

Setting up your new Sonoran Arts League Membership Profile

This step-by-step guide to help you set up your new Sonoran Arts League MembershipWorks member profile and directory information business card.

DOCUMENT INDEX:

| | |
|--|----|
| <u>WELCOME</u> | 2 |
| <u>HOW TO SIGN IN / REQUEST PASSWORD</u> | 3 |
| <u>ABOUT TAB</u> | 4 |
| <u>PRIVACY SETTINGS</u> | 5 |
| <u>BUSINESS CARD / MEMBER DIRECTORY</u> | 6 |
| <u>PROFILE DESCRIPTION</u> | 7 |
| <u>SOCIAL MEDIA LINKS</u> | 8 |
| <u>ADDITIONAL LINKS</u> | 9 |
| <u>MEDIUM(S)</u> | 10 |
| <u>PROFILE GALLERY (ART IMAGES)</u> | 11 |
| <u>ARTIST DETAILS</u> | 12 |

Setting up your new Sonoran Arts League Membership Profile

Welcome to the Sonoran Arts League new Membership Profile.

If you are new to Sonoran Arts League, you will be entering information for the first time.

If you are an existing Sonoran Arts League member, we brought over as much information as we could from the old system. Unfortunately we were not able to transfer images and formatting was removed from the text.

Here are a few things to know about the new system, that may not be familiar to all users:

- If you see a (the color may vary) or a , this indicates items which may be (de)selected or (in)active/(dis)abled.
When filled in, the option is selected or active/enabled.
When clear/not filled in, the option is deselected or inactive/disabled.
- If you see [? Learn more](#) , this is a clickable link, that will open a new window with more help, most likely a video.
- Other items you will encounter are “standard” fields and buttons found on any webpage that should be familiar to most if not all users.
- Most importantly...**Don't Overthink It!** It really is as easy as it seems.

This rest of this document will help your initial setup of your profile and remind you what things are when you update your profile in the future.

The tabs shown below are the various parts of your profile you can access. The **About** and **Profile** are detailed in the remainder of this document. The **History**, which is not documented, is a read-only view of your Payments and Invoices handled through the member system. **Sign Out** allows you to do just what it says.



At the bottom of each page you will find:



When you enter or update information and wish to save it, click Save & Continue, otherwise click Skip.

Setting up your new Sonoran Arts League Membership Profile

HOW TO SIGN IN / REQUEST PASSWORD

The first time you login into the new membership system, you will need to obtain a new password, then reset your password.

On the Sonoran Arts League website, click on the member login button (this has not changed).

On the new Member Sign In screen, click on the dot next to “Request Password”. Next enter your Email address and click the [Request Password] button.

Member Sign In

Sign in to your Membership account to manage your profile and to register for Member Only events.

Sign In
with your email and password.

Request Password
We will email you a new password so you can access your account.

Email

Check your email for your new password, then return to the login screen once you have it.

Now that you have your email, enter your email address and new password, then press the sign in button. (Your screen may say Sign In, instead of An email with your new password...)

Member Sign In

Sign in to your Membership account to manage your profile and to register for Member Only events.

An email with your new password is on its way!
If you do not receive the email within a few minutes please check your spam folder.

Email

Password

Setting up your new Sonoran Arts League Membership Profile

ABOUT TAB

You will now be signed into the new system, and presented with your Membership Profile. You will start with the About tab, **verifying ALL information and adjusting or entering as necessary**. Note: Your name and not a business name must be in the Name field.

It is also recommended that you change your password whenever you request a new one, and you can do that on this screen, by clicking on the “Change” prompt under Password.

You can also renew/upgrade your membership or update your billing information by clicking on the [Renew, Upgrade or Update Billing] button.

