

SIGNALLERS CLUB OF CANADA WEBSITE TUTORIAL
HOW TO CHANGE YOUR PROFILE SETTINGS
October 2015

The profile setting shows the Site Map which shows which restricted pages you can view and an Executive member which pages you can edit, change your name, email address and password. To change your password see the How to Change your Password tutorial.

USERNAME NOTE: YOU CAN NOT CHANGE YOUR USERNAME

Your username is a combination of your last name and initials and if there are more than one Sigs Club member with the same name and initials a number as part of the username. If you require a spelling correction send an email to webmaster@the-sigs-club-ca with the correct spelling, initials. The change will be made. You will not lose your email/password settings. Request for changes of the username to other than **lastname(n).initials** where (n) is a number **will not be entertained**.

To view or change your profile settings log in and then click on the **profile** link.

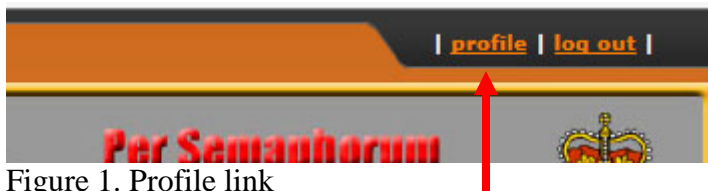


Figure 1. Profile link

The Site Map page will be displayed.

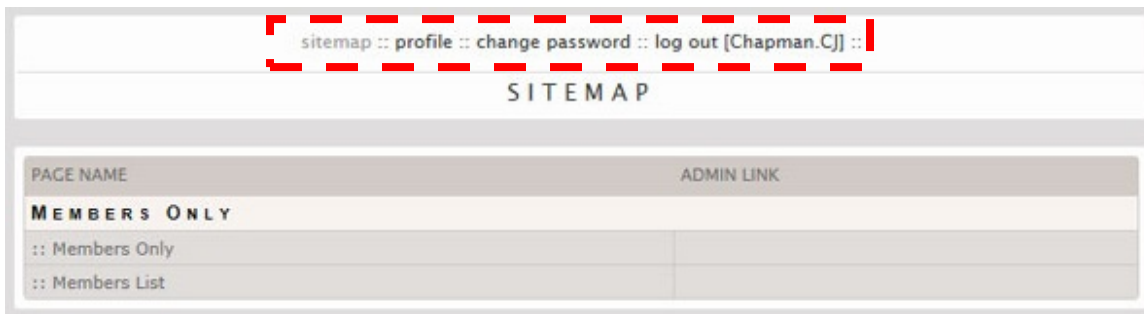


Figure 2. SiteMap

At the top of the window will be the links and username.

The current window you have displayed will be grayed out. For example this is the Sitemap so the sitemap link is grayed out.

sitemap

Displays the restricted areas and pages that you have access to, for example in this case Members only area and pages.

profile

Allows you to make changes to your name and email address

change password

Allows you to change your password. See How to Change your Password tutorial.

log out

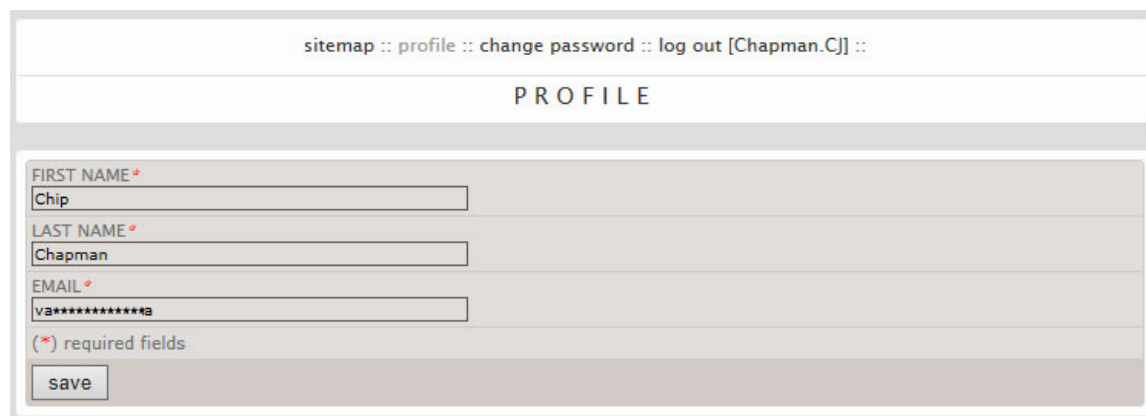
Logs you out and you can only view the non restricted (Public) pages. This is the same as the **log out** link on the Log In tab.

[username]

Displays your username

How to Change Your Name and Email Address

Click on the **profile** link.



The screenshot shows a web form titled "PROFILE". At the top, there is a breadcrumb trail: "sitemap :: profile :: change password :: log out [Chapman.CJ] ::". Below the title, there are three input fields. The first is labeled "FIRST NAME" and contains the text "Chip". The second is labeled "LAST NAME" and contains "Chapman". The third is labeled "EMAIL" and contains a masked address "va*****@". Below these fields, there is a note "(*) required fields" and a "save" button.

Figure 3. Profile Settings

The Profile page is displayed with the current settings for First Name, Last Name, and Email address. The initial settings were taken from the Sigs Club membership roll.

You can change your name by deleting/typing over the existing names. These names are separate from your username.

To change your email, delete/type over the existing email address.

Click on the **save** button for changes to take effect.

NOTE: The change of the information on this page does not change the information in the Sigs Club nominal roll. If you change your email remember to send an email to the Membership Officer and Public Relations Officer, so that they can update the nominal roll and email listings for announcements etc.