Greater Newburyport Village Website - Quick Reference Guide

When you become a member of the Greater Newburyport Village, you receive an automated welcome message that includes your user name and a temporary password that you change to one of your choosing. Below are steps for performing some of the basic procedures at the <u>Greater Newburyport</u> <u>Village website</u>.

I. Log into the GNV Member Portal (for the first time)

- 1. Go to the GNV site at http://www.greaternewburyportvillage.org/.
- 2. Click the *Member Login* button in the upper right corner of the home page.
- 3. Enter your User Name and temporary Password.
- 4. Click Login. Result: You see the User Name and Password screen.
- 5. Enter and Confirm your new password to change it to one you will remember.

Note that you can click *Forgot my Username/Password* or the link for *Trouble logging in?* if you need assistance.



II. Update/Verify your Profile (after you log in)

- 1. Click the down-arrow next to your name in the upper-right corner of the Member Portal.
- 2. Click *Profile*.

Result: The Member Profile screen displays five sections: Membership Summary, Personal Info, Financial/Historical Data, Website, and User Manual (for System Admin).

- 3. Verify your information in the Membership Summary and browse your payment information under Financial/Historical Data.
- 4. Under Personal Info:
 - Click *Contact Info* and ensure your name and contact information are entered and accurate. Note that the year is required on Birthday; use '1900' to keep the actual year private. Update *Additional Member Data* and then click Save.
 - Click *Standard Member Directory* and check your Visibility options; enter/verify your information; scroll to the bottom of the page to add your photo. Then click Save.
 - Click Additional Contacts to add the names of family and/or supporting friends; Save.
- 5. Under Website:
 - Click User Name/Password (if you alone access the Member Portal on your computer, you can check Remember me on this computer to log in without entering your user name and password); then click Save.
 - Click Interests to update your list of interests; then click Save.
 - Click My Service Requests to view your past requests or add a service request; Save.



Please enter your user name and password and click "Login".				
User Name	tmember	•		
Password	••••••••••••••••••••••••••••••••••••••	٠		
□ Remember me on this computer (Do not select this option on a shared or public computer) Login ✓ Cancel ×				

Forgot My Username/Password

Trouble logging in? Click here for assistance.

Member Profile Membership Summary Join Date: 12/14/2016 Type: Charter - Household (Secondary Member) Last Renewal: 2/15/2018 Status: Active Exp. Date: 3/1/2018 Website Personal Info Contact Info User Name / Password Additional Member Data Interests Standard Member Directory My Service Requests Additional Contacts Download Bank Financial/Historical Data User Manual ownload version 7.5 (17.3 MB - Updated Transaction History 12/12/2017) Payment/Credit History Credit Card (PDF format - requires Acrobat viewer). Event History **Optional Additional Charges** Video: Updating your Member Profile .MP4 Format .MOV Format Volunteering

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Below are the steps to follow as you use the Member Portal.

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III. Log Out of the Member	1. Click the down	-arrow next to your name in the upper-right corner of the page.		
Portal	Click Logout.	. Click Logout.		
		Happy Member 📀		
	Happy 978-12	Member member@gmail.com 3-4567		
	Profile			
	Login as a different	it user		
	() Logout			
IV. Register for an event	1. Log into the M	ember Portal.		
	Note: If not logged in, you will be asked to do so when you register as a member.			
	2. Click the Event Calendar tab in the menu bar.			
Event Calendar	3. Locate the event for which you want to register.			
	4. Click on the event.			
	5. Click the <i>Register Now</i> button.			
	6. Click Next			
	7 Click Ves or No	to answer the question asking if you need a ride to the event, and then click Next		
	9 Click Complete	 Click Complete Registration to finalize the registration. You will receive amail verification. 		
	8. Click Complete	<i>Registration</i> to finalize the registration. For will receive email vernication.		
	* Important Tip: <u>A</u> name in <i>Non Mem</i> that person. Only t	<u>Iways search</u> the member or non-member database for the person you are registering. If you type in a <i>ber Information</i> for a person who is in the database already, the database adds an additional record of type in a new name if the person is not in the non-member database.		
V. Interact with the	Greater	If you have a Facebook account, help us to keep our Facebook page viable by reviewing the site		
Village Facebook Page	Newburyport Village @NewburyportVillage	making comments, and liking items.		
	Home			
	About	1. GO TO THE GNV FACEbOOK page at <u>https://www.facebook.com/pg/NewburyportVillage/</u> .		
	Photos	2. Browse the Home Page and then take a look at About, Photos, Community, and Posts.		
	Community	Click <i>Like</i> on the items you like.		
	Posts	 Click Comment to add something you want to communicate. 		
	Reviews	3. Click Reviews and rate the site and add a few words about what you think of it.		
	ACTION 0			