

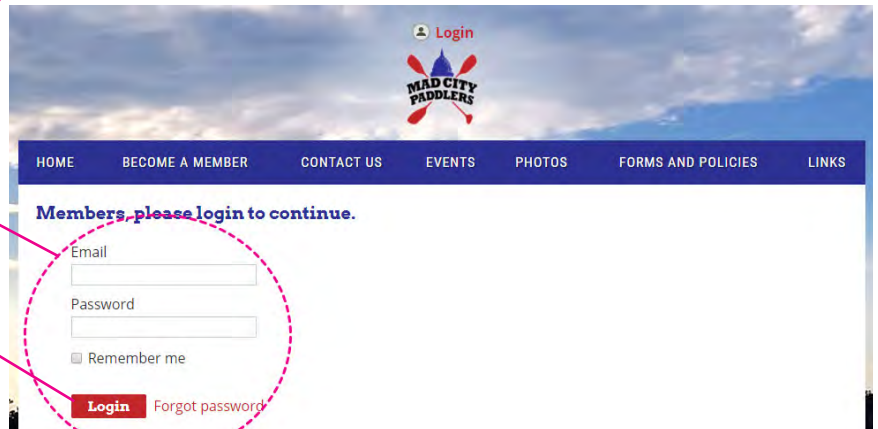
Members Guide to Using the Mad City Paddlers Website

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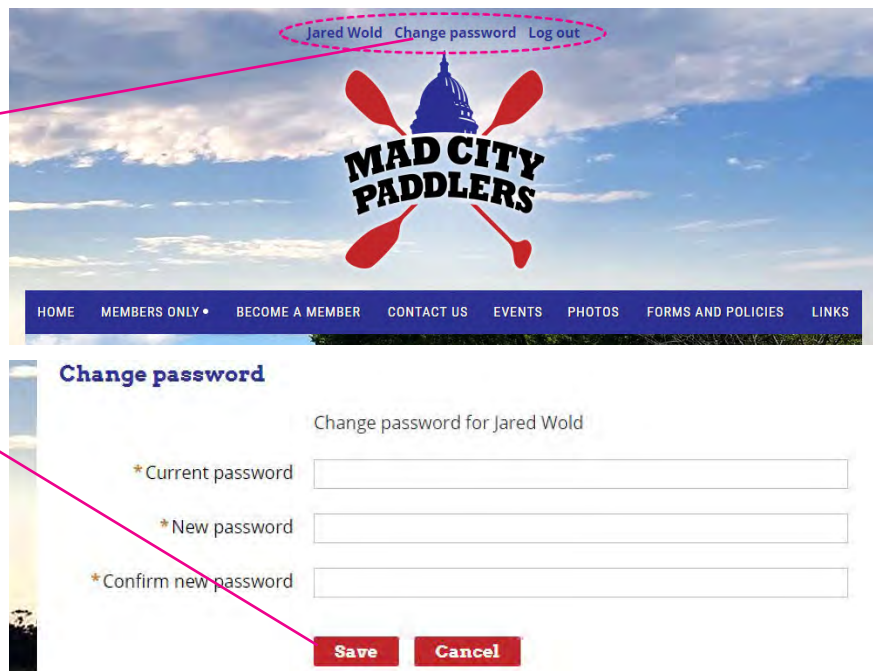
Logging In to the Website

1. Visit **madcitypaddlers.org** in your browser.
2. Click **Login** at the top center of the home page.
3. Enter your email address and password.
4. Click the **Login** button.



Changing Your Password

1. Click on **Change password** at the top center of the page.
2. Enter your current password, your new password, and re-type your new password.
3. Click the **Save** button.



Editing Your Profile

1. Click on your name at the top center of the page.
2. Click on the **Edit profile** button.

NOTE that you can click on the Renew button to renew your membership or the Add member button to add additional family members to your membership.

