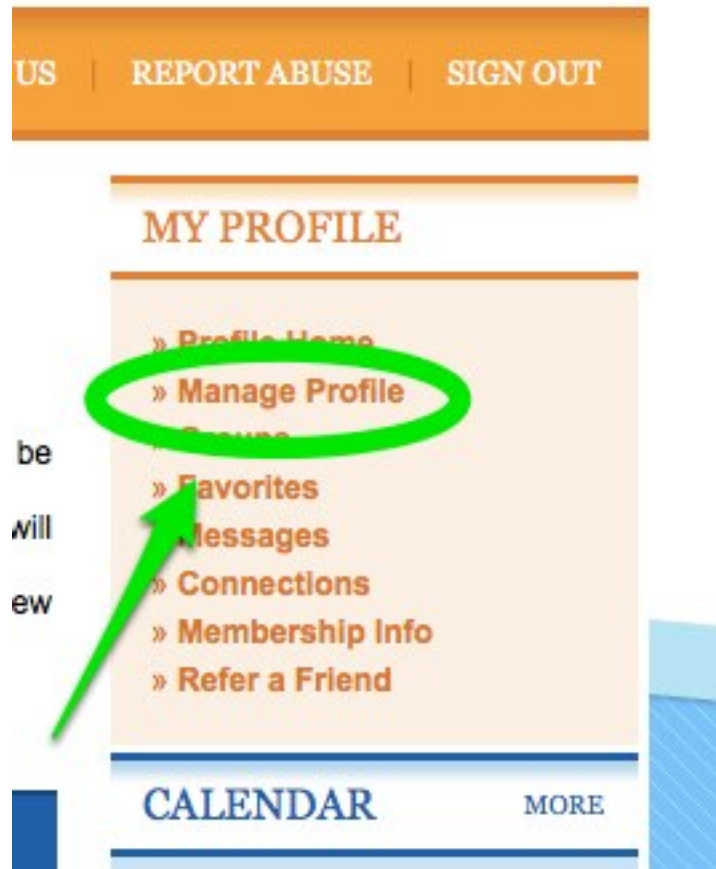


# BCA website - Managing your profile

Once you're logged in click on the manage profile link in the right column.



You will end up on this page :


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**Manage Profile**

[Profile Home](#)

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### Information & Settings

- Edit Bio**   
Update your information and choose privacy settings for individual fields.
- Preferences**  
View and manage preferences and notification settings for your account.
- Sub-accounts**  
View and manage current sub-accounts, send invitations.
- Membership Card**  
View or print your personalized membership card.

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### Invoicing, Payments & History

- Invoices**  
View, print and pay your invoices.
- Event Registrations**  
View and print existing registrations and view past events and photos.
- Membership**  
View your membership status and view membership renewal options.

The arrow in the above screen grab is pointing to «edit bio». That's your first step. Click on that link.

It will take you here.

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## Edit My Member Profile

Below is the information you provided during the registration process.

**Please Note:** All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**.

\* Required Fields

### Account Information

Your Personalized URL	(create a personalized url)
Username	jbaillargeon (change) 
Password	(change) 
 E-Mail Address *	<input type="text" value="enzojeanb@me.com"/>
Confirm E-Mail *	<input type="text" value="enzojeanb@me.com"/>
Email Preference	<a href="#">Manage Email Preferences</a>

### Personal Information

Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Title	<input type="text" value="Mr"/> (Example: Mr, Ms, Dr, etc.)
Full Name *	<input type="text" value="Jean"/> <input type="text"/> <input type="text" value="Baillargeon"/>
Suffix	<input type="text"/> (Example: Sr, Jr, III, etc.)
Nick/Screen Name	<input type="text"/>

The two arrows point to changes you are free to make. Your user name and your password. The rest of the page allows you to put in as much or as little information about yourself as you wish. In doing so, remember that this information is ONLY visible to other BCA members and admins. It is secure and NOT public.