



engage • explore • empower

HOW DO I USE THE RVW WEBSITE?

Prepared by The Website Committee

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How do I sign in to the website?

Go to the RVW website: www.rvingwomen.org. You can save the RVW website to your bookmark or favorites to make it easier to get to.

You may sign in by using your RVW User Name and Password, or your Facebook or LinkedIn Social Profiles. Click on the link you wish to use.

Sign in using your User Name and Password, which you created if you joined RVW using the RVW website.

If you are a first-time user, your user name is firstnamelastname, no spaces. Your password is set to rvwpassword1(all lower-case letters.)

If you have forgotten your password, click on “*Forgot Your Password*” under the sign-in section. If you are having any difficulties signing on, contact the RVW Office, 480-671-6226, during office hours (9A – 1 P weekdays.)

How do I change my Username or Password?

You may change your password before you sign in by clicking “**Forgot your password? Click here to reset your password**”

If you are already signed into the website:

1. Select **My Profile** from the top of the home page, or on any page where you see “My Profile”
2. Select **Edit**  on right side of screen
3. Under **Profile you** will find links to change your user name and password

Most important: click on Save Changes at the bottom of the profile!



Clicking on the RVW Logo while on any page will always bring you back to the Home Page!

To the right of the RVW Logo, you will see on the Navigation Bar:

- Home
- About Us
- Join/Renew
- Events
- Chapters
- Advertise
- Members Only

Click on each topic to see more information – each area opens to more specific links

Above the Top Navigation Bar

Directly above the navigation bar, on the upper right-hand part of the page, are links for:

- Problem Report (for reporting problem with the Website)
- Contact Us (for a suggestion or concern for the RVW Office or Leadership)
- My Profile (where you can update your preferences or contact information)
- Sign Out

On Home Screen Scroll Down the entire Website to see areas you may wish to explore:

- **Chapters**
- **Rallies and Events**
- **Social Link**
- **What's New News**
- **Membership Information**
- **Feature Article from Magazine**
- **Link to Facebook and Twitter**
- **Latest News**
- **Calendar**

Popular Areas to Visit

On the Home Page, three of our most popular areas will scroll by on your screen. Click on any one of these to follow the threads to areas you are interested in

- Join/Renew
- Chapter Locations and Quick Links
- RVW Events and Calendar

You may also go to each specific topic on the Navigation Bar. Here are some specific instructions for finding events and narrowing down the choices to chapter, location or time of year:

RVW Events and Calendar

1. Scroll down the whole page to see all upcoming events, or
2. **Use the drop down** under “Rally Calendar” to select Chapter or National events
3. Scroll down to see upcoming rallies
4. To see all rallies, select “All Categories” on the radio button and click on **MONTH VIEW**
5. Click on the **Event Title** on the calendar to link to the event description

Convention Info

Click on **Events** and the drop-down menu will show **Conventions**. Click on this tab for more information about upcoming conventions or for information on how to become a vendor.

Members Only

This is a secure area that may only be accessed by RVW Members.

- **Training Video’s and Help**
 - First Sign In to Home Page
 - Introduction to Home Page
 - Overview of Social Link
 - How to Search Directory on Line
- **Chapters**
 - Resources and Policies and Procedures for managing chapters
 - Chapter Leaders Only Section
- **Merchandise**
 - Link to RVW Merchandise from **Queensboro**
 - Link to **Badges R Us** for nametags
- **Community**
 - Open Road Donations (including how to donate and how tier program works)
 - Forums
 - Chat
 - Memorial Garden (Celia’s in Quartzsite)
 - Suggestion Box

Members Only (continued)

- **Leadership**
 - Board of Directors Names and Contact Information
 - Financials
 - Minutes
 - National Policies and Procedures
 - Committees – Titles, Mission and Member Contact Information
 - Board Members Only
- **Publications**
 - Member Directory – you may search the directory or download it in full
 - Magazines (present and archived)
 - Talking Points Card

You can also search for members by typing in their name in the search box on the top right of any page, if you do not wish to go to the directory.

Managing Personal Information and Preferences

The RVW website is secure and your personal information is available ONLY to RVW members! This area becomes most meaningful to others if you allow everyone to see how to contact you.

