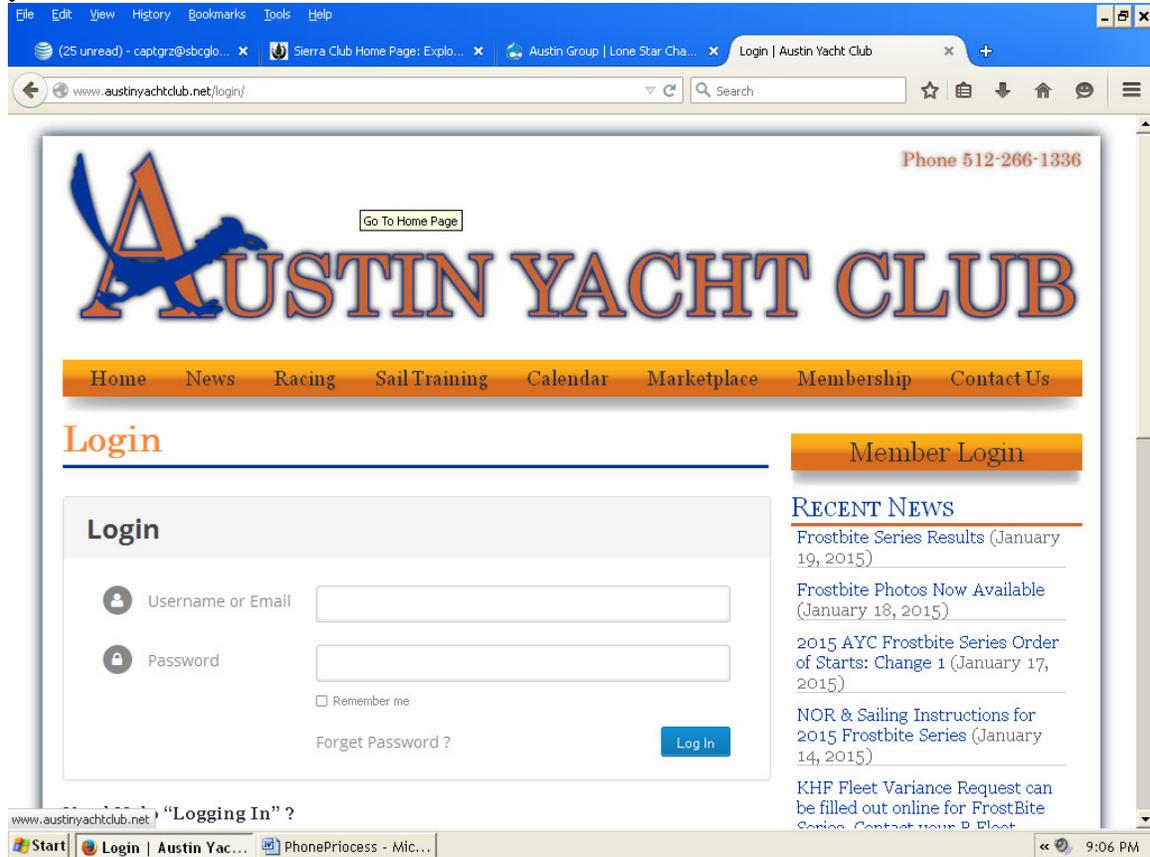


If you would like a contact phone number to be available to other AYC Members here is the process for adding it to your Member Directory Profile. The first step is to “Log In”. Clicking on the “Member Login” orange bar will bring up the Login screen shown below. The “Username” field will take your email address or your AYC member number.



