

GAVP

Member User Guide

By using the below defined procedures you will keep your information up to date and we can communicate digitally to keep you informed and involved.

If not, and you are just “old school”, then you need to contact the Membership Team so they can manage the task for you and keep you up to date via the United States Postal Service(snail mail). Don’t hesitate to contact us and we will assist at membership@tf116.org, or phone us at 770-495-9039.

You will be responsible for keeping your contact and other information up to date.

Changing Your Member Record Data

1.Updating you membership information

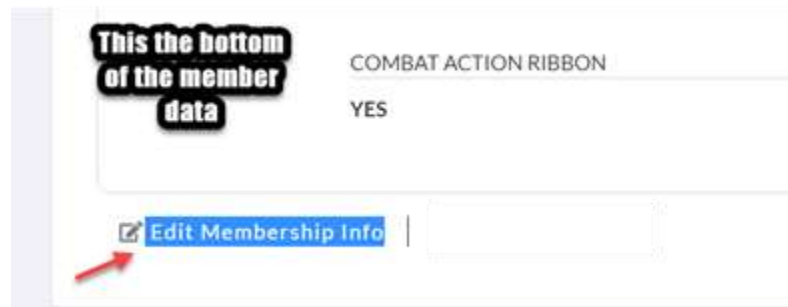
This is the information gathered when you originally applied. Each time you login to your membership in the system you will arrive at your “Member Dashboard” and you will see all your information collect during the application process under **MEMBERSHIP INFORMATION**. This data is important in a number of ways. It is necessary that we keep accurate records on all members, to be able to accurately represent our Association to the IRS for example when confirming our

tax-exempt status. Your mailing address is also kept here and is important when mailing something to the member. When this is not accurate we waste money by having mail returned to us. Please keep this information current.

Login to your membership account here

<https://www.joinit.org/members> (a new window will open)

- 1.1. If you need to change anything in this data, Click on **Edit Membership Info** located at the bottom of the member data. Ex:



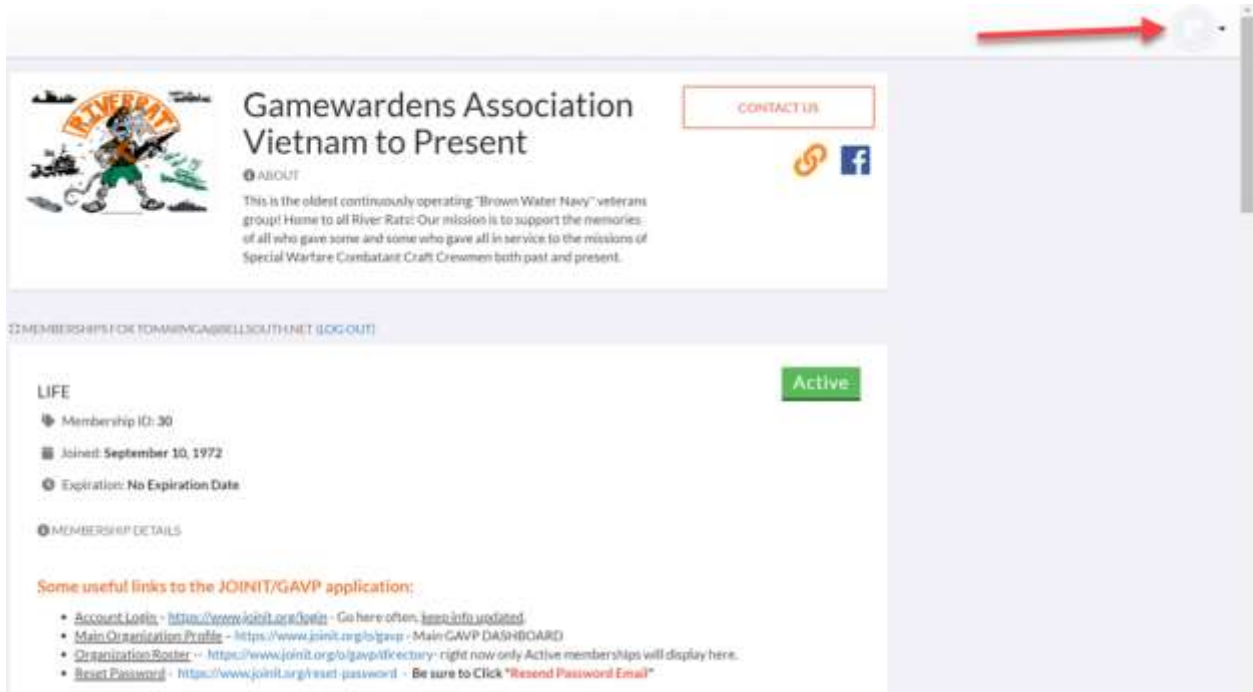
Click on this and you can modify any of the fields to contain current information.

- 1.3. Use your mouse to select the field you want to change, and type the desired data. Again please remember to keep your mailing address current. As well, take the opportunity to add/correct any missing or inaccurate veteran information.

