

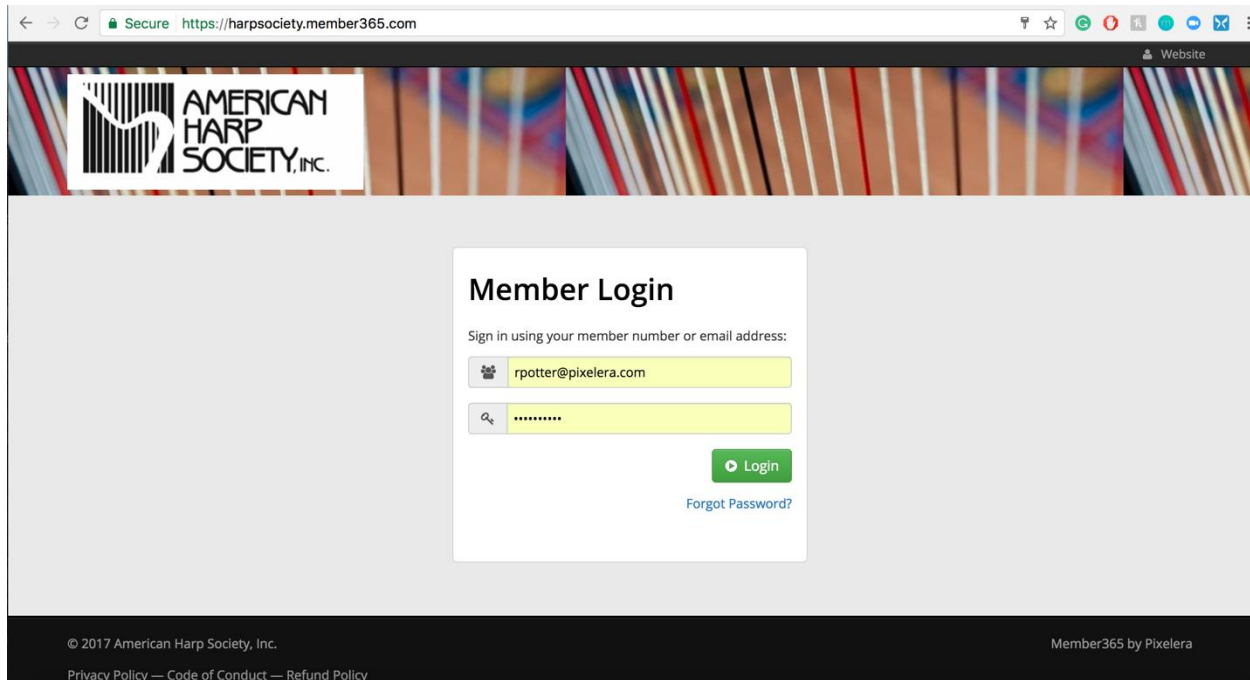


Update Your Profile & Membership Directory Listing

This document outlines the easy steps to update your member record with AHS, Inc. and select which information to appear in your online and print Membership Directory listings.

