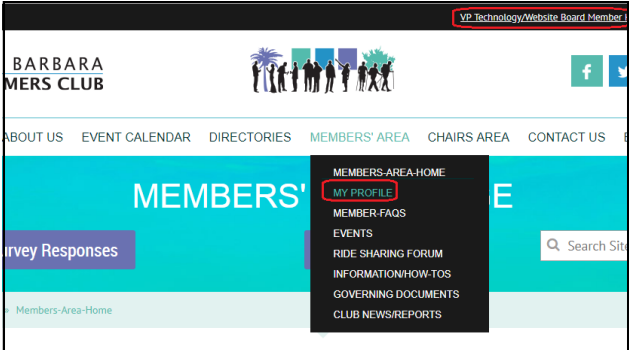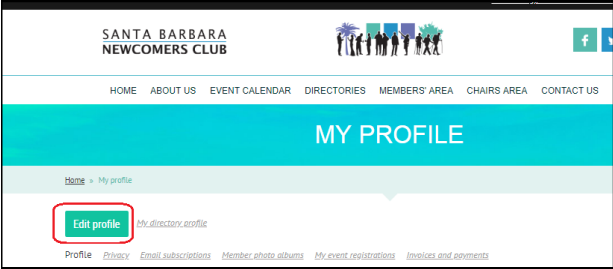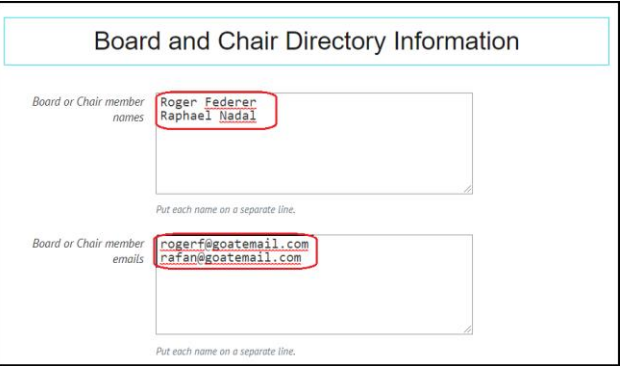# How to Update Your Board Directory Info
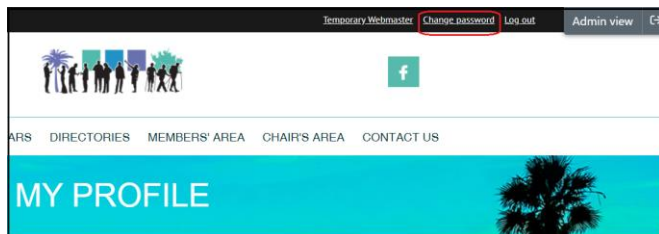
Revised Sept 6, 2020

When you become a Board Member, information from your Board profile will appear in the Board Directory. Here's how to put your contact information as Board Member into the Board profile. Note: We are no longer putting individual member photos into the profiles of Board Members.

1. Log in using your Board Member email address and password. The outgoing Board member (or the Webmaster, if it's a new position) should give you the password. If you don't have it, click the "Forgot Password" link on the page and follow the instructions.	**Please log in to continue** Please login to continue to the page you have requested. f Log in with Facebook G Log in with Google Email activities@sbnecomers.org Password •••••••• ☐ Remember me Log in *Forgot password*
2. The login brings you to the Members Home Page. Your *"Board Title"* will appear at the top, with a letter at the end. Click on that name OR select "My Profile" from the "Members Area" menu. Either one will open your Profile Screen.	VP Technology/Website Board Member BARBARA MERS CLUB ABOUT US EVENT CALENDAR DIRECTORIES MEMBERS' AREA CHAIRS AREA CONTACT US MEMBERS' E MEMBERS-AREA-HOME MY PROFILE MEMBER-FAQS EVENTS RIDE SHARING FORUM INFORMATION/HOW-TOS GOVERNING DOCUMENTS CLUB NEWS/REPORTS urvey Responses Q Search Site Members-Area-Home
3. Click on the "Edit Profile" button to open it for changing. The profile information will then appear in boxes.	SANTA BARBARA NEWCOMERS CLUB HOME ABOUT US EVENT CALENDAR DIRECTORIES MEMBERS' AREA CHAIRS AREA CONTACT US **MY PROFILE** Home » My profile Edit profile *My directory profile* Profile *Privacy Email subscriptions Member photo albums My event registrations Invoices and payments*
4. Scroll down to the "Board and Chair Directory Information" section. Delete the name and email address of the outgoing board member(s) and enter the name(s) and personal email address(es) of the incoming board member(s) on separate lines in the two boxes. When done, click on the Save button to get to the next screen.	**Board and Chair Directory Information** Board or Chair member names Roger Federer Raphael Nadal *Put each name on a separate line.* Board or Chair member emails rogerf@goatemail.com rafan@goatemail.com *Put each name on a separate line.*

5. You should change your password to prevent previous chairs from continuing to have access to the Wild Apricot back end after they no longer need access.

Click on "Change password" at the top of the screen to bring up the "Change Password" page.

NOTE: The Change Password link you want is in the upper right-hand corner but may be 'hidden' under the grey box that provides the Admin View and Log out links. Widen your screen to access" the "Change password" link.

6. Enter the password you logged in with into the "Current password" box, then enter your new password into the following two boxes.

The current WA password requirements are:

- Minimum of 7 characters with a Maximum of 50 characters
- Any combination of letters, numbers, and characters (except spaces)
- Wild Apricot passwords are case sensitive.

Click "Save" when done.

7. Go to the "Officers and Board Directory" and verify that your name and email address appear correctly in the Board directory.

If you are having difficulties, contact either the President at president@sbnewcomers.org or the VP of Technology at webmaster@sbnewcomers.org for assistance.