## Using the Society of Wild Weasels Web Site

#### Background

We are implementing a Society of Wild Weasels (SOWW) Web Site <u>www.wildweasels.org</u> that is designed to allow members to have one place to go to find the latest information on the Society of Wild Weasels. Public visitors can view the pages that we have made visible to everyone, including event registration and membership application forms. Members can view member-only pages and access online self-service functions such as updating their own membership profile, checking membership status, connecting with other members, and paying invoices online. Our plan is to grow the site over time using additional site capabilities and members' feedback.

#### Logging In to the Members-Only Pages

You will receive an email with login information and password that looks like the following:

Dear William Harvey, Here is login information for Society of Wild Weasels. Email: <u>billyharvey@gmail.com</u> Password: XHPQUdLd Log in at <u>www.wildweasels.org</u> with email and password above.

#### Changing Your Password

Once you have logged on, you will get a view like the one below. Next to your name there is an active link labeled "Change Password".



# Welcome to your Wild Weasel website

Click that link once and you will be directed to the Change Password screen. Ensure that you save your new password and use it to log in the next time you access the site.

## Updating Your Profile

When on the screen shown above, click on your name that is next to the "Change" Password link. This will bring you to your profile screen. From here you can click on "Edit profile" to update your personal information. After saving your profile changes, you can view your profile that will be displayed to other SOWW members by clicking on "My directory profile."

Note that your Membership details contains a "Member since" field that shows the date we entered your information into the system database. This is not intended to be the date you entered the Society since we do not have that information available. If you would like us to enter the date you entered the Society, please provide the information to us at <u>Membership@wildweasels.org</u>.



### **Privacy Settings**

From your profile page, you can review and update the privacy settings for your profile by clicking on the "Privacy" tab. You control how much or how little you want others to see in your profile. We have set the defaults to show information only to members who are logged into the membership site. The page shown below is an example of what you might see for your privacy settings. Click "Edit profile" if you want to make changes to your privacy settings.

#### Edit profile

My directory profile

Profile Privacy Email subscriptions Member photo albums Invoices and payments

Show profile to others

(in men	ber directories, forum and blog post	5)	
	Anybody	Members	No access
Photo album			
Send message form	٨		
Membership level			
User ID			×
First		<b>82</b>	
Last		83	
MI		22	
Ext		83	
Nickname		83	
Address		83	
City		83	
State		22	
ZIP		23	
Status		22	
Status Date			×

#### **Email Subscriptions**

By clicking on the "Email Subscriptions" tab, you can select the way the system handles your email using the screen displayed below. Check or un-check each item depending on how you want to receive notifications or announcements for other important events. Our goal is for the Board to use the Manual Email blasts to distribute newsletters and important information. We are currently not using Forum subscriptions.

#### My profile

E	Edit profile My directory profile				
Profile	Privacy	Email subscriptio	ons Member photo albums Invoices and payments		
			Event announcements		
		Subscribed 🖋	Automatic event announcements.Receive advance announcements about upcoming events		
			Manual email blasts		
		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.

Members can also post a picture of themselves and review dues payments and other invoices.

#### Directory

By selecting "Directory" you can see a list of all the active SOWW members. We will be posting a list of deceased members and inactive or missing members soon. Using the search capability, you can find individual or groups of members. You can also email selected members using the built in function.

