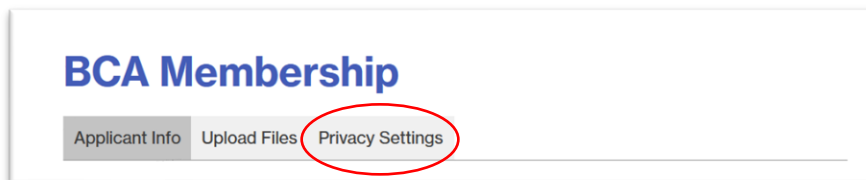


Detailed Instructions to Populate Your Profile Pages

updated 2023 Aug. 14

- 1) Log in to www.bca.org with your member username (your email on record) and password if you have not done so already.
- 2) Login takes you to your account page or click on **Member > My Account** in the top navigation menu.
- 3) There are 3 sections/tabs at the top of the “My Account” page:



- a. **Applicant Info:** This is all of your personal information on file.
- b. **Upload Files:** This is where you can upload images and other files.
- c. **Privacy Settings:** This is where you can choose who sees your information.

My Account Page: Privacy Settings

- 2) From your main “My-Account” page, click on the “Privacy Settings” tab at the top of the page or the “Privacy Settings” button at the bottom of the other tabs. In this section you can set your privacy levels to allow certain groups to see different parts of your membership profile.

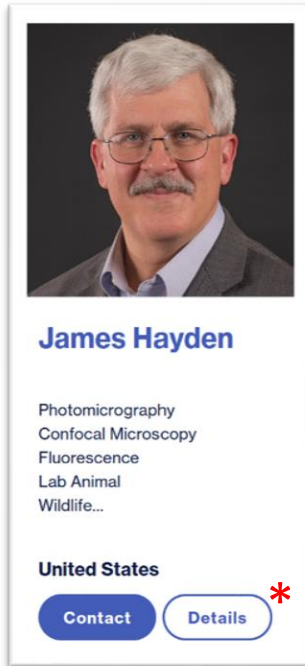
A screenshot of the Privacy Settings page. The title "Privacy Settings" is at the top left. Below it are four rows, each with a question and a dropdown menu:

- *Who can see my directory listing: Members
- *Who can see my directory details: Public
- *Who can contact me: Members
- *Who can see my private info: No one

- 3) There are **4** privacy decisions:
 - a. For the **Directory Listing** (the small box with your name and photo on the Directory page)
 - b. For the **Directory Details** (your personal profile page)
 - c. For **Contact** Ability (to initiate an email)
 - d. For the **Private Information** (address, phone, etc)
- 4) There are **3** choices for each question:
 - a. **No One**
 - b. **Members**
 - c. **Public**

5) **Our Recommended Settings:** See explanations for each choice below.

- a. Directory Listing may be changed to **“Public.”**
- b. Directory Details should be kept on **“Members.”**
- c. Ability to Contact you by email should be kept on **“Members.”**
- d. Private Info is your personal preference but start with **“No One”** or **“Members.”**



6) **Who Can See My Directory Listing?**

- a. By default this is set to **“Members.”**
- b. Only Current, logged-in members will be able to see your listing on the Listing page and do a Member Search.
- c. You can change this setting to **“Public,”** (**recommended**) so all visitors will be able to see your small listing. Whether they see your personal page depends on your Details setting (see 15)
- d. You can also change this to setting to **“No One”** and your listing will NOT appear for anyone.
- e. Depending on your next setting for Directory Details, a **“Details”** button may appear on the small listing.*
- f. Depending on your next setting for Contact Me, a **“Contact”** button may appear on the small listing.*

