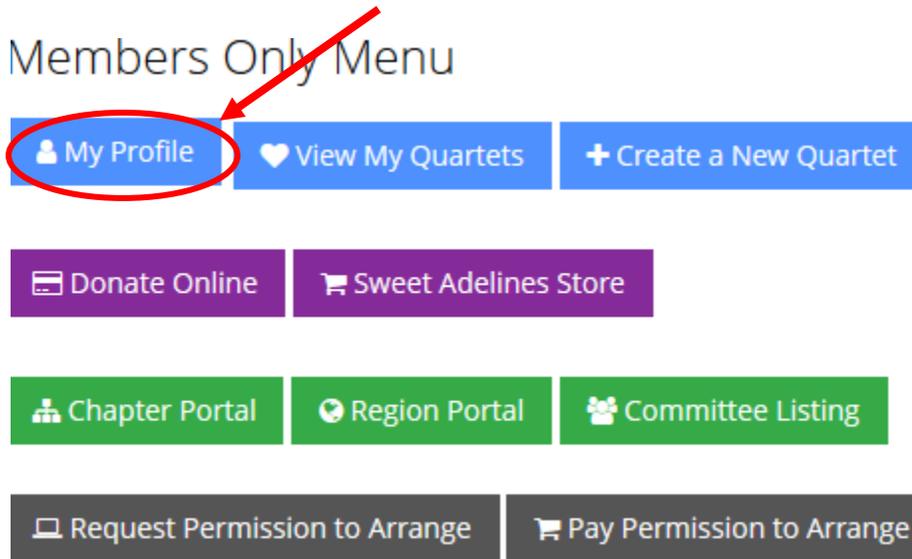
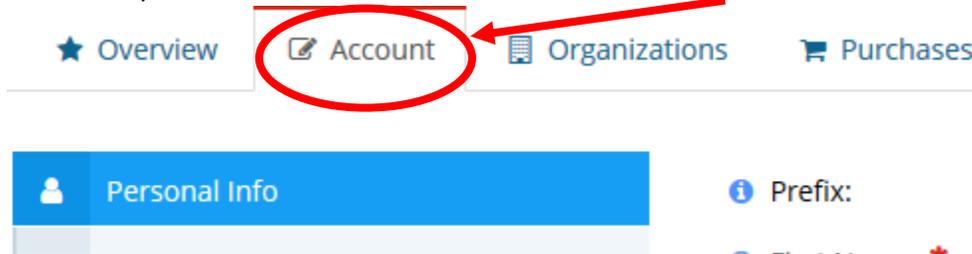


How to update your own member personal information

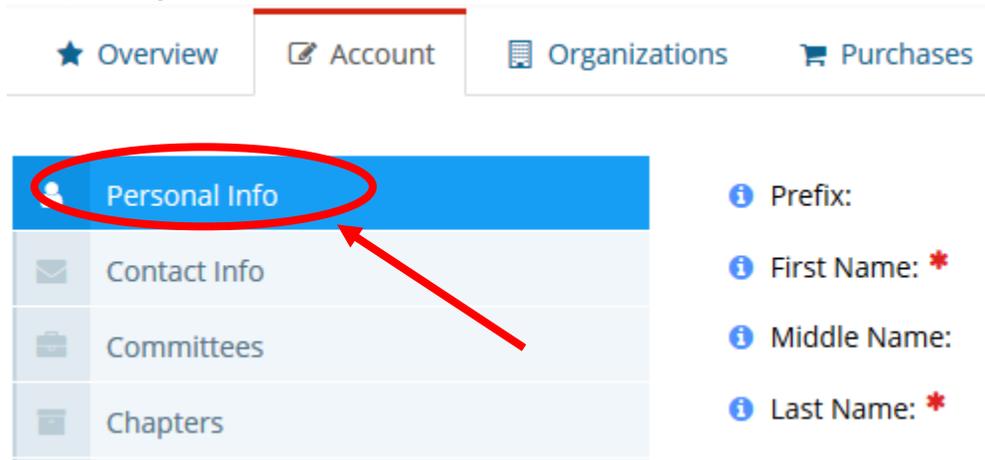
1. Select "My Profile"



2. Make sure you are on the "Account" tab.



3. The Personal Info tab will allow you to update your preferred communication method, date of birth, and region.



- a. If you are a youth, at-large, or satellite member, select “yes” in this section for the applicable membership designation. If you are a regular member (belonging to a chorus only), make sure these say “No.”

