



# Editing your Member Profile

## Introducing your Wild Apricot Member Profile

The Wild Apricot Membership application holds information about you and your Club Membership in your Membership profile.

This information is available to you as a member and in some circumstances, it is available to other Club Members to view, such as through the Club Member Directory (subject to your privacy settings).

When you log in to Wild Apricot you can view and, if you choose, update this information. The information held in Wild Apricot falls into the following categories

1. **Your Club Member Profile.** These details include:
  - a. **Personal Details** e.g. Name, address, phone etc.
  - b. **Membership Details.** E.g. Vehicle, Driver Training etc, years of membership etc.
2. **Your Privacy Profile** shows what information is being displayed to other members
3. **Your email Subscriptions** shows which email communications from the Club you will be receiving.
4. **Your member Photo Albums.** You can upload photos which you can share with other members.
5. **Your Event Registrations.** Here you can view Trip and Training Events you have registered for.
6. **Your invoice and payment records** for anything you may have purchased from the club (e.g. membership, training, shop etc)
7. **Your Donations** If you have made a donation to the Club, we will show it here.

There are 3 components of your Member Profile that you can edit:

1. Your Club Member Profile (not all fields are editable)
2. Your Privacy Profile
3. Your Email Subscriptions

As a Bundle Owner of a bundle you can also view and edit the profile of bundle members within your bundle from your profile screen.

If you are editing your profile from your Smart Phone app you can only edit your Club Member Profile. See below for instructions.



# Editing your Member Profile

## Logging in to Wild Apricot

You can log in at [www.pajeroclub.com.au](http://www.pajeroclub.com.au).

## Logging in from your Wild Apricot site

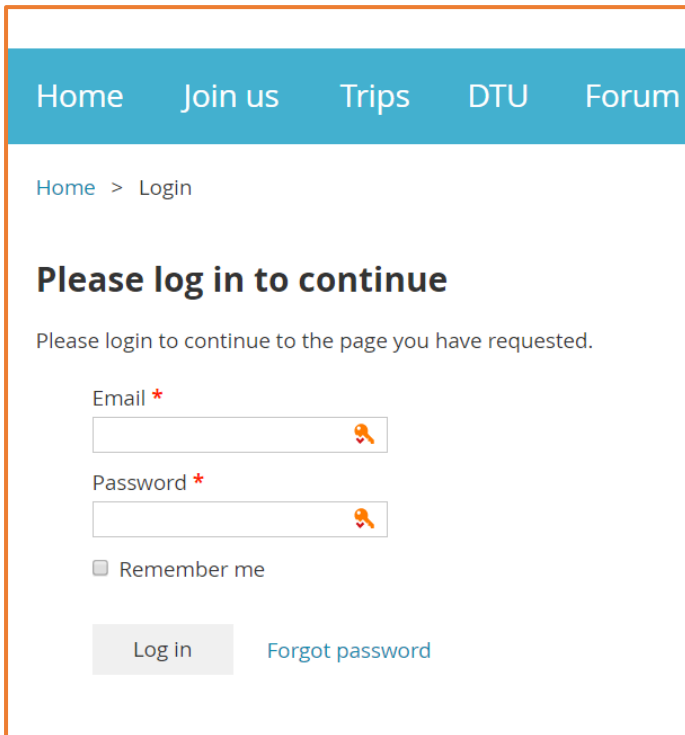


If you do not remember your Wild Apricot website address, check your email inbox for the password email that was sent to you. If you did not receive an email, check your email spam folder.

## Entering your login credentials

In the log in fields, you enter your Wild Apricot credentials – your primary email and password – then click the **Login** button.

If you do not remember your password, click the **Forgot password** link next to the **Login** button. On the page that appears, you can enter your email address to receive a reset password link via email.

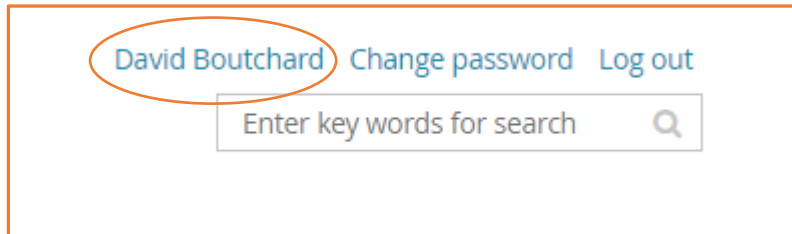




# Editing your Member Profile

## Navigate to your profile

Once you have logged in, navigate to your profile page by clicking on your name in the top part of your screen.



