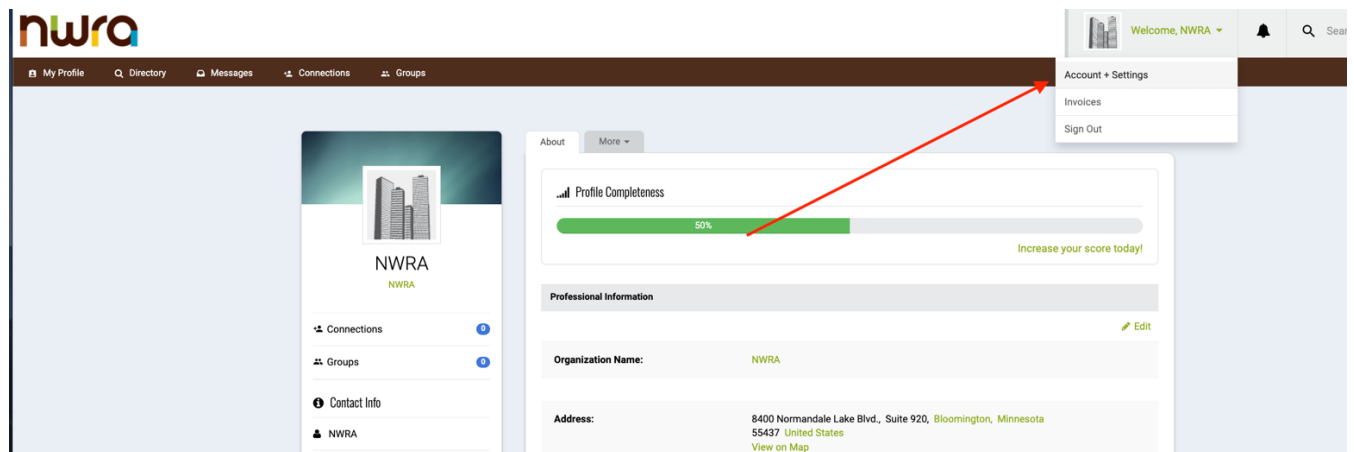


Walkthrough of Master and Sub-accounts

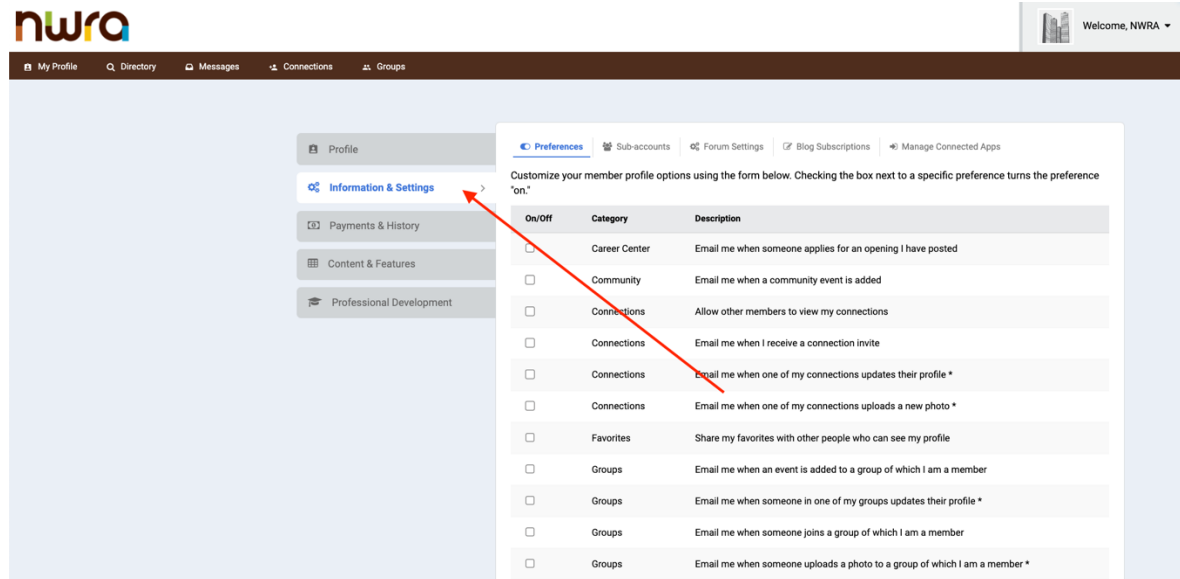
First, log into your NWRA member profile.



Next, navigate to Account and Settings at the top.