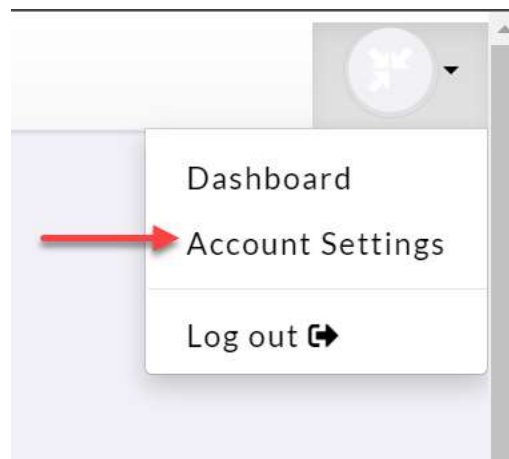
Updating your email address and/or password

- 1.2. Login to your membership account here
<https://www.joinit.org/login> (a new window will open)

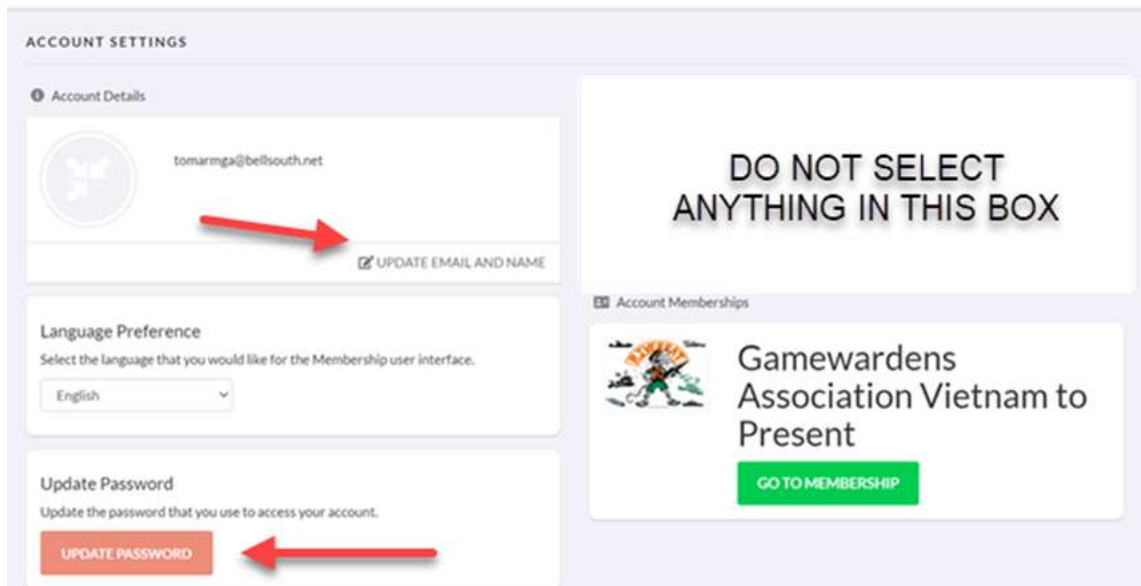
1.3. Once logged in you will see this, your MEMBERSHIP DASHBOARD page: Click on the area indicated by the red arrow.



2.3. You will see this: Click on the area indicated by the red arrow. From this link you will be able to update your email address and/or password.



2.4. You will see this: This is the main update screen for this function.



2.5. To change your preferred email address, click the “Update Email and Name” Fill in your name and new email address as below. Then click the green UPDATE.

ACCOUNT SETTINGS

Account Details

1 First Name

2 Last Name

3 Email

tomarmga@bellsouth.net

4 [UPDATE](#)

[STOP EDITING WITHOUT UPDATE](#)

2.6 If you need to or want to change your login password, Click the orange UPDATE PASSWORD link and you will see:

The image shows a web form titled "UPDATE PASSWORD". It contains three input fields: "Current Password", "New Password", and "Confirm New Password". Each field is preceded by a label and a numbered step indicator (1, 2, and 3 respectively). Below these fields is a large green button labeled "UPDATE PASSWORD" with a step indicator 4. The form is set against a light gray background with a white border.