The screenshot shows a web page titled "Member Sign In". Below the title is a sub-header: "Sign in to your Membership account to manage your profile and to register for Member Only events." There are four tabs: "About", "Profile", "History", and "Sign Out". The "Profile" tab is active. The main form contains the following fields: "Name" (text input), "Mailing Address" (text input), "City, state/province, postal code" (text input), "Physical Address (if different from above)" (text input), "City, state/province, postal code" (text input), "Email" (text input), "Phone" (text input), "Website" (text input), and "Password" (text input) with a "Change" link below it. Below the form is a section for "Artist Member" with the text "\$95 / Annually. Includes all Artist Membership discounts and benefits." and "Membership expires on (Date will be show here)". A blue button labeled "Renew, Upgrade or Update Billing" is positioned below this section. At the bottom of the page are two buttons: "Save & Continue" and "Skip".

Press [Save & Continue] when you have entered/validated all information.

Setting up your new Sonoran Arts League Membership Profile

PRIVACY SETTINGS

The Privacy options allow you to control what information is made public.

By default, both options will be enabled, meaning nothing will be public. This is to ensure that any personal information you enter, will not be made public unless you specifically allow for it.

Keep in mind both options are in the negative, so enabling the option prevents the information from showing, whereas disabling the option makes the information public.

“Do not list in the member directory”:

When enabled , your information ***will not show*** on the website member directory.

When disabled , your information ***will show*** on the website member directory.

“Do not show street address in profile”:

When enabled , your address ***will not show*** on your profile, if public.

When disabled , your information ***will show*** on your profile, if public.

Privacy

- Do not list in member directory
- Do not show street address in profile

Setting up your new Sonoran Arts League Membership Profile

BUSINESS CARD / MEMBER DIRECTORY

The Business Card is a new feature and is what is shown in the website member directory. The Business Card will contain an image such as your headshot, logo, etc. (if uploaded), your name (from the Info tab) and a tagline (if entered). Keep in mind this is about the size of a business card, so the information displayed is limited, and is used as a gateway to your profile.

The “Learn more” will open up a help window with a short video or other information regarding this selection.

“Click or drop file here to upload image”:

Click in this area to open a file explorer window, which can be used to find and upload an image to use on your business card.

Alternatively, you can drag and drop an image into this area, and it will be uploaded for use on your business card.

“Your Name Here”:

This will display your name from the Info tab (and not the words Your Name Here).

“Enter a short description here”:

This is the tagline field which will display on the business card. As with a standard business card, space is limited (80 characters). Think of this as a first impression, so make it count! Artists, if you have a professional or studio name, this would be an appropriate place for it.

Business Card [? Learn more](#)

Click areas on card to upload your personal image or logo, and to edit your tagline:

Click or drop file here to upload image

Your Name Here

Enter a short description here

Setting up your new Sonoran Arts League Membership Profile

SOCIAL MEDIA LINKS

The Social Links allows you to enter your links to the various social media sites. This will be displayed in various places as the icons that you commonly see across the internet, that people can click on to get to your social media.

Note that the links should start with the values below and should not be just a handle. (Hint: Copy and paste whatever you are putting in into your web browser and make sure it takes you where you expect it to.)

| | | |
|-----------|---|---|
| LinkedIn | linkedin.com/in/ | (ex. www.linkedin.com/in/vancityreynolds) |
| Facebook | www.facebook.com/ | (ex. www.facebook.com/VancityReynolds) |
| Twitter/X | x.com/ | (ex. x.com/VancityReynolds) |
| YouTube | www.youtube.com/ | (ex. www.youtube.com/@VancityReynolds) |
| Pinterest | www.pinterest.com/ | (ex. www.pinterest.com/ryanrenolds) |
| Instagram | instagram.com/ | (ex. www.instagram.com/vancityreynolds) |

Social Links

| | |
|-----------|----------------------|
| LinkedIn | <input type="text"/> |
| Facebook | <input type="text"/> |
| Twitter/X | <input type="text"/> |
| Youtube | <input type="text"/> |
| Pinterest | <input type="text"/> |
| Instagram | <input type="text"/> |

Ensure that you leave any you are not using blank, so the icons will not display unnecessarily and/or send people to an invalid link.

