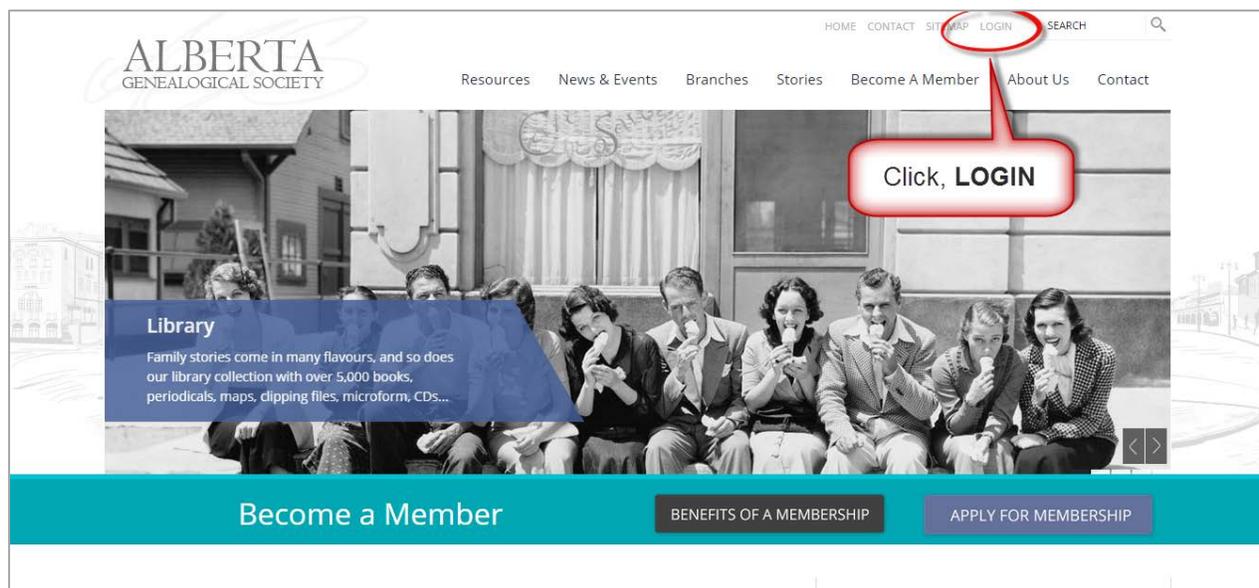


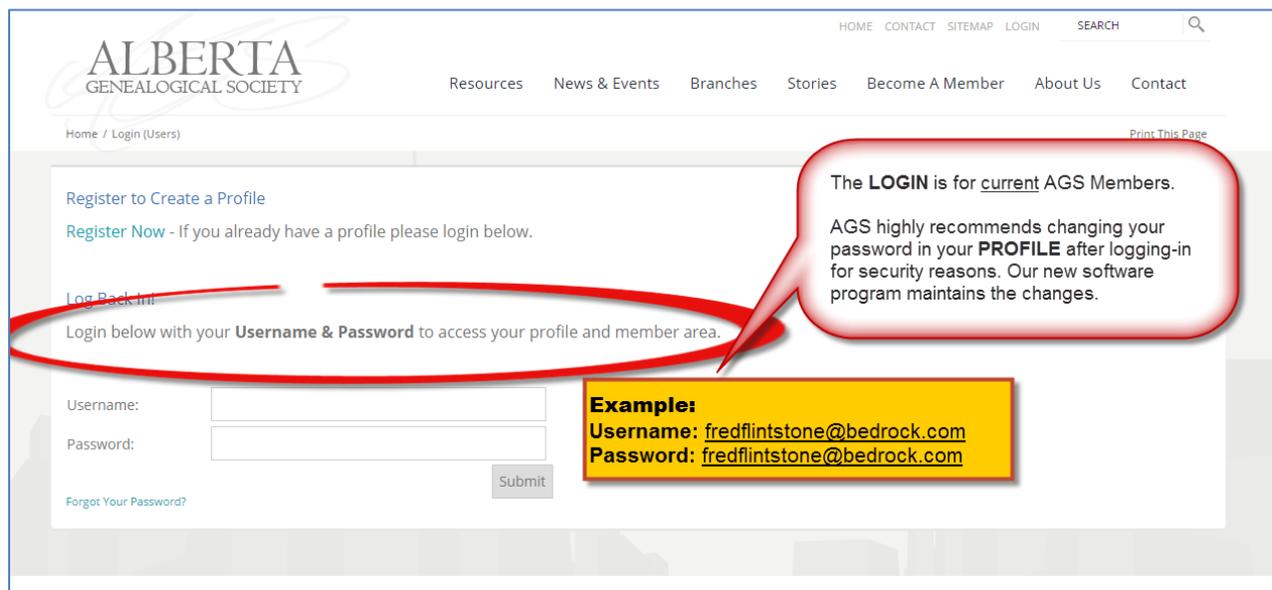
## Editing Your AGS Member Profile

**NOTE:** These instructions are for changing contact information: address, telephone and passwords

**Step 1:** In the upper right corner of any AGS webpage, click **LOGIN**. A new page will appear leading to Step 2.



**Step 2:** Enter your **USERNAME & PASSWORD**. Both username & password will be the **same**. It's your email associated with your AGS Membership. See directions below.



**Step 3:** You are now in the **MEMBERS AREA**. Scroll down. Click on **EDIT MY PROFILE INFO**.

**Members Area**

This password-protected area is a gateway for members to access electronic AGS Resources not available to non-members. See our wonderful list on the lower row.

New to this area are several step-by-step visual instructional guides to assist FAQs. Topics include: completing online memberships, logging in, retrieving passwords, etc. Many more are being developed. To suggest a topic that should be covered by a visual guide, please email [AGS Communicatons](#).

**New Members Page**  
Content coming soon.

**2015 Membership Package**  
This is a new printable guide describing several changes that have taken place to the 2015 AGS Membership form, the array of membership payments AGS now offers, and other supplementary information

**FAQ Visual Guides & Forms**  
These step-by-step guides were developed to provide solutions to frequently asked questions (FAQs). Guides are printer-friendly in PDF format and are a great way to assist newcomers

**Cemetery Database**  
Gain access to a comprehensive database containing over 680,000 surnames

**Relatively Speaking**  
Enjoy the most current issue of our award-winning journal, along with four years of back issues

**Quarterly Reports**  
Access reports submitted by Executives, Committee Chairs, etc. Read the most current events happening with AGS

**Executive and Committee Members Only**  
Report gathering.  
Access permitted only to Executive and Committee Chairs, etc.

Home / My Account

Welcome Back, Fred

**Edit My Profile Info**  
Add or edit contact information attached to your profile.

