

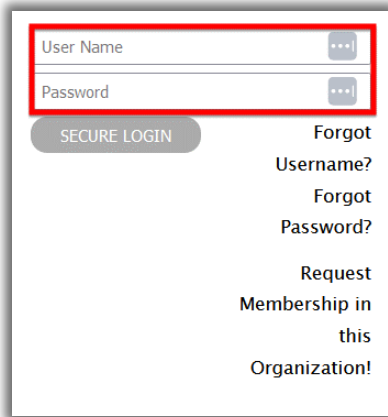


Edit My Profile - Family

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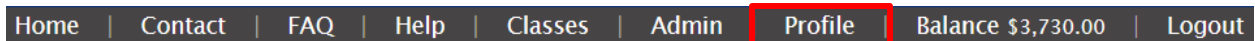
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I. Log into your membership website



The image shows a login form with two input fields: "User Name" and "Password". Both fields are highlighted with a red rectangular box. Below the fields is a "SECURE LOGIN" button. To the right of the button, there are links for "Forgot Username?", "Forgot Password?", and "Request Membership in this Organization!".

II. Click on **Edit My Profile** icon on the top navigation menu to access your profile.



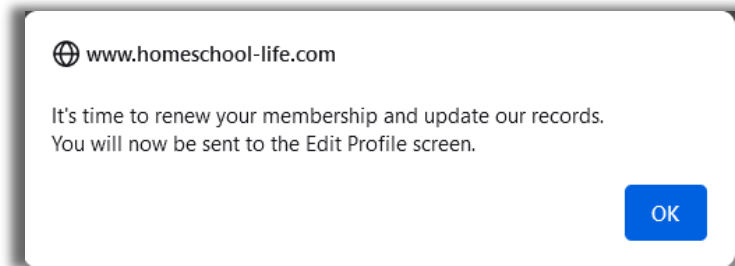
Here you can update all sections of your profile including:

- A. Personal information: name, address, email, phone number, password
- B. Children information
- C. Email options (if admin allows this)
- D. Classified options
- E. Forum selection (If admin allows this)
- F. Short description about your family
- G. Additional questions

III. Forced Profile Edit / Registration

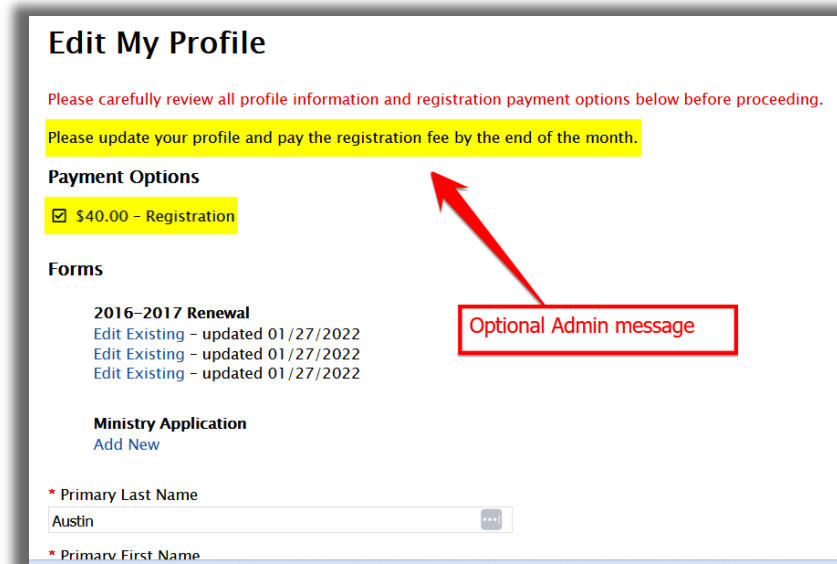
At times your admin will force a profile edit/registration. This can happen yearly as they collect fees or during the year when new information is needed. When you log in and the admin has

forced a profile edit you will receive a pop-up window like the one below:



Once you click **OK** you will be navigated to your profile. If registration is due, you will see a fee at the top of your screen. If the fee is required, you will not be able to uncheck the box. If there are several fees and some are not required, you can uncheck what doesn't apply to you.

You will also see a message from your administrator at the top if they have sent one with the force profile edit.



Once you have edited your profile click on **Update** at the bottom of the screen. (Please note: your admin may choose to clear some of the additional questions that you will need to fill out again.)

(ex: birthdays, additional agreements, etc.) Once you click update, the system will navigate to your Statement of Accounts if a fee is due. **(NOTE:** A forced Profile Update will prevent you from going anywhere on the site except for your profile. Once you update your profile, you will be able to navigate to other features on your member site)

ACCOUNTING				
Statement of Account Invoice & Payment Details				
Outstanding Balances				
ACCOUNT:		TOTAL:	PAY NOW:	
GENERAL		\$4,170.00	\$0.00	<input type="button" value="PAYPAL"/>
Category / Invoice	Description	Due Date	Amount	Pay
CR	[Class Registration Total Balance]		\$300.00	0.00
<input type="checkbox"/> 11 INVOICES		06/02/2021	\$985.00	