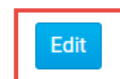


How do I edit my profile? (District)

Your profile reflects your public face in the club and district. You can control the details that appear in the directory by editing your profile.

1. Go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To change your profile, click on **For Members**.
4. Next, click on **Edit my Profile**.
5. You are now on the **Member Profile** screen. This screen contains your personal information, which may be shared with fellow members of your club. To add or update the information that appears click on the **Edit** button just above your personal information.



Member Details

Title		Gender	Female
First Name	Kathy	Date of Birth	Aug 11 1981
Middle Name		Anniversary	Feb 05 2009
Last Name	Arnold	Spouse/Partner First Name	James
Nickname		Spouse/Partner Last Name	
Suffix		Spouse/Partner Nick Name	Jim
Preferred Address	Home	Spouse/Partner Date of Birth	Jan 11 1982
Preferred Phone	Home	Dues & Billing Preferred Email	Primary Email
Email	karnold@example.com	Alternate Email	

6. You can now enter your personal data into the fields listed, or edit existing information.

Note: Fields marked in red are mandatory. If you try to click Save when a mandatory field is blank, you will receive an error message.

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

Fields marked in red are required.

Member Details

Title	<input type="text"/>	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
First Name	<input type="text" value="Kathy"/>	Date of Birth	<input type="text" value="Aug 11 1981"/>
Middle Name	<input type="text"/>	Anniversary	<input type="text" value="Feb 05 2009"/>
Last Name	<input type="text" value="Arnold"/>	Spouse/Partner First Name	<input type="text" value="James"/>
Nickname	<input type="text"/>	Spouse/Partner Last Name	<input type="text"/>
Suffix	<input type="text"/>	Spouse/Partner Nick Name	<input type="text" value="Jim"/>
Preferred Address	<input checked="" type="radio"/> Home <input type="radio"/> Work	Spouse/Partner Date of Birth	<input type="text" value="Jan 11 1982"/>
Preferred Phone	<input type="radio"/> Business <input checked="" type="radio"/> Home <input type="radio"/> Cell	Dues & Billing Preferred Email	<input checked="" type="radio"/> Primary Email <input type="radio"/> Alternate Email
Email	<input type="text" value="karnold@example.com"/>	Alternate Email	<input type="text"/>

*All emails will only be sent to the primary email address

Birthday and anniversary years can only be viewed by Club Executive level or higher.

7. When you are finished editing your profile, click **Save**. There are Save buttons at the top and bottom of the Member Profile screen. Click **Cancel** if you do not wish to save your changes.

Note: If you click Cancel, any new information you have entered will not saved.