

How to update your Profile, your Club Details and Member Bundle

How to Update your Profile

After you have logged in you can update your Profile, change your Club Details, and also add and update the members in your clubs Member Bundle.

Note: that if you are the Primary Club Contact, then the **Club Details** and **Logo** that you enter are shown on the **Club Members** webpage, **no personal contact details are displayed.**

An example of the Club Member details shown on the website is at the end of this document.


To edit your Profile

The screenshot shows the website header with the Council of Motoring Clubs of W.A. logo and navigation menu. The navigation menu includes: About Us, Membership, Concessional Licensing, Events, Documents, News, Links, Members Only, Help, and Log in. A dropdown menu for 'Log in' is open, showing options: View profile, Change password, and Log out. A red box highlights the 'Log in' button and the 'View profile' link. Below the navigation menu, there is a banner image of a green military vehicle. Below the banner, there is a breadcrumb trail: About Us » My profile. A red box highlights the '3. Click Edit Profile' instruction and the 'Edit profile' button. Below the 'Edit profile' button, there are several links: Profile, Privacy, Email subscriptions, Member photo albums, My event registrations, and Invoices and payments.

1. Click on your Name link, at the top right as shown.
2. Then click on the View Profile link *(to just view your Profile)*.
3. Then click on the Edit Profile button to change your Profile & Club details.
4. If you do change your profile details don't forget to scroll back to the top and click the **SAVE** button.

You can edit the following fields, When finished scroll to the top or bottom and click **SAVE** .

Bundle summary

Bundle limit	6	Bundle limit, is the number of members allowed in your Club Bundle
Used so far	2	
Your members	<u>Jill Doe</u>	Number used so far & Bundled Members Name
User ID	66270868 This field is generated automatically and cannot be changed	
First Name	<input type="text" value="John"/> <small>First Name</small>	Your First Name
Last Name	<input type="text" value="Doe"/> <small>Surname or Last Name</small>	Your Surname
Email	<input type="text" value="testemail@councilofmotoringclubs.asn.au"/> <small>Your email address</small>	Your Email Address
Phone	<input type="text" value="123456789"/> <small>Please add your phone number</small>	Your Phone Number
Logo	 Remove / change	Your Club Logo
	<small>Add your Clubs Logo here</small>	
Privacy Policy	<input type="text" value="Yes"/>	Have you read the Privacy Policy
Organization	<input type="text" value="Council of Motoring Clubs of WA"/> <small>Add the full name of the club you are representing.</small>	Your Clubs Full Name
Club initials	<input type="text" value="CMCWA"/> <small>Add the initials of the club you are representing.</small>	Club Initials
Address	<input type="text" value="99 Test Rd"/>	Contact Postal Address
City	<input type="text" value="middle of nowhere"/>	
Postcode	<input type="text" value="6000"/>	
Website	<input type="text" value="http://www.councilofmotoringclubs.asn.au/"/> <small>Add the link to your Clubs Website here</small>	Club Website Address
Facebook	<input type="text" value="https://www.facebook.com/Council-of-Motoring-Clubs-of-WA-1077642585696982/"/> <small>Add the link to your Clubs Facebook site here</small>	Club Facebook Address

Scroll down and continue to edit, When finished scroll to the top or bottom and click **SAVE** .

AGM month	<input type="text" value="july"/>	Your Clubs AGM Month
	Add your Clubs AGM Month Here	
Insurance cover	<input type="text" value="yes"/>	Your Public Liability Insurance Company
No of club members	<input type="text" value="1000"/>	Number of club members
	Number of members in your club	
Total no of members vehicles	<input type="text" value="1000"/>	Number of vehicles in club
	number of members vehicles in your club	
DoT approval for concessional licensing	<input type="text" value="yes"/>	Does your club have DoT Concessional License approval
	is your club approved by DoT for Concessional Licensing	
No of vehicles under Code 404	<input type="text" value="500"/>	Number of vehicles with Code 404
	Number of vehicles in your club with code 404 licence	
No of vehicles under C4C	<input type="text" value="500"/>	Number of vehicles with Code C4C
	Number of vehicles in your club with code C4C licence	
No. of impromptu runs last club year	<input type="text" value="200"/>	Number of Impromptu runs last year
	Number of impromptu runs last club year	
No. of members attending impromptu runs last club year	<input type="text" value="400"/>	Number of members attending Impromptu Club Runs last year
	Number of members attending impromptu runs last club year	
Group participation		Group Participation is a field managed by the CMC administrator
Organisation Position 1	<input type="text"/>	
	Enter the position you hold in your Club and your designated position in the CMC for your club i.e. Primary club contact, Delegate, President, Secretary, Technical Representative, Vehicle Registrar, etc. Organisation Positions 1-5	
Organisation Position 2	<input type="text"/>	
	Enter the position you hold in your Club and your designated position in the CMC for your club i.e. Primary club contact, Delegate, President, Secretary, Technical Representative, Vehicle Registrar, etc. Enter the position you hold in your Club and your designated position in the CMC for your club	
Organisation Position 3	<input type="text"/>	
	Enter the position you hold in your Club and your designated position in the CMC for your club i.e. Primary club contact, Delegate, President, Secretary, Technical Representative, Vehicle Registrar, etc. i.e. Primary club contact, Delegate, President, Secretary, Technical Representative, Vehicle Registrar, etc.	
Organisation Position 4	<input type="text"/>	
	Enter the position you hold in your Club and your designated position in the CMC for your club i.e. Primary club contact, Delegate, President, Secretary, Technical Representative, Vehicle Registrar, etc. Add one entry per field.	
Organisation Position 5	<input type="text"/>	
	Enter the position you hold in your Club and your designated position in the CMC for your club i.e. Primary club contact, Delegate, President, Secretary, Technical Representative, Vehicle Registrar, etc.	

Once you have completed updating your Profile, click Save to Update it

How to Edit, Add or Delete a Bundle Member

Bundle summary


Bundle limit 6

Used so far 2

Your members Jill Doe **Click on Members Name to Edit Members Profile**

Add member **Click on Add Members Button to Add a New Bundle Member**

1. Click on **View Profile** (*not edit*), as described Previously, and you will see the above options.
2. **To Edit Bundle Members** details, click on the Members Name
 - I. This will display the Members Profile, you will then have the option to Edit the Members Profile or Archive (Delete) the Member.

 You are viewing a bundle member record.
[Return to bundle list and your own profile](#)

Edit profile [My directory profile](#) **Archive**

- II. Edit Profile**
 - i. Click on this and edit members details as above for editing a profile.
 - ii. **Save** edited details
 - III. Archive (Delete Member)**
 - i. Click on this and you will Delete the member from your bundle
 - ii. If you have made a mistake, you will have the option to restore the member.
3. **To Add a New Member**, click on the Add member button, (*note limit is 6 members*)
 - I. Enter the new members details as above for editing a profile.
 - i. **Save** edited details

Example of the Club Member details shown on the website

Member profile details

Membership level Full member club

Logo



Organization Veteran & Classic Car Club of WA

Club initials VCCCWA

Website <https://veterancarclubofwesternaustralia.wildapricot.org/>

Facebook <https://m.facebook.com/vcccwa/>