*** Do not put anything other than the indicated social media links in these fields. If you have other links you would like to include, please use the Additional Links feature.

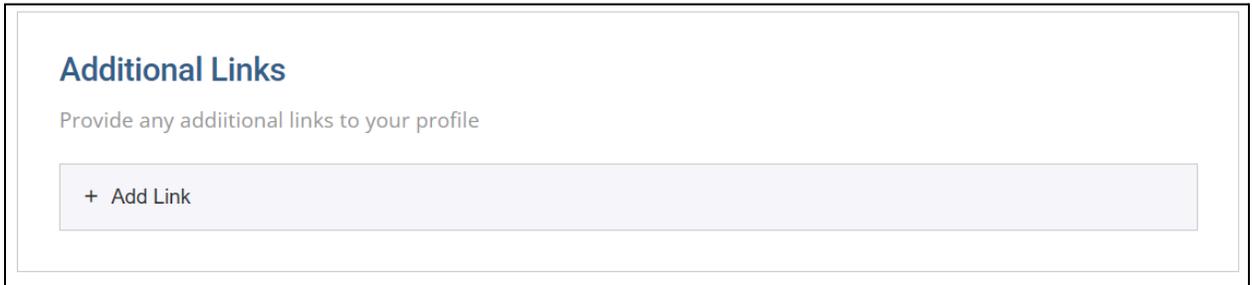
Setting up your new Sonoran Arts League Membership Profile

ADDITIONAL LINKS

The Additional Links allows you to enter links to other sites or services that do not fall under your webpage (from the Info tab) or the Social Links.

“Add Link”:

Click on this to add a new link.



Additional Links
Provide any additional links to your profile

+ Add Link

When you click on the “Add Link” the box will expand, and you can enter the information for the new link.

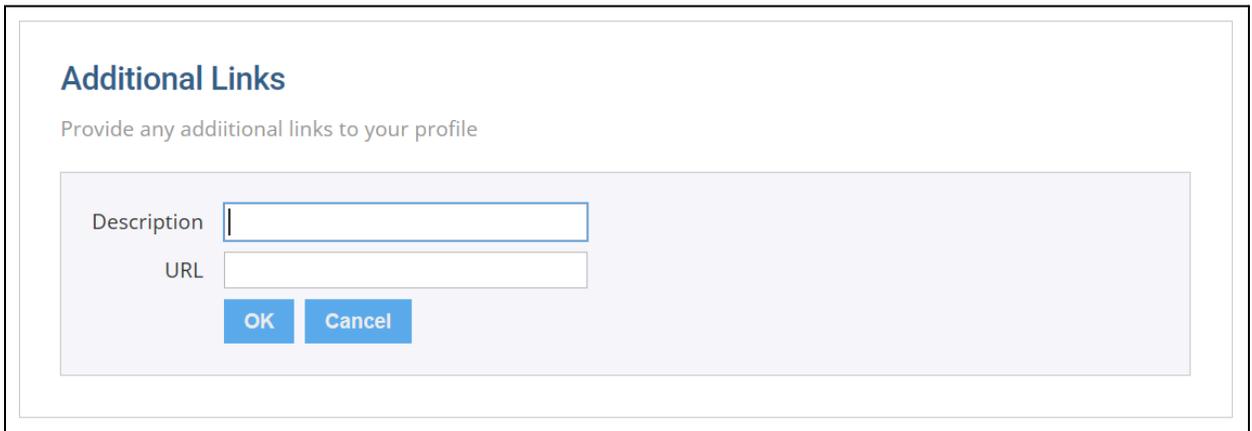
“Description”:

This is the description to display, which will be clickable by a visitor.

“URL”:

This is the URL to the website or service that you wish the visitor to be directed to.

When you have the information completed, click on [OK] to save it, or [Cancel] to abort entry.



