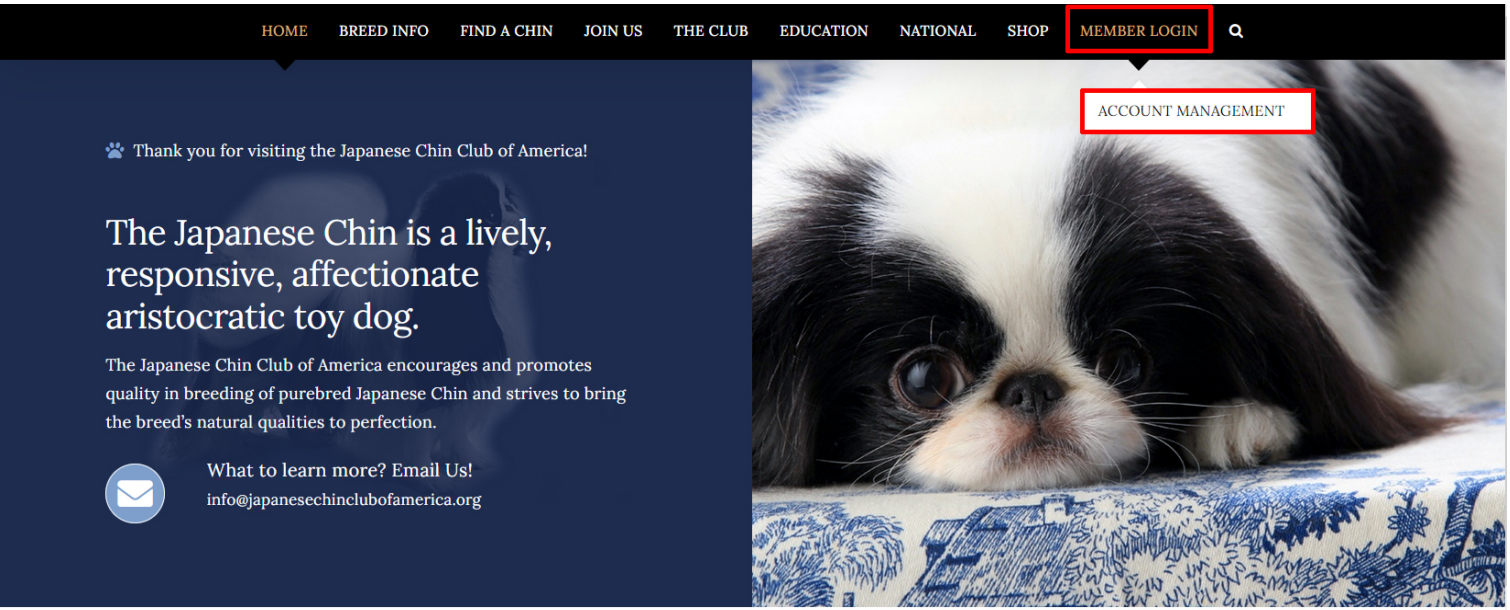
Members Tutorial
YOUR involvement is important to make OUR new Membership Management function properly!
Japanese Chin Club of America
™