UPDATE PASSWORD

Current Password **1**

New Password **2**

Confirm New Password **3**

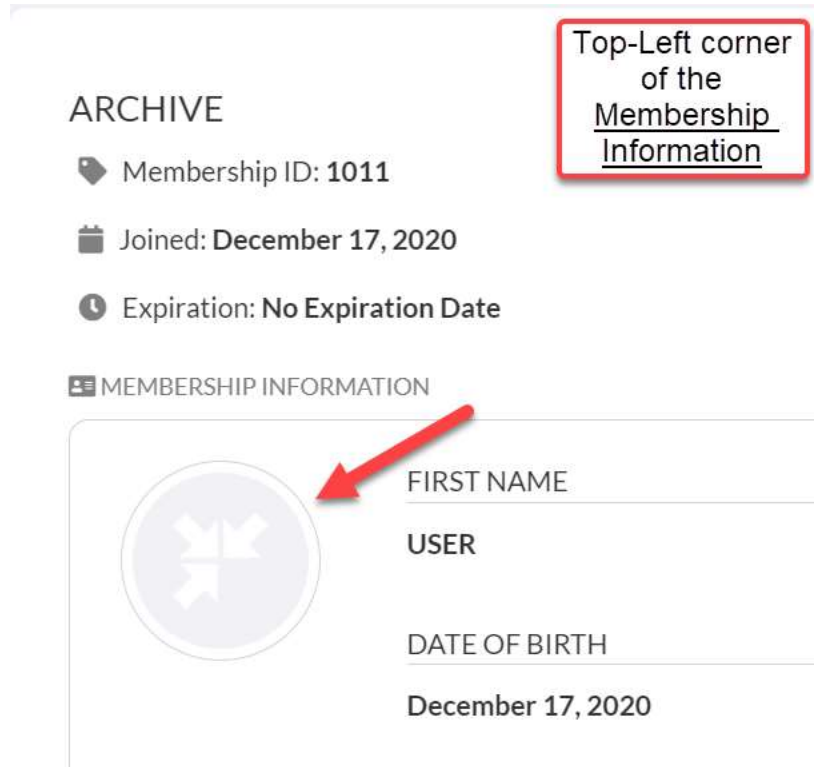
4 UPDATE PASSWORD

Perform steps 1 thru 4. In step 1 you must know your old password to be able to make the change. If you don't, contact us at email membership@tf116.org for assistance. A green banner message will appear from the upper-right hand corner of the screen that confirms your password has been changed.

2.7 Having completed either of the steps above you can now click on the green "GO TO MEMBERSHIP" and you will return to your member Dashboard page.

Add your picture to your membership record.

2.1. After logging in to your membership double-click on the Jointit logo as below:




ARCHIVE

Membership ID: 1011

Joined: December 17, 2020

Expiration: No Expiration Date

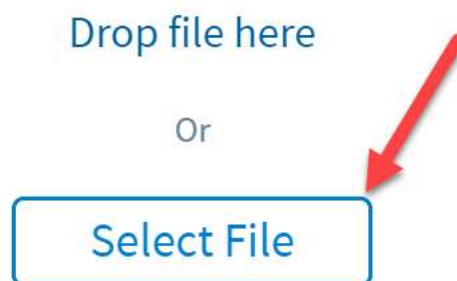
MEMBERSHIP INFORMATION

 FIRST NAME
USER
DATE OF BIRTH
December 17, 2020

A red box highlights the top-left corner of the 'MEMBERSHIP INFORMATION' section, with the text 'Top-Left corner of the Membership Information' inside. A red arrow points to the top-left corner of the profile picture placeholder.

2.2.

2.3. Next you will see:



Drop file here

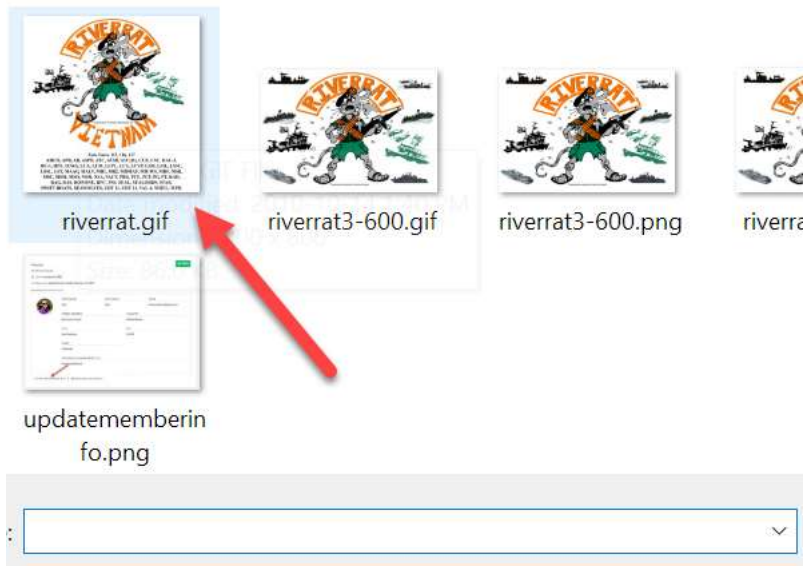
Or

Select File

A red arrow points to the 'Select File' button.

2.4. Click on Select File and you will be able to browse your computer for a picture file of you that

you created previously.



2.5. Just double-click the desired picture and then you will see the picture as below:



2.6. Click Upload and you are done. Done, your picture will now be included in your member record.

ARCHIVE

Membership ID: 1011

Joined: December 17, 2020

Expiration: No Expiration Date

MEMBERSHIP INFORMATION



FIRST NAME

USER

DATE OF BIRTH

December 17, 2020

Remember, your “Member Dashboard”, as well as displaying your member data, will contain many future features, announcements/post re: important information and Association events. It will also be where you will sign-up and submit payments for activities such as the reunion.

For any questions and for those who for various reasons cannot utilize the on-line capabilities. Don't hesitate to contact us and we will assist at membership@tf116.org, or phone us at 770-495-9039.