

League Web Site Member Guide

This document is an “how to” guide to using the League web site and is comprised of the following sections:

- Logging in
- Changing your password
- Updating your profile
- Changing your privacy settings
- Setting your email preferences
- Renewing your membership
- Changing your membership level
- Registering for events
- Making donations

Any questions should be directed to the Robert Demler, Executive Director, at robertcdemler@gmail.com.

Logging in

You have to log into your League web site account if you want to perform self-service functions such as changing your email preferences or paying an invoice.

The league web site is accessed by typing preservesonoma.org in your browser.

New members are automatically logged in after supplying their email address when they apply for membership, register for an event, or make a donation.

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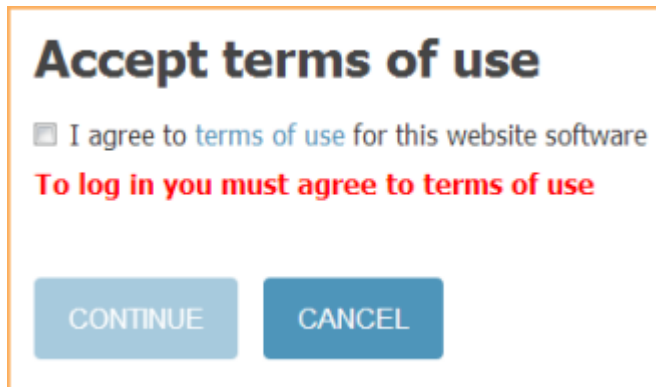
You will then see the site home page:



In the log in fields, you enter your site credentials – your email and password – then click the **Log in** button. If you do not remember your password, click the **Forgot password** link next to the **Log in** button. On the page that appears, you can enter your email address to receive a reset password link via email. Clicking on that link will take you to the password reset process, which is described below under the **Changing Your Password** section.

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When you first log into League web site, you will be required to accept the League web site's terms of use before proceeding.



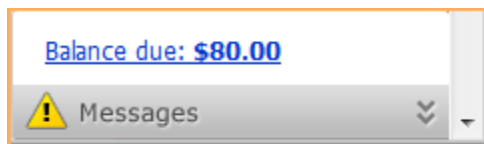
Accept terms of use

I agree to [terms of use](#) for this website software

To log in you must agree to terms of use

CONTINUE CANCEL

After you log in, a message will appear with links in the bottom right corner if you have unpaid invoices or incomplete registrations, or are lapsed, overdue, or within a week of your renewal date.



You can click any of these links to resolve the corresponding issue.

Changing your password

You can change your password by clicking the **Change password** link that appears below or beside the link to your profile after you log into your League web site site.



On the screen that appears, you enter your current password, then the new password, and the new password again for confirmation.

A screenshot of a 'Change password' form. The title is 'Change password' in bold. Below it is the text 'Change password for Steve Andrews'. There are three input fields, each with a red asterisk and a label: '* Current password', '* New password', and '* Confirm new password'. At the bottom of the form are two buttons: 'Save' and 'Cancel'. The entire form is enclosed in an orange border.

Password requirements

1. Minimum of 7 characters
2. Maximum of 50 characters
3. Any combination of letters, numbers and characters (except spaces)

League web site passwords are case sensitive.

Updating your profile

Once you are logged into your League web site account, a link will appear to your member profile at the top right of the page.



After clicking on the **View Profile** button, your **My profile** screen will appear. Click the **Edit profile** button to update your personal information.



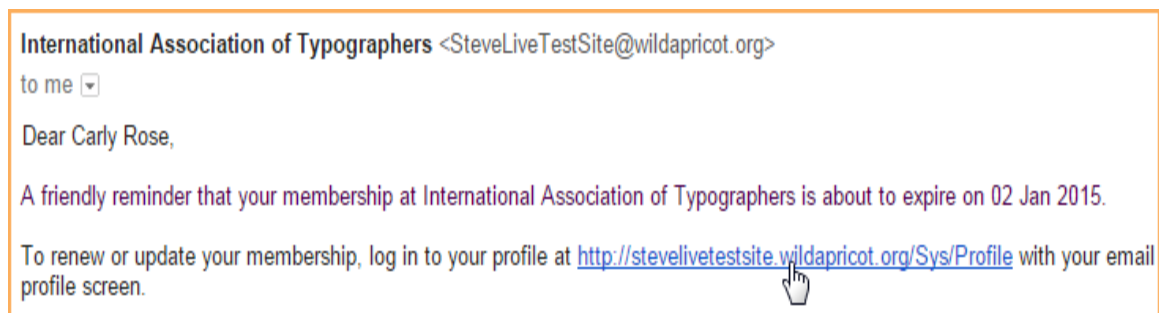
After you've made your changes, click the **Save** button to save them.

The **Privacy** and **Email subscriptions** settings have been locked for all members with default values. Contact the League if you have any questions.

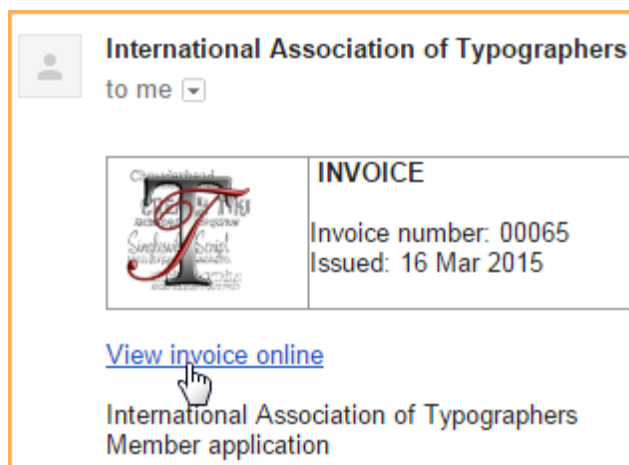
Renewing your membership

There are two ways you can renew your membership.

