

Virginia Writers Club CMS Website - Member Profile Tutorial

Version 1.1 - 23 January 2012

Introduction

Welcome to the Member Tutorial for the Virginia Writers Club website. One of the powerful advantages of the new VWC website is the ability for members to take control of their **PROFILE**, or public image, on the site.

This means that you can add your **personal information** (including updating your email address and personal website information as it changes), add a photo of yourself, and list your publications (including links to their own pages and cover pictures).

A thorough membership profile that includes your writing interests and genres means you can easily be found by other VWC members as well as the public who might be interested in you or your works. It's important to remember that this information is under your complete control and is as easy to update as checking your email.

Getting Started - Viewing the Member Profile

Before you do anything, check out the sample profile for Herman Melville at:

<http://virginiawritersclub.shuttlepod.org/Content/Members/MemberPublicProfile.aspx?pageId=946498&memberId=4202495>.

This is the view the **PUBLIC** sees of Herman's profile. Look at the different elements of the profile in the graphic below. (It may be easier to have this document open simultaneously with Herman's profile in a web browser.)

1. **Member Profile Details**

The member's real name will be listed at the top of the page and under First Name and Last Name. A Pen Name will be listed under the next area Personal Information.

2. **Personal Information**

This is the area for the member's Chapter Affiliation, Pen Name, Website (linked), Blog (not able to be linked yet), and a personal picture.

3. **Miscellaneous**

This area contains a short Bio, public Contact Info (does NOT have to be the same as the email address for site registration, i.e., this can be the PUBLIC contact email for fans). If the member wishes to be listed as a Speaker in the Speakers Bureau, their Areas of Expertise will be shown here.

4. **Poems, Novels, Plays, or other Works**

Up to five different works can be displayed here with the title, genre, cover picture, URL (can be the link to buy or other site URL), and short description.

Herman Melville's Member Profile - Public View

The screenshot shows a web browser window displaying the member profile for Herman Melville on the website of The Virginia Writers Club. The browser is Windows Internet Explorer, and the address bar shows the URL: <http://www.virginiawritersclub.org/Content/MemberPublicProfile.aspx?pageid=946488>. The website header features the club's logo and the tagline: "Fostering the art, craft, business and advocacy of the literary arts throughout the Commonwealth".

The profile page is titled "Herman Melville" and includes a navigation menu on the left with links to Home, About Us, Events, Members, Join now, Forums, and Contact. A login form is also visible on the left side.

The profile details are organized into several sections:

- Member profile details:** First name: Herman, Last name: Melville.
- Personal information:** VWC Chapter (if any): Northern Virginia, Pen Name: Billy Budd, Personal photo: 
- Miscellaneous:** Website: www.thewhaleedit.com, Blog: blogspot.calmelishmael.org
- Bio:** I am an American novelist, short story writer, essayist, and poet, probably best known for my novel Moby-Dick and the posthumous (71) novella Billy Budd.
- Contact info:** whitewhale@gmail.com
- Speaker Area(s) of Expertise:** Fiction (short form), Fiction (long form)

The profile also lists two works:

- Moby Dick:** Fiction (novel - literary). Includes a book cover image and an Amazon link: http://www.amazon.com/Moby-Dick-Dufred-Worlds-Classics/dp/0199535728/ref=ast_s图书_UF88qd=1302104935&sr=1. The bio text describes the story of Ishmael's voyage on the whaleship Pequod, commanded by Captain Ahab, who seeks a specific whale named Moby Dick.
- Billy Budd:** Fiction (novel - literary). Includes a book cover image and an Amazon link: http://www.amazon.com/Billy-Other-Stories-Penguin-Classics/dp/0140390537/ref=ast_s图书_UF88qd=1316141439&sr=1

