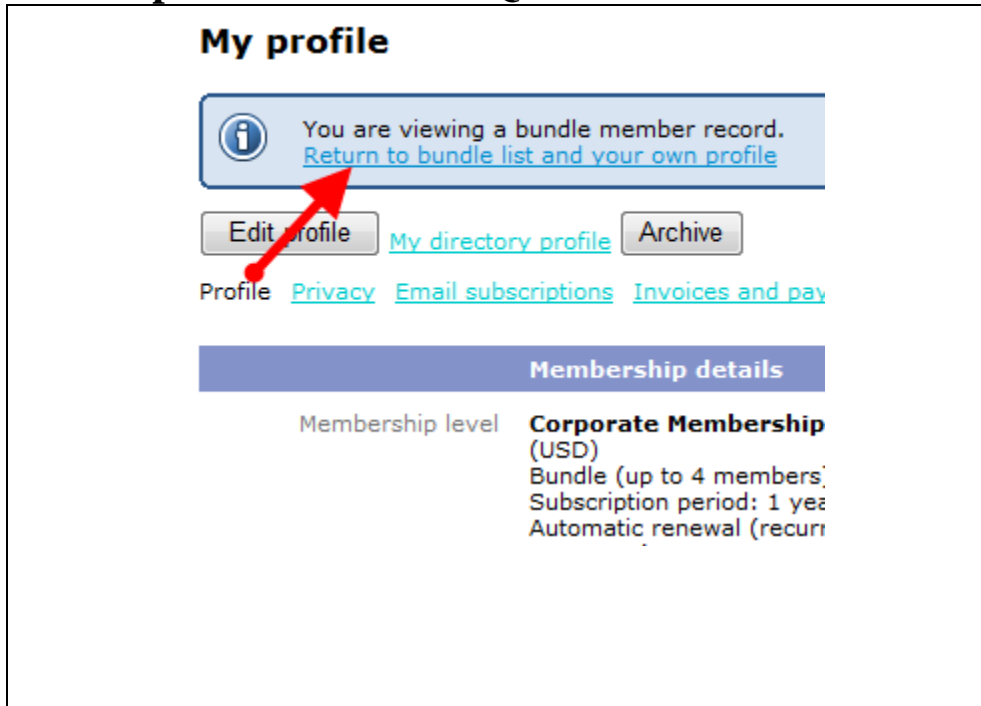


Wild Apricot – Members Quick Reference Guide

<p>1. Go to www.cpglcc.org and log in using your email that you registered with. If you forget your password just click on the forgot password link.</p>	<p>2. To manage your profile click on View Profile under your name.</p>	<p>3. Next click on Edit Profile if you would like to make changes to your profile information.</p>

<p>3. If you had available member spaces the Add member button would not be grayed out and you would be able to click on this and add additional members. In this example all member spaces are filled. If you would like to change members you would need to Archive an already existing member before adding someone else.</p>	<p>4. For this example we clicked on Shelley Mastrella and if we wanted to remove her we would select Archive.</p>

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5. When you are done with this Bundle member click the **Return to bundle list and your own profile** link and this will return you to the **My Profile** page.

6. If you need to edit any of the information below the bundle information you would just click the Edit Profile and make changes to your profile information.



7. Once you are satisfied with your changes make sure to click **Save** at the bottom of the page before moving to another page.

8. On the **Privacy** screen you can choose what information you what people to see in the directory, forum and blog posts. Remember after you make changes always remember to click **Save** at the bottom of the page.