



# #1 SWC Website Login and Profile Updates

Welcome to the new site powered by Wild Apricot software!

This is HOW TO article #1 posted on our site. Please refer to SWC emails for any additional instructions for your membership profile.

This placemat will help with your first login, reviewing and updating your Member Profile, and password resets.

## Section 1: Login

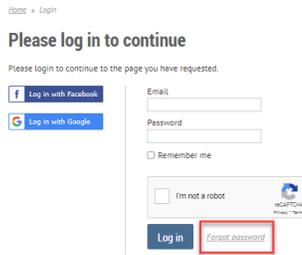
If you are an existing SWC member, then your login account should be the EMAIL address you provided to SWC. Once you login, you can change your Profile, including updates to your email, and subscription preferences.

### How to Login to Wild Apricot:

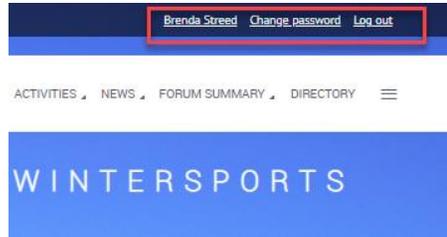
1. Type in the website URL into your browser: [www.swcweb.org](http://www.swcweb.org)
2. When you connect to the SWC website, a Login link in the upper right corner appears on the HOME page. Click the LOGIN link, and enter your EMAIL username and password.



3. If this is a first-time login, you will click on the **Forgot Password** link to select your password.



4. Your Name, a Change Password Link and a Logout link are now visible in the upper righthand corner.



You are now successfully logged in to the SWC site.

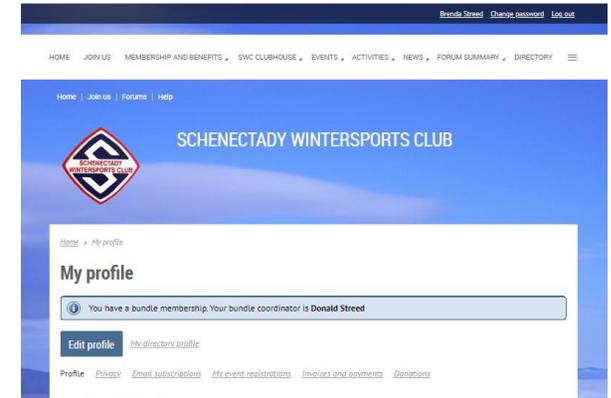
**IMPORTANT NOTES on LOGIN:** Every contact and member on the website is registered with an unique EMAIL address (if you provided one). If you do not enter a valid EMAIL address for your Profile, then you will not be able to do the following:

- Cannot perform automated Password Resets
- Cannot receive Forum update notifications for online conversations
- Cannot receive the monthly newsletter

You may opt to hide your EMAIL address or change notification preferences using your Profile settings explained in the next section.

## Section 2: Profile and Updates

Your **My profile** page allows you to make updates to your EMAIL address, mailing address, date of birth (DOB), member interests, notification preferences and more. Your DOB is used for demographic purposes only, and by default is not visible to the members or the public.



Your profile consists of these pages:

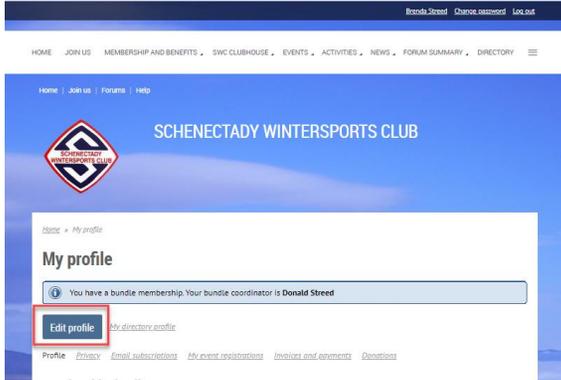
- Profile
- Privacy
- Email subscriptions
- My event registrations
- Invoices and payments
- Donations

The main Profile page includes an electronic version of your SWC Membership card which you can print at home.

### How to Update Your Profile:

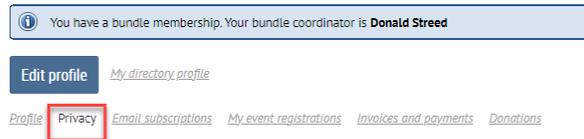
1. Once you are logged in to the SWC site, click on **<Your Name>** as it appears in the upper righthand corner. Your **My profile** page opens as shown above.

