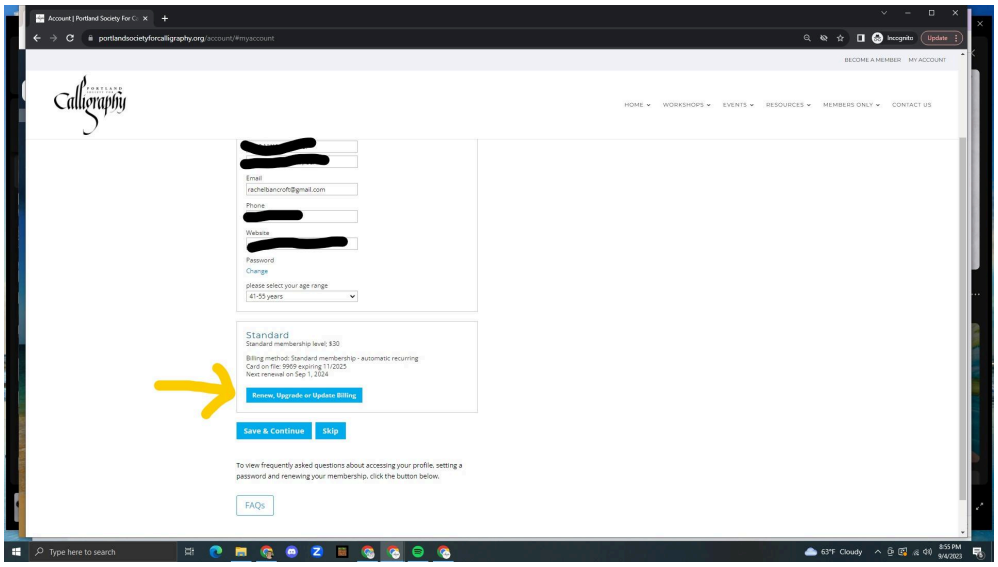
MEMBERSHIP ACCOUNT
FREQUENTLY ASKED QUESTIONS

How do I renew my membership?

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

1. Click on **MY ACCOUNT** at the top right corner of the website.
2. Sign in to your account.
3. Click on the blue box named "**Renew, Upgrade, or Update Billing**", located below your contact information.
4. Follow the instructions to renew.
5. After you make your renewal payment, go back to your account page.
6. Click on the **PROFILE** tab to update your profile with your photo or social media links.
7. Click on the **VOLUNTEER** tab to update your volunteer preferences.
8. Click on the **PRIVACY** tab to update your privacy preferences, and to verify that you have read the Privacy Policy and Terms of Use. **required**
9. Select your permission preference about using photos of you on our website or promotional materials. **required**
10. Click **Save** at the bottom of each tab when you make changes.



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How long does my membership last?

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

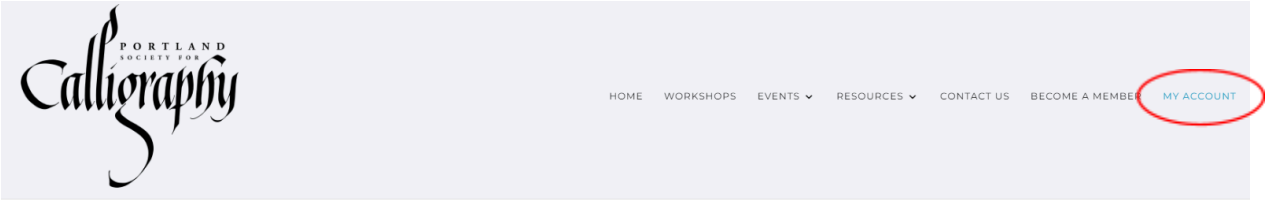
If you run into trouble with your renewal or have questions, contact Membership@portlandsocietyforcalligraphy.org

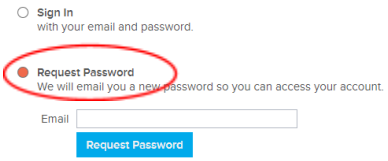
I forgot my password. How do I get a new one?

To reset your password:

1. Click on **MY ACCOUNT** at the top right corner of the website.
2. Click on the **Request Password** option
3. Enter your email address
4. Click the blue **Request Password** button
5. 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 with the emailed password.





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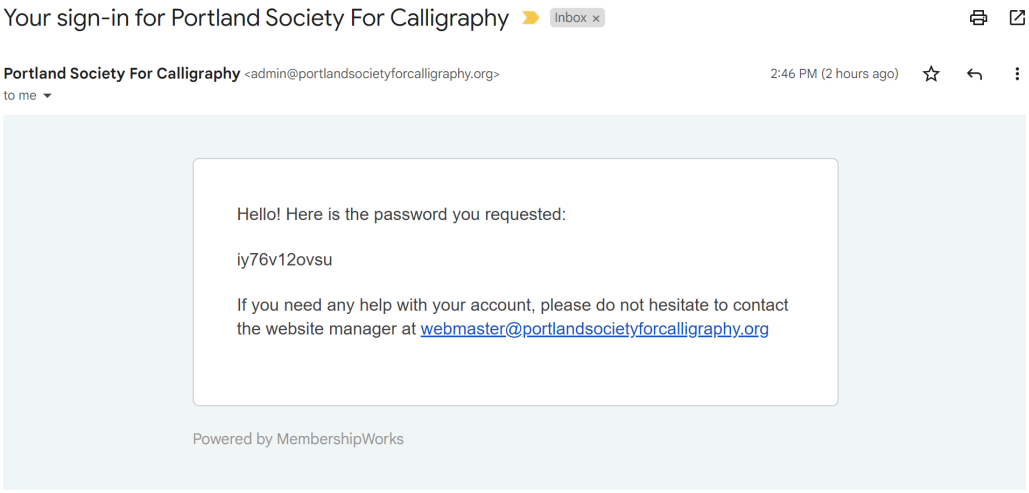

How do I update my privacy preferences? Who can see my information in the directory?

1. Click on the **PRIVACY** tab on your account page.

There are three sections pertaining to privacy preferences:

- Privacy Settings in the Member Directories
- Privacy Policy & Terms of Use
- Photo Permissions

2. Click on each tab to select and save your preferences. Make sure to click on **Save & Continue** after you make changes in each tab.

We require that member to:

- *Review and agree to our Privacy Policy and Terms of Use.*
- *Select your permission preference about using photos of you on our website or promotional materials.*

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