

Announcing Branch 35 Membership Directory

Announcing Branch 35 Membership Directory with improved access to more current and complete member information. Simple or advanced directory searches create unique sets of members. Member may edit Profile and Privacy settings to control what information is viewable by members. Member information includes spouse or SO name, sponsor name, three phone numbers, photo, and group participation. Our web-based Membership Directory is available today.

To access the Directory from a web browser, enter the Branch 35 Membership Management address:
<https://sirbranch35.wildapricot.org>. **Bookmark this page for future access.**

To access the Directory from the SIR Branch 35 website <http://www.sirinc2.org/branch35>,
click on the new **Photo & Member Rosters** button.

Before you Login to Branch 35 Membership Management website, only public information and buttons are viewable:

- **LOGIN GUIDE** button > Information how to login and access member profile
- **MEMBER GUIDE** button > Information how to use member-only Directory and 2018 Roster
- **GROUP GUIDE** button > Information how Activity Chairmen can organize Branch 35 members into **Member groups**. Member groups can simplify sending emails to activity members.
- **ADMIN GUIDE** button > Information how Administrators log in and access the Admin area reserved for site and account administration, and not seen by ordinary members. If you are designated as an administrator, you can switch back and forth between Admin view and Public view.

To Login, click little blue man icon located at the top right corner of the screen



Login page appears: PLEASE LOG IN TO CONTINUE

- The first time you login, you need to create your password
 - **Click on Forgot password**
 - The password reset process will create your password
 - Save your Branch 35 Membership Management password in a safe place
 - Click on **LOGIN GUIDE** button for more detailed information

My profile page appears with member only buttons and information

- **DIRECTORY** button > **Click on this button to access Directory of Active Members**
Click on **MEMBER GUIDE** button for more detailed information
- **2018 ROSTER** button > 2018 Membership Roster pages not included in the DIRECTORY

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- **MY PROFILE** page
 - **Profile**
 - MEMBERSHIP DETAILS Possible information shown below:
 - Membership level **Active - \$20.00, 1 year, on January 15th, No automatically recurring payments**
Active Recurring- \$20.00, 1 year, on Jan. 15th, automatically recurring payments
Active Honorary Life Member – Free, Never, N/A
 - Membership status **Active**, full member benefits
Lapsed, unpaid membership dues; Can restore membership by paying dues
Pending – New, awaiting approval or payment of the new member dues
Pending – Renewal, has not yet paid the annual member dues
Pending – Level Change, has not yet paid the annual dues for the new level
Suspended - membership has been revoked, now a non-member contact
 - Privacy DETAILS TO SHOW in member directory
 - My event registrations Events (future)
 - Invoices and payments Dues & Event - Date, Transaction, Balance due (future)

EDIT PROFILE button >

Click on this button to edit profile and manage privacy setting

- Profile Edit Contact information, Photo, Group participation
>> **DO NOT CHANGE** Last Name or First Name
>> Please email: Site Admin. Member Mgmt., link at bottom of page
Group participation: Check box to join activity mailing list (future)
- Privacy DETAILS TO SHOW in member directory (Members, No access)

My directory profile >

View Member details shown in Directory