



Updating Your Membership Profile

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Overview

In your profile, you can change your privacy settings for the member directory, view your directory profile, manage your email subscriptions, create member photo albums, view all events you have signed up for, and view all outstanding and paid invoices, and past payments.



Updating Your Membership Profile

Accessing Your Profile

Log in to the Santa Barbara Newcomers Club (SBNC) website. If you need instructions, please refer to the [Changing Your Password](#) document.

- Once logged in, click your name at the top of the website page and you will be taken to your profile.

The screenshot shows the SBNC website homepage. At the top right, there is a user menu with options like "Logout", "Change password", and "Logout". Below the menu, the club's logo and name are displayed. A banner at the top says "WELCOME TO THE NEWBIE NOOK". Below the banner, a sub-banner says "WELCOME TO OUR CLUB - WE LOOK FORWARD TO MEETING YOU!".

- Click on the links to view the information stored in your profile. The steps below will take you through editing the information in your profile.

The screenshot shows the "My Profile" page. At the top, there is a navigation bar with links for "Edit profile", "Privacy", "Email subscriptions", "Member photo albums", "My event registrations", "Invoices and payments", and "Dues". Below the navigation, there is a section titled "Membership details" with tabs for "Profile", "Privacy", "Email subscriptions", "Member photo albums", "My event registrations", "Invoices and payments", and "Dues". The "Profile" tab is highlighted with a red circle. Below the tabs, there is information about the member's status and a form for entering personal details like User ID, First name, Last name, eMail, and Phone.

Editing Your Profile

This next section describes how to view and/or edit your Profile: [Membership details](#), [Privacy settings](#), [Email subscriptions](#), [Member photo albums](#), [Event Registrations](#), [Invoices and Payments](#)

Editing any of these areas requires the same procedure.

- Click on the area you wish to change. The default will be the "Profile" tab (Membership details) page.
- Click "Edit profile" to edit the page. The next sections will go into detail on each of the editable pages in your member profile.

The screenshot shows the "My Profile" page again. At the top, there is a navigation bar with links for "Edit profile", "Privacy", "Email subscriptions", "Member photo albums", "My event registrations", "Invoices and payments", and "Dues". Below the navigation, there is a section titled "Membership details". A red arrow points to the "Edit profile" button, which is highlighted with a green box.

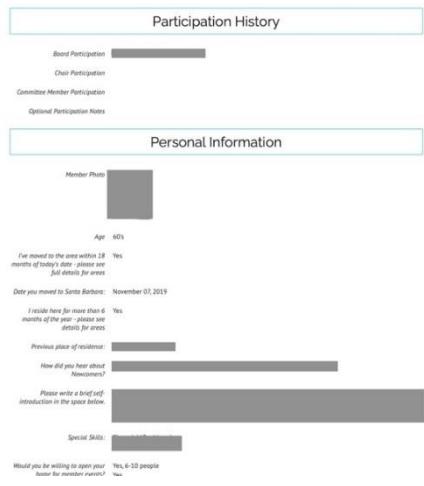


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Editing Profile Details

Here you can view and edit your address, participation history, your self-introduction, interests, skills, and member photo.

Note: The eMail Address, Phone Number, Member Photo and the 'Self Introduction' will be shared in the Member Directory. If you don't want to show that information in the directory, we will review how to change your "Privacy" settings in the next section.

1. Make sure “Profile” is bolded and click “Edit profile”. The Membership details screen is shown.	
2. Modify the area(s) you want to change, then click “Save”. We encourage you to “refresh” your data at regular intervals to reflect changes in your status.	

Editing Your Privacy Settings

A limited amount of SBNC Member information is displayed in one or more of the Members Directories: Newbie Members (90 days or less with the club), Newcomer Members (over 90 days) or Alumni (graduated members). Although there are three privacy settings to choose from, only two are significant since **SBNC only displays Members Directories to SBNC members**.

Anybody: Information would be available to anybody if Member Directors were Public (which is not the case). It is not suggested this setting be used.

Members: Information will be shown to SBNC Members in Member Directories.