7) **Who Can See My Directory Details (Personal Profile Page)?**

- a. This is your main Profile Page, including your photo, specialties, Brief Bio, Galleries, etc. but not including the personal information that will show up at the bottom of the page (like address, email and phone).
- b. By default this is set to **“No One”**.
- c. You can choose to keep this setting on **“No One.”**
 - i. People will still be able to see your small listing (depending on your settings), but there will be no button to connect them to your Details (Profile) Page.
 - ii. No one will be able to see your Details (Profile) Page, even if you give them the link.
- d. You can choose to change this setting to **“Members”** (**recommended**).
 - i. The **“Details”** button will be visible to other members on your small listing.
 - ii. A member can then click on the button to see your Details (Profile) Page.
 - iii. You can share the URL with a member and they will be able to see your page.
 - iv. A non-member will not see the **“Details”** button.
 - v. A non-member will not see your Details (Profile) Page, even if you give them the link.

- e. You can choose to change this setting to **“Public.”**
 - i. A “Details” button will appear on your small listing, visible to anyone (member or non-member).
 - ii. Anyone can click on the button to see your Details (Profile) Page.
 - iii. You can share the URL with anyone and they will be able to see your Details (Profile) Page.

8) Who Can Contact Me?

- a. If you allow someone to contact you, they will have direct access to your email to send you a message through the default communication program on their computer.
- b. By default this is set to **“No One”**.
- c. You can choose to keep this setting on **“No One”**.
 - i. People will still see your listing based on the Listing privacy settings, but there will be no button to allow them to contact you.
- d. You can choose to change this setting to **“Members” (recommended)**.
 - i. A “Contact” button will appear on your listing that is only visible to another logged-in member.
 - ii. A member can then click on the button to initiate an email to your address from the Listing Page.
 - iii. The “Contact” button will also be visible to another logged-in member on your Details page if your privacy settings allow them to see that page.
 - iv. If your privacy is set for a non-member to also see your Details (Profile) Page, they will not see the “Contact” button.
- e. You can choose to change this setting to **“Public.”**
 - i. A “Contact” button will appear on both your listing and on your Details (Profile) Page.
 - ii. Anyone (member or non-member) who can see your listing can then click on the button to initiate an email from the Listing Page.
 - iii. Anyone (member or non-member) who can see your Details (Profile) Page based on your other privacy settings can then click on the button to initiate an email from the Profile Page.

9) Who Can See My Private Info?

- a. This is the Personal Information at the bottom of your Details (Profile) Page.
- b. By default this is set to **“No One”**.
- c. You can choose to keep this setting on **“No One”**.
 - i. This decision is independent from the overall Details (Profile) Page.
 - ii. If a person (member or non-member) can see your Details (Profile) Page based on your other privacy settings, it will not include the personal information at the bottom of the page.
- d. You can choose to change this setting to **“Members.”**
 - i. This decision is also independent from the overall Details (Profile) Page.
 - ii. If a member can see your Details (Profile) Page based on your other privacy settings, it will include the personal information at the bottom of the page.
 - iii. If a non-member can see your Details (Profile) Page based on your other privacy settings, it will NOT include the personal information at the bottom of the page.
- e. You can choose to change this setting to **“Public” (NOT recommended)**.
 - i. This decision is also independent from the overall Details (Profile) Page.
 - ii. If anyone (member or non-member) can see your Details (Profile) Page based on your other privacy settings, it will include the personal information at the bottom of the page.

Testing

- 1) After making your changes in the My Account page, remember to hit the **“Save Changes”** button!
- 2) Check your details by going to **Members > [Member Directory](#)** and searching for yourself.
- 3) Click on your **“Details”** button to see what your page looks like.
- 4) If you need to make additional changes, go back to **“My Account”**, update, and **“Save Changes”**.
- 5) When you go back to your Details Page, you **may need to refresh the browser** or clear the browser cache if your changes do not appear to have gone through.
- 6) You can copy the URL on your Details Page and share it with whomever you set your permissions for (if your Directory Details are set to Public, anyone can see your page. If it is set to Member, only logged-in members can see your page).
- 7) For questions or assistance, contact Office@bca.org and they will connect you with the appropriate person to help.