

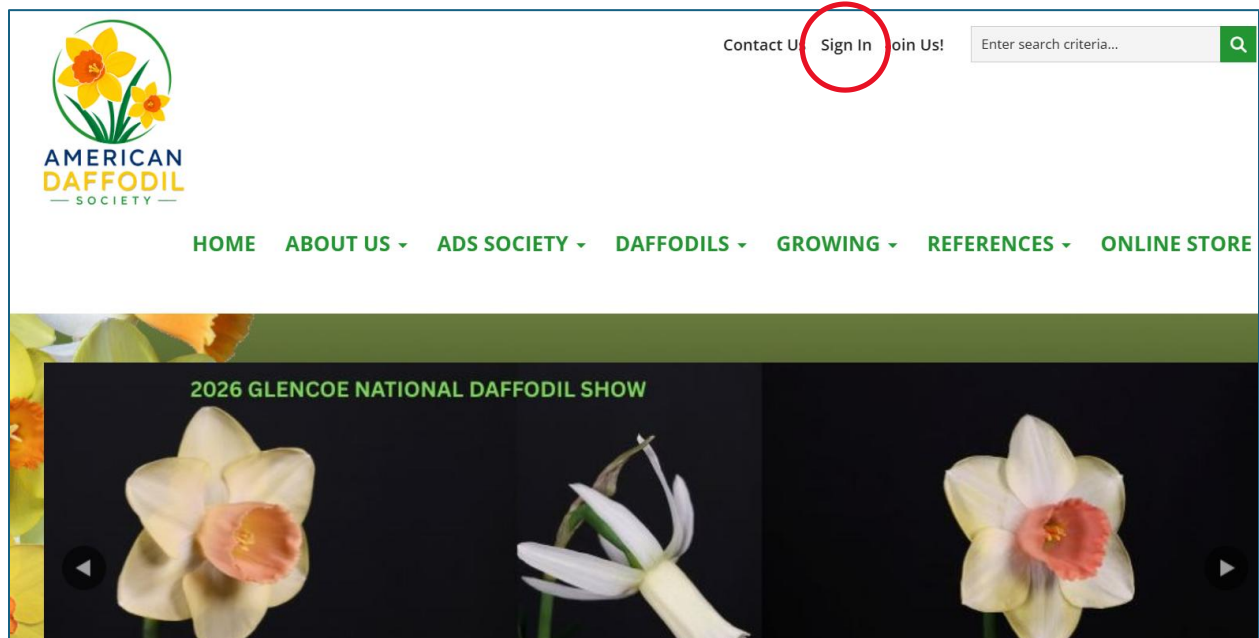
Instructions for signing onto the new ADS Website – Current Members

After August 15

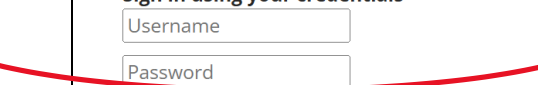
Go to the link below:

<https://daffodilusa.org>

You will see the home page of the new website. Click on the words “Sign In”



The next screen will be where you will sign in with your username which is your email address. The first time you sign in **you will need to reset your password**. Enter the email address to which the welcome letter was sent. A reset link will be emailed to you. Click the link and enter the new password and confirm the password. Then click the “Reset Password” button.



The screenshot shows the 'Sign in' section of a web application. A red oval highlights the 'Sign in using your credentials' heading and the 'Username' and 'Password' input fields. A red arrow points to the 'Forgot your password?' link at the bottom of the form.