3. Verify and edit your First Name, Last Name, Email, Street Address, Phone, Avatar (photo of yourself), and any other details if necessary.

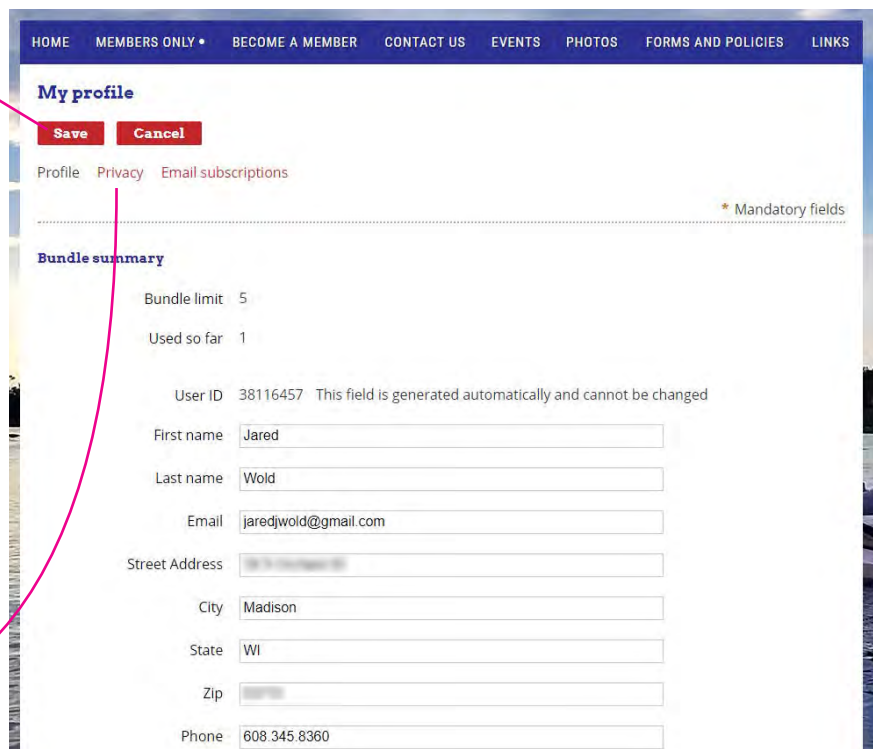
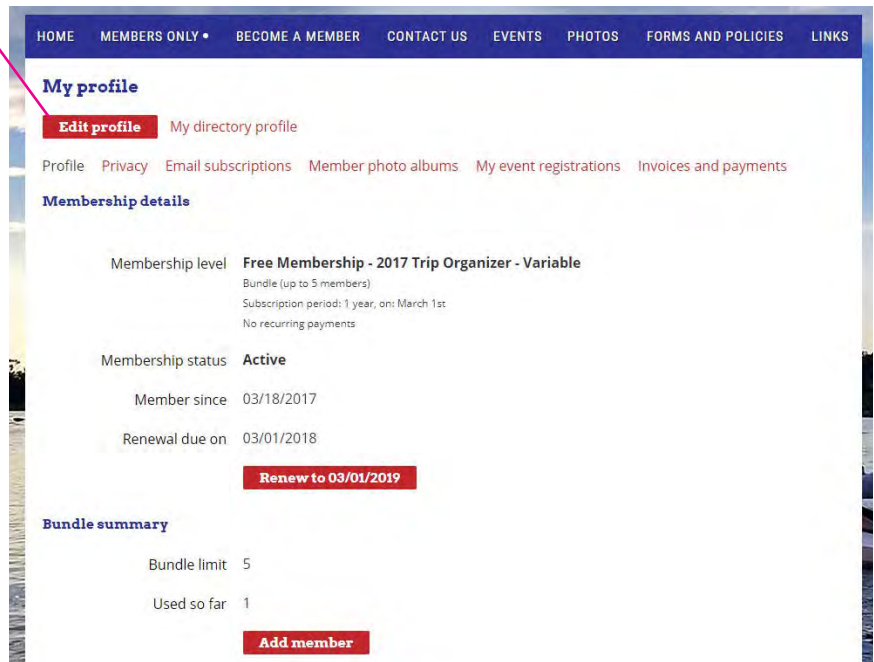
NOTE that you must do this yourself if you change your email address. The system is not clairvoyant.