A membership renewal notice and/or invoice will be automatically emailed to you a certain number of days before your membership renewal date. This renewal date is displayed on your profile. Within the renewal notice, you can click the link to log into your League web site account.



Within the invoice, you can click the **View invoice online** link to view and pay the invoice online without logging in.



You can also renew your membership from your member profile on your League web site site. To view your member profile, log into your League web site site and click the **View**

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Profile to your member profile, or click the **RENEW** button on the home page.

To renew your membership from your member profile, click the **Renew** button on your **Profile** page.

Membership details

Membership level	Gold - \$20.00 (USD) <i>Subscription period: 1 year, on: April 1st</i> <i>No recurring payments</i>
Membership status	Active
Member since	25 Nov 2014
Renewal due on	01 Apr 2015



[Renew until 01 Apr 2016](#)

After you click the **Renew** button, you can review and update your membership details, then click the **Update and next** button. Then, you click the **Confirm** button to confirm the renewal request. You will be taken to the **Invoices and payments** page where you can pay for the invoice for the renewal.

Until the payment is made, a *Balance due* notification will be shown on the notification bar,


Balance due: \$60.00

Membership is expired

 Messages 

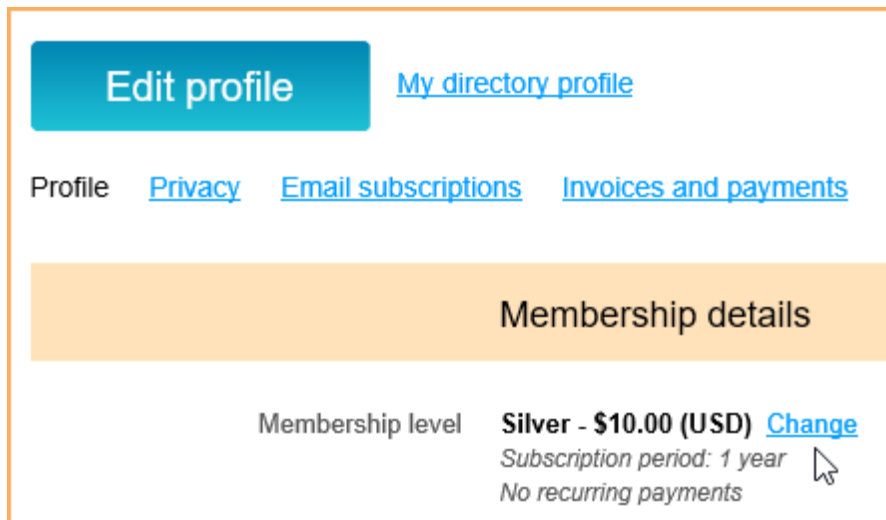
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and a message will be displayed on your member profile:

Membership renewal initiated, not paid yet.
[View / Pay invoice](#)

Changing your membership level

If the security options for your membership level allows, you can switch to a different membership level by clicking the **Change membership** button that appears on your **Profile** screen.



Once you click the **Change membership** button, you can choose a new membership level then click the **Next** button.


After reviewing your choice and updating any profile details, you click the **Confirm and next** button. Finally, you click the **Confirm** button to confirm the level change request. You will be taken to the **Invoices and payments** page where you can pay the membership fee.

The full price of the new membership term will be billed, and the next renewal date will be calculated based on new level settings and payment date. There is currently no pro-rating based on the previous membership level.

After the online payment is completed, your membership record will be updated with a new membership level and renewal date. Until the payment is received, notice about the

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level change is shown on the your profile, along with the option to view and pay the invoice.

 Membership level change initiated, not paid yet.
[View / Pay invoice](#)

Registering for events

The events that you can register to attend appear on an events calendar on an events page. Using the event calendar, you can view event details and register for events.

You can also view the upcoming events on the box labeled Upcoming Events on the home page and other pages as well.

To view the details for a particular event, click the event name or the **Show details** link. To register for an event, click the **Register** button.

You can register multiple attendees under your account by returning to the event registration page after confirming each registration but before paying.

After you've clicked the **Register** button, follow these steps to complete your registration:

1. If you are not already logged in, enter your email address. If you are already logged in, your email will already be filled in (though you can change it, to register another person).
2. If there are multiple registration types, you will be asked to select a registration type.
3. Depending on whether you are logged on or not, some member-only registration types may not be available. If you are not logged in, but your email is already in the site's contact database, you will be prompted to log in. If your email is not in the contact database, you will be prompted to apply for membership.

4. Once you select a registration type and click **Next**, the main registration form appears.
5. Here, you fill out the registration form, and select additional event options, if any (e.g. meal preference, event sessions). If the event is set up with a guest registration option, you can indicate the number of guests.
6. Once you are finished filling out the form, click **Next**.
7. A **Pay online** button will appear. Clicking the **Pay online** button will take you to the online payment screen for PayPal.
8. When paying using PayPal Payments Pro, the **Pay online** button will be replaced with two buttons: **Pay with credit card**, and **PayPal Express checkout**.

Making a donation

From the Home page, click on the green Donate button.

This will take you to a screen and you can just fill in the fields (amount, description), and follow the payment instructions.

Note that non-members can donate, but will have to fill-in more contact information.