Sign in using your credentials

Username

Password

☒ **Remember Me**

SIGN IN

[Forgot your password?](#)

My Feed

My Profile

Directory

Messages

Connections

Groups

Profile

About

Information & Settings

Payments & History

Content & Features

Professional Development

Profile Completeness

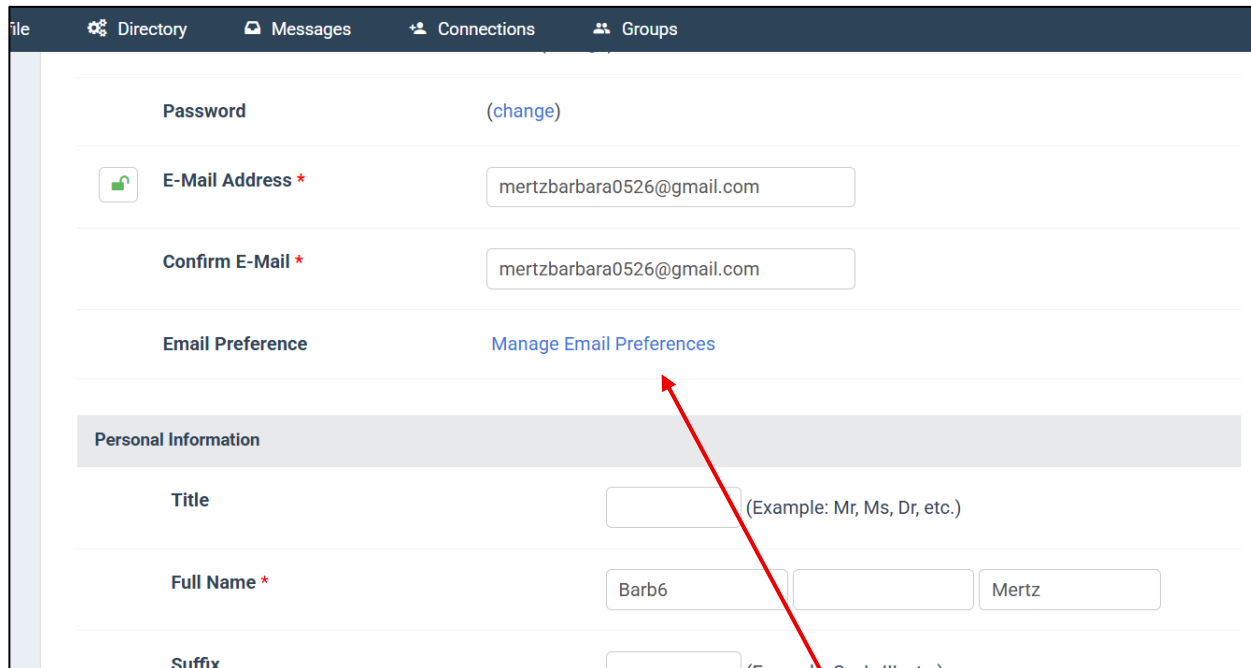
25%

Account Information

Your Personalized URL(create a personalized url)

UsernameBarb1(change)

Keep scrolling down to see more fields. The red asterisk indicates that it is a required field.



The screenshot shows a user profile form with a dark blue header bar containing navigation links: 'file', 'Directory', 'Messages', 'Connections', and 'Groups'. The form fields are as follows:

- Password**: A text field with a '(change)' link to its right.
- E-Mail Address ***: A text field containing 'mertzbarbara0526@gmail.com'.
- Confirm E-Mail ***: A text field containing 'mertzbarbara0526@gmail.com'.
- Email Preference**: A section with a blue link 'Manage Email Preferences'.
- Personal Information**: A section header in a grey bar.
- Title**: A text field with a placeholder '(Example: Mr, Ms, Dr, etc.)'.
- Full Name ***: Three text fields containing 'Barb6', an empty field, and 'Mertz'.
- Suffix**: A text field with a placeholder '(Example: Sr, Jr, III, etc.)'.

A red arrow points from the 'Manage Email Preferences' link to the 'Full Name' fields.

At this point, you should select “[Manage Email Preferences](#).”

Email Communication Preferences

Check each email category in which you would like to receive community emails at **mertzbarbara0526@gmail.com**.

