

HOW TO EDIT YOUR PERSONAL PROFILE

Pittsburgh Ski Club is committed to protecting your online privacy and securing your PII (personally Identifiable Information). Information that we collect about you and what we use it for is detailed in our online [privacy policy](#). **Pittsburgh Ski Club will never sell or share your information with any third-party organization.**

You have the ability to change, delete or correct much of your personal information using a tool that is available to you after you log into the website. Below is a short tutorial on how to use that tool. Proceed as follows:

1. First, find the Member Login box in the left column of the webpage. Log into the website with your registered credentials as shown in Figure 1 to the right. You will have to fill in your current membership number, your registered Username and your registered password. Then click the login button. Keep in mind that your Username and your Password are both case sensitive.

If you have not previously created a website login, click on the “Register” link at the bottom of the Member Login box and follow the instructions.

If you have a website login but can’t remember your password, click the “Lost Password” link and follow the instructions to reset your password.

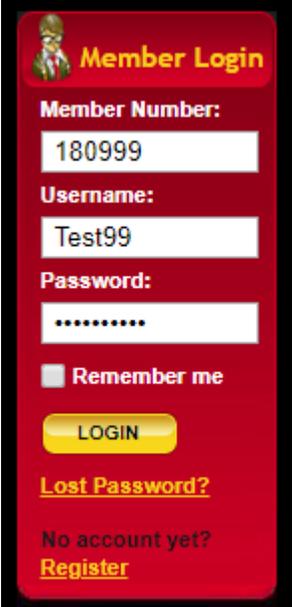
A screenshot of a red-themed login form. At the top left is a small icon of a person wearing a ski helmet. To the right of the icon is the text "Member Login" in yellow. Below this are three input fields: "Member Number:" with the value "180999", "Username:" with the value "Test99", and "Password:" with a masked password ".....". Below the password field is a checkbox labeled "Remember me" which is unchecked. A yellow button with the text "LOGIN" is positioned below the checkbox. At the bottom of the form are two links: "Lost Password?" and "No account yet? Register".

Figure 1

2. Once you successfully log in, the Membership Login box will change to a welcome box as shown in Figure 2 to the right. At this point you have two choices. You can click on the “My Profile View/Change” link at the bottom of the “Welcome” box; or you can proceed to step 3 below.

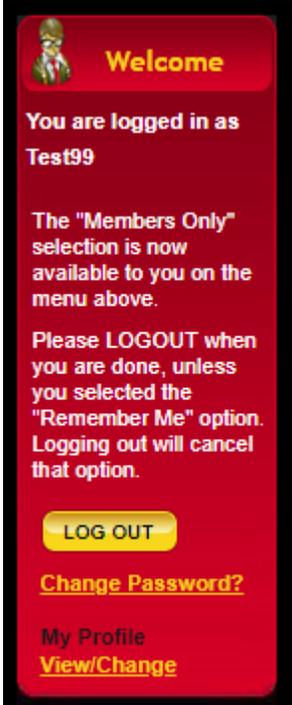
A screenshot of a red-themed welcome page. At the top left is the same person icon as in Figure 1. To the right is the text "Welcome" in yellow. Below this is the text "You are logged in as Test99". A paragraph of text follows: "The 'Members Only' selection is now available to you on the menu above." Below this is another paragraph: "Please LOGOUT when you are done, unless you selected the 'Remember Me' option. Logging out will cancel that option." A yellow button with the text "LOG OUT" is positioned below the second paragraph. At the bottom of the page are two links: "Change Password?" and "My Profile View/Change".

Figure 2

3. As an alternative, you can hover over the new red “Members Only” menu item, then click on the “My Profile” submenu item. Refer to Figure 3 to the right.



Figure 3

4. The “My Profile” page will come up (refer to Figure 4 below) and display 15 fields of information as follows:

Note: Only information for your record is displayed.