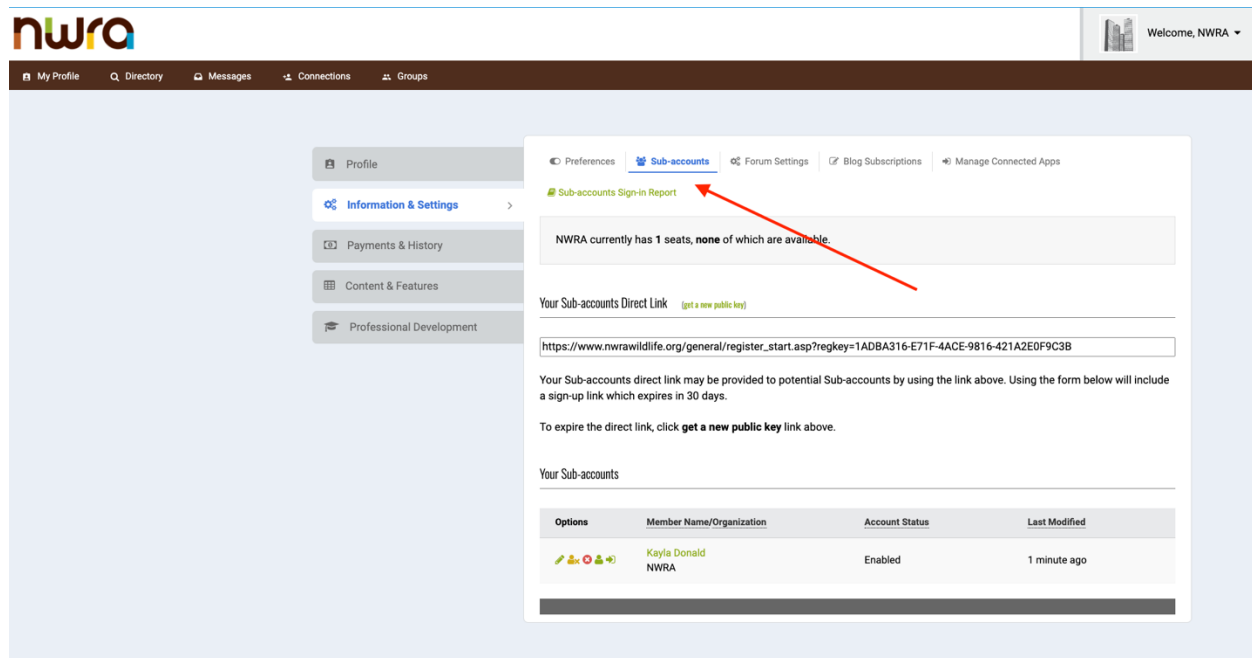
You will then select information and settings.



The screenshot shows the NWRA website interface. The top navigation bar includes the NWRA logo, a search bar, and links for My Profile, Directory, Messages, Connections, and Groups. The right side of the header shows a welcome message for NWRA. The left sidebar contains a menu with options: Profile, Information & Settings (highlighted with a red arrow), Payments & History, Content & Features, and Professional Development. The main content area displays the 'Preferences' tab, which allows users to customize their member profile options. A table lists various preferences with checkboxes to turn them on or off.

On/Off	Category	Description
☐	Career Center	Email me when someone applies for an opening I have posted
☐	Community	Email me when a community event is added
☐	Connections	Allow other members to view my connections
☐	Connections	Email me when I receive a connection invite
☐	Connections	Email me when one of my connections updates their profile *
☐	Connections	Email me when one of my connections uploads a new photo *
☐	Favorites	Share my favorites with other people who can see my profile
☐	Groups	Email me when an event is added to a group of which I am a member
☐	Groups	Email me when someone in one of my groups updates their profile *
☐	Groups	Email me when someone joins a group of which I am a member
☐	Groups	Email me when someone uploads a photo to a group of which I am a member *

You will then see the sub-accounts tab at the top.



The screenshot shows the NWRA website interface with the 'Sub-accounts' tab selected in the top navigation bar. The left sidebar remains the same. The main content area displays the 'Sub-accounts' section, which includes a 'Sub-accounts Sign-In Report' showing that NWRA currently has 1 seat, none of which are available. Below this, there is a 'Your Sub-accounts Direct Link' section with a URL and instructions on how to use it. At the bottom, there is a table listing the sub-accounts.

Sub-accounts Sign-In Report

NWRA currently has 1 seats, none of which are available.