4. Click the **Save** button when you have made your changes OR click on **Privacy** and/or **Email subscriptions** to make edits to those parts of your profile.

Editing Your Privacy Settings

Your Privacy Settings determine whether other MCP members can see your information in the Member Directory and/or contact you.

1. Click the **Edit profile** button if you didn't already do so in Step 2 above.
2. Click on **Privacy**.



3. If you want your profile to be available at all on the Member Directory, make sure **Show profile to others** is checked.

4. Decide what information you are willing to allow other members to see. Selecting **Members** or **Anybody** will essentially give the same level of privacy since non-members CAN'T see the directory at all.

5. If you don't want a piece of information to display in the directory, choose **No access**.

6. Click the **Save** button or click **Email subscriptions** to make edits to those next.

My profile

Save Cancel

Profile Privacy Email subscriptions

☒ Show profile to others

Details to show
(in member directories, forum and blog posts)

	Anybody	Members	No access
Linked bundle members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photo album	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Email	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
City	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
State	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Zip	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Phone	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Avatar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include my name, address, and phone on Membership	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

NOTE that the **send message form** is a way for members to send you a message without allowing them to see your actual email address.

If you followed the steps above, your profile in the directory will look similar to this:

HOME MEMBERS ONLY • BECOME A MEMBER CONTACT US EVENTS PHOTOS FORMS AND POLICIES LINKS

View details

View details

View details

View details

Jared Wold jaredjwold@gmail.com 608.345.8360

Otherwise, there will just be a View details link like this:

Editing Your Subscriptions

1. Click on **Edit Profile** if you have not already done so.

2. Click **Email subscriptions**.

3. Uncheck any subscriptions or forum subscriptions you no longer wish to receive.

4. Select the frequency of emails for forum subscriptions.

My profile

Save Cancel

Profile Privacy Email subscriptions

Subscriptions

☒ Subscribed Automatic event announcements. Receive advance announcements about upcoming events

☒ Subscribed Mass emails from administrators, such as newsletters and other important notifications

Forum subscriptions

You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.