How do I update my personal information?

To update your address, phone numbers, email address and other personal information:

1. Select **My Profile** on the top right of opening screen **or on other screens, right side**
2. Select ( **Edit**) **EDIT on right side of screen**
3. Review **all** account information to be sure it is correct
4. Click on “padlock icon” on left side of each entry to allow it to be shared with others or to keep it protected from others’ view.
5. Update **ALL information** as needed
6. Select **SAVE CHANGES**

Reviewing when dues are due and printing a Membership Card

1. Go to **My PROFILE**
2. Select **Edit** (right hand side of screen)
3. Select **Payments and History**
4. Select **Membership**
5. View or select **PRINT MY MEMBERSHIP CARD**

How do I search for or contact a member?

You can search by name by typing in the member’s last name in the **COMMUNITY SEARCH** field in the upper right corner. Hover over the member’s name and click on **MESSAGE ME**

Changing your Primary Chapter

If you belong to more than one chapter and wish to change your Primary chapter. If this is your first time indicating this chapter as your primary chapter, be sure you have permission to do so. Some

chapters, for example, charge dues, and all chapters would wish to be certain they have your contact information and have given you any additional information, such as how to sign up for their newsletters or Facebook page, as appropriate.

1. Go to **My PROFILE**
2. Select **GROUPS**
3. Review your groups to be sure they are correct
4. For change needed, select **Update Primary Group – Update** on right side of screen
5. **Use the down arrow to select the correct Chapter**
6. Click on **UPDATE**
7. ****Note if your primary group is not available as a choice, call the RVW Office with the correct information!**

How can I delete my membership in a chapter or No chapter?

You must contact the office to have this done via phone or by **Submitting a Contact Us Form** which is located in the top menu bar of the Home Screen

How do I manage what information I receive from RVW?

To select the group correspondence you want to receive

1. Go into **My PROFILE**,
2. Select **EDIT (right side of screen)**
3. Review all choices at **top of screen** (Preferences, Forums, Blogs, etc. and check/uncheck those you wish to receive or to not receive.
4. Remember to select **Save my Settings** at bottom of screen for each screen!

I am having a problem or I find a problem on the website. What do I do?

1. Go to the **Home** Screen top menu bar
2. Select **Problem Report**
3. Fill out the form
4. Indicate you are not a Robot!!
5. Click **SUBMIT**

Using Social Links

1. Sign on to the RVW Website
2. Scroll down the Home Page and select the Social Link Icon (To establish RVW Connections) on the right side of the screen where it says “Click Here”
3. Note the top navigation bar shows these choices:

My Feed: If this is not your first sign in, proceed and you will arrive at your FEED in Social Link. The feed is the first Social Link page that members see when they select Social Link icon on the RVW Home page. This is the best place to post information or discussions that you would like RVW members to see.

My Profile: where you can view and edit your contact information and preferences. Don't forget to SAVE the information by selecting SAVE at the bottom of the page!

Messages: review your message center, including your inbox and where you may compose messages or read and respond to messages you have received. Remember to indicate in your preferences if you wish to be notified by email when you receive a new message.

Connections: Connections are like “Friends” in Facebook. You can make connections by using the member directory (see top navigation bar), and searching for the member you wish to make a connection with. Click on the name, access their profile, and click “connect” under their member photo. You can also directly message them here!

Groups: Click on this tab and the groups to which you belong will be listed. Here you can go to the chapter page by clicking on the title of the group. You can also see the group members by clicking on **Features** and **Directory** on the right side of the page. Click on each member’s name to get their contact information (if they have given permission in their profile preferences) or click on **Actions** on the right side of the page to **Email all group members**. Select **Calendar** on right side of screen to see all Arizona Chapter rallies.

Quick Links: This will take you to RVW Home Page, Chapter Easy Access, Events and Calendar (for all of RVW) and Renew Membership.

Can I link my social media accounts to my RVW account?

1. Go to “My Profile” along top bar of Social Link
2. Select “About” under Personal Information
3. Select Edit
4. On left hand column of options, select second option, “Information Settings and Preferences”
5. Select “Manage Social Sign-on”
6. Connect your Social Media Account Here (Facebook, LinkedIn)



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