- a. Member No. (assigned by PSC and cannot be changed).
- b. First Name
- c. Last Name
- d. Street Address
- e. City
- f. State
- g. Zip
- h. Zip+4
- i. Home Phone
- j. Work Phone
- k. Cell Phone
- l. Email Address
- m. Directory Listing [YES (checked) OR NO (unchecked)]
- n. Email Newsletter [YES (checked) OR NO (unchecked)]
- o. US Mail Newsletter [YES (checked) OR NO (unchecked)]

There is other information in the database; all of which is used for internal operations

To change the information in a field, double click the field or single click the field and press the “F2” key. The field will go into edit mode. Change the information in the field or use the “Backspace” and/or “Delete” key(s) to remove the information. Then press the “Enter” key to confirm the changes.

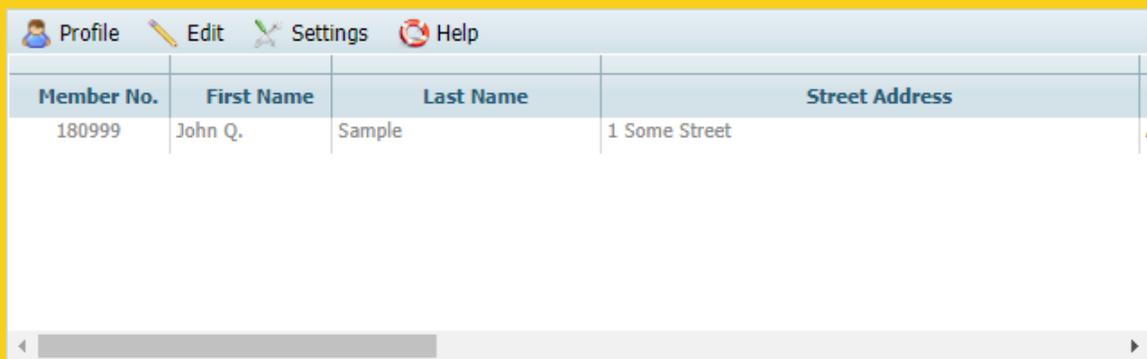
MY PROFILE

This profile listing contains your information that we store for the current membership year.

This data grid looks and operates very similar to Excel®. It can be used to make changes to your information for the following reasons:

- Your name, address or other information is misspelled or otherwise incorrect.
- You were married and changed your last name.
- You moved and changed you address.
- You changed one or more of your telephone numbers.
- You changed your email address or would now like to provide one to receive newsletters electronically.
- Grant or revoke permission to list your name, address, phone numbers and email address in the membership directory.
- Start or stop receiving the newsletter via email (you must have provided an email address).
- Request the newsletter via US Mail (\$10 cost for printing and mailing).

Your membership number is assigned by the Membership Committee and cannot be edited. All other fields can be changed.



Member No.	First Name	Last Name	Street Address
180999	John Q.	Sample	1 Some Street

Figure 4

5. If you make changes to any of the fields, the entire record will change to BOLD type to show that changes are pending. To save your changes to the database, hover your mouse over the "Profile" menu item then click on the "Save Changes" selection in the dropdown submenu. Refer to Figure 5 below.