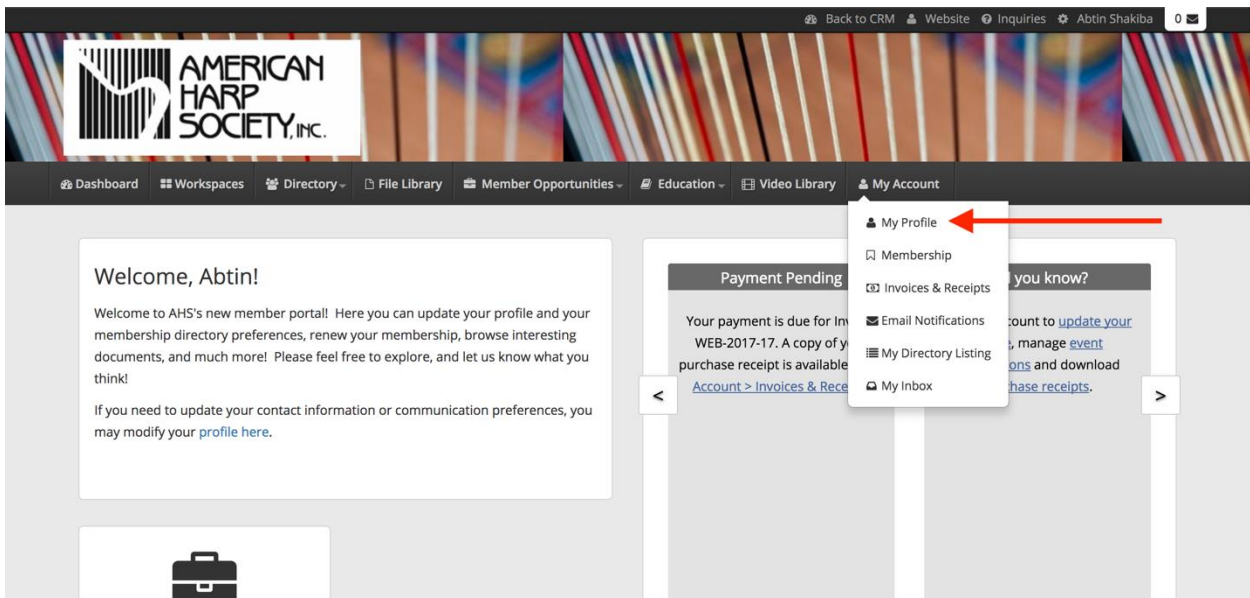
Step 1

Log into your American Harp Society account (<https://harpociety.member365.com/crm>) with your email address and **the new password in the email message you received.**



Step 2

Click on “My Account” at the upper right and select “My Profile” from the menu underneath.



Step 3

This will bring you to the “Personal Info” tab on the “My Profile” page. Scroll through the various items which you may wish to update. After editing fields, click on “**Update My Profile**” at bottom (see **arrow**).

The screenshot displays the 'My Profile' page for the American Harp Society, Inc. The page features a navigation menu with tabs for 'My Profile', 'Memberships', and 'Invoices & Receipts'. The 'Personal Info' tab is selected and highlighted in blue. Below the menu, there are several sub-tabs: 'Personal Info', 'Contact Info', 'Password', 'Payment Information', 'International Member - 24 Months Profile', 'Membership Directory Profile', and 'Teachers Directory Profile'. The 'Personal Information' section contains the following fields:

- Salutation: Select Salutation (dropdown menu)
- First Name: Abtin
- Last Name: Shakiba
- Email Address: abtin.shakiba@member365.com
- Alternate Email: abtin.shakiba@member365.com
- Organization: (empty field)
- Job Title: (empty field)
- Suffix: (empty field)

The 'Member Photograph' section is circled in red and contains an 'Upload Photo' button. At the bottom of the page, there is a green 'Update My Profile' button, which is also highlighted with a red arrow.

You can even upload your photo here if you wish!

Step 4

On the same page, click the “Contact Info” tab. Here you can update and/or add business and residential addresses, and social media links. You may also change the address at which you prefer to receive mail. As in the previous step, after updating your information, click on “**Update My Profile**”.

The screenshot shows the 'My Profile' page with the following elements:

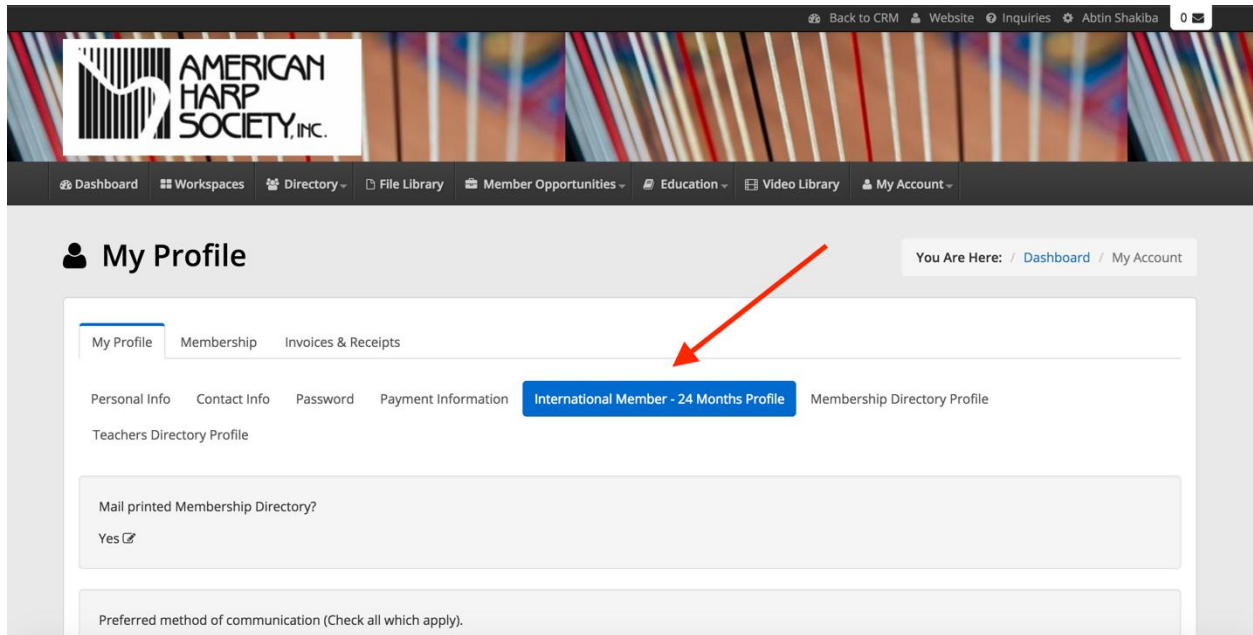
- Header:** 'My Profile' title and a breadcrumb trail: 'You Are Here: / Dashboard / My Account'.
- Navigation:** A horizontal menu with tabs: 'My Profile', 'Membership', 'Invoices & Receipts', 'Personal Info', 'Contact Info' (selected), 'Password' (circled in green), 'Payment Information', 'International Member', '24 Months Profile', 'Membership Directory Profile', and 'Teachers Directory Profile'.
- Contact Information Section:**
 - Sub-tabs: 'Business', 'Residential' (selected), 'Social Media'.
 - Radio button: 'This is my preferred contact address.' (selected).
 - Form fields: Address Line 1, Address Line 2, Address Line 3, City, Country (dropdown), Postal/Zip Code, International State/Province, Telephone 1, Telephone 2, Cell, and Fax.
- Footer:** A green button labeled 'Update My Profile' with a red arrow pointing to it from the right.