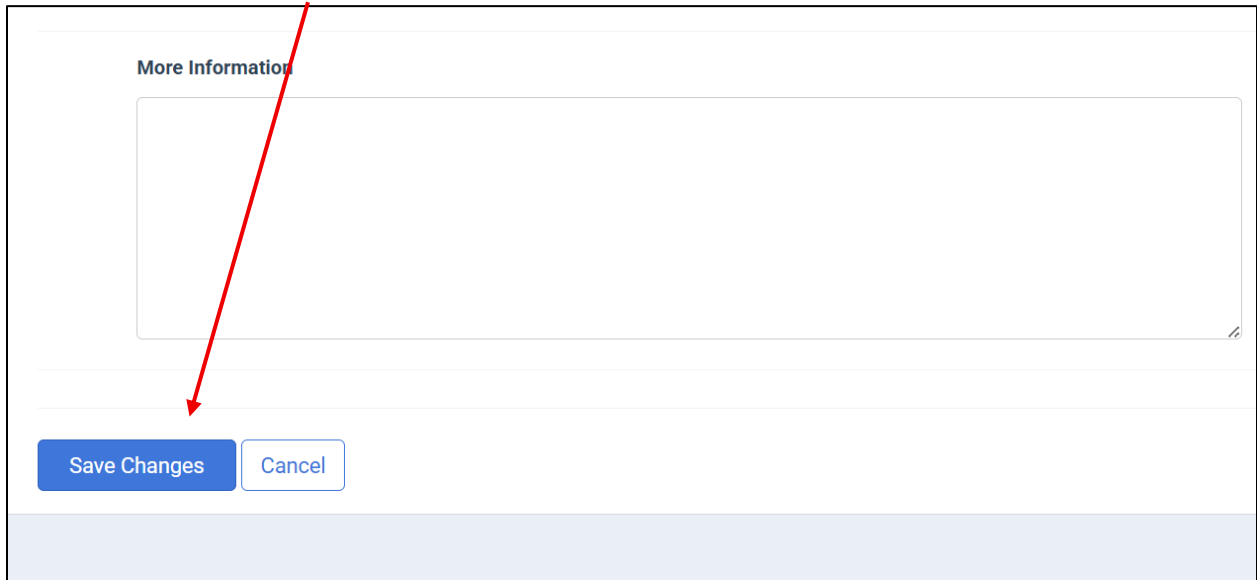
☒ General Correspondence -

☒ Group Correspondence -

Save Preferences

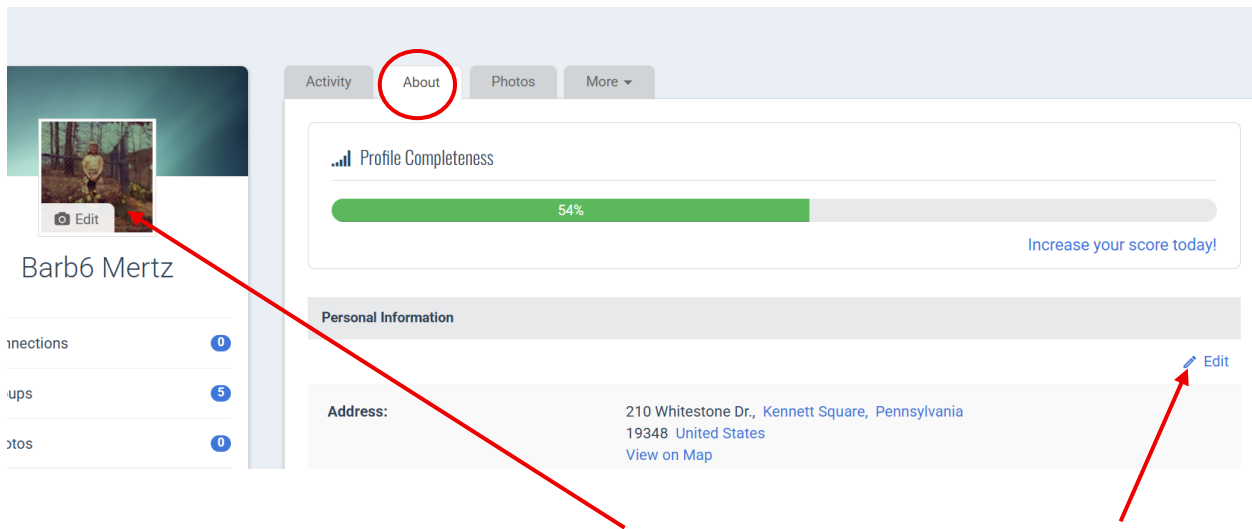
Once you have selected the email categories, click on Save Preferences and you'll get a message that your preferences have been saved. Click the X in upper right corner to close the window.