No Access: Information will not be shown to SBNC Members in Member Directors.



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The information in the box below is the information shared in the Member Directories.

1. **Send message form.** Members can send a message to you at the email address you signed up with. This is a great option if you select 'No access' for your email address. Members can send you a message and you can then choose to reply via your email (they would then see your email address in the reply) or you can find them in the directory and send them a message back, using their 'Send Message' button, keeping your email address private.
2. **Membership level.** Your current Member status will show giving some indication how long you have been a SBNC member.
3. **First name.** First name you entered when you joined.
4. **Last name.** Last name you entered when you joined.
5. **Email address.** Email address you entered when you joined. You can change this to No Access and members can still send you messages via the 'Send message form'.
6. **Phone.** Phone number you entered when you joined.
7. **Self Introduction.** Personal information you added when you joined.
8. **Member Photo.** Personal Photo you uploaded when you joined. Review the Member Instruction Document on how to upload a photo if you haven't uploaded one yet.

Show profile to others

Details to show
(in member directories, forum and blog posts)

	Anybody	Members	No access
Send message form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Membership level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
e-Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Phone	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fully Vaccinated?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Last vaccine date	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Street Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
City	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Zip Code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SBNC Event Waiver & Media Release	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SBNC Terms & Conditions	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Board or Chair member names	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Board or Chair member emails	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Committee Descriptions	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Committee Webpage URL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Board Participation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Chair Participation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Committee Member Participation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Optional Participation Notes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Member Photo	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Age	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I've moved to the area within 18 months of today's date - please see full details for areas	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Date you moved to Santa Barbara:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I reside here for more than 6 months of the year - please see details for areas	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Previous place of residence:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
How did you hear about Newcomers?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Please write a brief self-introduction in the space below.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Special Skills:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Other data in your profile is not part of a Member Directory and will not be visible to other Members regardless of the Privacy setting.

To see how your profile will show in the directory, click the "My Directory Profile" link beside the "Edit Profile" button. You can even decide to remove your profile from the directory entirely, but that would prevent other members from being able to search for you in a Member Directory.



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Editing Your Email Subscriptions

To ensure you keep up-to-date on all event announcements and event reminders, as well the SBNC weekly newsletter, confirm that you are subscribed to the Event announcements and Manual email blasts. You can unsubscribe from all email sent by SBNC, but you will miss out on important SBNC communications.

1. Event Announcements - see a check mark beside the Subscribed? You are signed up and will receive notices as they are sent out.
2. Manual email blasts (SBNC e-Newsletter) - see a check mark beside the Subscribed? You are signed up and will continue to receive the weekly e-Newsletter and President's Messages.
3. Click "Edit Profile" if you need to make a change.
4. Add or remove a check mark by clicking in the box to change your subscription status.
5. Click "Save" at the bottom of the page to keep any changes you've made.
6. Click "Cancel" to revert back to the last saved version.

The screenshot shows the 'Email subscriptions' tab of the 'EDIT PROFILE' page. There are two sections: 'Event announcements' and 'Manual email blasts'. In the 'Event announcements' section, there is an unchecked checkbox labeled 'Subscribed' with the description 'Automatic event announcements. Receive advance announcements about upcoming events'. In the 'Manual email blasts' section, there is a checked checkbox labeled 'Subscribed' with the description 'Mass emails from administrators, such as newsletters and other important notifications'. At the bottom of the screen are 'SAVE' and 'CANCEL' buttons.



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Adding/Editing Your Member Photo Album

Do you have event photos that you'd like to share? Create up to 5 photo albums to share with other members. They will be accessible when members view your detailed profile via the member directory. To add an album follow the steps below.

1. Click "Create Album"
2. A create album window will appear.
3. Fill in the Title field.
4. Fill in description (optional).
5. Click the Submit button.
6. You will now see the "Upload Photos" button. Click on this to add photos to the album.
7. An upload photos window will appear.
8. Use the Browse buttons to upload photos from your computer. Please limit your photos to be less than 1 MB each to keep files sizes down.
9. Click the Upload button.
10. Once you have saved the album you can use the "Upload Photos" button to add more photos, the "Edit Details" button to modify the title or description of your album or "Delete Album" button to remove the album from your profile.