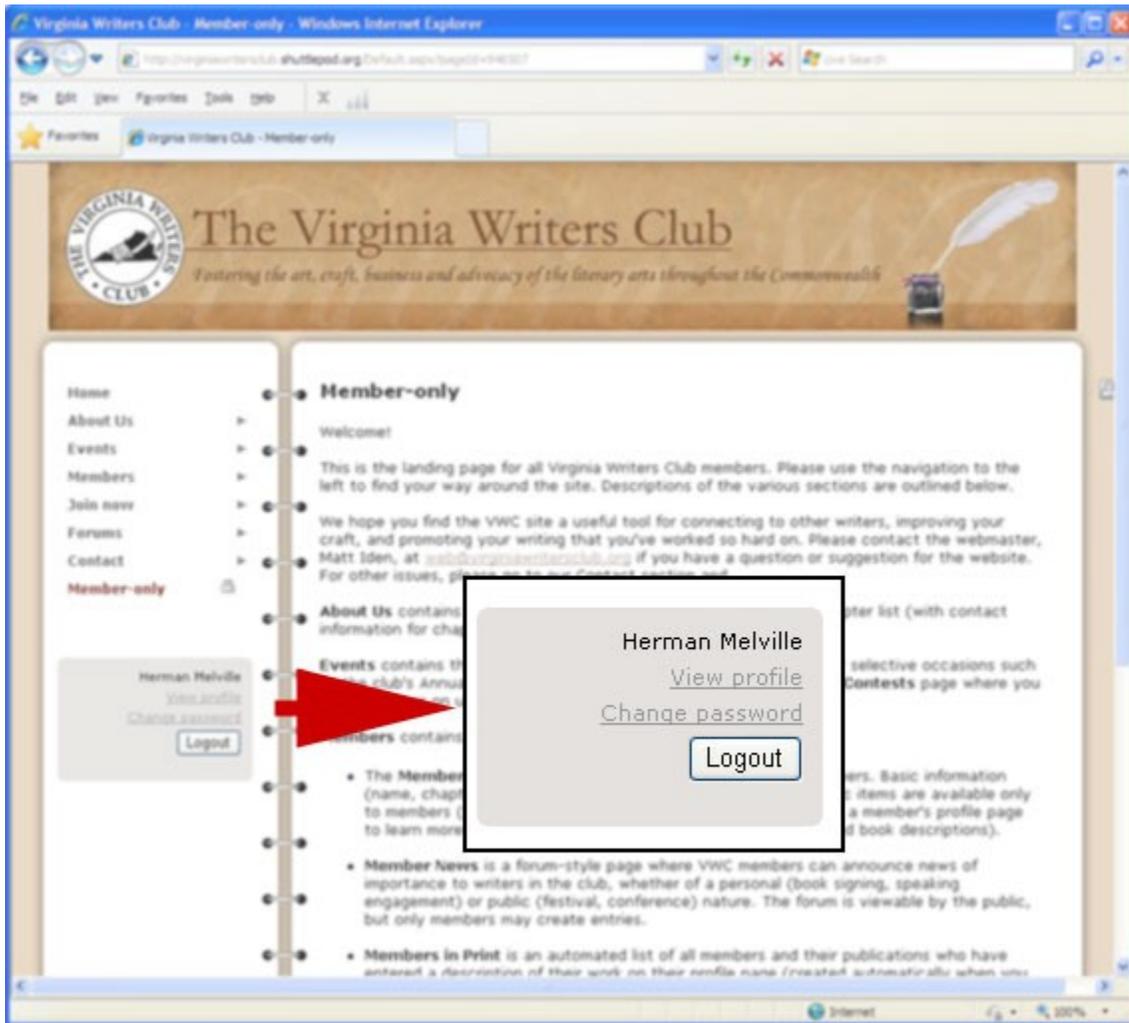
Four red circles with white numbers (1, 2, 3, 4) are overlaid on the page, highlighting the member profile details, personal information, bio, and the Moby Dick entry respectively.

Moving On - The Private View

What we've just seen is the PUBLIC view of Herman's Membership Profile. But what if Herman wanted to change something in his profile? All he has to do is **LOG IN** on any page of the website (the Log In box is at the bottom of the left hand column on every page).

Please note: Just as if Herman were a real member of the VWC site, you won't be able to see this information in your web browser. You can follow along by logging into your own account; the content of the fields will be different, of course, but you should get the gist.

Once he does so, it looks like this:



From that page he simply needs to click **VIEW PROFILE**, as shown by the red arrow. That takes him to the **PRIVATE VIEW** of his profile, where the real magic happens.

In the Private View, Herman can review all of his registration information on file. Obviously, certain information (address, membership status and level, etc.) is viewable ONLY by Herman and the administrator. (For purposes of this document, we're going to skip all the information on this page and head right to editing the page, but you should carefully review your own information for accuracy.)

To update the information here, Herman would click the **EDIT PROFILE** button, circled below.



Editing the Profile

Let's look closely at how Herman could edit and modify his Member Profile page. Since the page is quite long, we'll chop it into three different graphics.

Please note: Much of this information is created when the member Registers with the club online or when an administrator creates the initial Member page.

Graphic 1

1. My Profile

Basic information, like First Name, Last Name, and e-Mail is included here. Member ID is assigned by the website software and cannot be changed.