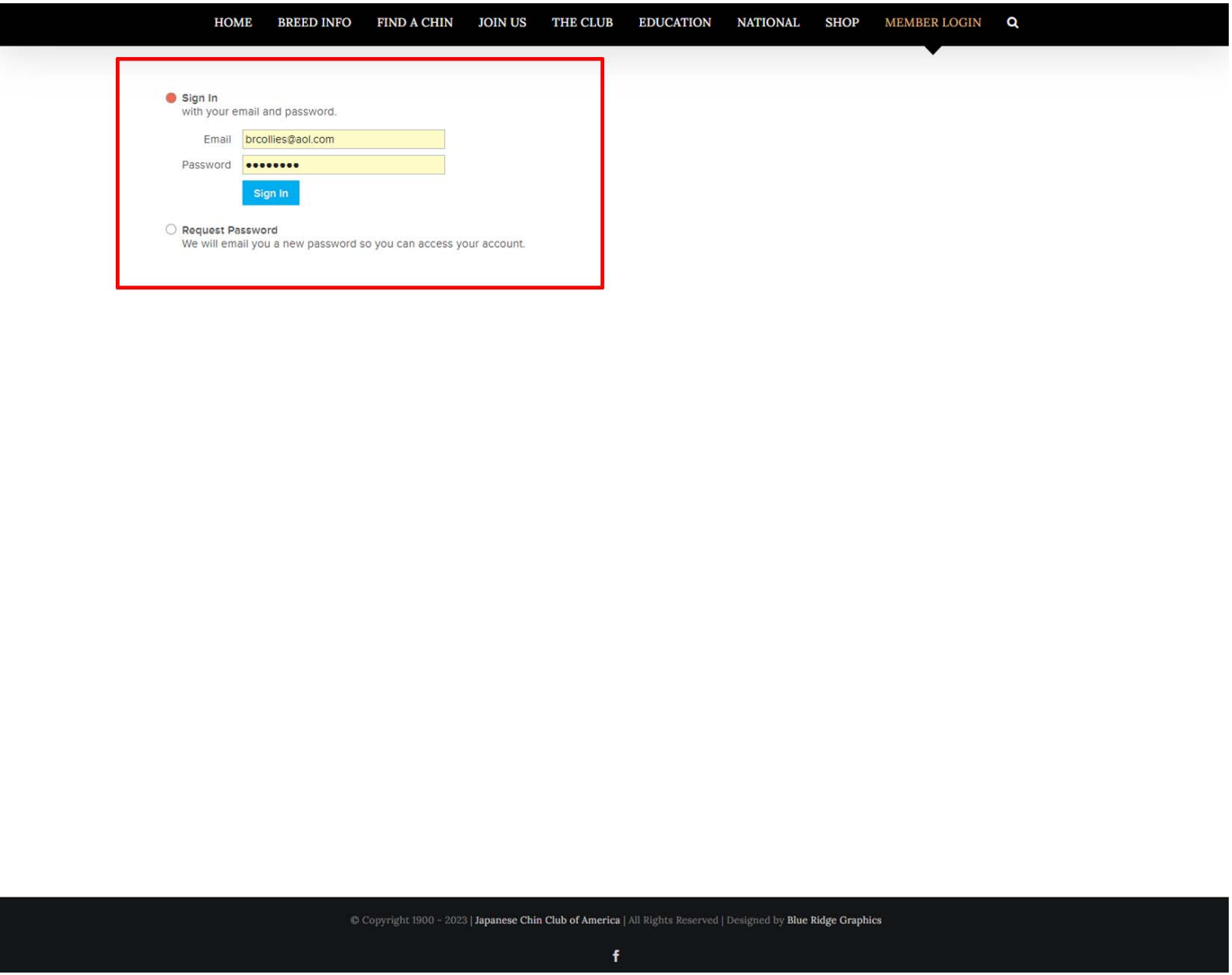


Clicking on **Member Login** takes you directly to the Members Only Section of the website.

Clicking on **Account Management** takes you to just your account. Use Account Management if you have not paid your renewal on time and are locked out of the Members Only Section or if you just want to pay your renewal without going to the Members Only Section.

For training purposes we are going to login at the **Member Login** text on the home page.

