ALHFAM

The Association for Living History, Farm and Agricultural Museums

ALHFAM Membership Management System Information Sheets

Info Sheet #2 – Member Account Profiles & Member Directories

As a member of ALHFAM you will be totally in control of your own member profile when you use ALHFAM's new membership management system. Like many other on-line services you may have, such as Netflix, Amazon Prime or your bank, you will be able to login to the ALHFAM website and mange your own account. You can check on your membership status and your renewal date, update your contact information, add a profile picture or change your account password.

When you go to the new website and you login as a member, you will see your name in the upper right-hand corner of the site, where the login button was when you first arrived at the site. Just click on your name and you will be transferred to your own *MY PROFILE* page. There you will see the information for your account: Membership details, contact information, profile picture, your region, group participation (such as which PIGs you have selected), etc. You will also be able to view your Directory Profile: The information that can be viewed by other members in the on-line member directories.

But most important, you will be able to edit all of this information and control many other features of your account such as privacy settings and email subscriptions. So here is an outline run-down on what you can view and, in many cases, manage/edit in your own ALHFAM *MY PROFILE* page:

Profile

- Membership Details
  - Membership level
  - Renewal date
- Contact Information
  - Name
  - Organization (for institutional members)
  - Address
  - Email
  - Phone number
- Personal Information
  - Institution/Affiliation (for individual members)
  - Website
  - Logo (for institutional members)
  - ALHFAM region
  - ALHFAM group participation (PIGs, and others)
  - Profile picture

Privacy Settings: Who can see what information from your profile

- Individual Member Default Settings: members can see most individual member information so that directories can display them, but you can restrict additional information if desired so no one can see it even in our directories.
- Institutional Member Default Settings: the public can see selected contact information so that institutional/museum can be included in the public Museums Listing Directory.

Email Subscriptions: Which emails and forums you may subscribe to or unsubscribe from.

- Event announcements: Conferences & workshops
- ALHFAM-wide emails: *eUpdate* & other announcements
- Forum subscriptions: PIG or Regional Forums (discussion lists) preferences, including how you wish to be notified by email when new submissions have been posted (either immediately or as a daily digest notification)

Member Photo Albums: Where you can upload or store additional ALHFAM-related photos

Invoices & Payments (view only): Where you can review your past payment history or check to see outstanding invoices.

About ALHFAM Membership Directories

ALHFAM membership directories will now be on-line and will be generated from the profile information that is maintained by each member. As such, your entry it will be as up-to-date as you maintain it and as informative as you wish it to be. If you have changed physical or email addresses, you will no longer need to notify the Secretary/Treasurer: You will simply update that change to your profile. In turn, the membership directory will be updated automatically.

As noted above, the directory for ALHFAM members will display full contact information only to other ALHFAM members who have a valid login, and you will be able to restrict the availability of some of that information. The directories will also include a member's picture if that individual added one to their profile, helping all of us connect a well-known face to an actual name.

The traditional Museum Listings/Regional Institutional Members will be auto-generated from the same profile information for each institutional or business member, but will only supply limited information for the purposes of promoting those institutions and businesses. Most important, this listing will include the site's website address, and it can include a museum's logo as well.

All directories will be selectable by region and searchable by keywords in the member profile.