# Member Access to Website & Profile

All IHC membership records are stored in one central database. This database contains member details, financial records, event records and other related data. As this information is the members personal property a member can inspect some of these records and make certain changes. Members only have access to their own records and cannot see other members information except limited contact details as per the club Privacy Policy.

### How to log in

The member profile is accessed via the club website at ihc.asn.au. At the very top of the homepage you will see a *Login* link. Click this link to bring up the login screen. Your user name for login purposes is your email address. Enter your email address where shown and your password. If you have forgotten your password or have never had one click on the *Forgot Password* link. An email will be sent to you which will enable you to set a new password of your choice. If you already have a Facebook or Google+ account you can also login using your user name and password for these services, just click on the required icon. If you have not registered your email address with the club or are having any other login problems please send an email to *ihc.web@outlook.com* with your name and a description of the problem you are having and we will try to help you.

### Member Website Access

After you have logged in the *Home Page* will look much the same, however members have more functionally in a few areas. Some of these are shown below:

1. You can post items in the *Public Forum* where this can be seen by anyone.

2. You can post items in the *Members Forum* where this can be seen only by other members.

3. You can post an advertisement directly in the *For Sale & Wanted* screen and this can be seen by anyone.

4. You can contact another member using the *Directory*. Access to the Directory is from the blue *Menu Bar* at the top of the screen. This *Directory* displays the email address and phone numbers of other members. Other information is suppressed to conform with the clubs *Privacy Policy*. You can email another member directly from the *Directory* screen. As there are a lot of members it is suggested you use the search function to find the record you are looking for. You should try just the first three letters of the first name and surname e.g. to search for John Smith try entering *joh smi*. If you cannot find the record you are seeking remember the name may not be in our database in the way you expect it – for example Bob may be recorded as Robert or vice versa. You may sometimes have to do a little bit of detective work! When you can see the record you are looking for just click on it to view.

### Member Profile Access

To access your own profile, look at the top of the screen. You will see the *Log out* link and the *Change Password* link (both self-explanatory) and beside them you should see your name as a highlighted link. Click on this and you will be taken to your profile screen.

The main screen shows a summary of your profile, including your current membership status. If you are a *Family* member you will also see a link to the other Family member in your *membership bundle*. Family memberships are shown as two members attached to the one *bundle*. One of these members is deemed the *Bundle Administrator* and is the person to which bills and other correspondence are sent.

If you would like to change any of the details shown click on the *Edit Profile* button. Here you will be able to change your email address, phone numbers and physical address for example. If you are a member of a group – Pre-48 or Mandurah Mob for example, tick the appropriate box if not already done to ensure you receive group specific correspondence. When finished click on the *Save* button at the bottom of the screen. If you have messed up click on the *Cancel* button instead. Some things are not changeable by the member directly – please contact the club for help (ihc.web@outlook.com).

Next to the *Edit Profile* button is a *My Directory Profile* link. Clicking this will show you how your profile appears to other members in the *Directory*.

Under the *Edit Profile* button is the *Privacy* link. Clicking this will show how much of your personal information is shown and to whom. Here you can make as much or as little information available to everyone, members or no one. Your privacy settings by default are set to the club recommended level. If you wish to change these click on the *Edit Profile* button. When you have made your changes click on the *Save* or *Cancel* buttons. Remember *Everyone* means everyone – including the general public!

The *Email Subscriptions* link will show you which club emails you are subscribed to.  These include event announcements, newsletters and notification of postings on forums.

The *Member Photo Albums* shows you any photo albums you have created.  Here you can create albums and upload photos.  You can set who sees your photo albums from the *Privacy* screen.

The *Invoices and Payments* link shows your financial records with the club.  Clicking on any shown invoice or payment will display the details.  The *Balance* is also shown and is normally $0.  Any balance shows you are in debit or credit with the club.  If you have any outstanding unpaid invoice this is usually shown when you first log in.  If your account is in credit it is probably because you have overpaid or double paid an invoice, or have cancelled an event and not claimed a refund.  Any credit here can be used against any future invoices.

### Logging Out

When you have finished, remember to log out!  The *Log Out* link is at the top of each screen. It is a security and privacy hazard if you do not log out.  You can return to the *Home Page* from the *Menu Bar* at the top of the screen.