Login


HOME
BREED INFO
FIND A CHIN
JOIN US
THE CLUB
EDUCATION
NATIONAL
SHOP
MEMBER LOGIN
Sign In
with your email and password.
Email
brcollies@aol.com
Password
Sign In
Request Password
We will email you a new password so you can access your account.
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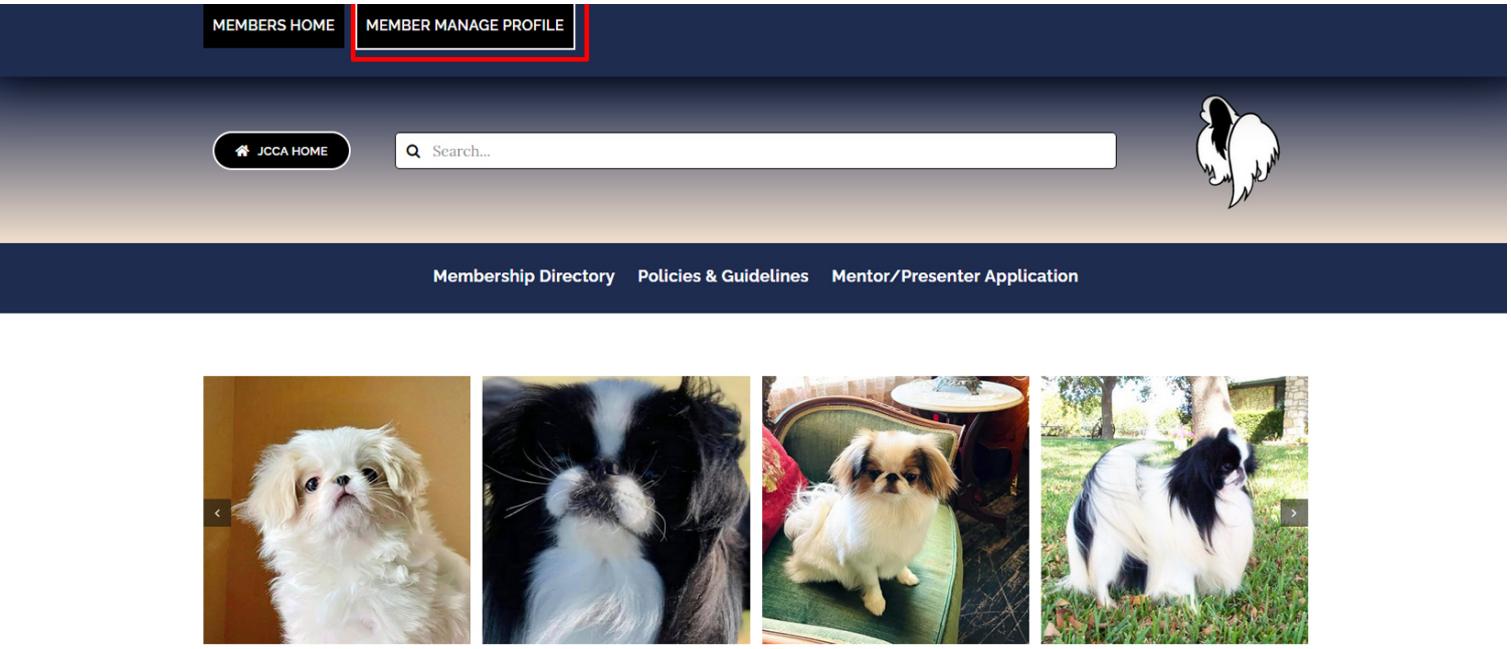
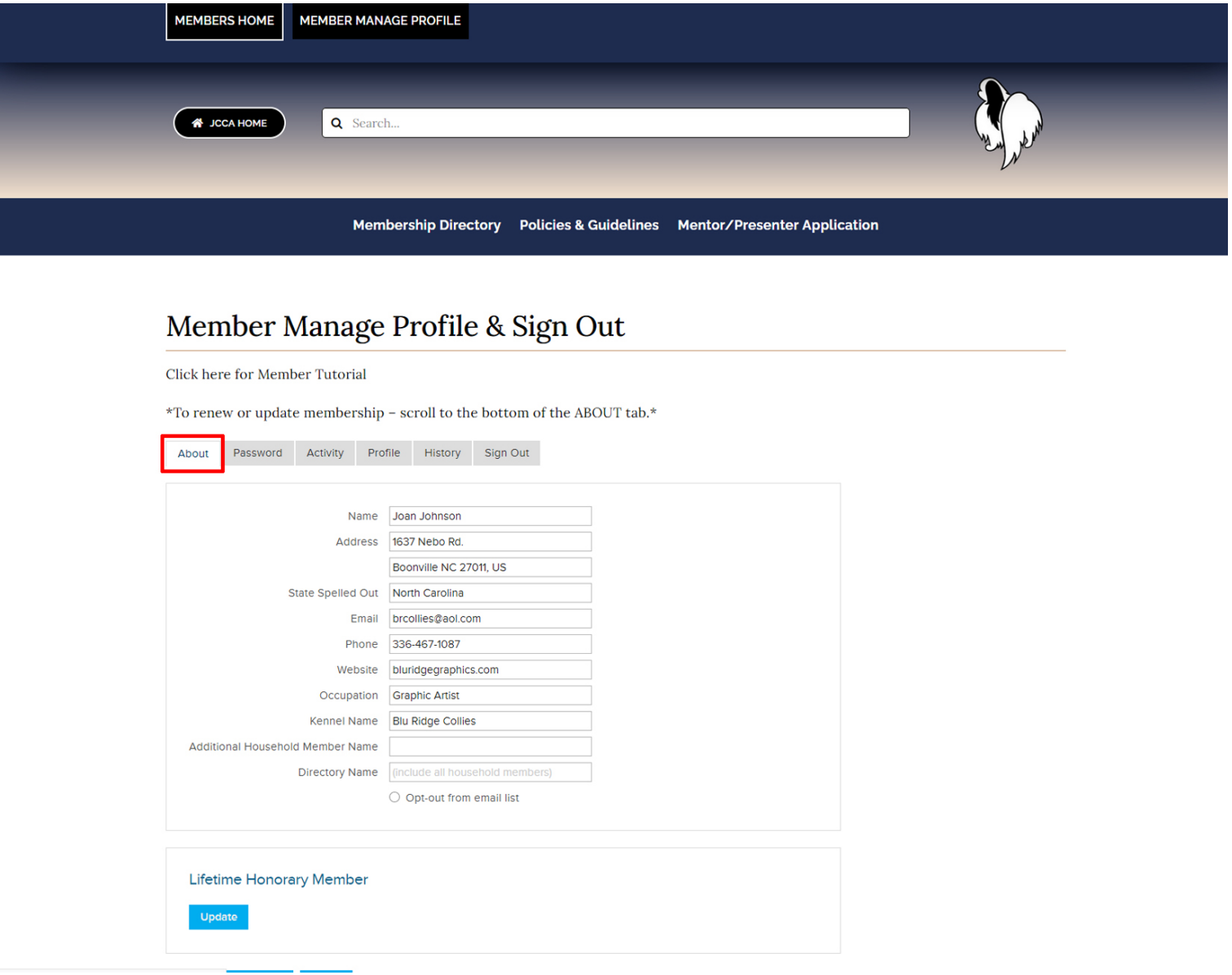
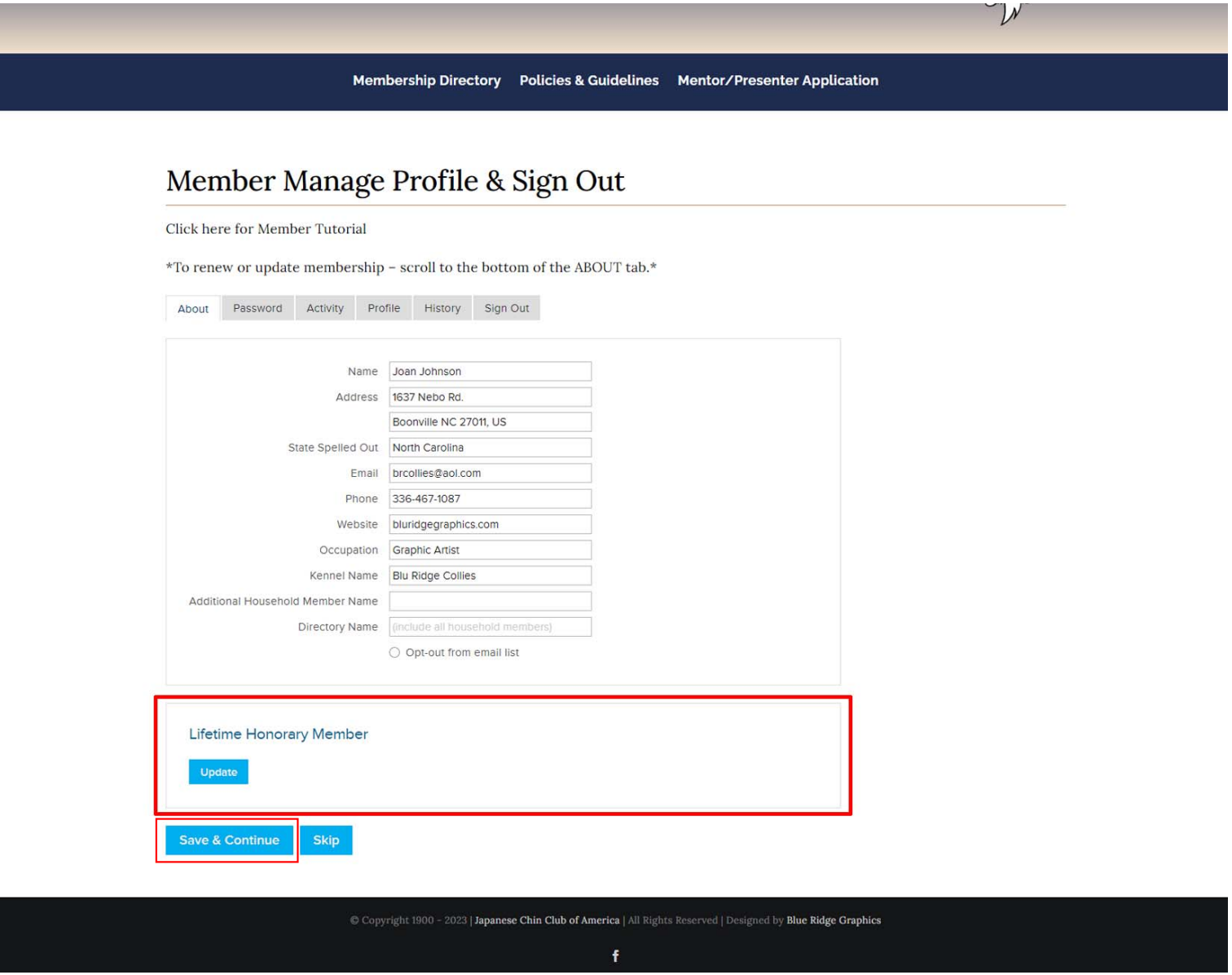


