

Managing your profile

Edit your details and privacy settings easily

1. Visit www.bpw.com.au

Enter your email address (*as previously registered with BPW Australia*) at the top of the Home Page. All Passwords have been reset for the new website. As a first time user, you will need to click on 'Forgot Password' and your new personal password will be emailed to you. Check your emails and then revisit our website and enter your new password.



2. After Login

Once you have entered your email address and new password to login, your name will appear in the login area. You have options to **View Profile**, **Change Password** or **Log Out**. We recommend that you change your password to something memorable as soon as possible to make future logins easy. To review your current profile details and make changes, click on **View Profile**.



3. Updating your profile

After selecting **View Profile**, you can review your current information. Scroll down to view all of the information previously advised to BPW Australia. Choose **Edit Profile** and update your details. You can add your profile picture. When complete, **Save** your changes by selecting the button at the bottom of the page or go to the next tab to make changes to your **Privacy** or **Email Subscriptions**. From this page, in the future, you will also be able to review your invoices and payments for membership and events.

The screenshot shows the BPW Australia member profile page. At the top, there is a navigation menu with links: HOME, ABOUT BPW, WHAT WE DO, CLUBS, EVENTS, DIRECTORY, NEWS, and MEMBER RESOURCES. Below the menu, the user's name 'Alice Paull' is displayed along with links for 'View profile', 'Change password', and 'Log out'. The main heading is 'My profile', followed by an 'Edit profile' button. Below this are tabs for 'Profile', 'Privacy', 'Email subscriptions', and 'Invoices and payments'. A blue bar highlights the 'Membership details' section, which contains the following information:

Membership level	Life - Free <small>Subscription period: Unlimited</small>
Membership status	Active
Member since	30 Apr 2015
Renewal due on	01 Jul 2015

Below the membership details, there is another 'My profile' heading with tabs for 'Profile', 'Privacy', and 'Email subscriptions'. A legend indicates that fields with an asterisk are mandatory. The profile form includes the following fields:

- User ID: 28218410 (This field is generated automatically and cannot be changed)
- Title: Ms
- First name: Alice
- Last name: Paull
- Company: (empty)
- e-Mail: bpwwa@bpw.com.au
- Phone (Work): 02 6311 1111
- Mobile: 0411 111 111

4. Sharing your profile

If you make no changes to your privacy settings, your details will not display anywhere and only be accessible by BPW Australia administration services. Making changes to your privacy settings can make your details visible to **Anyone** or to **Members Only**.

Step 1. Select '**Show profile to others**'

Step 2. Decide which details you want to be visible and which kept private. Make your desired changes line by line. You have choices throughout the list including the option to display your business details, logo and short descriptive text in the Member Directory.

Step 3. When you have finished, select **Save** to keep your new profile privacy settings.

Alice Paull [View profile](#) [Change password](#) [Log out](#)

My profile

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

Show profile to others

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

	Anybody	Members	No access
<input type="checkbox"/> Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Membership level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Member Directory Settings

If you have selected 'Show Profile to others' then your profile selections will be displayed in the Member Directory. If you selected 'Anyone' can view then the public will see your profile. If you selected 'Members' only, then members will be able to see your profile.

