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.
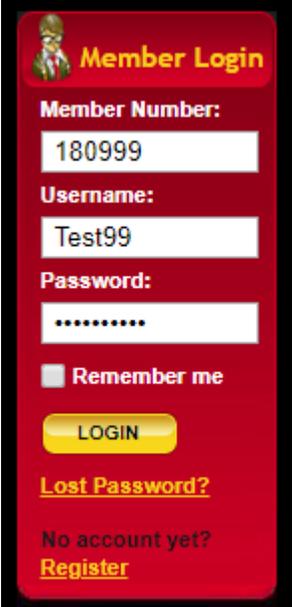

Figure 1

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.
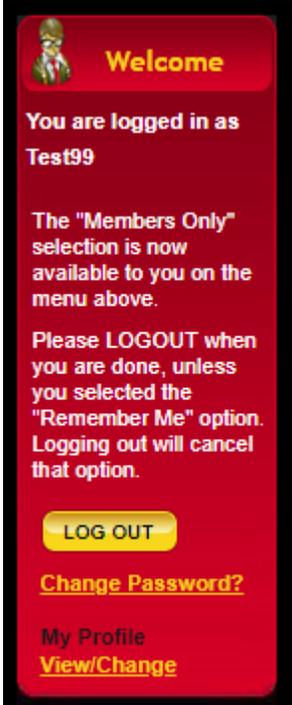

Figure 2

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.
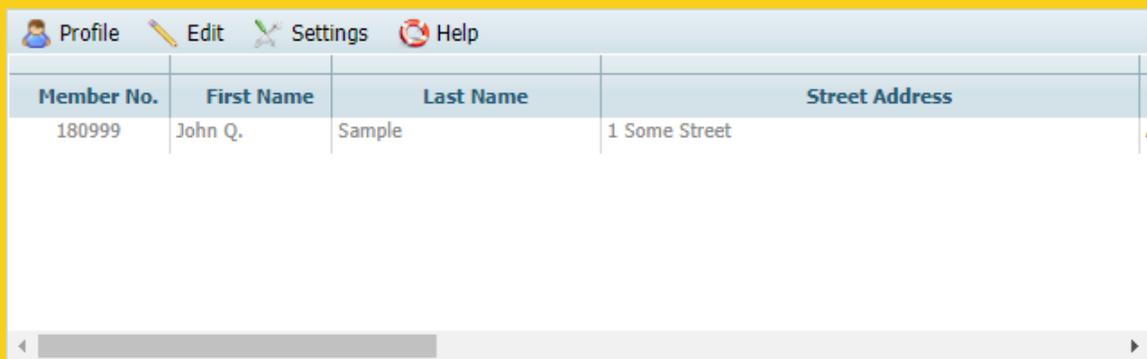
Figure 4

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.
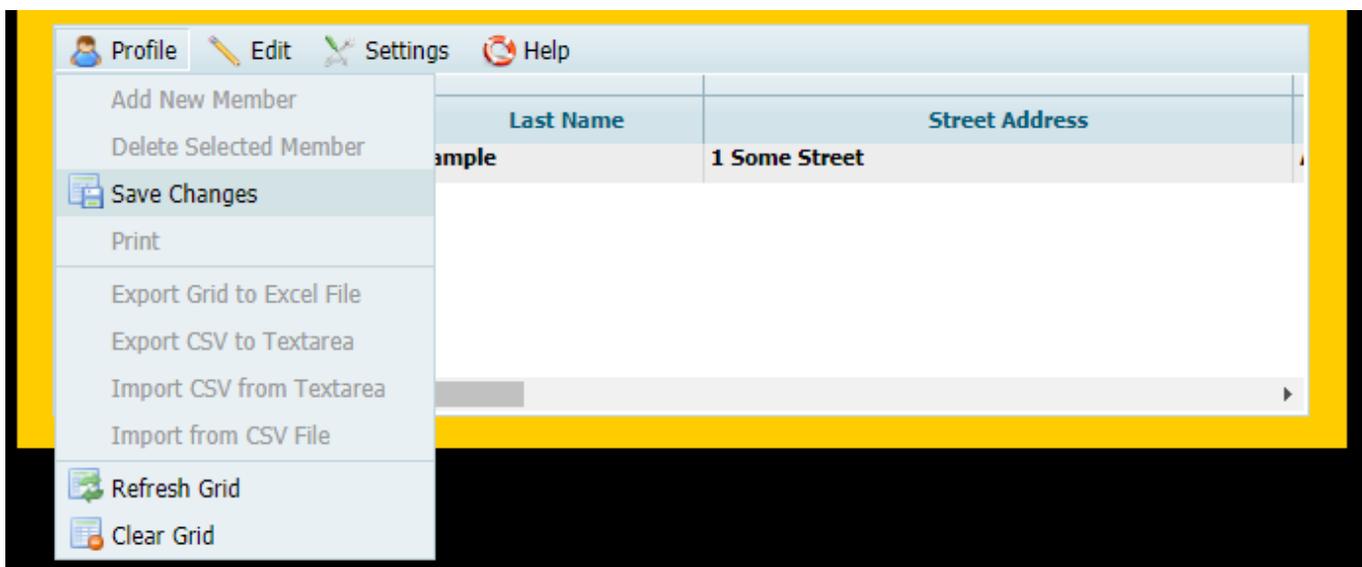

Figure 5

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.

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Database Updates Successful

OK

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.

www.pittsburghskiclub.org says

HOW TO…

To update your information - double-click in the appropriate cell or single-click in the cell and press "F2"
To exit cell edit mode - Use the "ESC" key or "ENTER" key
To toggle the state of a checkbox - Click on it or click beside it and use the "SPACEBAR" key
To send your changes to the database - Click the "Profile/Save Changes" menu item
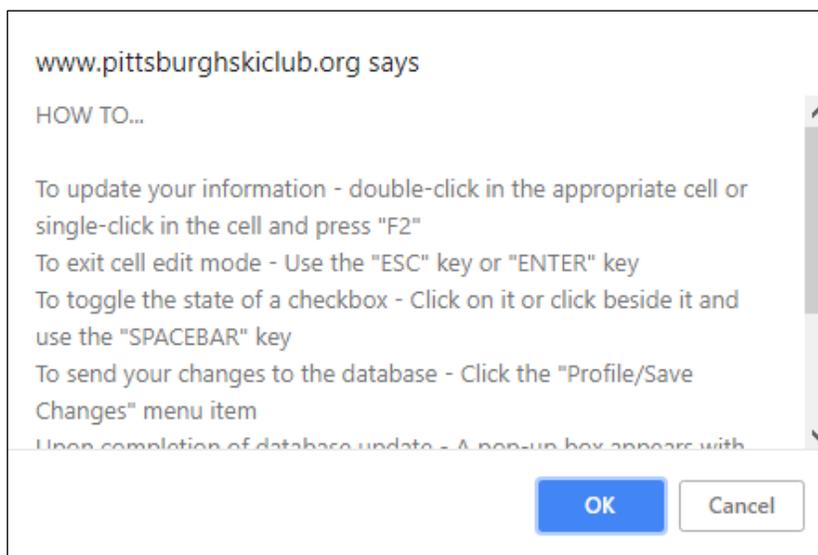Upon completion of database update - A pop-up box appears with

OK   Cancel

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, you information will always be available to committee heads and the Board of Directors to facilitate internal operations.