On the next “Password” tab (circled in **green** above) you can reset your password to one of your choice at any time. The new password must contain at least 8 characters, with 1 uppercase letter, 1 number and 1 special character. Be sure to make a note of it somewhere.

Next, you can tell AHS more about your preferences and yourself.

Step 5

On the same page, click on your “Membership Title” tab, which is shown in this example as “International Member – 24 Months”.





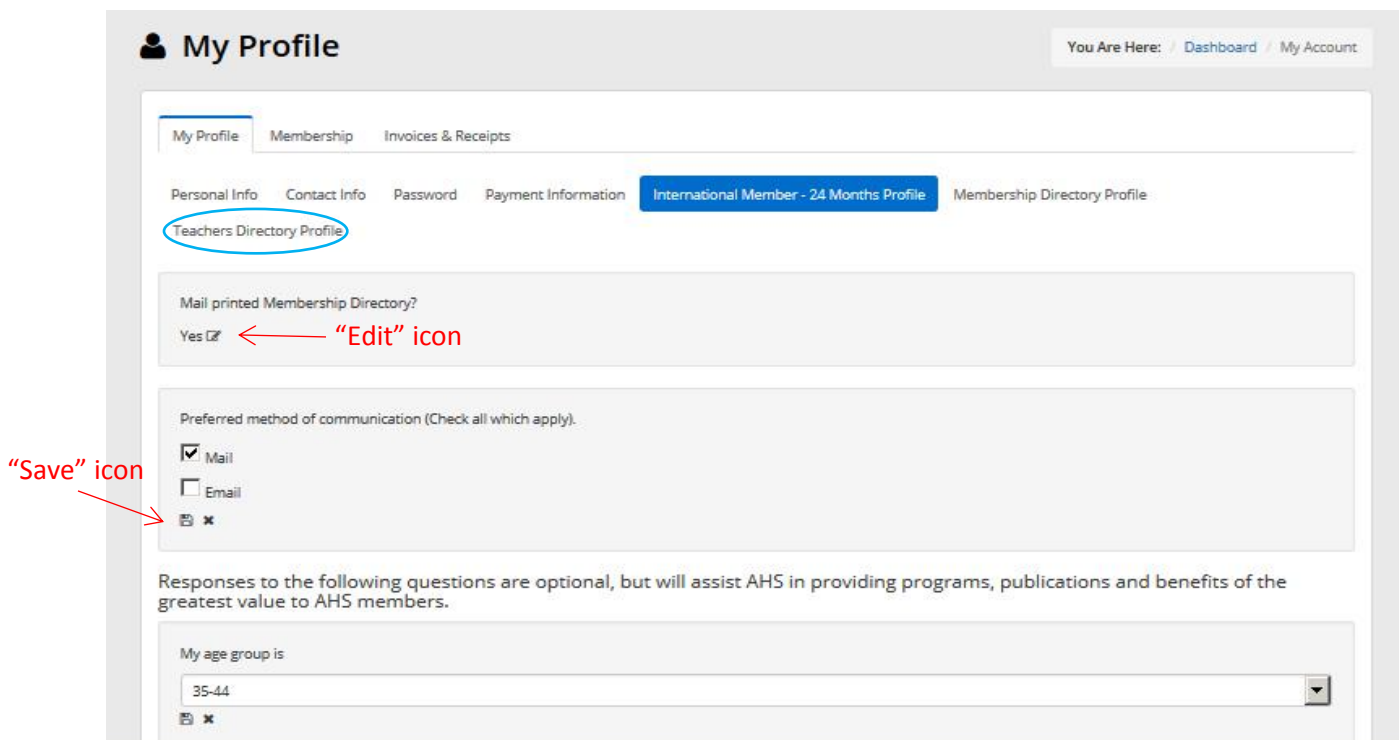
There are several options on this tab to which to respond:

