Signing-In to the AZ Water Association Website and Updating Your Membership Profile

William Kenning, IT Committee Member & Wastewater Treatment Committee Member

The new website, launched in the summer of 2014, added many new features and services that improved your membership experience. One of the many areas that was updated and improved was member services. Member services are much more than just registering as a member of the Association. Your membership profile is your connection to member services and allows you to configure your personal contact information and privacy, and notification settings. It also allows you to enable and configure enhancements, additional features and tools that are now available via the new website.

Because of the built-in security features at the website, you must be a registered member and sign-in before accessing many sections within the website. When you navigate through the website you will be prompted when registration and/or sign-in is necessary if you are not already a member or signed in. The sign-in process and how to update your membership profile are discussed in the sections below.

Member Sign In

There are two options available for signing in from the home page as shown on the screen shot below. The first option is to click the ‘Sign In’ menu at the top right of the home page. Clicking this menu will take you to the “Sign-in” web page which displays the ‘Sign In’ username/password fields. The second option is to sign-in using the username/password fields in the ‘Sign In’ section located at the bottom right of the home page.

The first option might be a good choice for mobile devices that have a small screen as you can avoid scrolling through the home page. The second option avoids having to navigate to a new web page to sign in and might be the preferred option for large screen desktop devices. Which option you choose is up to you.

If you have forgotten your password a link is provided to have your password sent to your e-mail account. If you are not a member, a link is provided that will take you to the registration web page where you can join the Association.

You can check the ‘Remember Me’ check box to avoid having to sign in when you return to the website. This action will remain in effect unless you block/erase cookies on your web browser or you sign out from the website. If you are using a shared or public computer (e.g. multiple users or a computer at a public library) you will want to uncheck this option so that other users cannot access your account after you log-off the computer.

If you have trouble signing in or have questions about becoming a member of the Association then click the ‘Contact Us’ menu at the top left of the home page. This menu will display a web page where you can send a request for additional information or assistance.

You must be signed in to update your membership profile. Ensure you are signed in and then navigate to the Association’s home page by clicking on the AZ Water Association’s logo at the top left of the page.

There are two options to navigate to your membership profile from the home page as shown on the screen shot below. The first option is to click the ‘My Profile’ menu at the top right of the home page. Clicking this menu will take you to your profile home web page which is an abbreviate version of your profile that is displayed to other members. The second option is to update your membership profile by using the ‘My Profile’ section menus located at the bottom right of the home page.

At right are detailed instructions for updating your membership profile for each option.

1. The ‘My Profile’ menu will appear on the top right of the website’s home page if you are signed in. Click the ‘My Profile’ menu at the top left of the home page. This will take you to a new web page that is your profile home page. This web page is an abbreviate version of your membership profile and is displayed to other members.

   Select the ‘Bio’ tab. You can then click the ‘Edit’ menu on right side of the ‘Professional Information’ bar to navigate to the “Edit My Member Profile” web page where you can edit your membership profile.

2. The ‘My Profile’ section will appear on the bottom right of the website’s home page if you are signed in. This section contains a number of shortcuts that allow you to navigate through your membership profile. The ‘Profile Home’ shortcut allows you to navigate to your profile home page. The ‘Manage Profile’
shortcut allows you to navigate to your full membership profile page. The other shortcuts contained within this subsection are used to navigate to specific preference and setting groups within your membership profile.

A Few Recommendations When Updating Your Membership Profile

When you update your membership profile we have the following recommendations for you to consider:

1. Make sure that your e-mail address is correct and that you keep it up to date. This is the Association’s principal means of communication with you. If your e-mail address is not correct then you will not receive the Association’s E-Bulletin newsletter, be notified of any committee activities and will be unable to communicate with your peers.

2. Change your name, address, e-mail, and other information to lower case characters. The old website’s database data were transferred over with most text formatted as upper case characters. The new website displays the information exactly as you type it in your membership profile. When this information is displayed on the new website upper case characters look like you are “shouting”. This is particularly an issue for your name as it will appear on many of the web pages exactly as it is entered in your membership profile.

3. Consider adding a photo of yourself to your profile. This photo will appear next to your contact information on your personal page. Headshots allow for quick member recognition and typically work best as the photo will be scaled to 100 x 100 pixels. This is about the size of a large postage stamp.

4. Configure your privacy, preferences and notification settings to meet your requirements.

In addition to the contact information and privacy, preference and notification configuration settings, your membership profile has many other options for enhancements, additional features and tools. Some examples are personal web pages, photo galleries, social media preferences, forum/blog participation preferences, posting your resume and advertising employment opportunities. Please review these options and choose the ones that match you needs.

What’s Next?

Once you have configured your membership profile you are ready to explore the AZ Water Association’s website. The new website has a number of new features as compared to the old website.

The ability to interact directly with other members, join and participate on committees relevant to your particular interests, obtain resources to assist you in your career, obtain training and continuing education credits, interact with other professionals via social media, participate in blogs and forms and view job postings are but a few of the opportunities available to members.

You will probably want to visit the website periodically to view the Association’s and committee’s event calendars and read the news announcements. The Association has many exciting activities and events planned for the future!

If you have any questions or need assistance then click the ‘Contact Us’ menu at the top left of the website’s home page and submit a request for additional information or assistance.