	Website Instructions for All Members	
	Topic:	**HOW TO USE MEMBER RESOURCES**
	Date:	**2/25/2022**

The information contained WAHHI's Member Resources portal is for WAHHI members' use only and cannot be used for any commercial purpose. Please be considerate of the privacy of your fellow members.

How to Use Member Resources Step-by-Step Instructions

- Go to the WAHHI website home page (wahhi.org).
- Click the **Member Resources** tab.
- Enter your login information.
    - Your login information was emailed to you when you became a WAHHI member. Your login includes your userID, which is the email address you used when you joined WAHHI, and a temporary password that was emailed to you at that time.
    - If you have forgotten your WAHHI password, click the **Forgot Password** link located below the Login button. You will receive an email with instructions on how to set a new password.

- Once you are logged in to Member Resources, you will see links in the upper right-hand part of your window:

    - **View Profile**: Click this link to be directed to your personal member profile, which you can edit by clicking the **Edit Profile** button on that page.

    - **Change Password**: Click this link if you are in Member Resources and wish to change your password. You must enter your current password before you are able to enter a new password.

    - **Log Out**: Click this link to log out of Member Resources.

    - **How to Use Member Resources**: Click this link to read or print instructions for using the Member Resources portal.

    - **Contact the WAHHI Webmaster**: Clicking this link opens the email program on your computer for you to send a request for help to the WAHHI Webmaster. If your email editor doesn't open automatically, open the email program on your computer and manually insert the email address webmasterwa@wahhi.org in the To: line of a bank email message.

    - **Return to the wahhi.org Website**: Click this link to be directed out of Member Resources onto the main public website. To return to Member Resources, click the Login to Member Resources link on the banner at the top of the page.

- The pink banner that runs across the page displays the **Main Menu** of webpages that comprise the Member Resources portal. Several of the headings in this Main Menu have sub-menus. Clicking on a Main Menu heading opens the main webpage; clicking on a sub-heading that appears below it opens that sub-page.

    o **Home**: This webpage features recent information about the organization including highlights of upcoming all-member events.

    o **Directory**: This webpage contains sub-pages. A page with "**Directory**" contains clickable names which, when clicked, opens the member's online profile. A page with "**Listing**" contains names only; for additional information about a listed member you must look up the member in a Directory.

    o **Events**: This webpage lists, in chronological order, WAHHI's scheduled all-member events. You can also see interest group events for groups that you belong to. You are not able to see events for interest groups you do not belong to. This menu heading has a sub-page with a **Calendar View** of WAHHI events showing the scheduled events in a conventional, month-at-a-glance format.

    o **Interest Groups**: Click this main heading for a list by category of WAHHI's current interest groups, their descriptions, and interest group leaders. To join or leave an interest group, send an email to the interest group leader and/or co-leader. Clicking a leader's name on this list opens the email program on your computer. If your email program doesn't open automatically, manually open your email program, then copy and paste the interest group leader and/or co-leader's email address in the To: line of a bank email message. Sub-pages of this Interest Group menu include two directories: **Interest Group Leaders** and **Interest Group Members**. These allow you to look-up interest groups, leaders, co-leaders, and group members yourself; just follow the instructions at the top of each page.

    o **Website Instructions**: Click the main heading to open a webpage that lists various step-by-step instructions, document, and video recordings which explain how to use WAHHI's online portal, Member Resources. The material in the left-hand column is for **All WAHHI Members**. The material in the right-hand column is for **WAHHI Interest Group Leaders and Event Organizers Only**. Click on the name of a document or video to open it. A sub-page under the Website Instructions main heading is called **Did You Know?** This page features website tips that have previously appeared in WAHHI's weekly eblast, *The Pink Paper*.

    o **Governance**: This page the organization's **Policies and Procedures** (left-hand column) and various **Lists, Forms & Waivers**. Click on the name of a document to open it.

    o When a menu bar doesn't have enough room to fit all of its headings, the overflow of headings gets compressed into a side menu (aka a "hamburger menu"). In Member Resources, the following pages are located in a hamburger menu on the pink menu bar which is identified by stack of three horizontal lines:

- **Video Library**: Clicking this menu heading opens a page with a link that re-directs the user to the main website (wahhi.org). On this page you will find links to video recordings of previous all-member events hosted by WAHHI.

- **Charitable Fund**: This page has information about the WAHHI Charitable Fund at the Community Foundation of the Lowcountry. Clicking the **Donate Online** link opens a webpage on the CFL's website.

- **Volunteer**: Clicking this menu heading opens a page with a link that re-directs the user to the main website (wahhi.org). On this page you will find the various programs and ways WAHHI members can volunteer within the organization. If you would like to volunteer, send an email to the program or committee chairperson shown in each segment when you press the plus sign (+) next to the segment title.

Help is available by clicking the "WAHHI Webmaster" button located on the upper right-hand corner of every screen inside the Member Resources portal, or by sending an email to webmasterwa@wahhi.org.