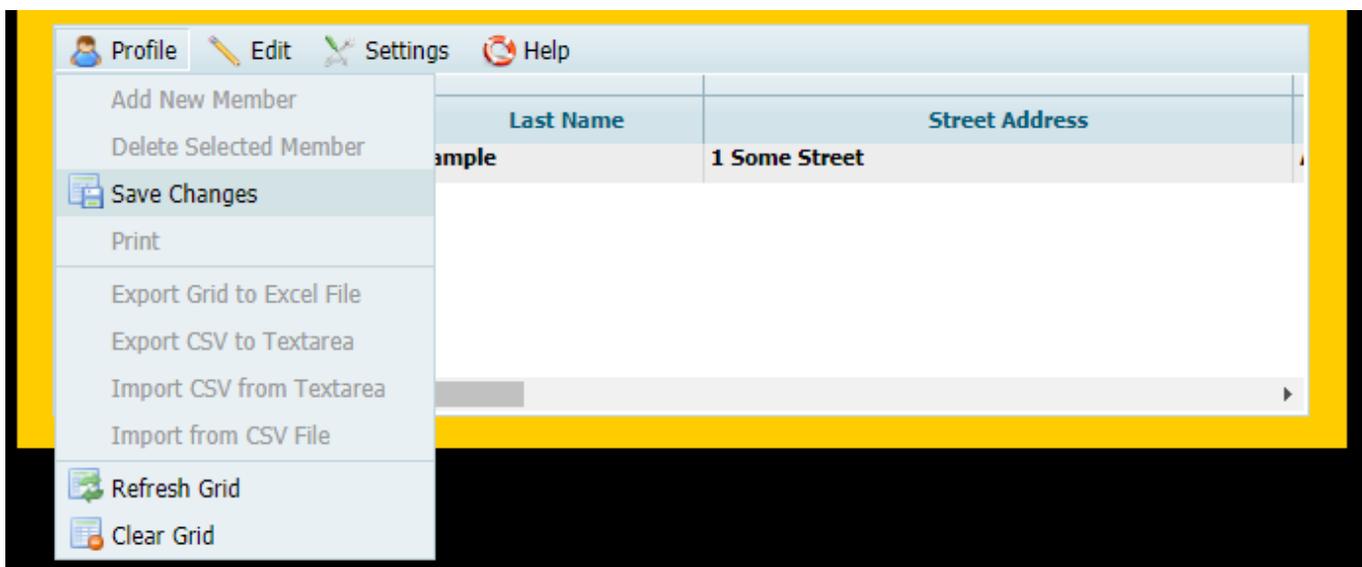


Figure 5

6. If the information you entered is in the correct format and the database update succeeds, a popup will tell you that the change was saved in the database successfully.
See Figure 6 to the right.



Figure 6

7. If you hover your mouse over the "Help" menu item then click on the "How To..." selection in the dropdown submenu, a popup will show you how to do the most common operations. See Figure 7 to the right.

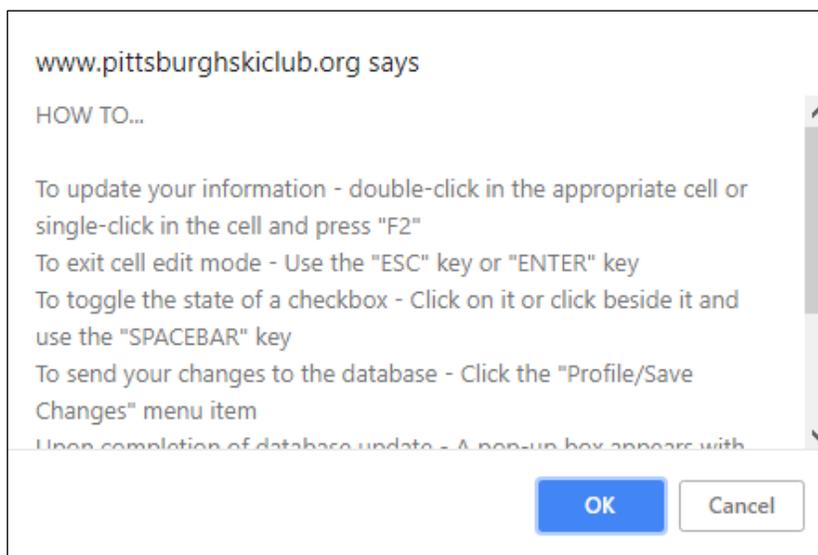


Figure 7

Note 1: If you remove your email address from the database, you will no longer receive any of the following communications from the Club:

- Eblasts about upcoming and new events.
- Your membership card by email
- Our monthly newsletter (PSC News) by email

Note 2: If you uncheck the "Directory Listing" checkbox, your name, address, phone numbers and email address will not appear in the public version of our online membership directory (only available to current members). However, your information will always be available to committee heads and the Board of Directors to facilitate internal operations.