

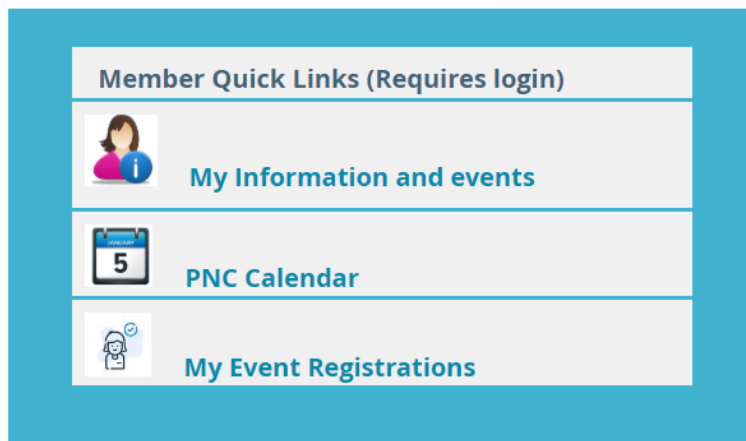
EDITING YOUR PROFILE ON THE WILD APRICOT SITE

- 1) Go to the site <https://www.peninsulanewcomers.com>.
- 2) At the home page click on the Log in button on the top left of the screen.



- 3) At the next screen enter the personal email address you use for your membership with the PNC.
- 4) Enter your password
- 5) Once you are in the site you will have access to the Members link on the top of the screen. The drop down box offers a link to Update Profile. This would be used if your circumstances change such as you have moved to a new address, your email has changed, or you want to update your funtivities selection.

There is also a link on the home page. If you scroll down you will see this box:



6) Click on My information and events.

7) At the first screen will be your Membership details.

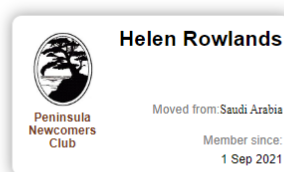
My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Membership details

Membership card



[Image optimized for smartphones](#)

[Printable PDF](#)

Membership level **Basic Membership - \$40.00 (CAD)**
Subscription period: 1 year, on: September 1st
No automatically recurring payments

Membership status **Active**

Member since 1 Sep 2021

Renewal due on 1 Sep 2023
You can renew starting 1 Sep 2022

7) Scroll down and more information will be displayed.

8) If you wish to update/edit that information scroll up to the top of the screen and select Edit profile again. This will give you all of your personal details and the funtivities you have selected. Some details are automatically populated, such as the date you have been a member since and your type of membership, where you moved from etc.

9) You can also update your profile by clicking on the Join Us button. There is an option to edit your profile at the bottom of the screen if you are a member.

10) You can also update your profile via the Wild Apricot app if you have downloaded that onto your device.