Dear   ,

We are writing to inform you that we **"GO LIVE"** today with our new database and website. The changes we have made will provide our members with improved information management, better and more efficient communications, and enhanced support for our Chapters. Our new site is very dynamic and we need you to visit it as soon as possible to update your preferences and update your information. *(Please note that people visiting the site must be signed in as a member to see any of the information that you are allowing. Non-members visiting the site, or members not signed in, cannot see your informationl.)*

So that you can sign in as soon as possible, we have set your **userID** to be **FirstnameLastname.** Your **password** has been set to **rvwpassword1** (all lower case letters).

So, here is what we would like for you to do:

1) Sign in using the **userID** and **password** described above.

2) Once you sign in successfully, you should be presented with the **My Preferences** page. If not, skip to instruction #3. If you are presented with the **My Preferences** page, please **UNCHECK** any boxes of **My Preferences** that appear that you do **NOT** wish to use on the site. If it is unclear as to what the feature is, just **UNCHECK** it for now. You can change this in the future, if you change your mind. So, ONLY leave check marks next to features that you know you want to use in the system. ***Save settings***.

3) Next, click on **Manage Profile** on the right hand side. Go into **EDIT BIO**.

- Change your **userID** and **password** to something you can remember. ***You should not keep your start up*** **userID** *and* **password**.
- Please update ALL information on this page so we will have current information for you.
- Any field that has a little box to its left (like email, address, etc.) simply **CHECK** it if you **want** it to appear as part of your information on the web site. *(<u>Reminder</u> - people visiting the site must be signed in as a member to even see the items you checked on the list. Non-members or members not signed do not see your information).* Simply leave the little boxes **Unchecked** if you do not want them to appear on the web site. ***Save changes*** to submit your information securely.

4) Next, while still in **Manage Profile**, go into **Preferences** *(you may skip this if you already did it in the #2 instruction above)*. You will UNCHECK any boxes of My Preferences that appear that you wish to NOT use on the site. If it is unclear as to what the feature is, UNCHECK it for now. ONLY leave check marks next to features that you want to use in the system. ***Save settings.***

5) Next, click on **Groups** on the right hand side. Groups are chapters, or committees, RVW board, etc. Everyone has to have a primary group. We have set that to be your primary group to be your **Primary Chapter**.   Our records show that your primary chapter is **XXXXXXXXX**.

- While in Groups, check your Primary Chapter to see if it is correct. If you belong to multiple chapters, you can use the down arrow and select the correct Primary Chapter if we have assigned you to the wrong one. If you do not belong to a chapter, we have specified **No Chapter** as your primary chapter.

6) Sign out (upper right hand side on brown bar).

7) Sign back in with your new **userID** and **password** you created to test it.

 If you have any problems or need additional help, go to **MEMBERS- PROBLEM REPORT** on the left hand side to log your question or problem. We'll try to get back to you as soon as possible with a response.

Thank you so much for being a member of RVW and for your cooperation with this process to update your information.

Sincerely,

Nancy Shoop