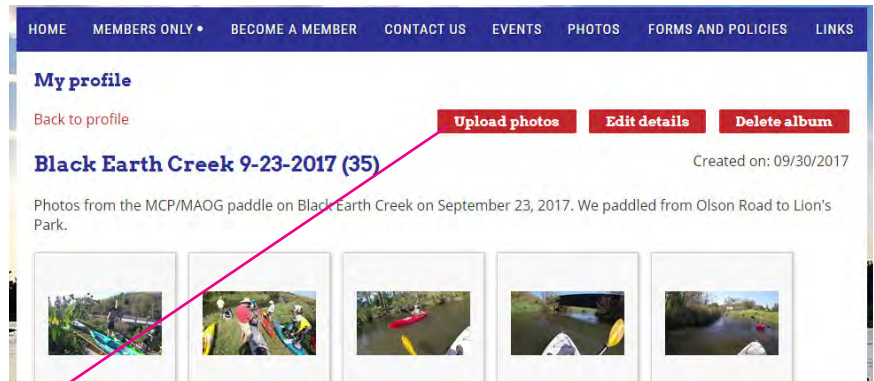
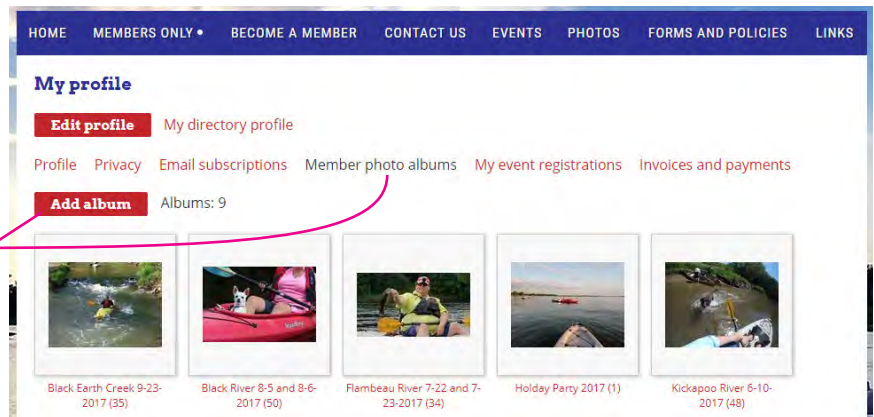
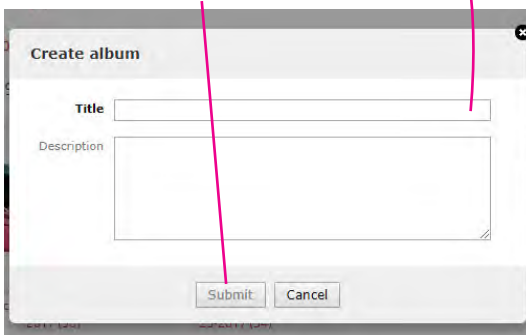
☒ Daily ☐ Weekly ☐ Immediately

Forum General Discussion

Save Cancel

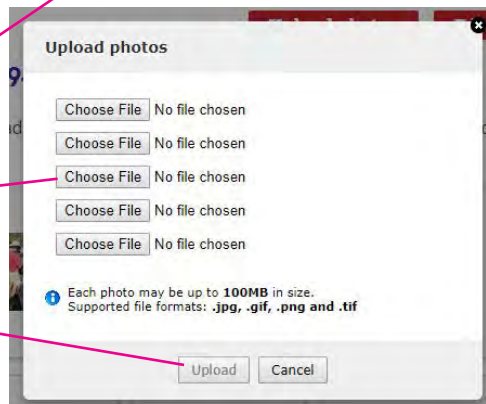
Creating Photo Albums

1. Click on your name at the top of the page if you are not already in your profile.
2. Click **Member photo albums**.
3. Click **Add album** to create a new album.
4. Give the album a title. A description is optional.
5. Click **Submit**.