Would you like to receive a printed Membership Directory?

Do you prefer to hear from AHS by mail, email or both?

Optional questions about your age range and institutions where you studied.

Scroll down to see all questions. When you find a field you would like to update, click on the  edit icon. When finished click the  save icon (or “X” to cancel update).





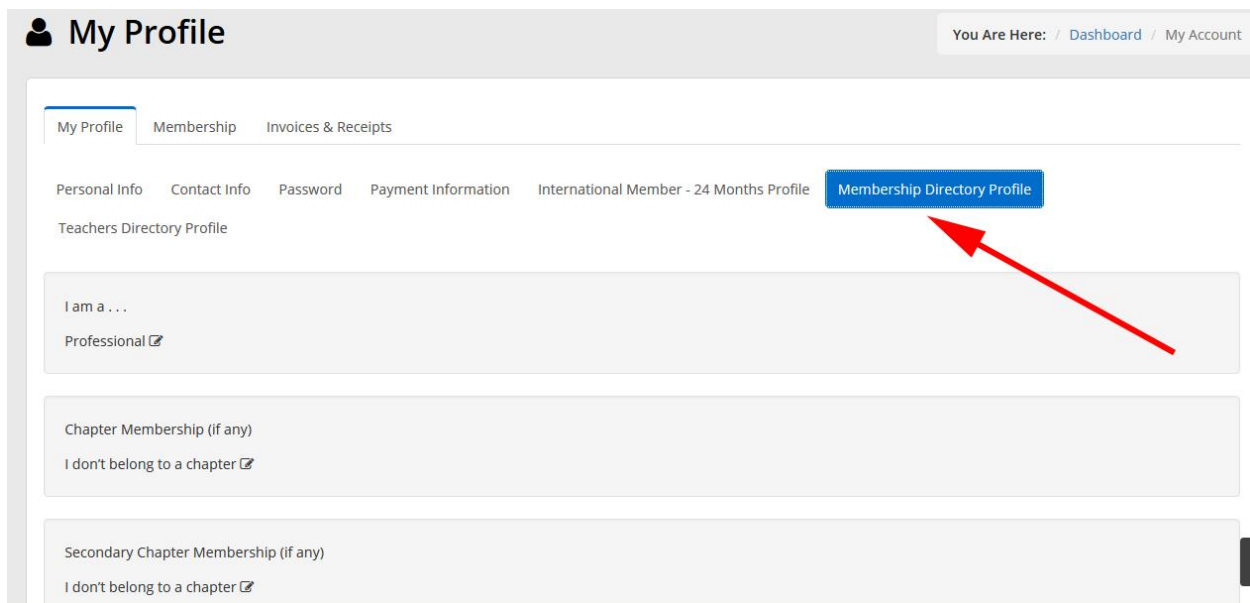
If you have subscribed to the Teachers Directory, it will also be seen on the screen above. Click on “Teachers Directory Profile” tab (circled in **bright blue** above) to update your professional information displayed in that listing in the same manner.

Step 6

Additional informational questions are available to be answered under the “Member Directory Profile” tab on the same page. These include:

- “I am a professional, student, etc.”
- Primary and secondary chapter membership
- AHS Region in which you live
- Types of music you like to play
- Types of instruments you play
- Any Suzuki training held

As in Step 5, scroll down to see all questions. When you find a field you would like to update, click on the  edit icon. When finished click the  save icon (or “X” to cancel).