After logging in - click the **Member Manage Profile** at the top of the page



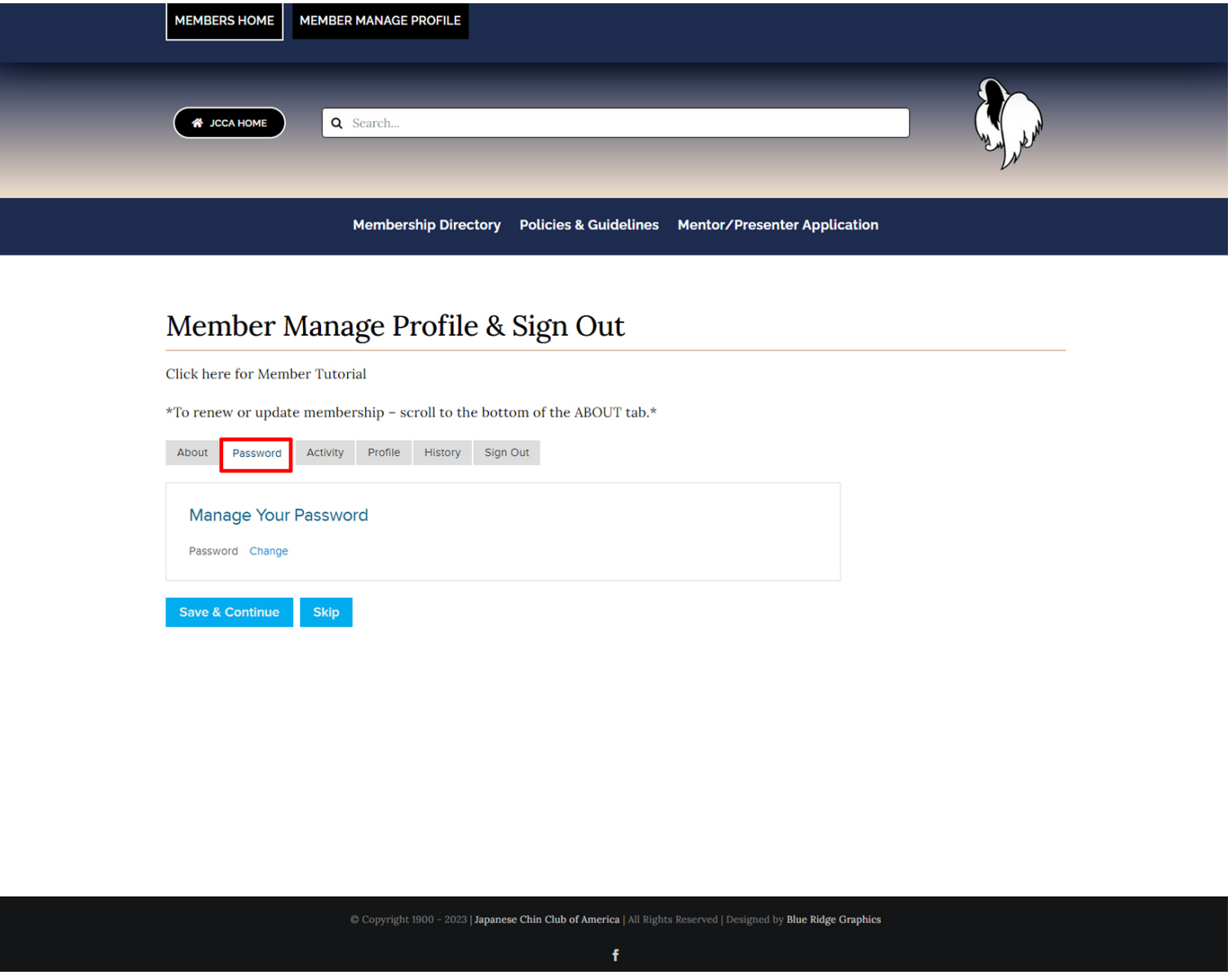
ABOUT tab -
See if your information is correct. Edit it if necessary.