Continue scrolling until you've filled in the fields you would like. At the bottom of the window, click on **Save Changes**. **Note** that the address information in your profile is important as it will be used to complete your event registrations.



The screenshot shows a form titled "More Information" with a large text input area. At the bottom of the form, there are two buttons: "Save Changes" (in blue) and "Cancel" (in white with a blue border). A red arrow points from the top of the form down to the "Save Changes" button.

This will take you to a condensed version of your profile which is under your “About” tab.



The screenshot shows a user profile page for "Barb6 Mertz". The "About" tab is circled in red. A red arrow points from the "Edit" button next to the profile picture to the "Edit" button next to the address field. The address field is highlighted in light blue. The profile completeness bar shows 54%.

Activity **About** Photos More ▾

Profile Completeness

54% Increase your score today!

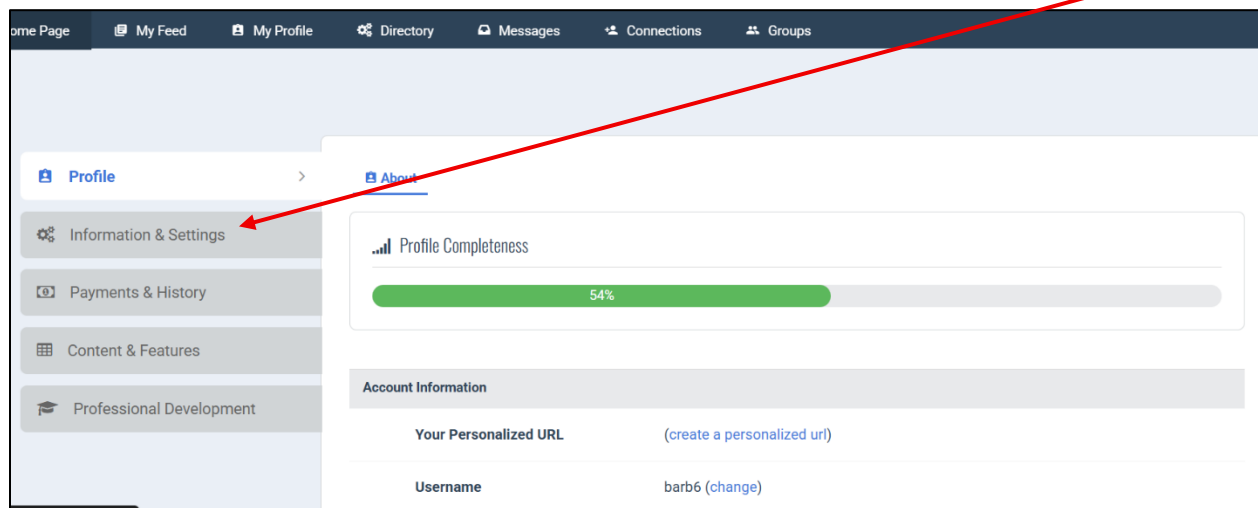
Personal Information

Address: 210 Whitestone Dr., Kennett Square, Pennsylvania
19348 United States
[View on Map](#) [Edit](#)

