



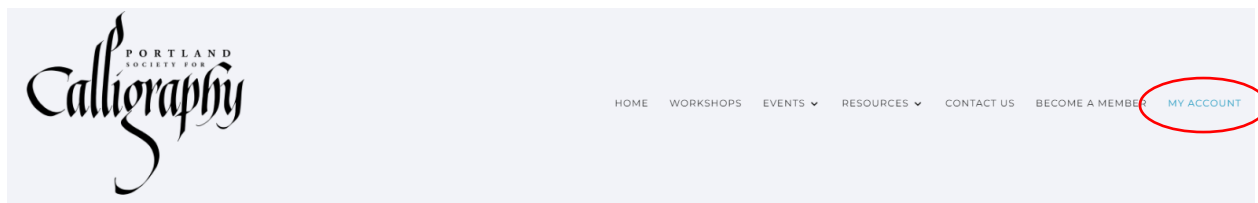
## NEW WEBSITE FREQUENTLY ASKED QUESTIONS

### HOW DO I CREATE A NEW ACCOUNT?

If you are an existing member, you should receive an email with instructions on how to request a password and create your account.

To edit your directory profile, renew your membership, or otherwise manage your account with us, please:

1. Go to the website and click on the *My Account* page
2. Click on the Request Password option
3. Enter your email address.
4. Hit the Request Password button.
5. Check your email for the password message and follow the instructions in that email. If you don't see the message, check your spam folder.



Sign In  
with your email and password.

Request Password  
We will email you a new password so you can access your account.

Email

### I WOULD LIKE TO CREATE AN ACCOUNT BUT HAVE NOT RECEIVED AN EMAIL INVITATION

If you are new and would like to become a member, please follow the [Become a Member](#) link and fill out the form to join!

### HOW DO I CREATE A PASSWORD?

It's important for existing members to be able to log in to edit their profile and make renewal payments. To create a password:

1. Go to member manage/manage account page
2. Click on the Request Password option
3. Enter your email address
4. Hit the Request Password button



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Check your email for the password message and follow the instructions in that email. If you do not see the message, check your spam folder.

Members can edit their password once they log in. Note that by default, new members who sign up online will receive their password in their welcome email.

### I FORGOT MY PASSWORD. HOW DO I RECOVER IT?

To reset your password:

1. Go to member manage/manage account page
2. Click on the Request Password option
3. Enter your email address
4. Hit the Request Password button

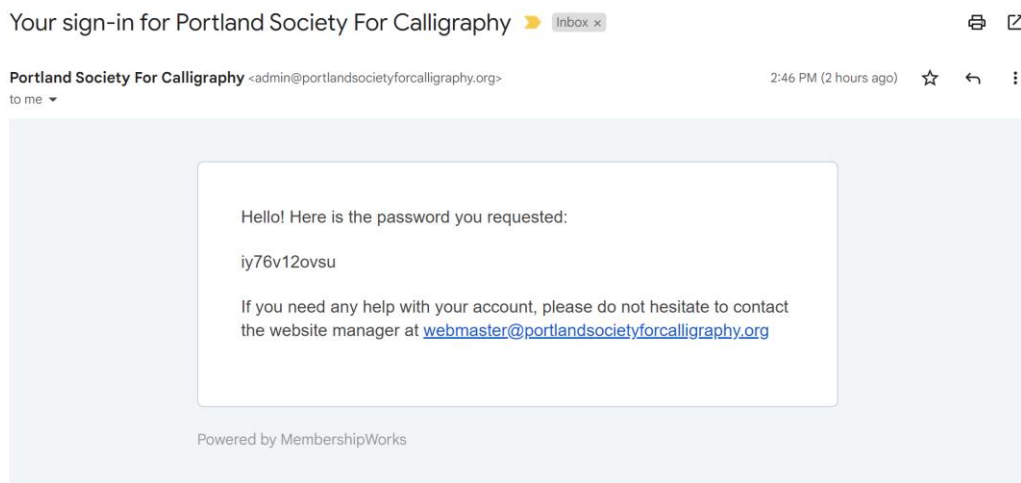
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Members can edit their password once they log in.

Sign In  
with your email and password.

Request Password  
We will email you a new password so you can access your account.

Email  Required





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### I HAVE CREATED A NEW ACCOUNT BUT CANNOT ACCESS THE *MEMBERS ONLY* PAGE

The *Members Only* page may not be accessible if your dues have expired. To update your membership payment:

1. Go to *My Account*
2. View the *Profile* tab

Under your basic information there is an option for membership selection and payment. Once payment has been received you should regain full access to the site.

### HOW DO I RENEW MY MEMBERSHIP?

If you would like to edit your directory profile, renew your membership, or otherwise manage your account with us, please:

1. Go to the member sign in & manage account page
2. Click on the Request Password option
3. Enter your email address.
4. Hit the Request Password button.
5. Check your email for the password message and follow the instructions in that email. If you don't see the message, check your spam folder.

If you run into trouble or have questions, contact [Membership@portlandsocietyforcalligraphy.org](mailto:Membership@portlandsocietyforcalligraphy.org)

### HOW LONG DOES MY MEMBERSHIP LAST?

Your membership will remain active between September 1st and August 31st until renewal.

Please consult the website to find out when our monthly meetings, workshops and exhibits are. We will also keep you posted on special new member events as they are planned. Keep a look out for our newsletters and email updates.

### WHAT IS THE DEFAULT PRIVACY SETTING? WHO CAN SEE MY INFORMATION IN THE DIRECTORY?

All information that you provide in the *About* tab is shown in the directory. To customize what is listed in the directory, as well as opt out of being listed, go to:

1. *My Account*
2. *Profile* tab
3. Select the option that best fits your preferences



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About Profile History Sign Out

- Do not list in directory
- Do not show street address in profile
- Do not show phone number
- Privacy: Do not show mobile number
- Privacy: Do not allow messaging

Please note, only members who have logged into their accounts have access to the directory.