

Changing and Updating Your Profile

Updating your details and password on the guild website

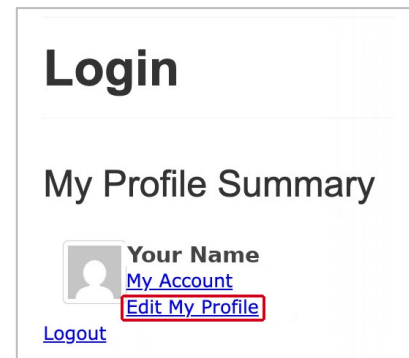
Your profile holds the details the guild has on file for you. What you enter there is what other members see in the Roster, so please update it whenever something changes.

1 Log in

Go to mountainmeadowquilters.org, click **Login** at the top right of the page and log in as usual.

2 Open your profile

Click **Login** at the top right again. This time the **My Profile Summary** appears. Click **Edit My Profile** (outlined in red).



3 Update your details

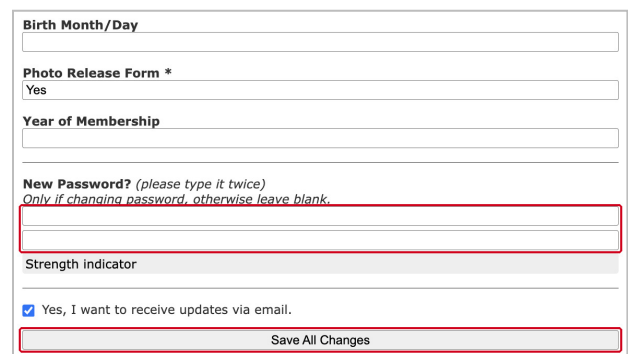
A small **My Profile** window opens. Click in a box, delete what is there and type the new information. Scroll down to see every box.

- Your **username** cannot be changed.
- Boxes marked with an asterisk (*) are required and cannot be left empty.



4 Change your password

Only if you want to. At the bottom of the window, under **New Password?**, type your new password **twice**, once in each box. Leave both boxes empty to keep your current password.



5 Click Save All Changes

The button is at the very bottom. Click it **before** you close the window, or your changes will be lost.

Forgotten your password?

Click **forgot password?** on the login screen and the website will email you a link to choose a new one. **Need help?** Email webmaster@mountainmeadowquilters.org.