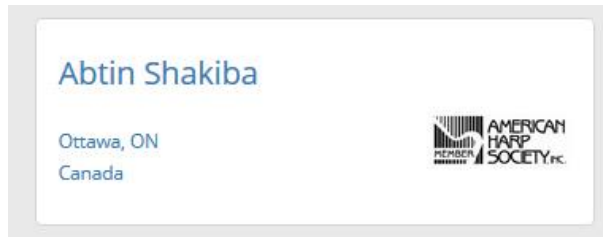
The screenshot shows the 'My Profile' page with a navigation menu at the top. The 'Membership Directory Profile' tab is highlighted in blue and has a red arrow pointing to it. Below the navigation menu, there are several sections for updating profile information:

- I am a . . .**
Professional
- Chapter Membership (if any)**
I don't belong to a chapter
- Secondary Chapter Membership (if any)**
I don't belong to a chapter

In the next step, you will make important edits to which contact and other information appears in the AHS Membership Directories. This is your last, **but very important,** step in the process!

Step 7

Membership Directory preferences were not transferred from AHS's previous database system, so it is very important that all members update their listings. By default, members will initially appear in the online and print Membership Directories with only their name, city, state and country listed.



You may toggle on and off which of your contact details (address, phone, email, social media) and other information you wish to display in the Directory. These settings may be changed at any time, and will be used in **both** your online listing and in the printed Directory mailed early each year to members.

Click again on “My Account” at the upper right and this time select “My Directory Listing” from the menu underneath. A screen similar to the following will appear.

A screenshot of the "Directory Listing" page in a user account menu. The page title is "Directory Listing" with a person icon. A navigation bar at the top includes "Dashboard", "Workspaces", "Directory", "File Library", "Member Opportunities", "Education", "Video Library", and "My Account". A dropdown menu is open from "My Account", showing options: "My Profile", "Membership", "Invoices & Receipts", "Email Notifications", "My Directory Listing", and "My Inbox". A red arrow points to "My Directory Listing". Below the menu, there are two preview cards for "Abtin Shakiba". The top card is a "name card" showing "Abtin Shakiba" and "International Member - 24 Months". The bottom card is a "second card" showing "Abtin Shakiba" and the American Harp Society logo. Below the second card is a green button labeled "Edit Directory Listing" with a red arrow pointing to it.

This is a preview of the “second card” of the directory listing when the “name card” above is clicked. You may edit both pages by clicking the **green** “Edit Directory Listing” button (see **arrow**).

The “Edit Directory Listing” screen will appear. Scroll down, checking the box if you want that field to appear in the Directory, and leaving it unchecked if you want it hidden. This **Membership Directory** is **not visible to the public**, but to only other AHS members logged into the Member Portal. (The **Teachers Directory**, editable in the same manner, is **available to the public** on www.harpsociety.org.)

Contact Information	Text	Member Portal Directory
Salutation		<input type="checkbox"/>
Suffix		<input type="checkbox"/>
First Name	Abtin	<input checked="" type="checkbox"/>
Last Name	Shakiba	<input checked="" type="checkbox"/>
Email Address	abtin.shakiba@member365.com	<input type="checkbox"/>
Title		<input type="checkbox"/>
Photo		<input type="checkbox"/>
Member Number	5	<input type="checkbox"/>
Business Address		
Address 1		<input type="checkbox"/>
Address 2		<input type="checkbox"/>
Address 3		<input type="checkbox"/>
City		<input checked="" type="checkbox"/>
Postal Code		<input type="checkbox"/>
Profile		
I am a ...	Professional <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter Membership (if any)	I don't belong to a chapter <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Chapter Membership (if any)	I don't belong to a chapter <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I especially like to play ...	jazz <input checked="" type="checkbox"/> world music <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I play the ...	lever harp <input checked="" type="checkbox"/> pedal harp <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I have Suzuki Association of the Americas registered Teacher Training level(s):	Every Child Can! <input checked="" type="checkbox"/> Harp Unit 1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When finished making your selections, be sure to click the **green** “Update Directory Listing” button at the bottom of the screen (see **arrow**) to save your options. Visit the Membership Directory on the main menu to search for and review your listing as others will now see it.

Phone 1		<input type="checkbox"/>
Phone 2		<input type="checkbox"/>
Fax		<input type="checkbox"/>
Profile		
I am a ...	Professional <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter Membership (if any)	I don't belong to a chapter <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Chapter Membership (if any)	I don't belong to a chapter <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I especially like to play ...	jazz <input checked="" type="checkbox"/> world music <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I play the ...	lever harp <input checked="" type="checkbox"/> pedal harp <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I have Suzuki Association of the Americas registered Teacher Training level(s):	Every Child Can! <input checked="" type="checkbox"/> Harp Unit 1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You’re done! Thank you for reviewing your member profile and Membership Directory listing, and enjoy exploring the features of your new AHS Member Portal!

Any questions? Click “Inquiries” at the upper right corner of the Member Portal for support.