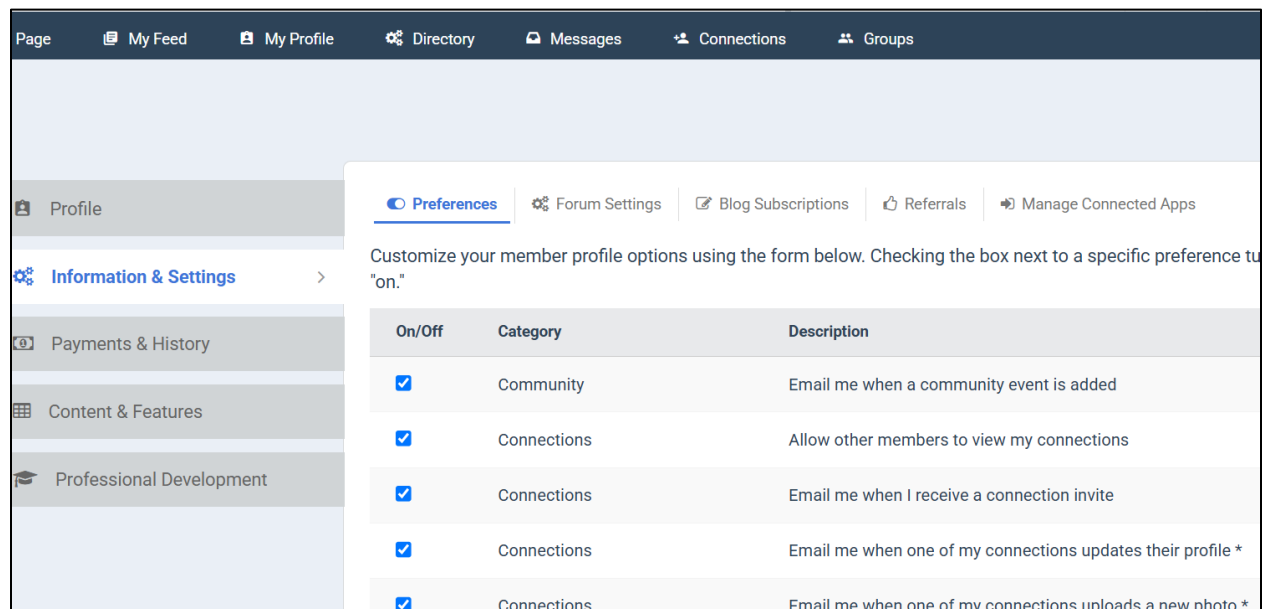
On this page, you can add or change your picture. At any time, you can click on Edit to see and change any fields in your profile.

Wherever you are in the website, after you have signed in, you can click on “My Profile” or “Profile Home” or “Public Profile” and it will take you back to this page.

After updating your profile, there is more information to complete. Go to the “About” tab, click “edit” and you will see this screen. On the left, click on “Information & Settings”.

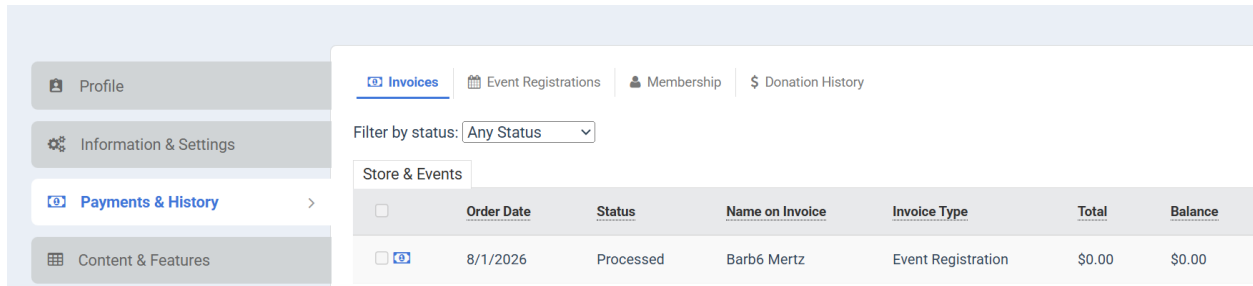


This is where you update your preferences on all of the communications that are available in the system.