Alice Paull

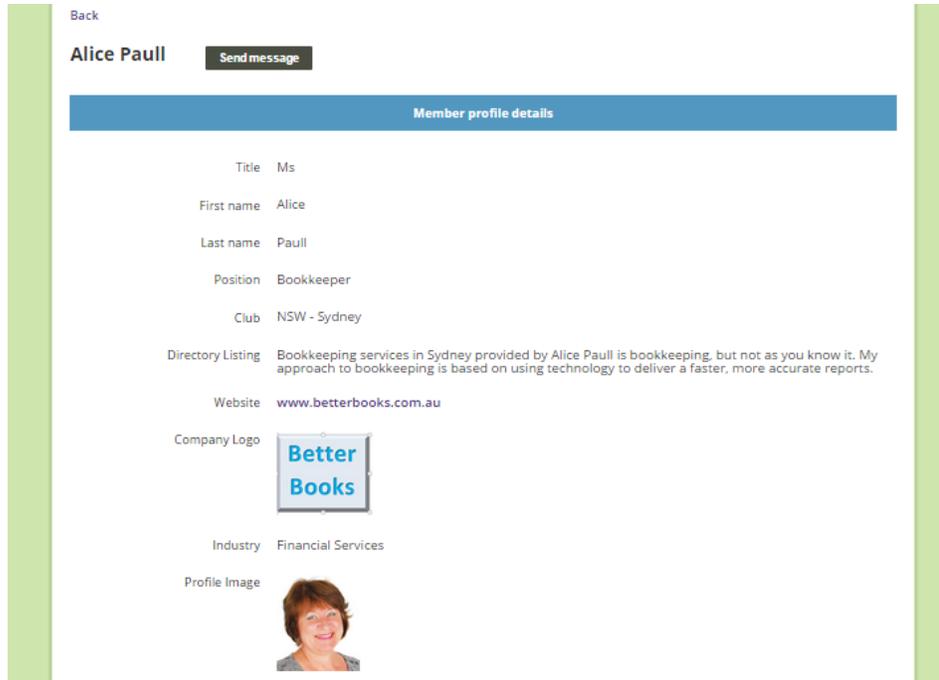
Better Books

www.betterbooks.com.au

Bookkeeping services in Sydney provided by Alice Paull is bookkeeping, but not as you know it. My approach to bookkeeping is based on using technology to deliver a faster, more accurate reports.

Irene Ross

Your choices from Privacy settings will be displayed when your name is selected from the Member Directory list. If you do not own a business, you can choose to share your Special Interests, Position, Employer etc.



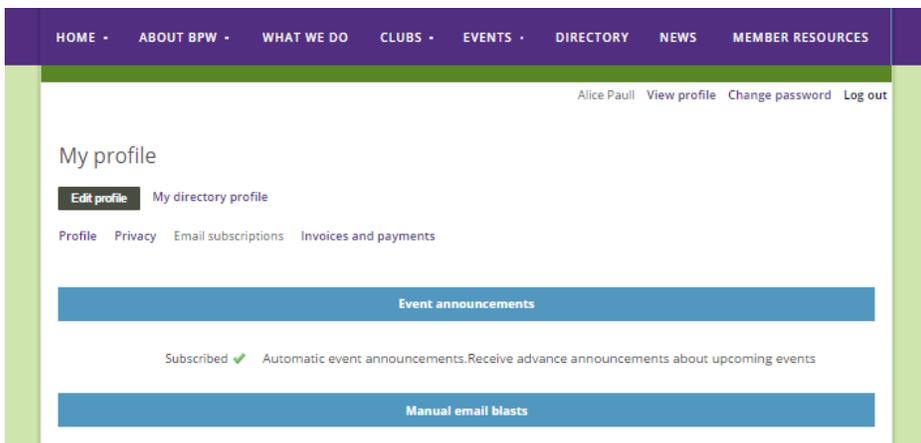
The screenshot shows a member profile for Alice Paull. At the top left is a 'Back' link. The name 'Alice Paull' is displayed next to a 'Send message' button. Below this is a blue header bar labeled 'Member profile details'. The profile information is as follows:

- Title: Ms
- First name: Alice
- Last name: Paull
- Position: Bookkeeper
- Club: NSW - Sydney
- Directory Listing: Bookkeeping services in Sydney provided by Alice Paull is bookkeeping, but not as you know it. My approach to bookkeeping is based on using technology to deliver a faster, more accurate reports.
- Website: www.betterbooks.com.au
- Company Logo: 
- Industry: Financial Services
- Profile Image: 

6. Other profile settings

You can also review and update your Email Subscriptions under My Profile.

We recommend that you leave your Email Settings as shown to ensure that you receive BPW Australia newsletters and invitations to your own club events.



The screenshot shows the 'My profile' settings page. At the top is a navigation menu with links: HOME, ABOUT BPW, WHAT WE DO, CLUBS, EVENTS, DIRECTORY, NEWS, MEMBER RESOURCES. Below the menu, the user's name 'Alice Paull' is shown with links for 'View profile', 'Change password', and 'Log out'. The main heading is 'My profile', followed by an 'Edit profile' button and the text 'My directory profile'. Below this are four tabs: 'Profile', 'Privacy', 'Email subscriptions', and 'Invoices and payments'. The 'Email subscriptions' tab is active, showing two sections:

- Event announcements**: Subscribed  Automatic event announcements. Receive advance announcements about upcoming events
- Manual email blasts**

7. Future updates

You will always have access to review, update and make changes to your personal profile at any time, including switching on and off your own privacy settings to control your inclusion or exclusion in the online Member Directory.

BPW Australia takes your privacy seriously and no details will be made visible by administration services or any other member. You control your Privacy settings.

Problems

If you have issues with managing your profile, please email webmistress@bpw.com.au
