

Checking/Modifying your Information on the Region 26 Website

1. Please make sure that all your contact information is up-to-date!

From the Region 26 Website (www.region26.ca) click on **MEMBERS ONLY**



Log in to the site –

Your **Username** is probably First Name (space) Last Name or use your email address


and then enter your password.

(If you have forgotten your password you can request a new one!)

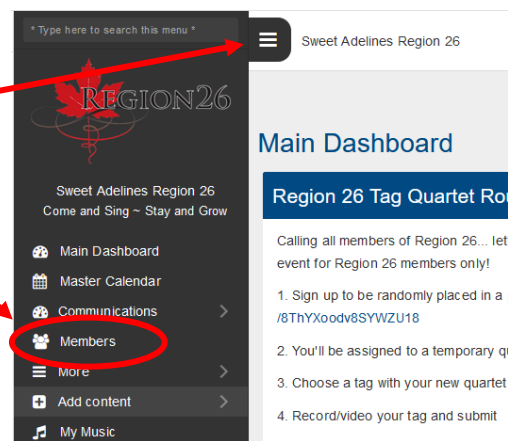
Consider spending some time exploring all the membership information – it's very comprehensive!

Talk to your Membership Chair if you need help.

2. You will be taken to the **Main Dashboard**.

If the black sidebar at the left is not visible, you can access this menu by clicking on the 'hamburger' icon. (Yes, apparently it looks like a Big Mac?!) 

To access your member information, click on **Members**.

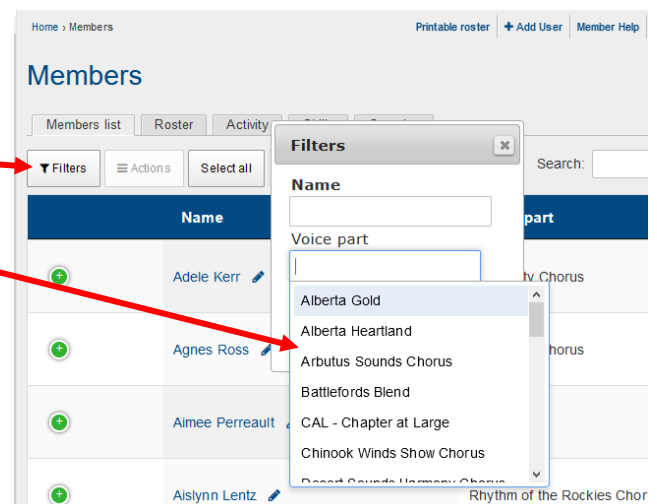


3. The **Members** screen will open.

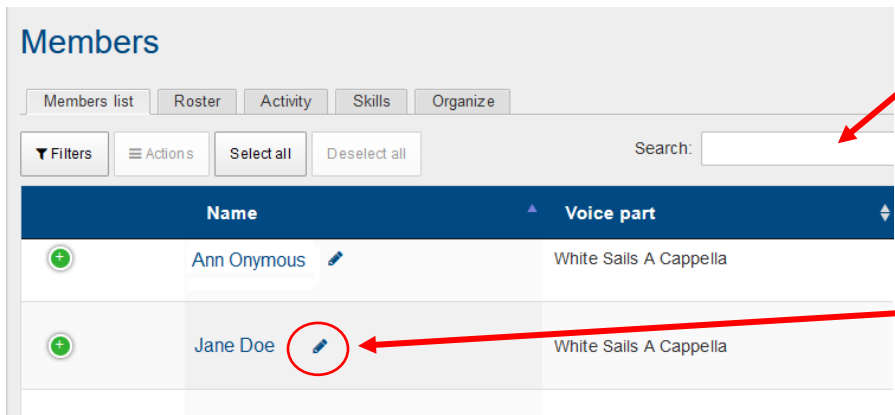
When the screen first opens, you may see information about members from all the choruses in the region (unless you have previously applied a filter).

To select your chorus, click on **Filters** and select **Voice Part** from the drop-down menu. Another drop-down menu will appear, allowing you to click on your chorus name to select it - this doesn't seem logical, but it's the same software as the chorus version. Then you will see only information about your chorus.

The filter also allows you to choose **Name** (a specific member name); **Role**, and then **--Show All--** which will display the role assigned to each chorus member; and the **Show Blocked** box (not normally relevant - used to hide information about members who are no longer active in your chorus).



4. Use the **Members** page to check or make changes to your information.



If you can't find your information, type your name in the **Search** bar. (If it might be linked to a different chorus or no chorus, go back to **Filters** and select **--Show All--**)

To edit your information, click on the 'pencil' to the right of your name.

All changes will take you to the **User / Member** screen.

5. The **User / Member** screen is where you make most of the account changes.

The individual blocks on this screen can all be modified, and most of them are fairly obvious (name, email address etc.)