Make sure all of your information is correct.

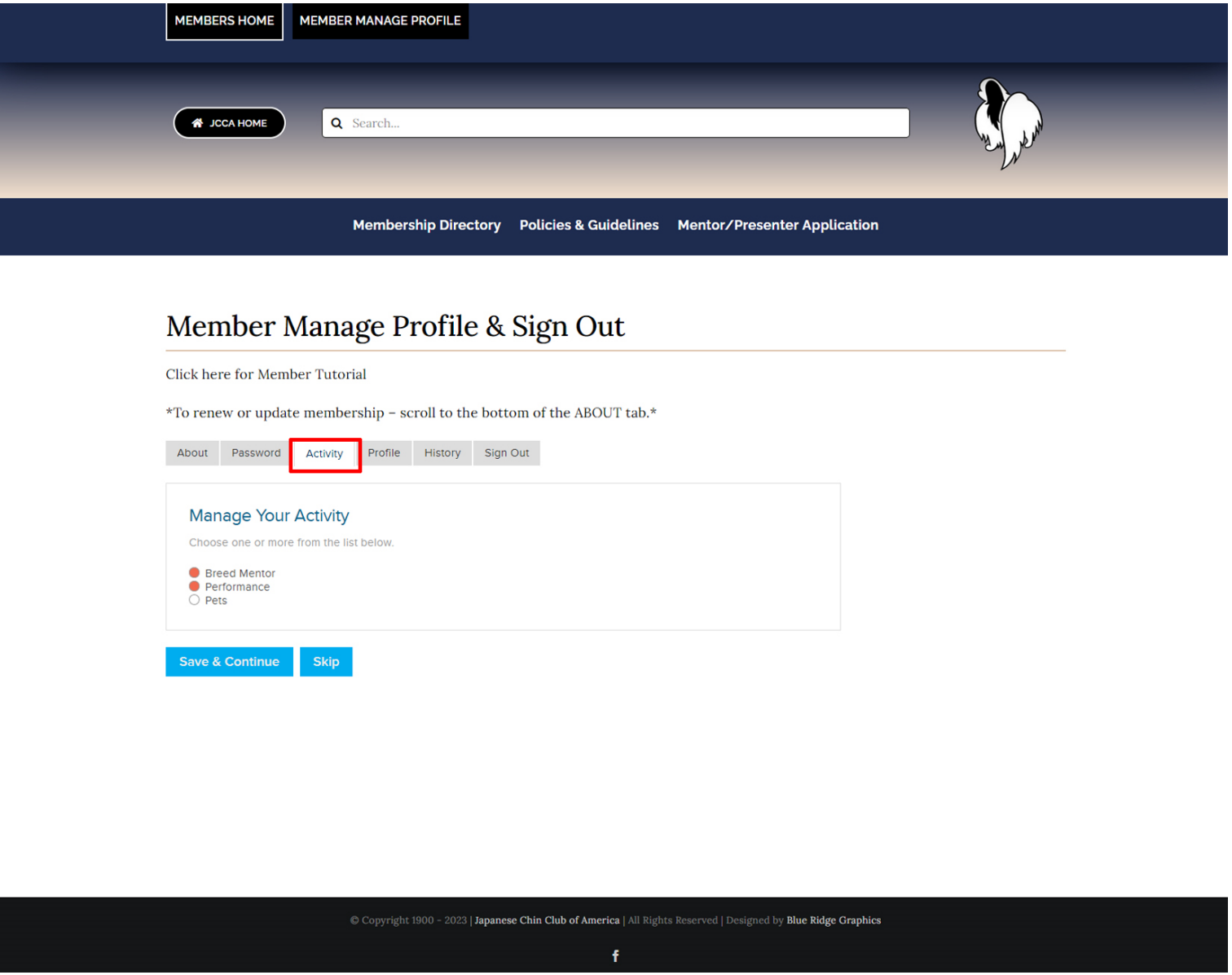
At the bottom is your membership level.