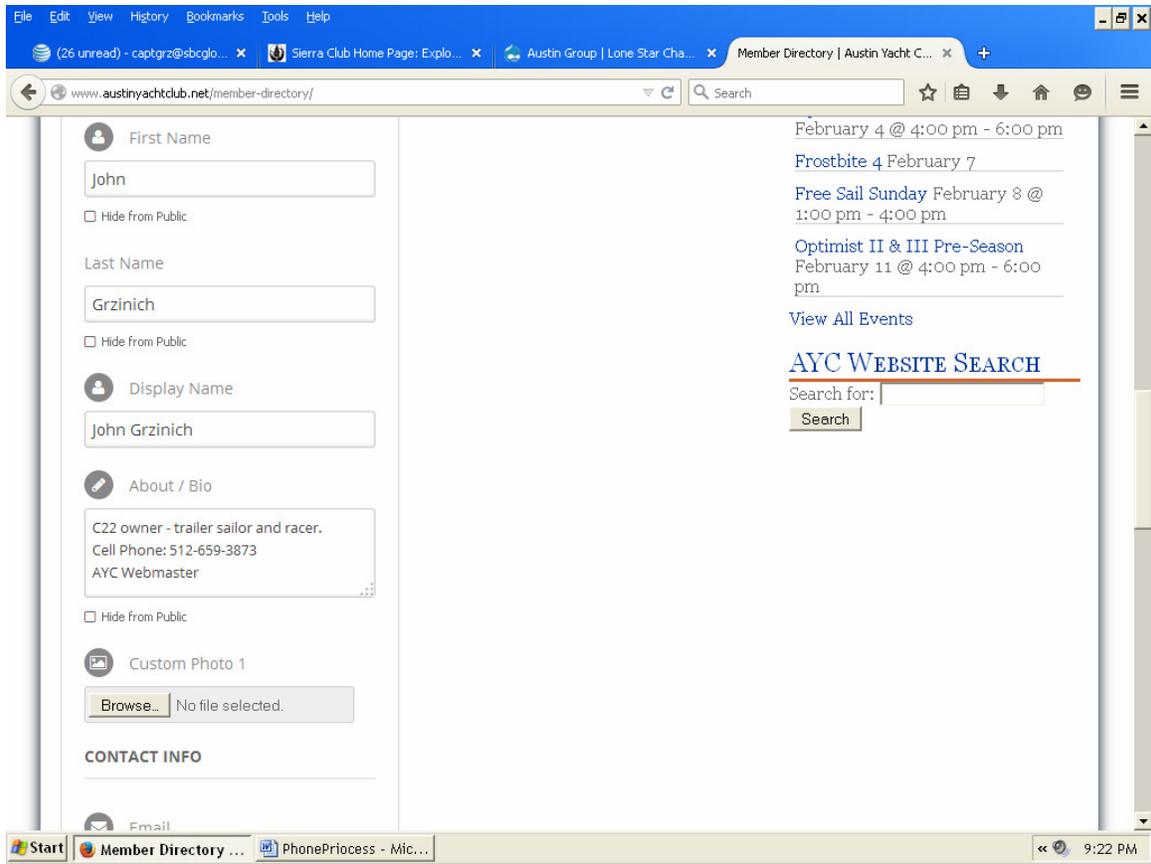
After Logging In, you will see the “Member Menu” on the right. Click on “Member Directory”. This will bring up the search screen, with the members profile boxes below.



Now you should see this screen that has the Search Users Menu. Enter your last name in the 'Combined Search' box. Hit the 'enter' key or the Filter button. This should result in your Member Directory Profile box being displayed below. If your last name is one where other members have the same last name, multiple profile boxes will appear.



. However, since you are person “Logged In”, on your own profile box will have the ‘Edit Profile’ button and “Log Out” button. Click on the “Edit Profile” button to bring display the menu with all the fields in your profile. Clicking on the ‘Edit Profile’ button will expand the screen downward displaying all the fields in your Member Directory Profile.



The “About/Bio” is the place you put in what ever phone number you want to share and make available to other AYC members. You can also put any other information you want to share in that “About/Bio” box like your fleet, boat, want crew, volunteer job at AYC, etc.

Other things you can update on this page;

“Display Name” is what will show in the Member Directory profile box. If you have a nick name for example that you are known to go by, you may want to put it in that field.

You can add a photo of yourself, or your boat, whatever.

There are also the fields here to change your email address, or your password. The password update boxes are all the way at the bottom, so you have to scroll down.

Finally, scroll down to where you see the blue “**Update Profile**” button. **You must click that button to save any changes you have made to your Member Directory Profile.** After clicking that button, your screen will go back to Member Directory Search screen.

Now, to find someone’s phone number, use the ‘Users Search’ screen to find them in the member directory. Or, if you don’t know how to spell it correctly, you can search using a first name, or scroll through all the member profiles until you find who you are looking for. Once you find their profile box, put the mouse over their name, and click. Their full profile information will appear, as in my profile below. If they entered a phone number

their profile, it will be there. If not, you can send them an email requesting it by clicking on the email icon. This will redirect you to a screen with your email software.

The screenshot shows a web browser window displaying the Austin Yacht Club website. The browser's address bar shows the URL [www.austinyachtclub.net/profile/1840/](http://www.austinyachtclub.net/profile/1840/). The website header features the club's logo, which includes a stylized 'A' with a sailboat and the text 'AUSTIN YACHT CLUB'. A phone number, 'Phone 512-266-1336', is displayed in the top right corner. Below the logo is a navigation menu with links for Home, News, Racing, Sail Training, Calendar, Marketplace, Membership, and Contact Us. The main content area is titled 'View Profile' and displays the profile of John Grzinich. The profile includes a profile picture, a name field, and buttons for 'Edit Profile' and 'Log Out'. Below the name, there are three rows of information: Name (John Grzinich), About / Bio (C22 owner - trailer sailor and racer. Cell Phone: 512-659-3873. AYC Webmaster), and Email (captgrz@sbcglobal.net). To the right of the profile is a 'MEMBER MENU' with links for Member Directory, Member Information Change Form, Add a Family Member, Members Only Contacts, Request For Event Facility Use, Storage Request Form, Board Meetings, Gate Code, and Logout. Below the menu is a 'RECENT NEWS' section with a link for 'Frostbite Series Results (January 19, 2015)'. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 10:07 AM.

If you have any questions or problems with this process, email [webmaster@austinyachtclub.net](mailto:webmaster@austinyachtclub.net). A link to this procedure will be listed in the Member Menu for future reference.  
John Grzinich