The composite image shows three sequential screenshots of a web-based photo album creation and management interface:

- Screenshot 1: Create album window**
A modal dialog titled "Create album" is displayed. It has fields for "Title" (set to "My Album") and "Description" (set to "Pictures from the SBNC events I've attended. Enjoy!"). There are "Submit" and "Cancel" buttons at the bottom.
- Screenshot 2: Upload photos window**
A modal dialog titled "Upload photos" shows a file selection interface with multiple "Browse..." buttons. It includes instructions: "Each photo may be up to 2MB in size. Supported file formats: jpg, gif, png and tif." There are "Upload" and "Cancel" buttons.
- Screenshot 3: My Album (1) page**
The user's profile page shows a thumbnail for the "My Album" entry. The thumbnail features the word "APRICOT" above a stylized orange graphic. Below the thumbnail, the text "My Album (1)" and "Pictures from the SBNC events I've attended. Enjoy!" is visible. At the bottom of the page are buttons for "UPLOAD PHOTOS", "EDIT DETAILS", and "DELETE ALBUM". A small note at the bottom right says "Created on: 15 Dec 2014".

Update your photos often to share your favorite SNBC events!



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Viewing Your Event Registrations

Do you want to know all the events you signed up for since joining the club? This read-only screen is your access!

Note: Do not click Edit profile. The "edit profile" tab will not enable you to edit this page, but it will take you to your editable [Membership details screen](#).

Here you will see all the events, both waitlisted and confirmed. Events for which you are on a waitlist appear first, then your confirmed events. You may also search for a specific event, if desired.

My event registrations		
Event	Registration type	Status
Girls Night Out, Trivia at M Social (Registration opens July 27, 2023) August 04, 2023 5:30 PM	Newbies	\$0.00
McKinley's Potomac Lessons Session IV - SOLD OUT June 07, 2023 5:30 PM	Newcomer	\$110.00
Wine Appreciation: A Late Afternoon at McKinley Family Vineyards with Winemaker Matt McElroy (Ends out; Join the waitlist) June 03, 2023 5:30 PM	Members	\$50.00
Mac Miller Photo Shoot with Trina (ENDS OUT - Join the waitlist) September 19, 2023 4:00 PM	Newbies	\$50.00
Local Herbster: Music Academy of the West, Tea & Lunch (Registration opens August 24, 2023) September 22, 2023 12:00 PM	Newbies	\$20.00
August Board Meeting - via Zoom (Registration opens July 26, 2023) August 14, 2023 5:00 PM	Newcomer Members	\$0.00
SBNC Chair Training (Registration opens July 13, 2023) August 02, 2023 5:00 PM	Newcomers	\$0.00
POP UP! Dinner Out at Chase Restaurant (SOLD OUT; Join the waitlist) July 05, 2023 6:00 PM	Newbies	\$0.00

Viewing Your Invoices and Payments

The invoices and payments section will show all past and current invoices and payments made through the SBNC payment system.

1. Click on the Invoices and payments link.
2. Scroll through the list of transactions.
3. If the transaction is gray, it is settled (paid).
4. If the transaction is in color, it is outstanding and payment is required.
5. Click on the invoice link if you'd like to view the details of that invoice.
6. Click on the Pay online button either on this screen or within the invoice details to be taken to the payment screen where you will be able to pay by credit card.

Balance due: \$1.00		
EDIT PROFILE My directory profile		
Profile Privacy Email subscriptions Member photo albums Invoices and payments		
Balance due (1 items): \$1.00 Please pay all invoices online.		
Search <input type="text"/>	Records found: 3	Balance due <input type="checkbox"/>
Date	Transaction	
15 Dec 2014	Invoice #000001 Manual Invoice Test Newcomer Member*	
14 Dec 2014	Payment PayPal Payments Standard	
14 Dec 2014	Invoice #00001 Manual invoice Testing PayPal Integration	