The **Account Info – Edit** screen is shown.

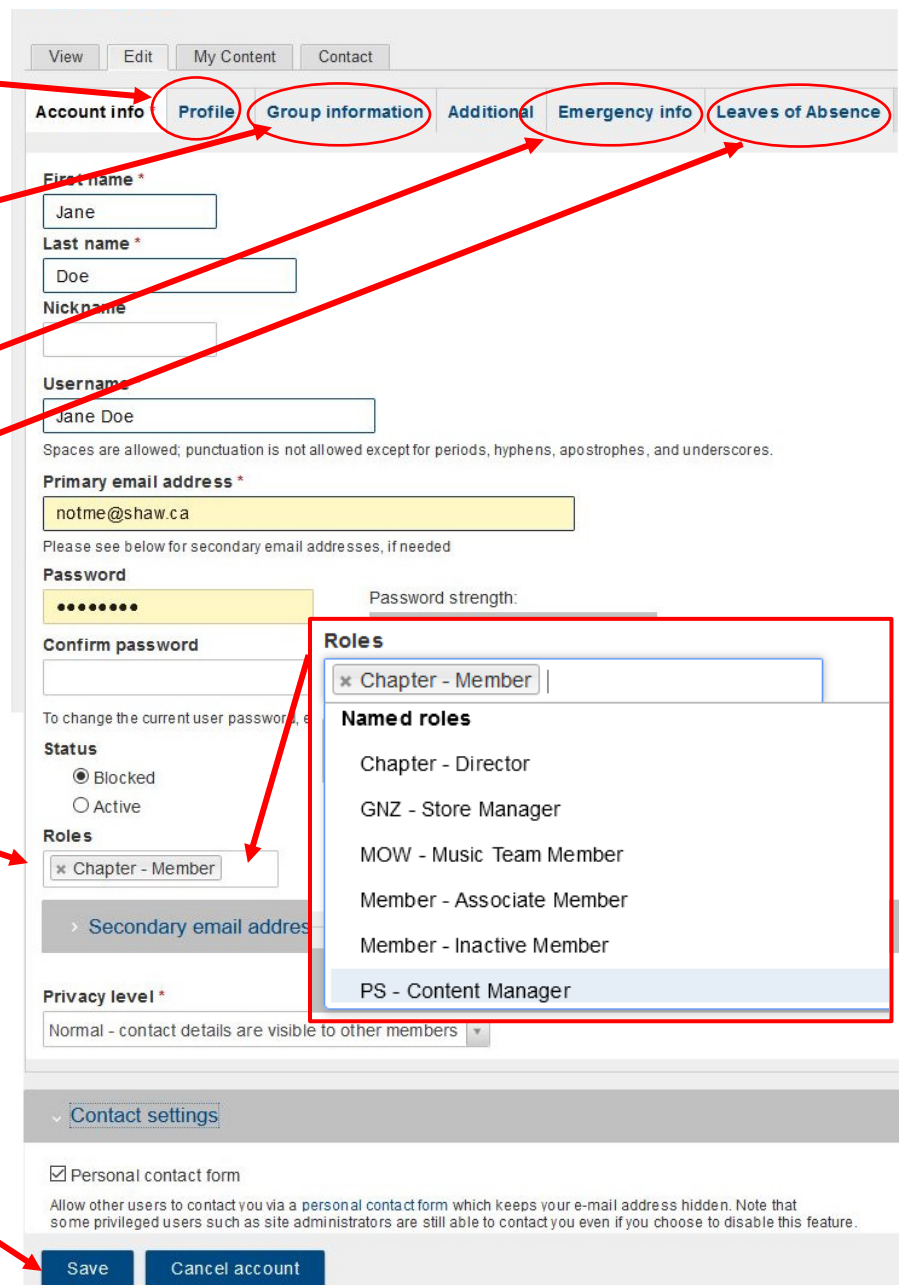
Under **Profile** you can add a photo, your address, birth date etc.

Your chorus name is listed on the menu under the **Group Information** tab. If you are a dual member, only your primary chorus will be shown – you cannot select two choruses from the list.

If you have any medical concerns, you may wish to list them here.

Check or confirm your **Leaves of Absence** here.

One main category which you may need to change is **Roles**. This can be important, as some of the editing activities can only be carried out by specific Team members – Team Leader, Treasurer, Membership Coordinator, etc. – so if your role has changed, make sure that the correct information is included here. If you click in the **Roles** block, a drop-down menu will open to allow selection of the appropriate role. A role may be removed by clicking on the 'x' beside the role description. If in doubt, check with your membership coordinator.



Don't forget to **Save** your changes each time!

Don't panic if you select **Cancel Account** by mistake – you are given the chance to cancel out of this action!