- Click the **Edit profile** button to edit Name, Email, Mailing Address, DOB, and Member interests. After your changes are made, click the Save button. The **My profile** page reopens after the Save.



- To update your privacy settings, click on the **Privacy page** as shown below, and then click the **Edit profile** button. These settings control who and what may be seen in member directories, forums and blog posts.

## My profile



- Set the permissions related to your personal information as shown below. The available permission settings are:

Anybody  
Members  
No access

- In this example, the Privacy is set to allow Anybody access to view the Email, and No access to the Date of birth.

Save Cancel

Profile Privacy **Email subscriptions** Donations

Show profile to others

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

	Anybody	Members	No access
<input checked="" type="checkbox"/> Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Membership level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Email	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avatar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Date of Birth (dd-mon-yyyy)	<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"/>
State	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Zip Code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Member Interests (check all that)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- After your changes are made, click the Save button. The **My profile** page reopens after the Save.

- To update your Subscription preferences, click on the **Email subscriptions** page as shown below, and then click the **Edit profile** button.

Home > My profile

## My profile

You have a bundle membership. Your bundle coordinator is Donald Streed

Edit profile My directory profile

Profile Privacy **Email subscriptions** My event registrations Invoices and payments Donations

Subscriptions

Subscribed ✓ Automatic event announcements Receive advance announcements about upcoming events

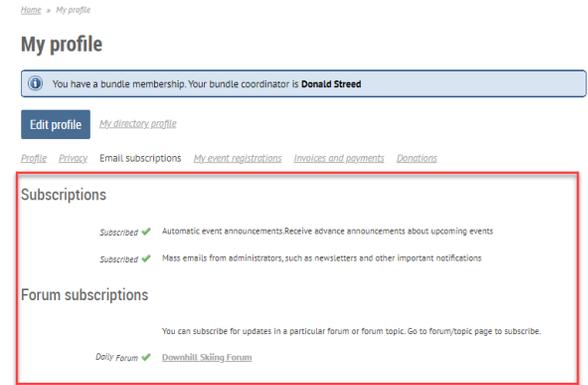
Subscribed ✓ Mass emails from administrators, such as newsletters and other important notifications

Forum subscriptions

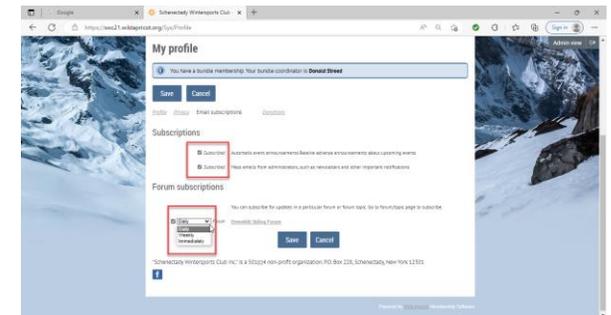
You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.

Daily Forum ✓ Downhill Skiing Forum

- In this example, there are two Subscription preferences and one Forum Subscription preference set. The first Subscription setting is related to Event announcements, the second Subscription is related to Newsletters and the final one related to a Downhill Skiing Forum.



- Uncheck the checkbox for Subscriptions you do not wish to receive. For Forum subscriptions, you can set the frequency of notifications to Daily, Weekly, Immediately, or uncheck the box to receive no forum notifications. See also HOW-TO Article #3 on Forums.



- After your changes are made, click the Save button. The **My profile** page reopens after the Save.

### Section 3: Password Resets

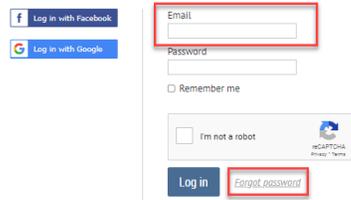
If you forget your password, and you have a valid EMAIL address in your profile, then you can request an automated Password reset.

1. Click the LOGIN link at the upper righthand area of the home page.
2. In the Login page, enter your valid EMAIL address, and click "Forgot Password". The system will send you an email to reset your password.

[Home](#) » [Login](#)

#### Please log in to continue

Please login to continue to the page you have requested.



The screenshot shows a login form with the following elements:

- Two social login buttons: "Log in with Facebook" and "Log in with Google".
- An "Email" input field, highlighted with a red box.
- A "Password" input field.
- A "Remember me" checkbox.
- A "I'm not a robot" checkbox with a reCAPTCHA logo.
- A "Log in" button.
- A "Forgot Password" link, highlighted with a red box.

3. If you want to Change your password, use the Change password link found at the upper righthand corner of the Home page.

