



GA Solar
GEORGIA SOLAR ENERGY ASSOCIATION

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How – To Guide

Making Your Online Experience Easier

Email Preferences



Login to your account using your email as the Username and the Password you have previously chosen.

The screenshot shows the login page for the Georgia Solar Energy Association. The page has a white background with green and grey accents. At the top, there is a navigation bar with a search box. The main content area is centered and contains the following elements:

- Welcome to the Georgia Solar Energy Association - Your Resource for Solar Energy in Georgia.**
- A message: "If you do not have an account on our site, [visit our sign up page](#) - we'd love you to be part of our online community."
- A green button labeled "Sign up today!".
- A message: "If you have an account, please log in using your **username (e-mail)** and **password** below."
- A "Username" input field containing "email@email.com".
- A "Password" input field with masked characters "*****".
- A checkbox labeled "Keep me logged in".
- A grey "Login" button.
- Links for "[Forgot your password?](#)" and "[Forgot your username?](#)".
- A message: "If you're on our mailing list, but are unsure of your password - please reset your password using the link above."
- A message: "Are you having **trouble logging in** and think your membership is expired? Go to the **renewal form** below."
- A green button labeled "Renew Membership Now!".
- A footer message: "Still having trouble? Contact our business office at admin@gasolar.org for assistance!"

On the right side of the page, there is a sidebar with the following sections:

- A green button labeled "My Account".
- A section titled "Our Sponsors" featuring a logo for "10th inmansolar Communications".
- A section titled "Upcoming Events" listing:
 - Thu Feb 16, 2017: [BOD Meeting](#) (Category: Board Meetings)
 - Tue Feb 21, 2017: [Women in Solar Event \(WISE\)](#) (Category: GA Solar Events)
 - Thu Mar 16, 2017: [BOD Meeting](#) (Category: Board Meetings)
- A green button labeled "View Full Calendar".
- A section titled "Our Tweets" showing a tweet from @GASolar retweeted by SolarWakeup (@SolarWakeup) and Greentech Media: SunShot \$1.

Select **'My Profile'** to begin

See something wrong? [Update your profile!](#)

If you are your company's **Key Contact**, you may add and remove **Company Contacts** under 'My Profile'

[My Profile](#) | [Event Calendar](#) | [My Community](#) | [Member Directory](#)

HELLO
my name is

Georgia Name
Carly Company Profile

Member Type : 04 - Corporate Contact
Expiration Date : 01/25/2018

Search our site

Our Sponsors

10⁹
GigaWord
Communications

Upcoming Events

Thu Feb 16, 2017
[BOD Meeting](#)
Category: Board Meetings

Tue Feb 21, 2017
[Women in Solar Event \(WISE\)](#)
Category: GA Solar Events


Thu Mar 16, 2017
[BOD Meeting](#)
Category: Board Meetings

Our Tweets

Tweets by @GASolar

Georgia Solar Energy Retweeted
SolarWakeup


Main Page – Go to the ‘My Profile’ gray tab and hover to view the drop-down menu.



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GEORGIA SOLAR ENERGY ASSOCIATION

My Profile

Georgia Name



Username
email@email.com

Expiration Date
01/25/2018

Join Date
01/25/2017

Member Type
04 - Corporate Contact


Member Status
Active

Full Name
Georgia Name

Contact Name
Georgia Name

Organization
Carly Company Profile

Email - Main Email
email@email.com



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My Profile Search Directory

- Your Organization
- Change Profile Picture
- Change Password
- Contact Preferences
- Message History
- Invoices
- Submissions

Name

Username
email@email.com Edit

Expiration Date
01/25/2018

Join Date
01/25/2017

Member Type
04 - Corporate Contact

Member Status
Active

Full Name
Georgia Name

Contact Name
Georgia Name

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Search our site

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Our Sponsors

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Upcoming Eve

Thu Feb 16, 2017
BOD Meeting

Tue Feb 21, 2017
Women in Sol

https://gasolar.memberclicks.net/index.php?option=com_community&view=profile&userid=1002358986&Itemid=114

Individual Profiles are edited by using the gray Drop-Down menu.



My Profile

- Your Organization
- Change Profile Picture
- Change Password
- Contact Preferences**
- Message History
- Invoices
- Submissions

Username
email@email.com

Expiration Date
01/25/2018

Join Date
01/25/2017

Member Type
04 - Corporate Contact

Member Status
Active

Full Name
Georgia Name

Contact Name
Georgia Name

Organization
Carly Company Profile

Email - Main Email
email@email.com

Member

My Av

Our Sponsors



Upcoming Events

- Thu Feb 16, 2017
BOD Meeting
- Tue Feb 21, 2017
Women in Solar
- Thu Mar 16, 2017
BOD Meeting

Email / Contact Preferences – Here You can select contact preferences for the company. Toggle the switch **ON/OFF** for preferences. If you are a **Key Contact** updating for a company, make sure you are editing under the company profile by clicking ‘Your Organization’ form the gray Drop-Down menu. You can check what email is listed at the *bottom* to ensure you are updating the right profile.

The screenshot displays a user profile page with the following elements:

- Header:** "My Profile" tab and "Search Directory" search bar.
- Navigation:** Profile | Change Profile Picture | **Contact Preferences** | Message History | Invoices | Submissions | Individual Profiles
- Contact Preferences Section:**
 - Mailing List Preference:** A toggle switch is currently set to "ON" (highlighted with a red circle and a mouse cursor). The text below it reads: "Receive newsletters, announcements and updates from this organization".
 - Forum Subscriptions:** A yellow message box states: "There are no forums available for this profile".
 - Global Unsubscribe:** Text indicating that unsubscribing will stop all emails except for confirmations and renewal notices.
- Table:** A table listing email addresses and their status.

Email Address	Status	Actions
carly_shuman@hotmail.com	Receiving all emails	Unsubscribe
- Sidebar:**
 - Member Logout
 - Search our site | Search
 - My Account
 - Our Sponsors
 - 10⁹ GigaWord Communications logo
 - Upcoming Events:
 - Thu Feb 16, 2017: BOD Meeting (Category: Board Meetings)
 - Tue Feb 21, 2017

Thank you!

Please let us know if you have any questions:

admin@gasolar.org

Georgia Solar Energy Association

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Atlanta, GA 30307