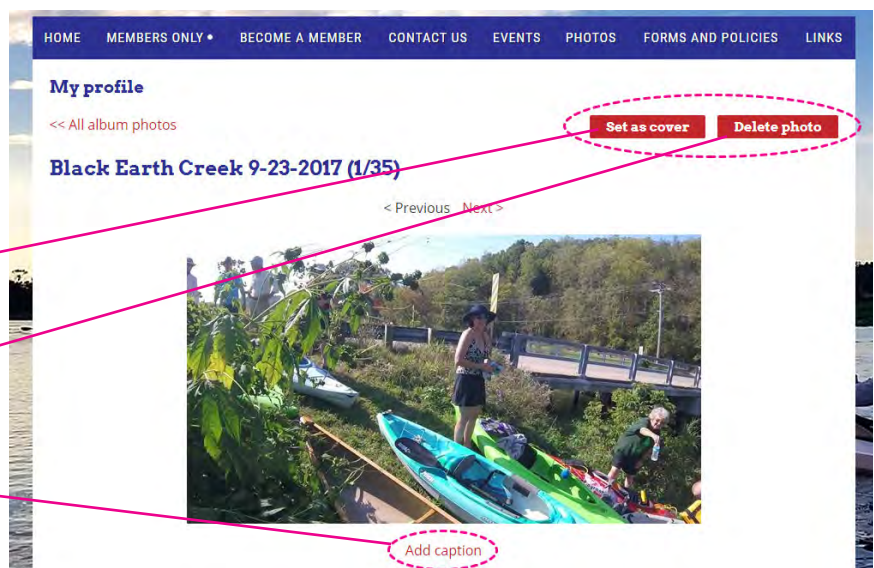
Adding Photos to an Album

1. Click the **Upload photos** button.
2. Click **Choose File**. You can upload 5 photos at a time.
3. Click **Upload**.



Editing Photos

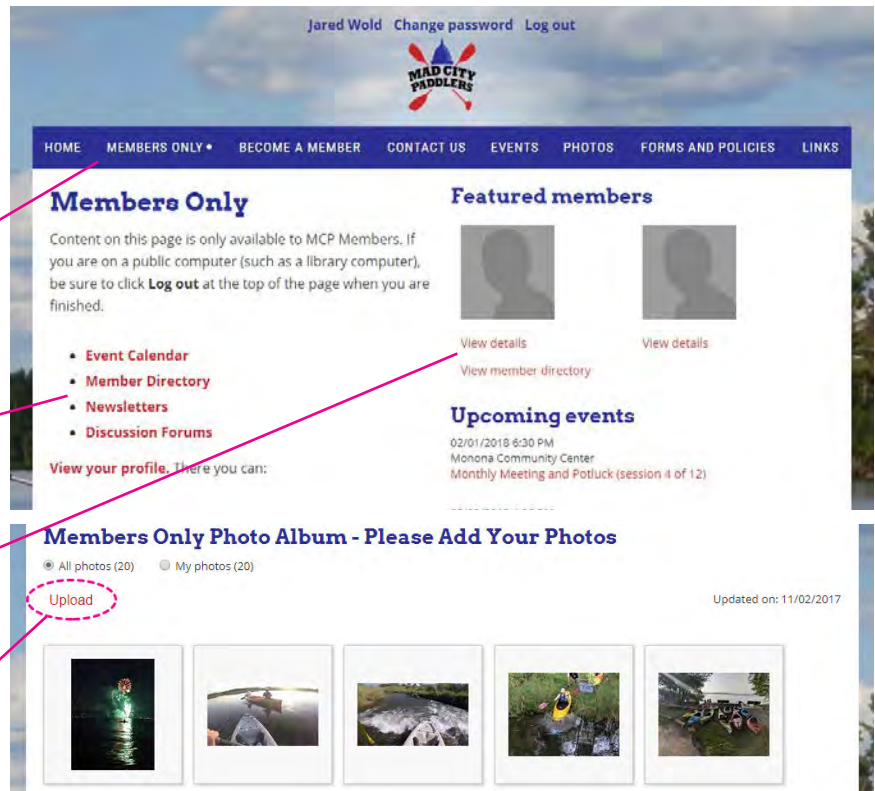
1. Click on any photo in an album.
2. Click Set as cover to make the photo the cover photo for the album.
3. Click Delete photo if you wish to remove it.
4. Click Add caption to add a text caption to the photo.