Click **SAVE & CONTINUE**



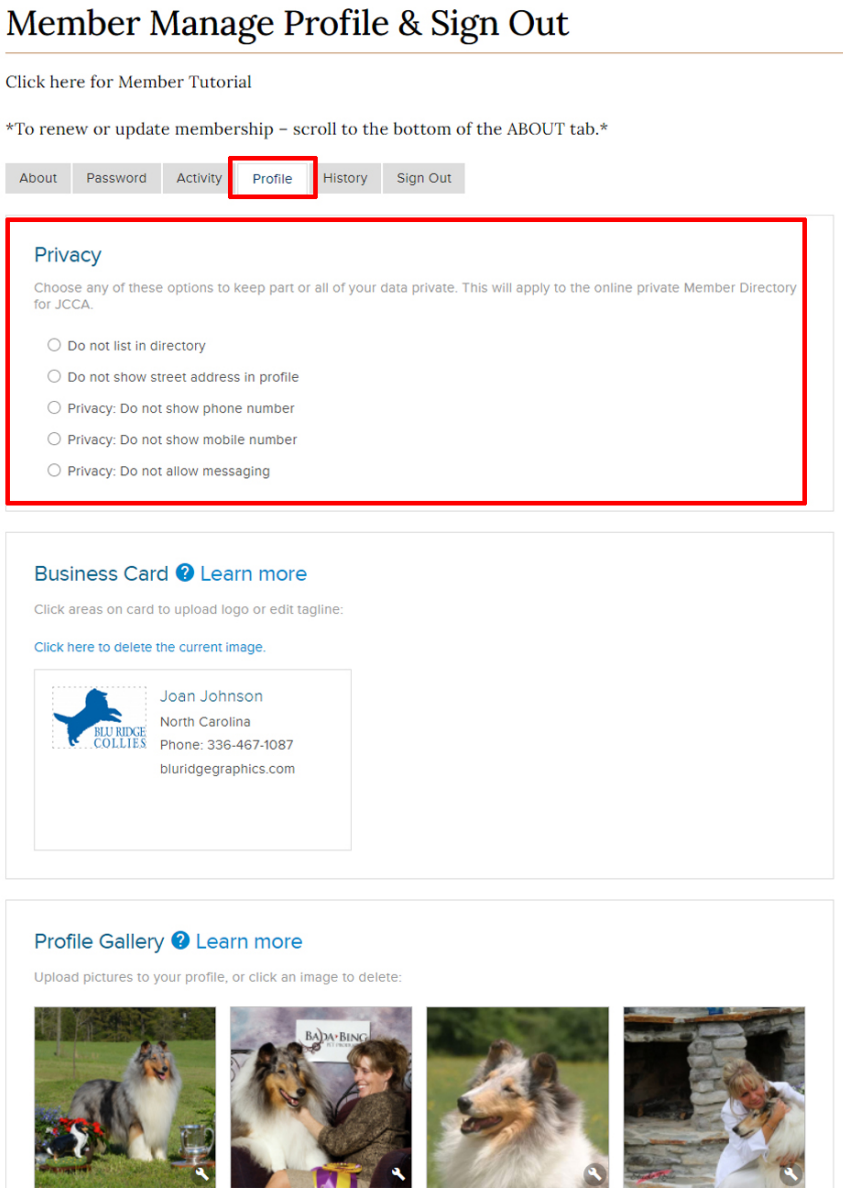
You can change your password.

SAVE & CONTINUE



Under the **ACTIVITY** tab, please select from the list. Check all that apply.

SAVE & CONTINUE

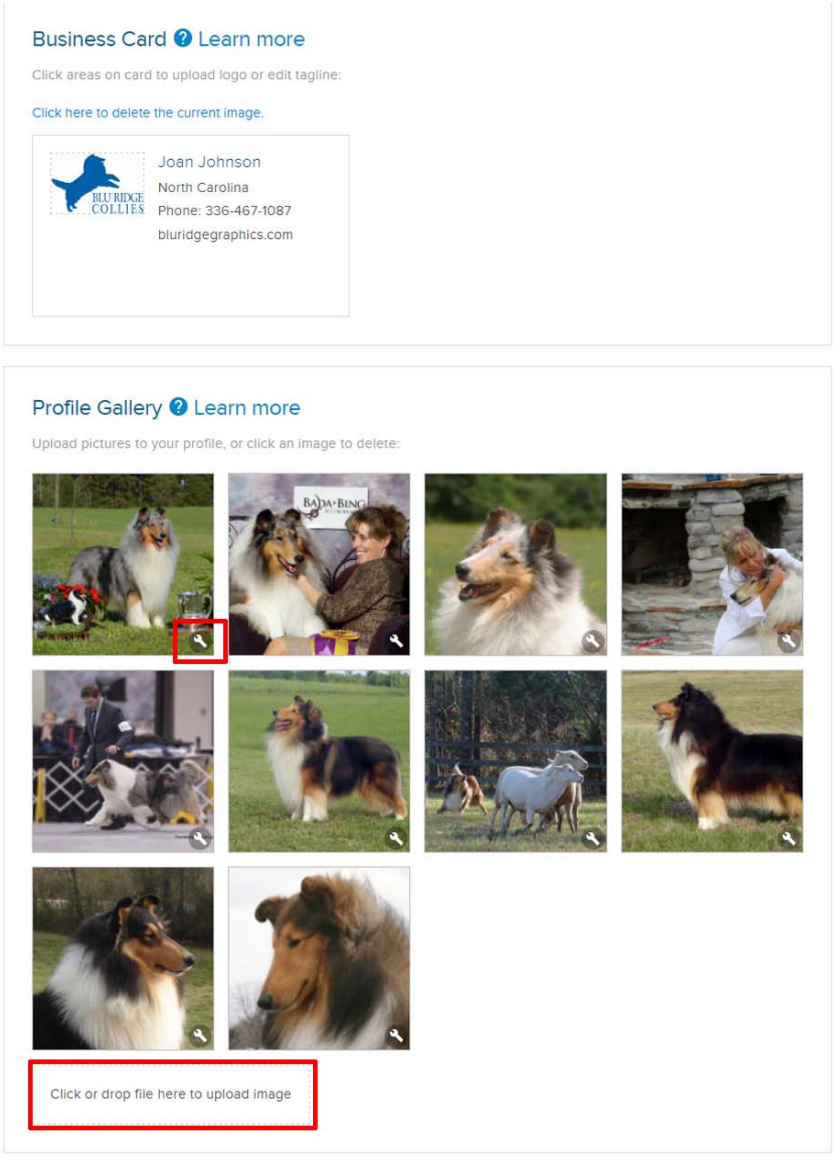


PROFILE TAB:
Please select your PRIVACY setting.

If you select Do not list in directory then no one will see your information in the Members Directory.