Your Sub-accounts Direct Link [\(get a new public key\)](#)

https://www.nwrawildlife.org/general/register_start.asp?regkey=1ADBA316-E71F-4ACE-9816-421A2E0F9C3B

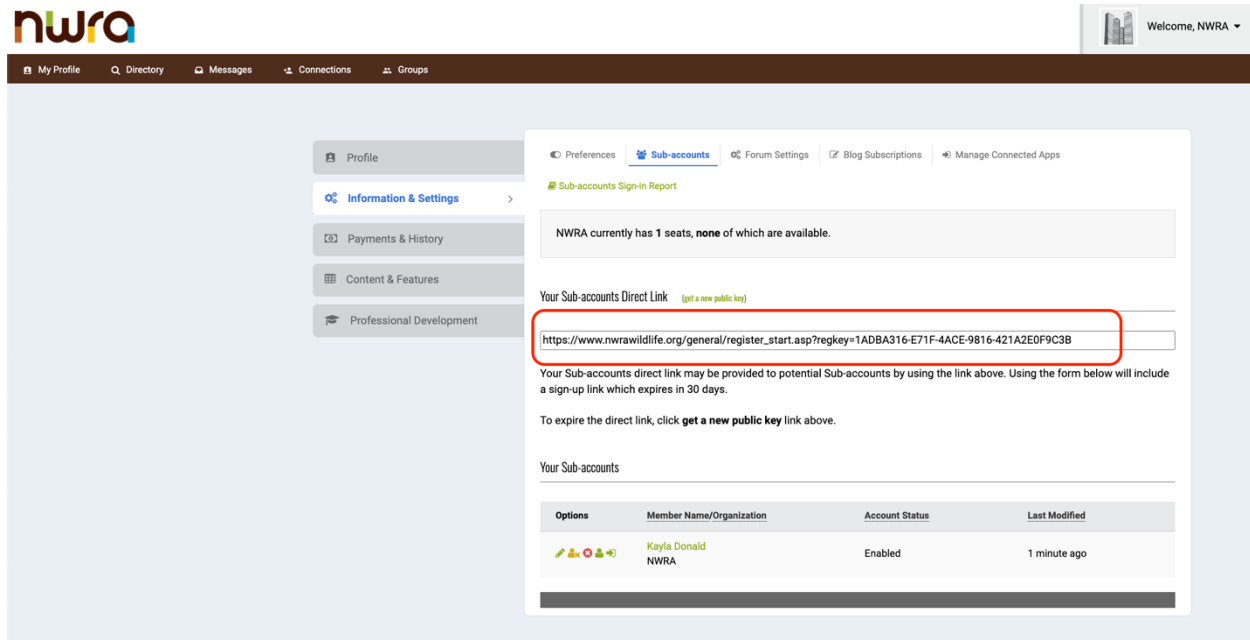
Your Sub-accounts direct link may be provided to potential Sub-accounts by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

Your Sub-accounts

Options	Member Name/Organization	Account Status	Last Modified
	Kayla Donald NWRA	Enabled	1 minute ago

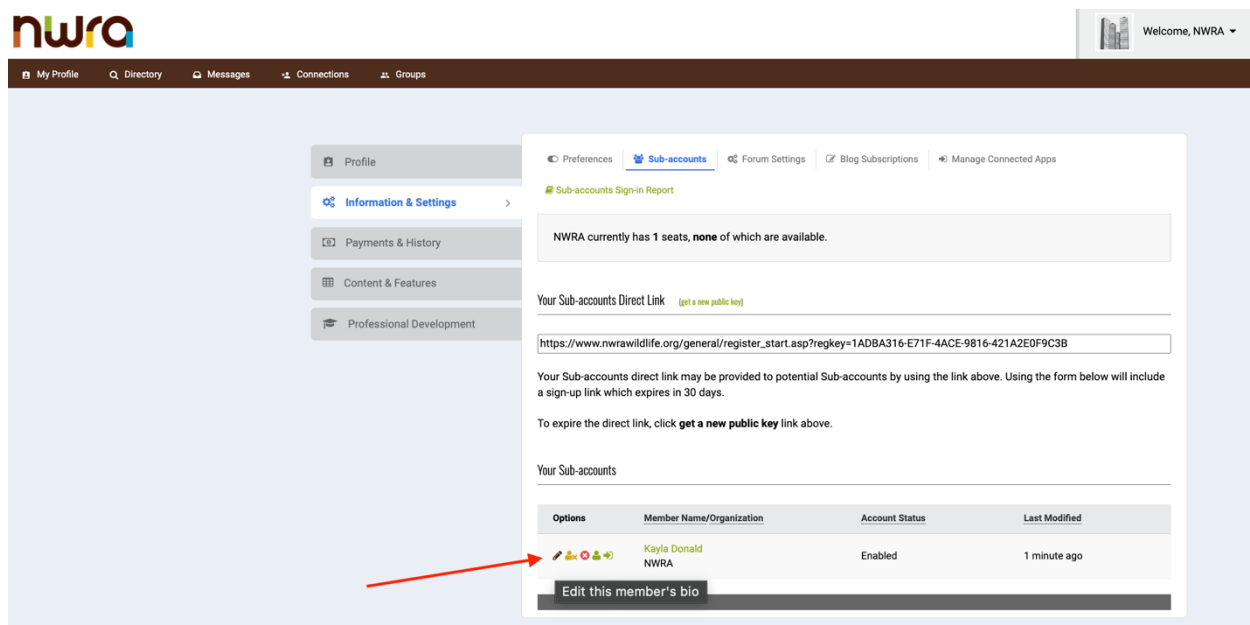
Find the sub-accounts direct link. You can send URL to the people you are trying to add to your master account. This link will prompt them to create their own profile that will be attached to your account. Once they have completed their profile setup, you will then see their name under “Your Sub-accounts” at the bottom of the page.



