MANAGE YOUR MEMBERSHIP ON OUR NEW ONLINE PORTAL

Our new website is powered by MemberClicks by Personify, the association industry's most powerful Association Management Software system. Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of. To ensure only members receive these benefits, these areas of our site require a valid log in. This guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible. The more you update and personalize your membership, the more value you will receive from us!

WHAT CAN I DO ON THE ONLINE PORTAL?

- Update your contact information (plus organization information if you're the main contact or an editor)
- Access members only content
- View your benefits, CEUs/certificates, and more
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password

LOG IN TO TAKE CONTROL OF YOUR MEMBERSHIP

- You will need to use your username and password to gain access to our private Members Only Area.
- Your username is the email address we have on file. If this is your first time logging in, you will need to click 'Forgot your password' to set up a new password.

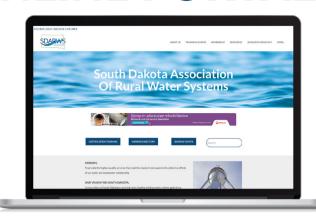
EDIT THIS PROFILE

This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click 'Switch Profile' at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.

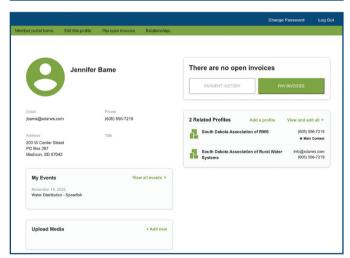
You can edit the following information:

- Name, address, and other basic contact information
- Directory Listing category and descriptions
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts
- Name, address, and other basic contact information
- If you have the right permissions, you can also edit the profiles related to your organization. You can add new staff, update current staff, or remove former staff

Once you make changes (and hit SAVE), they are submitted for approval by SDARWS.







VIEW BENEFITS, CEUS/CERTIFICATES, AND MORE!

- From the home page of your profile and any related profiles (for main contacts and editors), you can view event history, certifications, CEUs, committee involvement, and member benefits. (Please note that any CEUs or certificates earned, or any event history before November 2022 will not be available).
- We are working on expanding the member offerings on our online portal - so stay tuned for more information!