Additional Links
Provide any additional links to your profile

Description

URL

Setting up your new Sonoran Arts League Membership Profile

MEDIUM(S)

(For Artist & Student Members only)

The Mediums options are where you can select up to 3 mediums that you work in as an artist. These mediums will be displayed in various areas and will also be used as search options in the website member directory, so visitors can find artists by the mediums they work in.

Mediums

Indicate the mediums you work in

Primary Medium

Secondary Medium

Tertiary Medium

Setting up your new Sonoran Arts League Membership Profile

PROFILE GALLERY (ART IMAGES)

(For Artist & Student Members only)

The Profile Gallery is where you can upload images of your work.

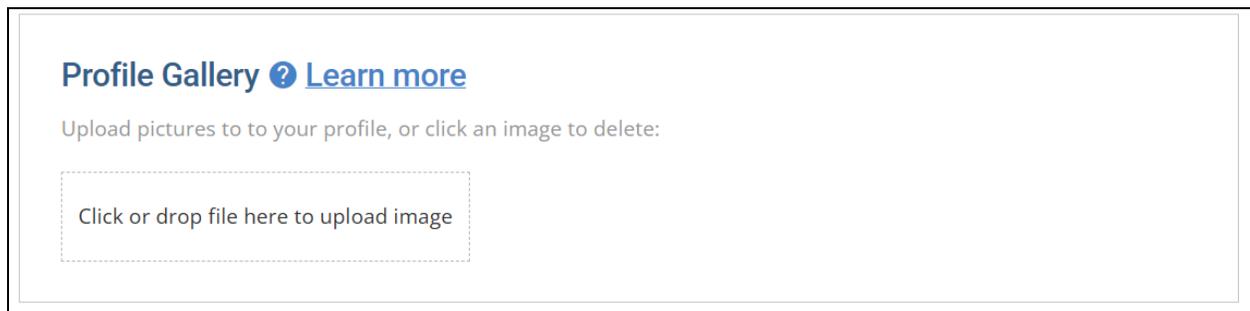
The “Learn more” will open up a help window with a short video or other information regarding this selection.

“Click or drop file here to upload image”:

Click in this area to open a file explorer window, which can be used to find and upload an image to add to your gallery.

Alternatively, you can drag and drop an image into this area, and it will be uploaded and added to your gallery.

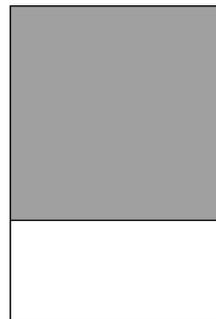
As indicated, you can click on an existing image to delete it from the gallery.



Note: The thumbnails will display as a square, starting from the upper right corner of the image, and the full image will show once the magnifying glass  symbol on the thumbnail is clicked.

(It will be a wrench  when editing, since you can do more than just view the full image.)

For example, in the rectangular images below, only the shaded areas will show in the thumbnail, while the full image displaying when expanded.



To see all of the image in the thumbnail, make your image square by adding borders top & bottom or left & right and/or cropping the image, ensuring to center your artwork.

Setting up your new Sonoran Arts League Membership Profile

ARTIST DETAILS

(For Artist & Student Members only)

The Artist Details are additional sections for artists to add their Bio, Education & Experience and Statement. If available, this information was brought over from the old system without formatting. So use the opportunity to update your information and the formatting.

The options and icons at the top of the box allow you to format the text.

The screenshot displays a web form titled "Artist Details" with three distinct text input areas. Each area is headed by a label: "Artist Bio", "Artist Education & Experience", and "Artist Statement". Above each text area is a horizontal toolbar containing various icons for text formatting, including an "Edit" dropdown, a text color icon, bold (B), italic (I), underline (U), left-align, center-align, right-align, bulleted list, numbered list, link, and unlink icons. The text areas themselves are empty, with a vertical scrollbar on the right side of the first one. The entire form is enclosed in a thin black border.

When done updating, click either [Save & Continue] to save your additions and updates and move onward, or click [Skip] to abandon your additions and updates and move onward.

(These will be at the bottom of the screen.)