Using the Members Only Page

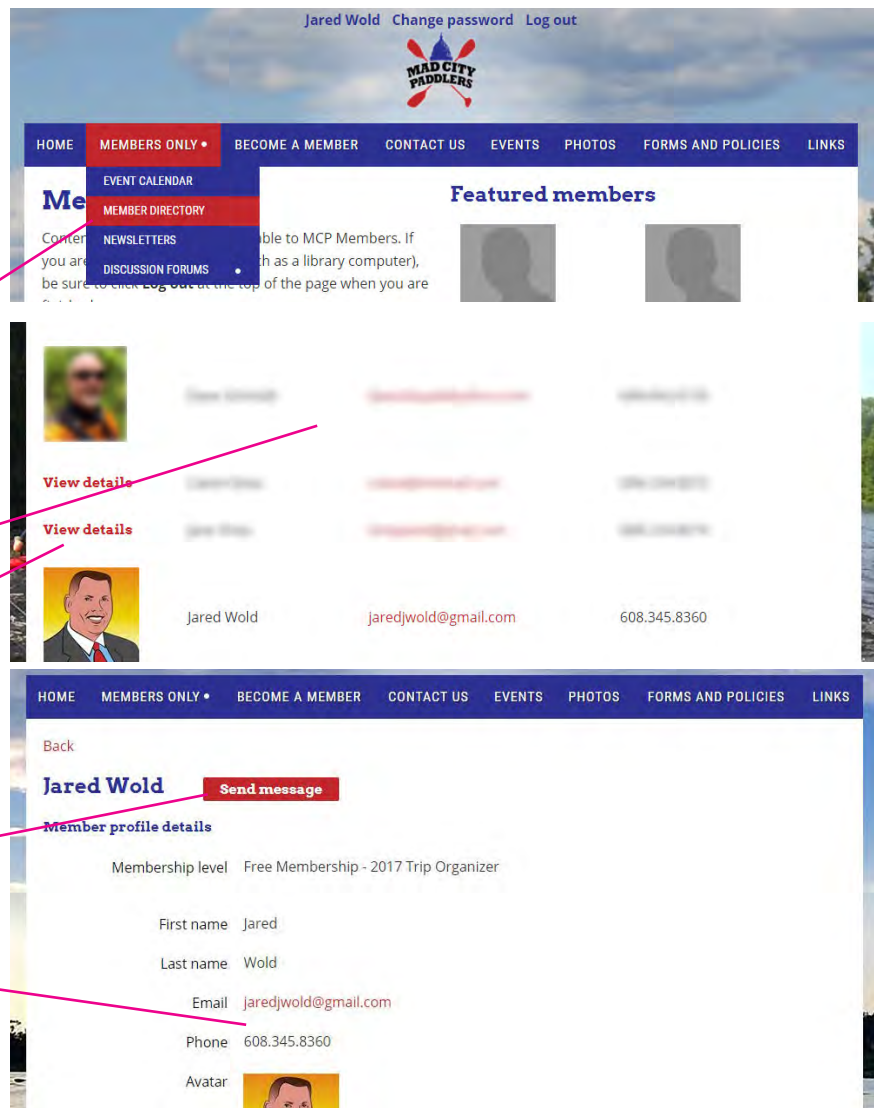
Once you are logged in, the Members Only link will appear in the navigation bar next to Home.

1. Click on **Members Only** to go to the Members Only page.
2. Click on links on the page to access other Members Only content.
3. You can click directly on featured member profiles, upcoming events, and recent forum posts.
4. Use the Members Only Photo Album to upload one or two photos from your recent trip. This album is separate from your member photo albums.