This will take you to your **My Profile** Screen which will show you your membership card and a read-only summary of your profile information.

### My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#)

## Membership details

Membership card

PAJERO 4WD CLUB OF VICTORIA

David Boutchard  
Member No: 1785  
Annual Membership

Membership Expires: 1 Jun 2020

[Image optimized for smartphones](#)  
[Printable PDF](#)

Membership level **Annual Membership - \$120.00 (AUD)**  
*Bundle (up to 2 members)*  
*Subscription period: 1 year, on: June 1st*  
*No automatically recurring payments*

Membership status **Active**



# Editing your Member Profile

## Editing your Member Profile

Edit your Member Profile by Following the following steps:

1. Click the **Edit profile** button
2. Proceed to review and edit the fields in your profile
3. Click **Save** when complete

While your Membership Number is editable, please **do not** edit or remove it.

### Bundle summary

Bundle limit 2

Used so far 2

Your members [Virginia Gilhooly](#)

User ID 53408075 This field is generated automatically and cannot be changed

First Name   
*For Annual memberships only spouse/partners are eligible to be added to the membership.*

Last Name

Preferred Name   
*Please enter your preferred first name*


Occupation

Club Membership Number   
*For new applications - Admin purposes only*  
*When adding Partner/Spouse to bundle - Insert existing membership Number*

Email   
*Email is requ*

Phone

Mobile

Avatar  [Remove / change](#)



# Editing your Member Profile

## Editing your Bundle Member's profile

If you wish to edit your bundle member's profile, navigate to your **My profile** screen. Scroll down until you can see the **Bundle Summary** section.

## Bundle summary

Bundle limit 2

Used so far 2

Your members [Virginia Gilhooly](#)

[Add member](#)

Click on the name of your bundle member. This will open the **My profile** screen of your bundle member.

## My profile

You are viewing a bundle member record.  
[Return to bundle list and your own profile](#)

[Edit profile](#) [My directory profile](#) [Archive](#)

[Profile](#) [Privacy](#) [Email subscriptions](#)

## Membership details

Membership card

PAJERO 4WD CLUB  
OF VICTORIA

Virginia Gilhooly  
Member No: 1785  
Annual Membership

Membership Expires: 1 Jun 2020

[Image optimized for smartphones](#)  
[Printable PDF](#)



# Editing your Member Profile

Click **Edit profile** to edit your bundle member's profile. Once you have completed editing, press **Return to bundle list and your own profile**.

## Editing your Privacy Profile

When you edit your privacy profile, you can control the following:

1. Whether you appear in the member directory
2. If you do appear in the member directly, what information you are willing to share with other members

To commence editing your privacy profile, navigate to your **My profile** screen and click on the **Edit profile** and then click on **Privacy**. You will be presented with the privacy profile screen.

**My profile**

Save Cancel

Profile Privacy **Privacy** Email subscriptions

Show profile to others

### Details to show

(in member directories, forum and blog posts)

	Anybody	Members	No access
Linked bundle members	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Photo album	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Send message form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Membership level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input checked="" type="radio"/>	<input 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"/>
Preferred Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Occupation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Club Membership Number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Phone	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**To remove yourself from the Member directory**, click on the checkbox **Show profile to others**. Once the box is un-checked, click on **Save**.

**To control what profile information is seen by others** you have a choice of 3 options. To change click the radio button for each item. You can choose:

1. **Anybody** This option will allow this data field to be seen by any person not logged in to the system, only if there is a web page on the Club's website that can be accessed by web site visitors who are not logged in. That is not currently the case. By default, no data items are set to **Anybody**.



## Editing your Member Profile

- 2. Members** This option will allow any Club Members logged into Wild Apricot to see this data field in the member directory or any other page on the Club website that may show member information to other logged in members
- 3. No Access** This option will hide this data field from all other people, whether they are logged into the Club's website or not.

