

Quick Tip #9

Manage Personal Profile and Organization Options:

To manage your Personal Profile information:

- Go to *"My Account – My Account Settings – Update Personal Profile and Organization Options"*

The top part of the form is your **Personal Profile** information. Here you can:

- Add, edit, remove the information in the listed fields.
- You must have a First and Last Name in your profile, do not change this
- The remainder is optional:
 - o You can add, remove, edit as you wish

Note: the website privacy settings are default not to share your contact information with members, including email addresses. However, Membership Managers and Administrators can see it.

To manage your Organization Options:

- Go to *"My Account – My Account Settings – Update Personal Profile and Organization Options"*

The bottom part of the form, under Personal Profile, is your **Organization Options**:

- *"Images"* – allows your images to be submitted to an organization above the club, such as CAPA, PSA. These 'parent' organizations must use the Visual Pursuits website system as well. The club does not currently have a 'parent' organization to which this applies. Just in case this changes, it is recommended to leave this as set.
- *"Privacy"*:
 - o Leave *"Allow organization administrators to update your personal information"* checked
 - o *"Allow other members to view my contact information"* is unchecked by default. You can allow all members (must be logged in –no Public) to see your contact information in the *"Members"* menu item. Your choice, however, note: Membership Managers and Administrators can always view your contact information
- *"Organization Email"* – *"Allow member or guest group e-mail to be sent to me"* is **ON** by default. Members cannot send email using the website email system, except if they have Website Roles, such as Event Manager, Membership Manager, etc. This keeps

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your email address from being shown in website emails (except if you are the originator and a Reply is made to the email). Reply to All is locked.

NOTE: The club's official method of communication is via email. If you "*opt-out*" of Organization Email you will not receive official, or informative, club correspondence. This includes calls for General and Special meetings, votes etc. These notices are deemed delivered once they are sent from the club so the onus is on the member to ensure they can receive them at their end.

- "*Image Security*" – it is strongly suggested you leave these setting as they are otherwise your full size and/or thumbnail images may not be seen by the Public (viewers not logged in) or anyone but yourself. These setting apply to ALL your images.
 - o The only exception is the Watermark setting (see Quick Tip #8) – your choice