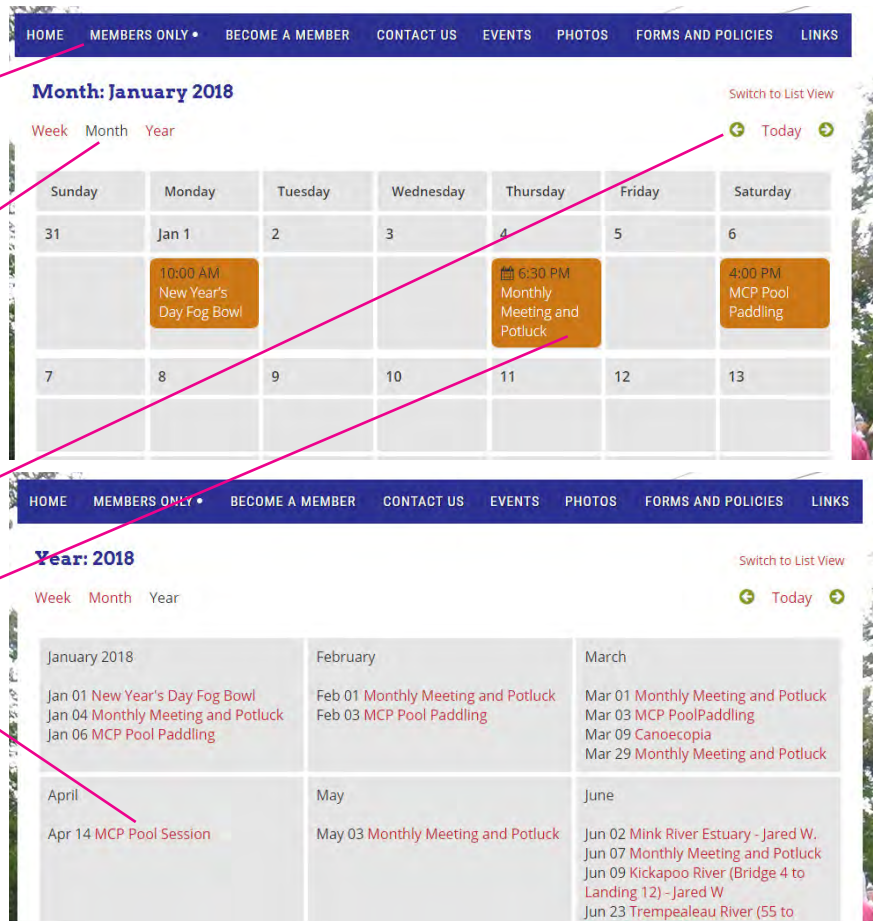
Using the Member Directory

1. Click on **Member Directory** under the Members Only menu item or from any of the links on the Members Only page.
2. Scroll through the list of members or search for a name you know.
3. Click on **View details** or the person's photo (avatar) to view their profile.
4. You can send the member a message if the **Send message** button appears.
5. Otherwise, give them a call or email them if that information is available!



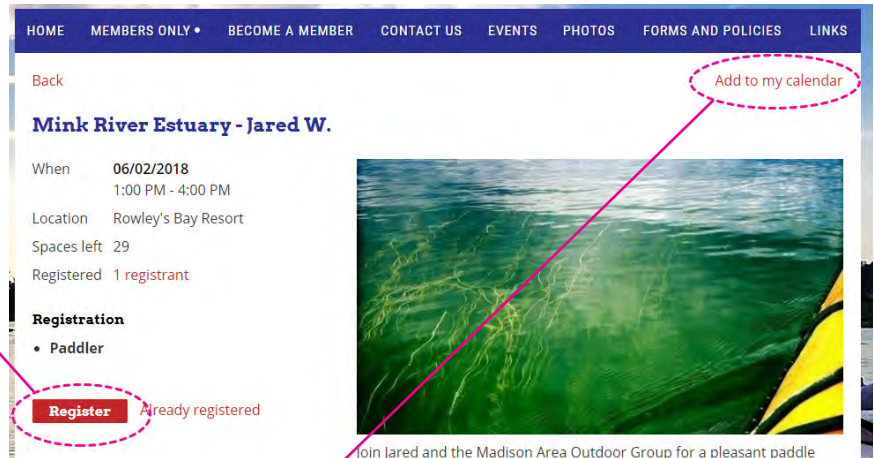
Using the Calendar of Events

1. Click **Calendar of Events** under the Members Only menu or from any link on the Members Only page.
2. Choose between Week, Month, and Year views. Month is the default, but Year is probably the easiest to use.
3. Use the arrows to move to the next or previous month.
4. Click on any event to view the details of that event.