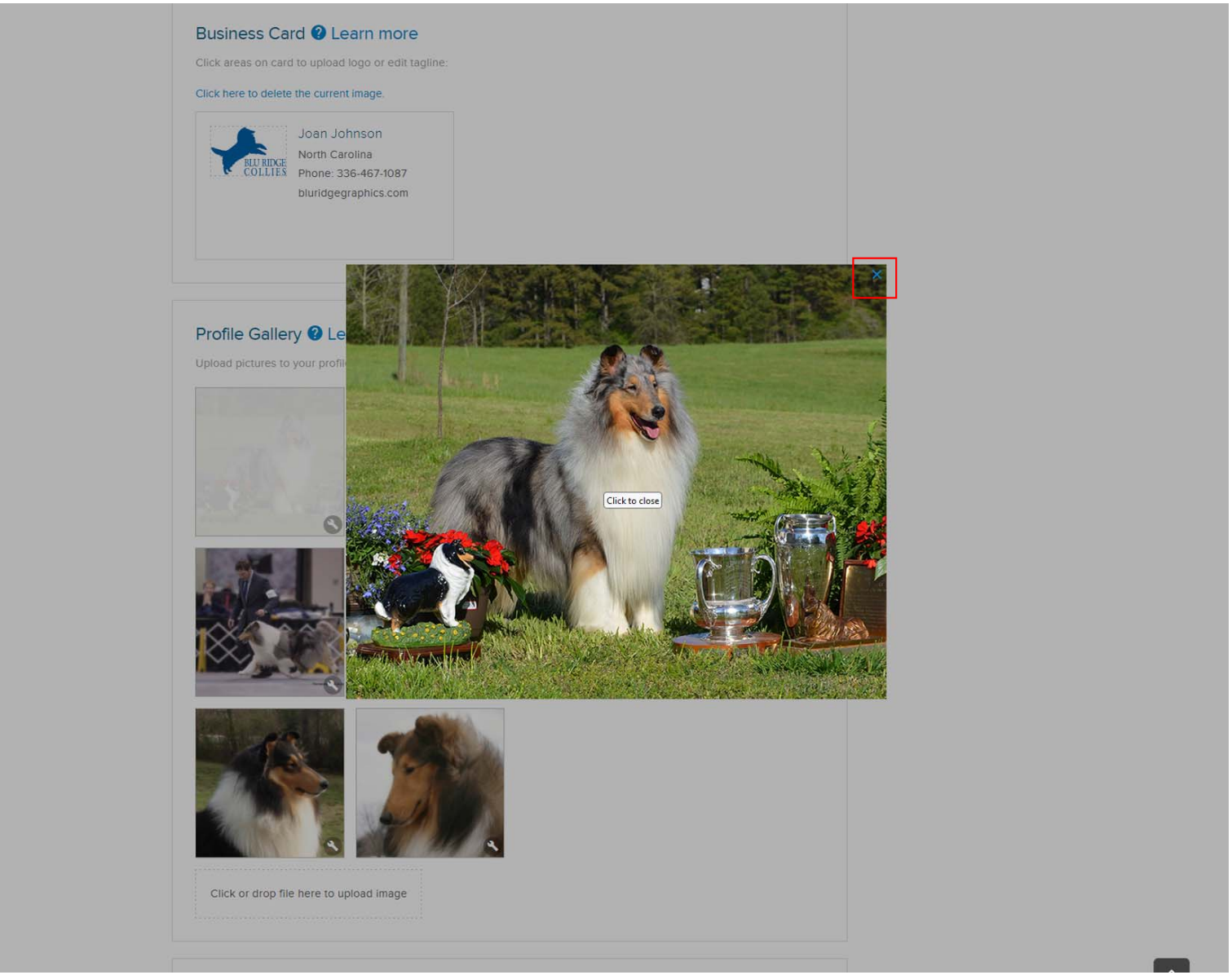
You can upload a logo or photo in your business card.

Scroll down….



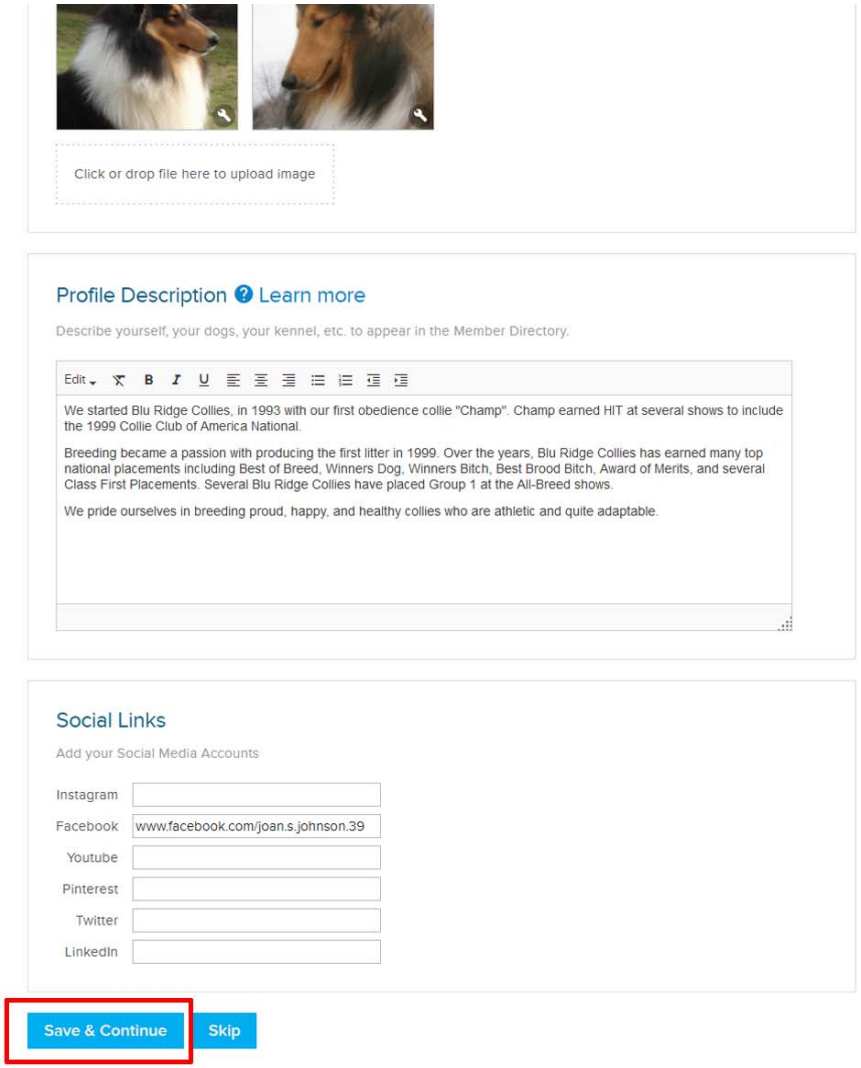
Add photos of your dogs using the **Click or Drop file here to upload image box** – but please keep the file size under 2mb.