**Please note:** Not all elements in this list are currently shown in the member directory. For information about what appears in the directory, please view the directory from the home page or from your Wild Apricot Member's app.

Also please note that you can block your bundle members from appearing in the directory if you or they wish. By default, all members will appear in the directory.

## Editing your Email Subscriptions

Your email subscriptions control two categories of emails sent from Wild Apricot. They are:

1. Automatic Event announcements
2. Mass emails from administrators (e.g. newsletters, or other club notifications)

Your email subscriptions will **NOT** control system generated emails such as:

- Membership initiation and renewals
- Financial emails such as invoices and receipts
- Other transaction related emails, including event registration confirmations, shop purchase confirmations

To edit your email subscriptions, navigate to your **My profile** page, click the **Edit profile** button and select **Email Subscriptions**.

Click on whichever of the two subscription options you wish to control and click **Save**.



# Editing your Member Profile

## My profile

[Save](#) [Cancel](#)

[Profile](#) [Privacy](#) [Email subscriptions](#)

### 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.~~

The club has no active forums operating in Wild Apricot so there will not be any forums to un-subscribe from.

If you as a Bundle Owner wish to completely unsubscribe a bundle member from receiving any emails, you may do so by contacting the Membership Secretary.

It is not recommended to unsubscribe Bundle Owners as you will not receive important club communications.

## Edit your Profile from your Smart Phone

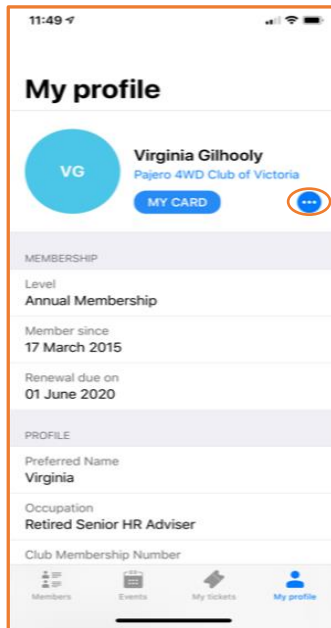
When you log in to your Wild Apricot Members app you are immediately directed to your Club Member profile.



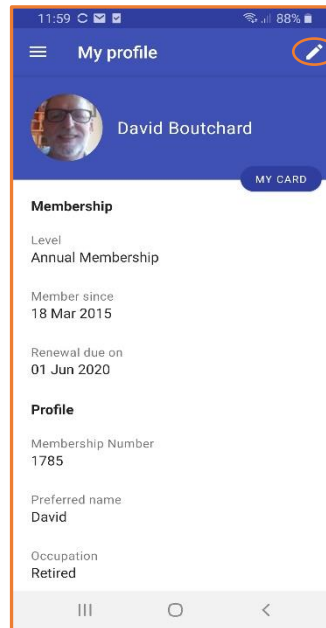


# Editing your Member Profile

## IOS App



## Android App




On your app profile screen there is a link to update your profile on each app.

- On the OIS app, click the 3 dots and choose **edit profile**. The screen will open in edit mode.
- On the Android app, click the **pencil**. The screen will open in edit mode.

Once you have completed your edits, click **save**.

If you need to edit the other elements of your profile, you will need to log into the Pajero Club web site and edit them from there.

It is possible to access the web site from your smart phone app. To do so,

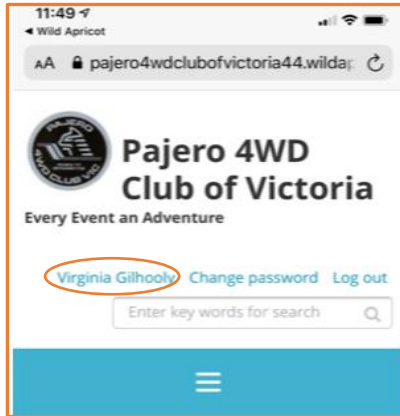
1. **On your Android app**, click on the 3 horizontal bars from your profile screen. From there you can access the Pajero Club Home page by clicking on the  symbol at the top right corner of your screen.



# Editing your Member Profile

2. On your IOS app, click on the Pajero 4WD Club of Victoria link from your profile screen

## IOS app



## Android app