Note: the e-Mail Address field is the one that is used to register with the VWC and the one administrators and VWC executives will use to contact you and **will not be displayed to the public**. If you wish to display an email address for the public to use to contact you (this one or a different one), put it in the Contact Info field of the Miscellaneous category, described below.

2. Personal Information

Membership Type, VWC Chapter, and the "If none..." question are all items created during the registration process. Please do not change these items unless you know your standing has changed (i.e., you've moved and have a different VWC Chapter affiliation).

Pen Name, Personal Photo, Website, Blog, Facebook, and Twitter information can be uploaded and changed here as needed. Currently, the software allows for any URL starting with "www" to be automatically linked; however, an URL not starting with "www" will not be (e.g., "blogspot.myblog.com").

3. Contact Data

This information is for administrator use only and will not be displayed publicly.

Please jump down below Graphic 1 to continue.

Editing the Profile - Graphic 1/3

Virginia Writers Club - Edit profile - Windows Internet Explorer
http://virginiawritersclub.shuttlepod.org/Content/Members/MemberProfile.aspx

File Edit View Favorites Tools Help X

★ Favorites Virginia Writers Club - Edit profile



The Virginia Writers Club

Fostering the art, craft, business and advocacy of the literary arts throughout the Commonwealth



Home
About Us
Events
Members
Join now
Forums
Contact
Member-only

My profile

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

Member ID 4202495 This field is generated automatically and cannot be changed

First name

Last name

e-Mail

Personal information

Membership Type

Active
 Associate
 Corporate

WVC Chapter (if any)

Yes
 No

If "none", would you like to be contacted by a nearby WVC chapter representative?

Pen Name

Personal photo  [Remove / change](#)

Website

Blog

Facebook

Twitter

Contact data

Address

City

Postal code

Province/State

County

Herman Melville
[View profile](#)
[Change password](#)

1.

2.

3.

Graphic 2

4. **Miscellaneous**

The "How did..." question and "Please describe yourself" are for internal use only. Change only if necessary.

The item "Contacts or services you provide other writers" will be listed in your public profile as will your Bio. "VWC Activities of interest" is for internal use, but "Would you like to be listed in our Speaker's Bureau?" allows inclusion in our Speakers Bureau list.

Please note: Clicking YES here implies your consent to be contacted. If you do not want to be contacted to be a Speaker, click NOs. If you click YES, please enter a valid email address or phone number in the next field, Contact Info. Also, please select an Area of Expertise to help users find you and utilize you as a speaker.

Editing the Profile - Graphic 2/3

Virginia Writers Club - Edit profile - Windows Internet Explorer

http://virginiawritersclub.shuttlepod.org/Content/Members/MemberProfile.aspx

File Edit View Favorites Tools Help

Virginia Writers Club - Edit profile

4. How did you hear about us?
Please describe yourself

Contacts or services you provide other writers:

Bio

VWC Activities of interest:

Would you like to be listed in our Speaker's Bureau? (*Yes* is consent to be contacted)

Contact info

Speaker Area(s) of Expertise

Miscellaneous

Friend

Agent
 Editor
 Illustrator
 Poet
 Publisher
 Writer
 Playwright

Biblical References
Epic Novel Readings

I am an American novelist, short story writer, essayist, and poet, probably best known for my novel Moby-Dick and the posthumous (?) novella Billy Budd.

Advertising in the E-Newsletter
 Distributing VWC information in your area
 Marketing & Promotions for VWC
 Speakers' Bureau
 Virginia Festival of the Book
 Attending Workshops
 Conducting Writer's Workshops
 Writing Contests
 Young Virginia Writers Club (middle & high school teens)
 Conference Planning