The screenshot shows the NWRA website interface. The top navigation bar includes links for My Profile, Directory, Messages, Connections, and Groups. The left sidebar contains links for Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The main content area is titled "Sub-accounts" and includes a "Sub-accounts Sign-in Report" section stating "NWRA currently has 1 seats, none of which are available." Below this, the "Your Sub-accounts Direct Link" is displayed as https://www.nwrawildlife.org/general/register_start.asp?regkey=1ADBA316-E71F-4ACE-9816-421A2E0F9C3B. A red rectangle highlights this link. Below the link, there is a note about the link's expiration and a button to "get a new public key". At the bottom, a table titled "Your Sub-accounts" lists the sub-accounts.

Options	Member Name/Organization	Account Status	Last Modified
   	Kayla Donald NWRA	Enabled	1 minute ago

Once their profile is added, you can manage your sub-accounts from this page. The first pencil icon allows you to edit each sub-account’s bio.



This screenshot is identical to the one above, but with a red arrow pointing to the pencil icon in the "Options" column of the "Your Sub-accounts" table. Below the table, there is a button labeled "Edit this member's bio".

Options	Member Name/Organization	Account Status	Last Modified
   	Kayla Donald NWRA	Enabled	1 minute ago

Edit this member's bio

The second icon, allows you to detach that member's profile, completely removing them from your master account.

The screenshot shows the NWRA website interface. The top navigation bar includes the NWRA logo, a 'Welcome, NWRA' dropdown, and links for My Profile, Directory, Messages, Connections, and Groups. The left sidebar contains links for Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The main content area is titled 'Sub-accounts' and includes a 'Sub-accounts Sign-in Report' showing 1 seat, none available. Below this is a 'Your Sub-accounts Direct Link' section with a URL and instructions. The 'Your Sub-accounts' table lists one member, Kayla Donald, with an 'Enabled' status. A red arrow points to the 'Detach this member's account' button in the 'Options' column.

Options	Member Name/Organization	Account Status	Last Modified
  	Kayla Donald NWRA	Enabled	1 minute ago

The third icon allows you to suspend that sub-account. This is helpful for times you want to switch sub-accounts for that calendar year, but maybe not completely remove them (in case you want to enable them again in the future).

This screenshot is identical to the one above, showing the NWRA Sub-accounts management page. A red arrow points to the 'Suspend this member's account' button in the 'Options' column of the 'Your Sub-accounts' table.

Options	Member Name/Organization	Account Status	Last Modified
  	Kayla Donald NWRA	Enabled	1 minute ago

The fourth icon allows you to view this sub-account's profile.

The screenshot shows the NWRA website interface. On the left is a sidebar with navigation links: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The main content area is titled 'Sub-accounts' and includes a 'Sub-accounts Sign-in Report' section stating 'NWRA currently has 1 seats, none of which are available.' Below this is a 'Your Sub-accounts Direct Link' section with a URL and instructions. At the bottom is a table of sub-accounts. A red arrow points from the text 'The fourth icon allows you to view this sub-account's profile.' to the fourth icon in the 'Options' column of the table, which is a person icon. Below the table is a button labeled 'View this member's profile'.

Options	Member Name/Organization	Account Status	Last Modified
	Kayla Donald NWRA	Enabled	1 minute ago

The fifth icon allows you to sign in as them. This is a great tool if you need to register this sub-account for an event like the symposium. You will need to log in as them in order to register them.

This screenshot is identical to the one above, showing the same NWRA Sub-accounts page. A red arrow points from the text 'The fifth icon allows you to sign in as them.' to the fifth icon in the 'Options' column of the table, which is a red key icon. Below the table is a button labeled 'Sign in as this member'.

Options	Member Name/Organization	Account Status	Last Modified
	Kayla Donald NWRA	Enabled	1 minute ago

If you still need additional assistance with your organizational membership and subaccounts, please contact nwra@nwraildlife.org.