

United States Kerry Blue Terrier Club

Current Member Login and Privacy Setting Instructions

PREFACE

As many of you know the United States Kerry Blue Terrier Club launched a new website and membership management system on October 1, 2018. This new site and membership management system will offer many advantages when fully implemented but there will undoubtedly be “growing” pains as we learn how to get the most out of it. The first step is for each member to set up their Profile and their Privacy Settings. What follows is how to do that. If you have an issue, please send an email to uskbtcweb@gmail.com and we will work to answer your questions and help you get your setting as you wish them. We expect several questions so please give us a few days to respond.

LET'S GET SETUP!

Welcome to the United States Kerry Blue Terrier Club site (www.uskbtc.com). On the site you can view member-only content, sign up for events, and interact with other members through member directories, discussion forums, and blog posts. You can create albums of your dogs. You can also perform self-service functions such as updating your profile, paying invoices, and renewing your membership. In this guide, we'll help you get started, show you how to manage your membership, and introduce you to some of the functionality that might appear on www.uskbtc.com.

The site is mobile friendly, and you can view it on a phone or tablet. There is also a mobile app for members and you might consider downloading it. It is available in the Google Play and Apple store. There is no charge. Look for the Wild Apricot mobile app.

Getting Logged In

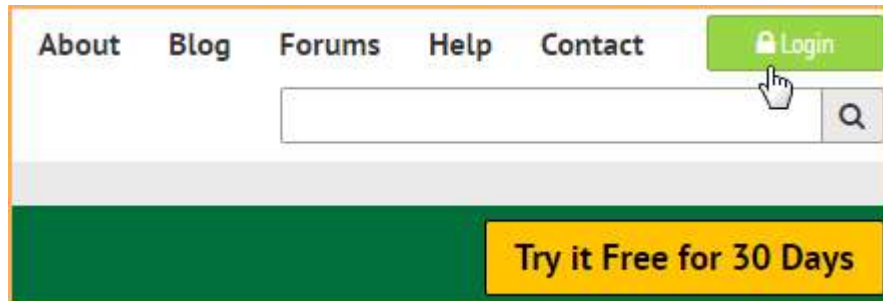
You must log into your USKBTC account if you want to access member-only pages or if you want to perform self-service functions such as changing your membership profile (such as privacy settings), entering events, making donations or paying dues.

New members are automatically logged in after supplying their email address when they apply for membership, register for an event, or donate.

Current members as of October 2018 already have a profile with basic information. All members initially have a temporary password that must be changed by each member after they log in for the first time. If you reset your password for any reason you may be

sent an email with a link. Please make sure and check your spam folder for the links to make the change

The first step is to login to your account. Click “Login” in the Red Box on the home page of www.uskbtc.com. Its in the upper left-hand corner.



You will be asked for your email address. This is the email address you have furnished the USKBTC. If you don't remember that address send an email to uskbtcweb@gmail.com and that email address will be sent to you.

Once you click the login box a drop down will appear. In the log in fields, you enter your USKBTC credentials – your email and temporary password (**uskbtc2019**) – then click the **Login** button.

When you first log into www.uskbtc.com, you will be required to accept Wild Apricot's terms of use before proceeding. This only appears the first time you login.



After you log in, a message will appear with links in the bottom right corner if you have unpaid invoices, your membership renewal is due or incomplete registrations, or are lapsed, overdue, or within a week of your renewal date.



You can click any of these links to resolve the corresponding issue. E.g. You may not have renewed your dues and this is a reminder.

IMPORTANT-Change your Temporary Password

After you have logged in the first time you should change your temporary password.

You can change your password by clicking the **Change password** link that appears below or beside the link to your profile after you log into www.uskbtc.com.



On the screen that appears, you enter your current password (initially uskbtc2019), then the new password, and the new password again for confirmation.

A screenshot of a 'Change password' form. The title is 'Change password' in bold. Below it is the text 'Change password for Steve Andrews'. There are three input fields, each with a red asterisk and a label: '* Current password', '* New password', and '* Confirm new password'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Password requirements

- Minimum of 7 characters
- Maximum of 50 characters
- Any combination of letters, numbers and characters (except spaces)

Wild Apricot passwords are case sensitive.

IMPORTANT-Update your Member Profile

Information about you is visible to other members or the public in the member directory/list, forum posts, and blog entries. ***You update your personal information in your member profile and control what information is visible to other members and the public.***

Once you are logged into your USKBTC account hover on the icon at the top right of the page, a drop down listing will appear, select "View profile".



From the **My profile** screen that appears, click the **Edit profile** button to update your personal information.

My profile

[Profile](#) [Privacy](#) [Email subscriptions](#)

User ID: 27161183 This field is generated automatically and cannot be changed

First name:

Last name:

Email:

Phone:

City:

State/Province:

Country:

Job title:

While not all information is required it would be helpful to the Club to learn more about your by completing the questions at the bottom of your profile. After you've made your changes, click the **Save** button to save them.

IMPORTANT-Changing your privacy settings

You can control which information from your member profile will appear to the public and other members on member directories, forum posts, and blog entries, and whether your member photo albums (if enabled) are visible to other members and non-members.

Your initial PUBLIC setting will display your name, the state you live in, and any services you offer such as grooming, ear setting, or that you are a breeder. The public can contact you through a message button that appears in your public Directory listing. Your email address is NOT displayed nor is your phone number. There is spam protection on the message software and your email is not shared with the public.

To change your initial privacy settings, click the **Privacy** tab within your member profile then click the **Edit profile** button.

My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

✔ Show profile to others

Details to show
(in member directories, forum and blog posts)

	Anybody	Members
Photo album		
Send message form		
Membership level		
User ID		







To change the privacy level for an item, click the circle under the appropriate column to limit access to anybody, members only, or no one.

My profile

[Profile](#) [Privacy](#) [Email subscriptions](#)

Show profile to others

Details to show
(in member directories, forum and blog posts)

	Anybody	Members	No access
 Photo album	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Membership level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
User ID 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Phone 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

If you uncheck the Show profile to others option, you won't appear in any member directories. This would block members from seeing your information. Our recommendation is to simply check all the member boxes under "Members". That will make you invisible outside of the USKBTC.

Once you are finished changing your privacy settings, click the **Save** button.

Have Some Fun....Add an Avatar/Picture

You can upload a picture that will appear in the Member List. Simply determine the picture you wish, while in your profile click the "upload" button, select your picture from your files, and upload. If you want the picture to only be shared with USKBTC members just set your privacy settings to only show it to members.

Your Done!

You have now completed the initial set up of your account. You can update the information at any time. If your email, address, or other information changes just update your profile. This information will drive the mailing lists for BluePrints, so it is critical that you keep your information updated.

Please send any questions to the Web Team at uskbtcweb@gmail.com.