HOW TO EDIT YOUR PAGE IN THE MEMBER DIRECTORY

1. Go to DWHSA.com, scroll to the bottom of that home page, and click the first login link at the bottom (for DWHSA's main members-only site).

2. When the new login screen appears, type in your email address (the one you use with DWHSA) and your password. Then, click the "Login" button below those fields.

3. On the members-only home page that appears, go to the upper right-hand corner of that page, find your name, and click your name.

4. The next page that appears is your "My profile" page - it shows every piece of data we've collected about your membership, from your name and address to your email address and phone number. Not all of this information will appear to other members on your directory page! (You'll see information about your renewal date, and a link to pay your renewals - please ignore those for now. We're still setting up those features.)

5. On your "My profile" page, click the "My directory profile" link to see a preview of your page as it will appear in the directory. The page that appears will show you what your profile page will look like when other members find you in the directory.

6. Go back to the "My profile" page, and click the "Edit profile" button to go to a page where you can change the different parts of your profile. From now on, you don't have to alert DWHSA HQ when you wish to update your address, your phone number, etc. - you can do this yourself! Just make the changes on the "Edit profile" page, and click "Choose File" beside the "Member photo" line to upload your "head shot" photo. Then, click "Save" at the bottom to preserve those changes. NOTE: If you change your email address, please send us a note at support@dwhsa.com so that we can update your address in our Constant Contact email lists!

7. Go back to the "My profile" page, and you'll see several hyperlinks above the "Membership details" header. For now, you can ignore "Email subscriptions" (this link shows you any parts of the site, such as the forum, where you've clicked to have emails sent to you when you added a new post to the forum). Also, you can ignore "Invoices and payments" (once we turn on this feature, you'll be able to click here to pay renewals and get receipts). But, you can click the "Privacy" link to go to a page where you can decide yourself which fields in your directory page will be visible to other members. Click the "Edit profile" box on this page, and click the circles in the "Members" and "No access" columns to change the setting for any field (e.g., if you wish to hide your phone number from other members, find the "Phone" line, and click the circle in the "No access" column to hide it).

Then, click "Save" at the bottom of the page. What if you wish to hide your entire profile page - i.e., you do not want to show up in the member directory at all? Click "Edit profile," uncheck the "Show profile to others" linke jus below the "Edit profile" box, and then click "Save" at the bottom of the page.

8. If you wish to add up to 5 more photos to your profile page besides your main member photo (e.g., a photo of your entire agency team), click "Member photo albums" to go to a page where you can click "Create album," add a title and description to a photo album, and then upload photos to your album. That album will then show up on your profile page.

Questions? Contact us at support@dwhsa.com or 615.730.9977!