Additional Membership Information

i Youth: *	<input type="text" value="No"/>
i At-Large: *	<input type="text" value="No"/>
i Satellite: *	<input type="text" value="No"/>

4. The Contact Info tab will allow you to add your address, phone number, and email address

★ Overview ✎ Account 📄 Organizations

👤 Personal Info

✉ Contact Info

📁 Committees

📅 Chapters

👥 Job Roles

- a. To add or change your address, go to the “Addresses” tab. Click “Add New Address” to add a new address; click “Edit” to edit the current address.

★ Overview ✎ Account 📄 Organizations 📄 Purchases 📄 Tasks 📄 Documents

👤 Personal Info

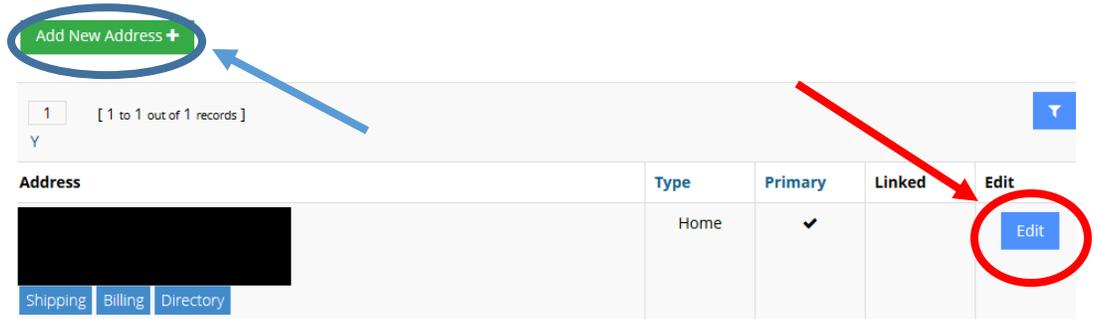
✉ Contact Info

📁 Committees

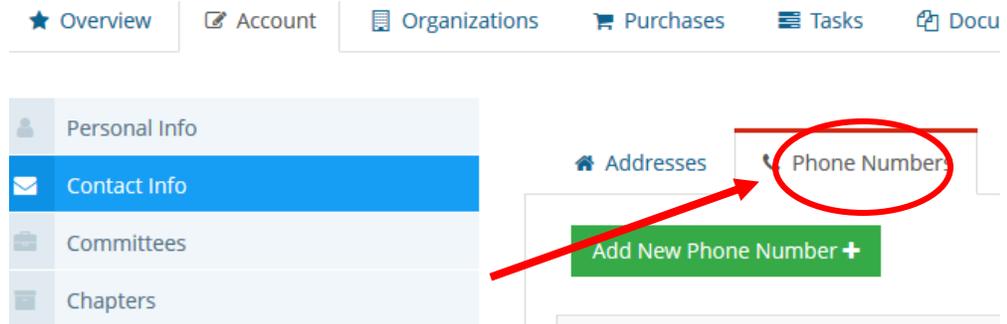
🏠 Addresses 📞 Phone Numbers ✉ Email Addresses

Add New Address +

- Click “Add New Address” to add a new address; click “Edit” to edit the current address.



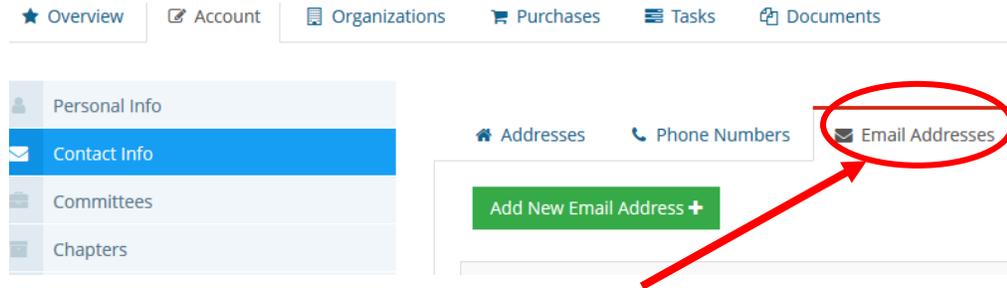
- b. To add or change your phone number, go to the “Phone Numbers” tab.