Scroll to the bottom of the page and click on “Save My Settings.”

The next tab has information about any Webstore or Event payments you have made. Change the filter to Any Status to see processed invoices.

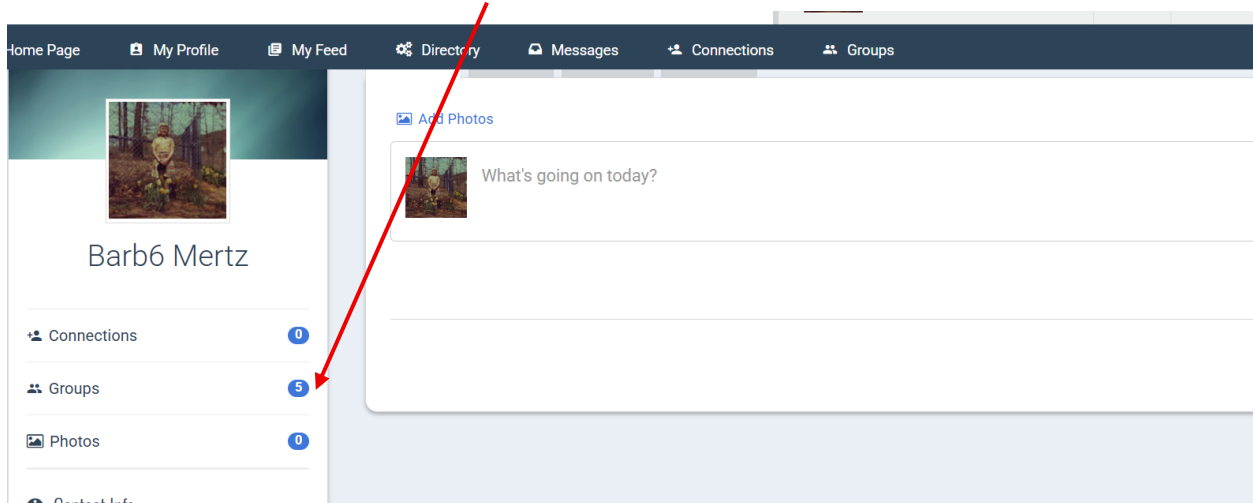


The screenshot shows the 'Payments & History' tab selected in the left sidebar. The main content area has tabs for 'Invoices', 'Event Registrations', 'Membership', and 'Donation History'. The 'Invoices' tab is active, showing a 'Filter by status:' dropdown set to 'Any Status'. Below this is a table with the following data:

	Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
☐						
☒	8/1/2026	Processed	Barb6 Mertz	Event Registration	\$0.00	\$0.00

