

Quick Tip #10

Manage “My Account Settings”:

To manage your “My Account Settings”:

- Go to *“My Account – My Account Settings”*

Members can manage their information using the following:

“Change Login Name” - strongly suggested you do not change this. Your current login name is your email address. Only change this if your email address changes, then to your new email address

“Change or Remove E-Mail Address” – this is the place to change your email address (or remove it, see note in Quick Tip #9 regarding Organization Email

“Update Personal Profile and Organization Options” – covered in Quick Tip #9

“Update Addresses” – this is your mailing/street address not email address. Add, edit or remove, your choice.

“Change Avatar Image” – your choice

“Update Membership Information” – this is not used by the club – ignore

“Change Password” – what it says

“Change Password Reset Question” – strongly recommended. If you forget your password you can reset it from the Login page – Reset Password –it will ask for your Reset Question. (Default is your login name, but not very secure)

“Delete My Account” – you do not want to do this. If you leave the club your club account will be set to “inactive”. Should you decide to return in the future the club can re-activate this account. If you are a member of another club that uses this Visual Pursuits website system you will want to keep your “My Account” as it is used over the Visual Pursuits system, not just the current club. If you delete your “My Account” all your images and information profiles will be deleted from the Visual Pursuits servers and every organization to which you belong(ed).