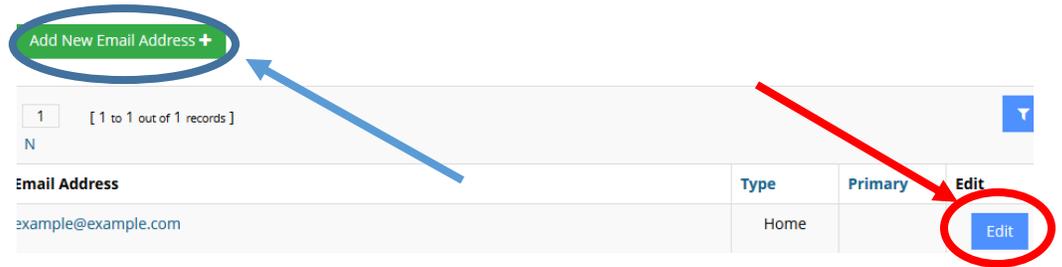
- Click “Add New Number” to add a new phone number; click “Edit” to edit the current phone numbers.



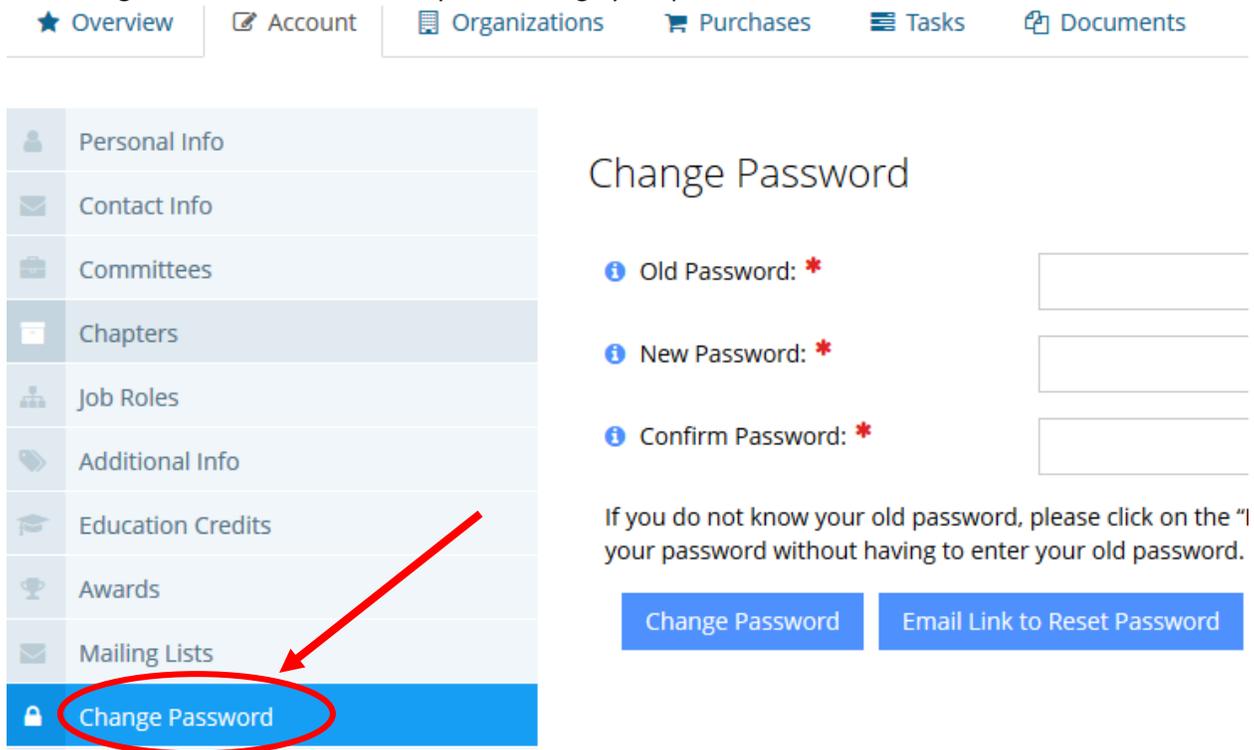
- c. To add or change your email address, go to the “Email Addresses” tab.



- Click “Add New Email Address” to add a new email address; click “Edit” to edit the current email address.



5. The Chapters tab will show what chapters you belong to.
6. The Change Password tab will allow you to change your password



7. The Privacy tab contains your privacy settings

★ Overview ✎ Account 📄 Organizations 🛒 Purchases

👤	Personal Info
✉	Contact Info
🏢	Committees
📅	Chapters
👥	Job Roles
🔑	Additional Info
🎓	Education Credits
🏆	Awards
✉	Mailing Lists
🔒	Change Password
💰	Wealth
🔒	Privacy

Below you can see the information made available to other members.

Personal Info

Show my personal information

Address

Work: [REDACTED]
 Do not show my address

Phone

Work: [REDACTED]
 Home: [REDACTED]
 Do not show any of my phone numbers