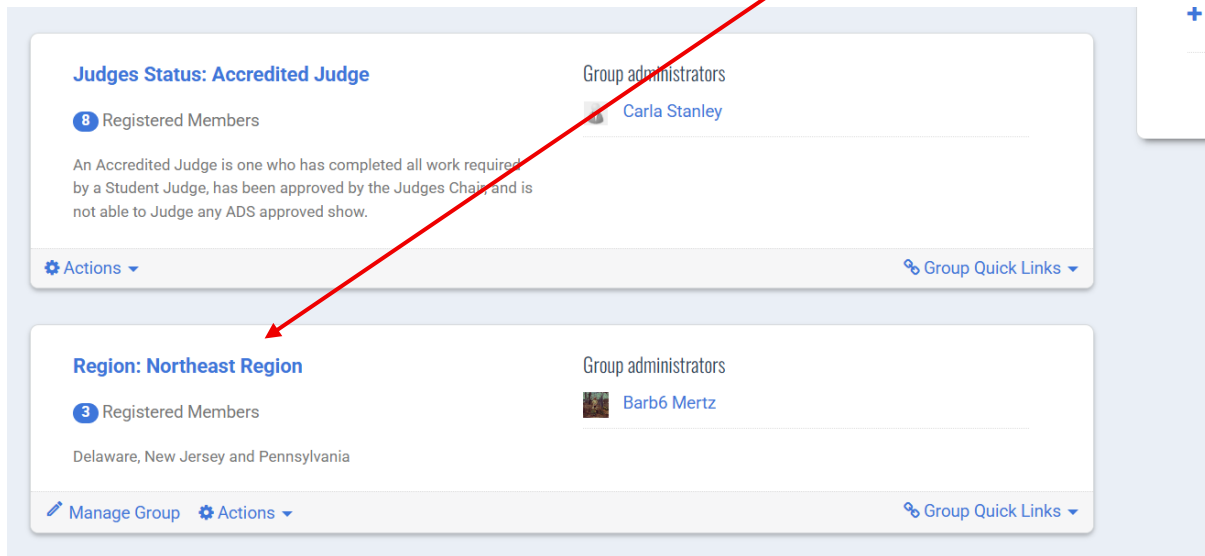
Groups

You have been assigned to a Group related to your Region. This is the International Region for non-US members. To go to the Group or Groups to which you belong, click on the number to the right of the word Groups.



The screenshot shows a user profile for 'Barb6 Mertz'. The left sidebar has links for 'Connections' (0), 'Groups' (5), and 'Photos' (0). A red arrow points to the 'Groups' link, which has a blue circle with the number '5' next to it. The main content area shows a post with a photo and the text 'What's going on today?'.

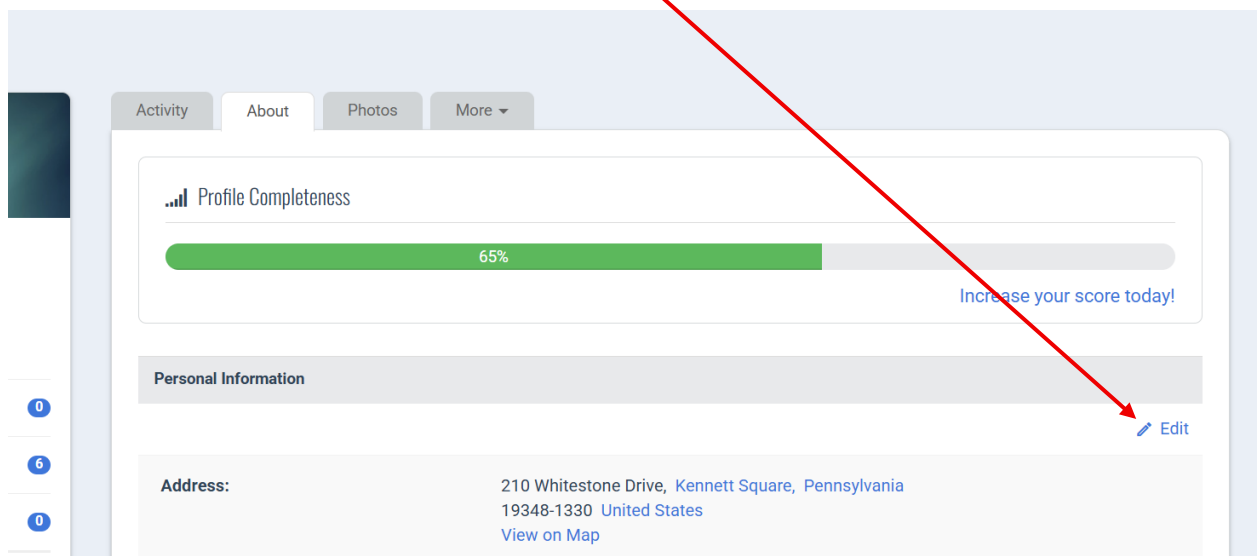
A list of the groups will be displayed. Click on the Group Name in which you're a member.