The icon in the corner of the photos allows you to expand the photo or delete it.



Expanded view of photos. Click to close or use the X in the upper right corner.

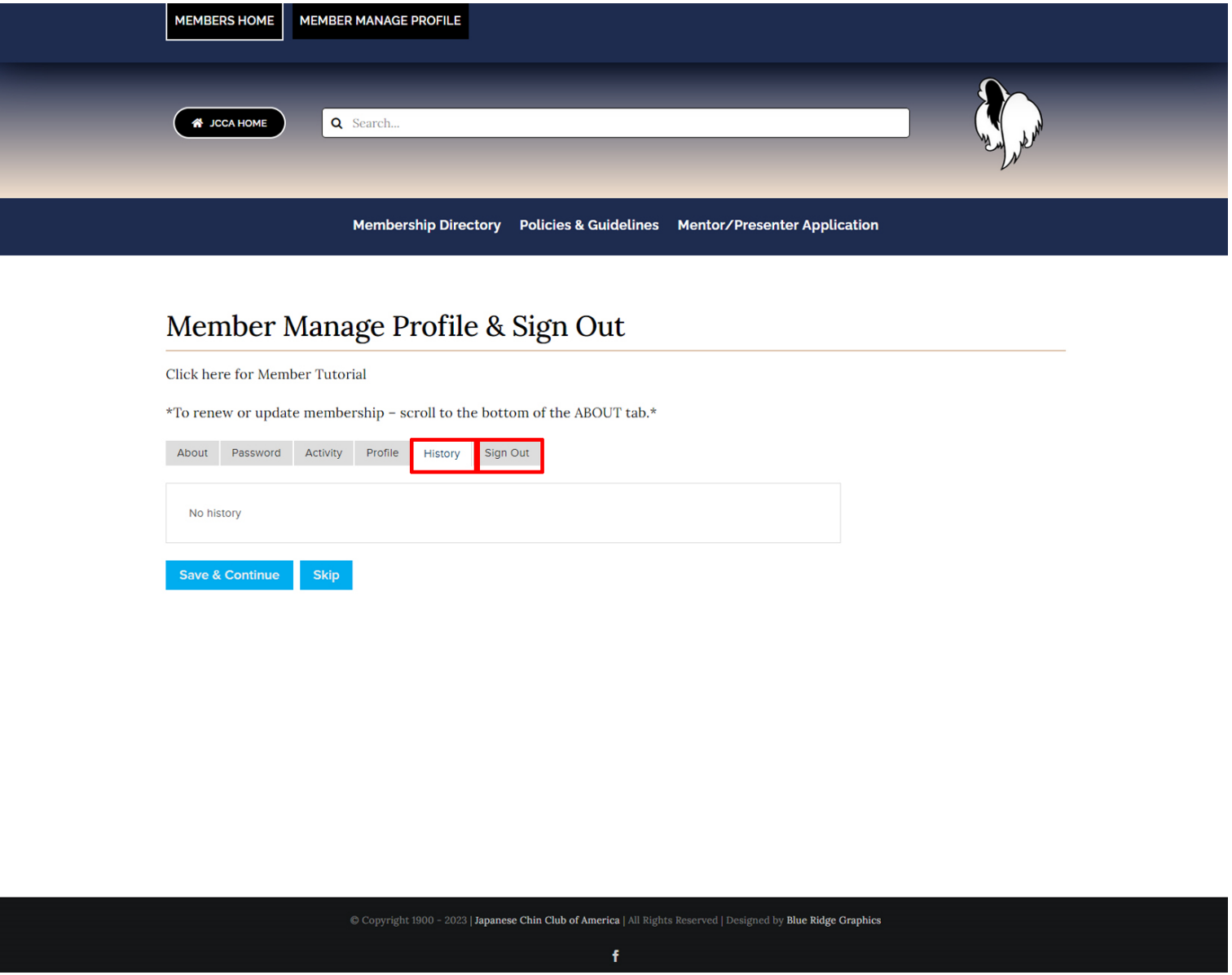
Scroll down….



Tell us about your dogs and kennels – we want to know your story – how did you get started in Japanese Chin?

Add your Social Links.

When you're done click **SAVE & CONTINUE**.



The **HISTORY** tab will show you when you paid your membership renewal or if you updated any information on your profile.

Use the **SIGN OUT** tab to sign out of the Members Only Section.

Please take the time to fill out all of your information.

We are relying on you to be involved in the **JAPANESE CHIN CLUB OF AMERICA'S NEW WEBSITE!!**