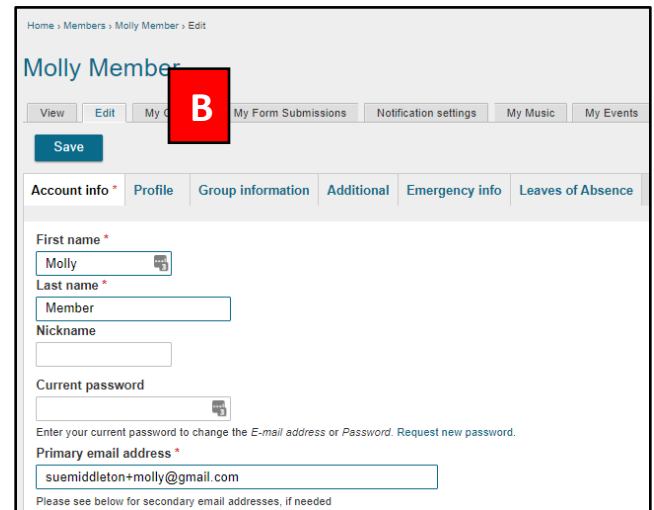
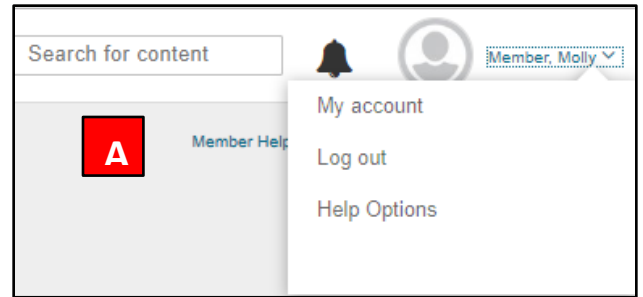


How do I change my Profile on the Region 13 Members only website?

To update your profile, sign in to the Members Only site, click the carrot on the right side of your name (upper right side of the window) (A), then click the Edit tab (B). Now you should be at your Profile page and can update or fill in any information you wish. You are not required to have anything listed except for your user name, email address, and first and last name. All other info is optional but do realize members may want to use this to see what chorus you sing with, to contact your quartet with a performance request, or to see if how long you've been in Sweet Adelines. So feel free to add any details you are comfortable sharing.

Some points of interest...

1. **PASSWORDS:** Unless you want to change your password, you can ignore all the password boxes while you update your Profile.
 2. **PHOTO:** want to add a picture? There is a separate Help document for it located in the Documents section.
 3. You can give "partial" answers! For example, you can put in Portland, OR as your city and state, but leave out your street address.
 4. **BIRTHDAY:** In the birthday slot, you must add your entire birthdate; HOWEVER, only the month and date will show up to the public! Whew!!
 5. **NOTES:** Go ahead and tell us something about yourself!
 6. Note that some spaces may be pre-filled and are probably not correct (for example, spouse's Birthday and Member Since).
- You can delete or correct as you wish.
7. **SUBGROUPS:** Subgroups can be ignored; that is an Admin feature.
 8. **SKILLS:** Are you an amateur photographer? Bookkeeper? Web designer? The Skills section is a great place to list any talents you have that may be useful at the regional level...or leave it blank!
 9. **DESIGNATED BUDDY:** ignore! One of these days we'll be able to get rid of it. ;-)



10. EMERGENCY INFO: usually used by choruses as a place to keep contact information should something happen to you at a performance or rehearsal. If you add this to the regional site, we'll have a way to contact someone should there be an emergency at the regional level, too!

When you are finished, be sure to click SAVE at the bottom of the page!