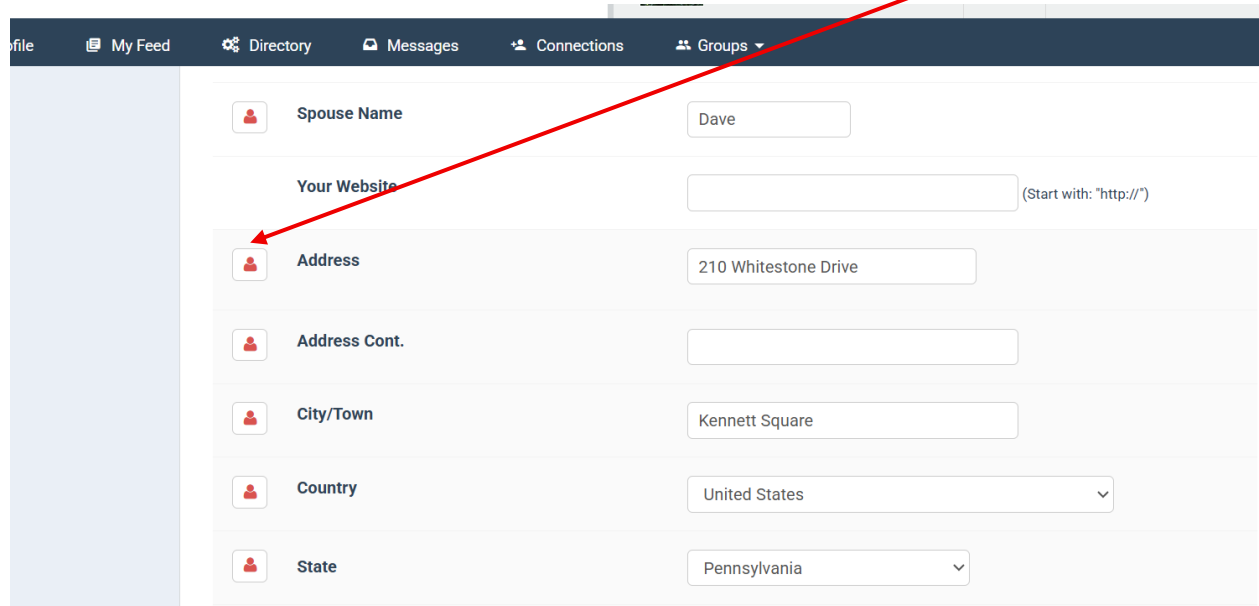
Frequently Asked Questions

1. How do I keep people from seeing my personal information in Directory Searches?

Go to My Profile, select About, then Edit.



Next to those items you wish to be private, click on the red person icon.



The screenshot shows a web interface for editing a profile. At the top is a dark blue navigation bar with links: "Profile", "My Feed", "Directory", "Messages", "Connections", and "Groups". Below this is a light blue sidebar. The main content area contains a form with several fields, each preceded by a red person icon. The fields are: "Spouse Name" (text input with "Dave"), "Your Website" (text input with placeholder "(Start with: 'http://')"), "Address" (text input with "210 Whitestone Drive"), "Address Cont." (text input), "City/Town" (text input with "Kennett Square"), "Country" (dropdown menu with "United States"), and "State" (dropdown menu with "Pennsylvania"). A red arrow points from the top right towards the "Address" field.

Spouse Name	Dave
Your Website	(Start with: "http://")
Address	210 Whitestone Drive
Address Cont.	
City/Town	Kennett Square
Country	United States
State	Pennsylvania

- A drop down will appear and you can select: **Public** (Visible to Everyone), **Members Only** (Visible Only to Members), or **Private** (Not Visible in Profile).