Creating Your SAWCC
Personal Member Profile
www.sawomenschamber.org

You have received your "welcome to membership" email and you are ready to begin setting up your profile. You will need to complete the following steps to set up your public and private directory profile.

1. You will need to login with your user id (your email address) and your password. Note: Your password will be the one that you created if you signed up online; however, if we manually set you up in the system then your password will be sawcc2012.

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Please login to continue

Please login to continue to the page you have requested.

E-mail

Password
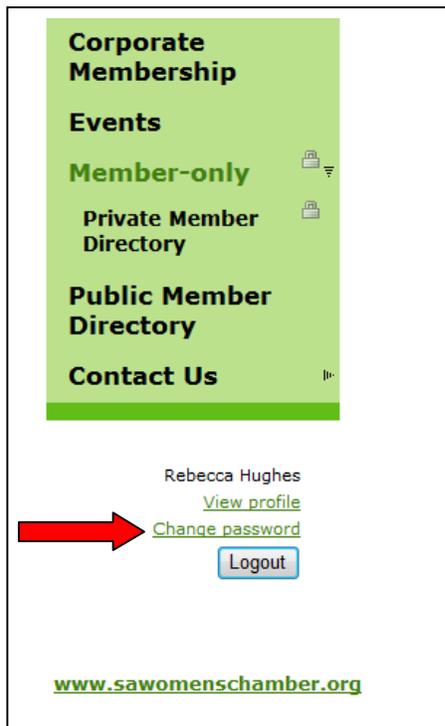
☐ Remember me

Login   Forgot password

2. Upon entering the website you will have to "agree to the terms and conditions" of the website before you can continue.

Accept terms of use

☑ I agree to terms of use for this website software

Continue   Cancel

3. If you entered your membership application online you would have already created your personal password; therefore, skip to step 4. If your application was manually entered you will need to follow these steps to create your own password.

   At the bottom of the tab listings you will see your name and the option to view profile and to change password. Select change password. This will take you to the page where you will enter in the current password (sawcc2012) and then create a secure "new" password, confirm and save.

   Corporate Membership

   Events

   Member-only

   Private Member Directory

   Public Member Directory

   Contact Us

   Rebecca Hughes
   View profile
   Change password
   Logout

   www.sawomenschamber.org

   Change password

   Change password for Marc Wall

   Current password _____
   New password _____
   Confirm new password _____

   Save   Cancel

4. Before beginning your profile, please take a moment to read our privacy policy, which is also located on the website under the Private Member Directory tab.

   Private Member Directory

   As a member benefit, you have access to the contact information of your fellow members listed on the San Antonio Women's Chamber of Commerce (SAWCC) private directory. By clicking on the "Private Member Directory" you agree to the following:

   - Contact information obtained through SAWCC **will not be sold, rented, or in any way distributed** to a third party.
   - Before placing members on your e-newsletter or any distribution list, you will ask for the members permission first.
   - If you send out any electronic communications, you will put members' email addresses on the BCC (blind carbon copy) line to protect members privacy and any illegal spamming.
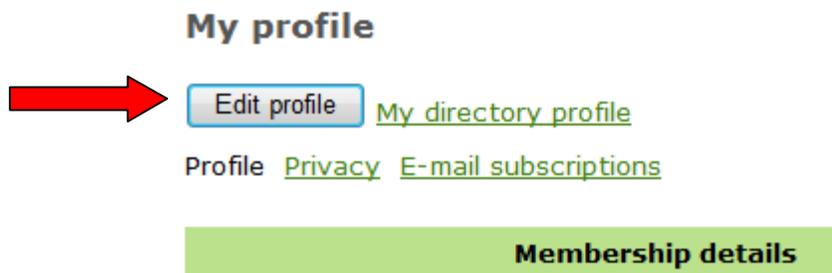
   NOTE: If anyone is found in violation of these policies they will be permanently restricted from having access to the "Private Member Directory" section.

   Thank you for helping us protect the privacy of all our members.

5. You will now begin to create or update your profile by selecting view profile.

Public Member Directory

Contact Us

Rebecca Hughes
View profile ←
Change password
Logout
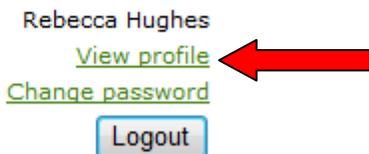
6. At the top of the page you will select edit profile. NOTE: All information that is filled in on this page will be viewed in the "private" directory; however, only your name, company name, and logo and/or photo will be viewed in the "public" directory.

My profile

→ Edit profile | My directory profile

Profile Privacy E-mail subscriptions

Membership details

7. You will be able to load both a logo and photo in the directory, if you so choose. You will see both options within your profile page. Select browse, select your logo/photo from your file location and select open for it to upload to the website.
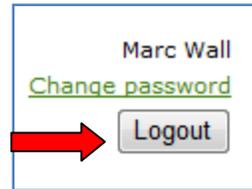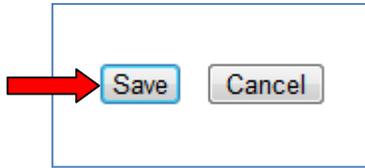
Personal photo   [   ] Browse...
Max size 110 x 110 pixels, larger images will be resized.

Organization logo [   ] Browse...
Max size 110 x 110 pixels, larger images will be resized.

IMPORTANT— Please follow these rules when uploading:

- Upload a logo/photo that is no larger than 250kb or .25MB. Any files larger than this will be deleted without notice.
- Be sure that nay of your uploaded files are labeled with your name and type of file (ex. — Rebecca Hughes-headshot or Rebecca Hughes-logo) so the website administrator will be able to tell from the compiled list that is saved on the website who's information is who's without opening each file. Any files that are not labeled will be deleted without notice.

8. Once you have entered all data and uploaded all logo/photos, you will need to save the information by selecting save at the bottom of the page. You may then logout if you are through using the website – but why don't you check out the upcoming EVENTS before you leave on by selecting the Events tab.

THANK YOU FOR BEING A MEMBER!