Yes
 No

whitewhale@gmail.com

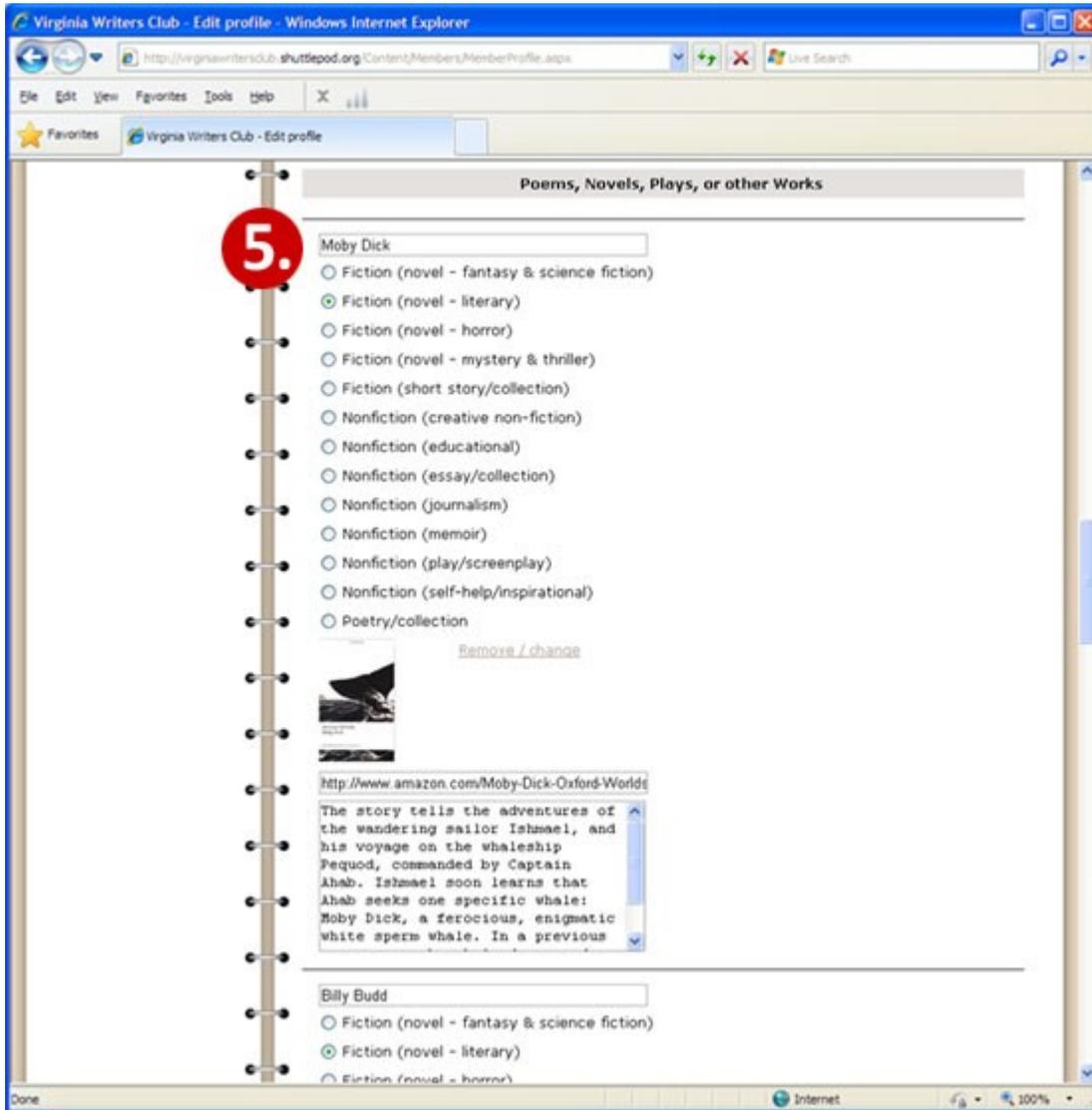
Craft
 Fiction (short form)
 Fiction (long form)
 Fiction (theater and screenplays)
 Non-fiction (memoir)
 Non-fiction (journalism)
 Non-fiction (creative non-fiction)
 Non-fiction (inspirational)
 Poetry
 Publishing

Graphic 2

5. Poems, Novels, Plays, or other Works

This area is repeated five times for the five different works you are permitted to display in your profile. Empty entries will not be displayed. Fields you can update or enter here are Title, the appropriate Genre, a picture of the cover, the URL for the item, and a short description. Click "Next" and you'll have saved your Profile!

Editing the Profile - Graphic 3/3



Summary

Your Profile should be saved at this point. Both non-members (the public) and members will be able to see various parts of your profile, with members having access to more information.

You can check to see how your profile (and any other member Profile) looks by going to the *Member Directory*. You can also use the *Members in Print* to search for authors by genre or work and the *Speakers Bureau* for specialties.

If at any time your Profile changes (change of email address, new publication, etc.), simply click on the "View Profile" link in the log in box on any VWC website page and you'll be returned to your Profile. Click the "Edit profile" button and you'll have access to all of the fields you used in the tutorial above.

Good luck! If you need additional assistance, use the Website Help forum (www.virginiawritersclub.org/help) to seek advice from other users first. If that doesn't meet your needs, please email the VWC webmaster at web@virginiawritersclub.org.