

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 image shows two screenshots of the BPW Australia member profile page. The top screenshot displays the 'My profile' page with a navigation menu at the top: HOME, ABOUT BPW, WHAT WE DO, CLUBS, EVENTS, DIRECTORY, NEWS, and MEMBER RESOURCES. The user's name 'Alice Paull' is visible, along with links for 'View profile', 'Change password', and 'Log out'. Below the 'My profile' heading is an 'Edit profile' button and a tabbed interface with 'Profile', 'Privacy', 'Email subscriptions', and 'Invoices and payments'. The 'Membership details' section shows: Membership level: Life - Free (Subscription period: Unlimited), Membership status: Active, Member since: 30 Apr 2015, and Renewal due on: 01 Jul 2015. The bottom screenshot shows the 'Edit profile' form with a 'Mandatory fields' indicator. The form includes a User ID (28218410) and the following fields: Title (Ms), First name (Alice), Last name (Paull), Company, e-Mail (bpwwa@bpw.com.au), Phone (Work) (02 6311 1111), and Mobile (0411 111 111).

HOME • ABOUT BPW • WHAT WE DO CLUBS • EVENTS • DIRECTORY NEWS MEMBER RESOURCES

Alice Paull View profile Change password Log out

My profile

Edit profile

Profile Privacy Email subscriptions Invoices and payments

Membership details

Membership level **Life - Free**
Subscription period: Unlimited

Membership status **Active**

Member since 30 Apr 2015

Renewal due on 01 Jul 2015

My profile

Profile Privacy Email subscriptions

* Mandatory fields

User ID 28218410 This field is generated automatically and cannot be changed

Title

First name

Last name

Company

e-Mail

Phone (Work)

Mobile

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 with a 'Send message' button. Below this is a blue header 'Member profile details'. The profile information includes: 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 (Better Books), Industry (Financial Services), and Profile Image (a photo of Alice Paull).

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 bar with links: HOME, ABOUT BPW, WHAT WE DO, CLUBS, EVENTS, DIRECTORY, NEWS, MEMBER RESOURCES. Below the navigation bar, 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. It contains two sections: 'Event announcements' with a 'Subscribed' status and a green checkmark, and '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
