

## Building Community

To access the profile, login to the website. If you have forgotten your password, click on the “Forgot password” link and an email will be sent to you to reset your password.

Once you are logged in, click on the link “View profile”



Now click on Edit Profile to give us lots of great info about yourself.

### My profile



Make sure you click on “Save” at the bottom of the page. Next to the “Profile” link is a “Privacy” link. Click on this link to control who sees the information in your profile.







### My profile



For example you may feel comfortable with letting other members know your local council, your email address and phone number. Just click in the Members column to allow members to see this field and when you have finished click on “Save”.

### Details to show

(in member directories, forum and blog posts)

	 Anybody	 Members	 No access
 Photo album	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
 Send message form	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
 Membership level	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Member 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"/>
Organization	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
e-Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Phone (Home)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Phone (Work)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mobile	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Who is your Local Council?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>