Registering for an Event

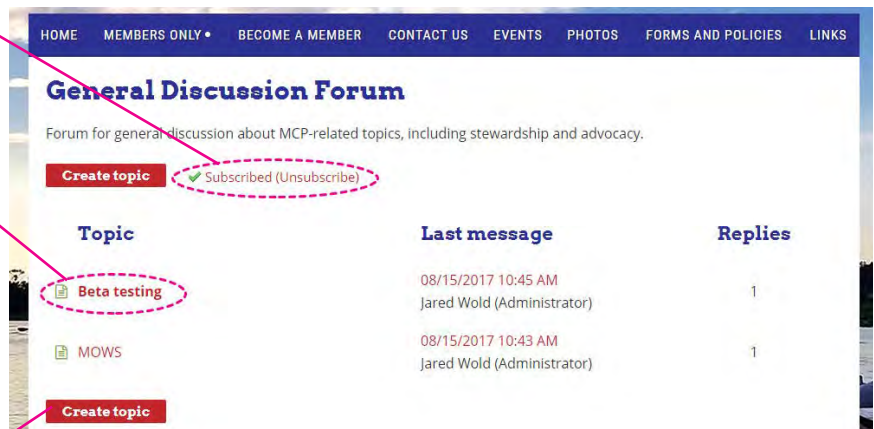
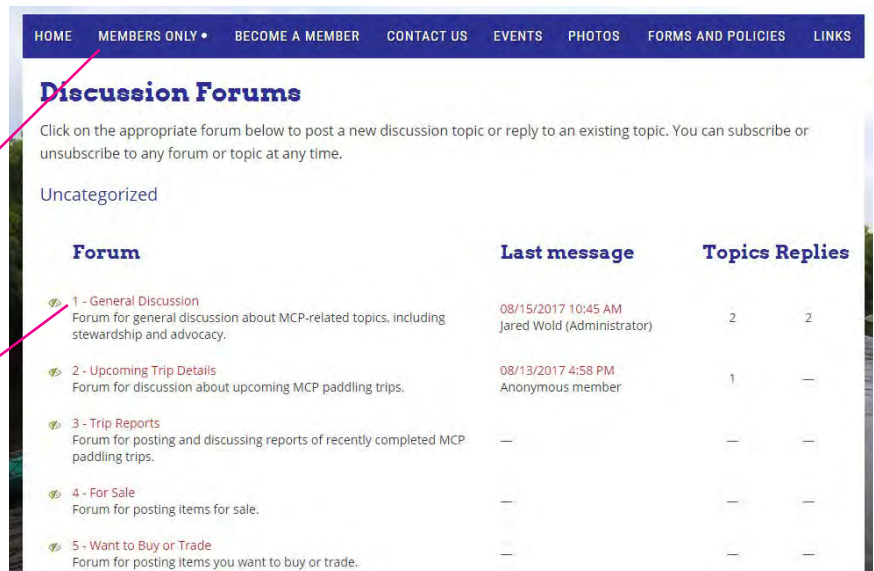
1. Click on any event in the Calendar to view the details of the event.
2. Click the **Register** button.
3. Follow the steps as prompted. You'll need to enter your email address, enter the number of guests you are bringing, and choose whether your registration information is available to other members when they view the event page.
4. If you want the details for the event to import into your own electronic calendar (iCal, Google Calendar, etc.), click **Add to my calendar**. An ICS file will download.



Using the Discussion Forums

The Discussion Forums took the place of the Google Group capabilities we used to have.

1. Click **Discussion Forums** under the Members Only menu or from any link on the Members Only page.
2. Click on a Forum to view Topics for that forum.
3. Click on **Subscribe** to get emails about any topic in the that forum.
4. Click on a topic to view the discussion.
5. Click **Reply** to post a comment in the discussion.
6. Click **Subscribe to topic** to receive emails when additional replies to the topic are made.



Creating a New Topic

1. Click **Create topic** on the main Discussion Forum page.
2. Enter the subject and text of your discussion.
3. Check **Subscribe to topic** if you wish to receive emails that there have been replies to your discussion and how often to receive those emails.
4. Click **Create**.