**Orders, Invoices & Transactions**  
Browse orders and transactions associated with your account.

**Memberships & Subscriptions**  
View all recurring packages and memberships

**Archived Transactions**  
View full list of past transactions for this account

Print This Page

**Step 4**: Click on **UPDATE**.

The screenshot shows the website header with the logo and navigation menu. The main content area is titled 'Edit My Profile Contact Information' and includes a table of contact information. A red arrow points to the 'Update' button in the table's action column.

Title	Member ID	Username	First Name	Last Name	
Main Contact		fredflintstone.slate@gmail.com	Fred	Flintstone	<input type="button" value="Update"/> <input type="button" value="Add"/>

**CONTINUE on the next page**

**Step 5:** On this page you can edit any **or** all your contact information: password, email, address, telephone, etc. When you are finished, **SAVE** your changes.

The screenshot shows the 'Edit My Profile Contact Information' page. At the top, there is a navigation bar with links: HOME, CONTACT, SITEMAP, MY ACCOUNT, LOGOUT, and SEARCH. Below this is a secondary navigation bar with links: Resources, News & Events, Branches, Stories, Become A Member, About Us, and Contact. The breadcrumb trail reads: Home / My Profile Details / Edit My Profile Info. The main heading is 'Edit My Profile Contact Information' with a sub-heading: 'Please ensure your contact details are up to date, to modify please click Update. [Back to My Profile](#)'. The form is divided into several sections: 'Company' (Name, Email, Website), 'Account' (Username, Password, Password (repeat)), and 'Contact' (\*First Name, \*Last Name, \*Email, Address, City, Country, Province/State, Postal/Zip, Phone, Alt. Phone, Fax Number, Cell Phone). There are also two file upload sections: 'Upload a new Profile Picture' and 'Upload a new Logo Picture', both with 'Choose File' buttons. At the bottom, there is a 'Mass Mail Status' section with a checked checkbox 'I agree to receive email notifications.' and a 'Save' button. Annotations include: a red rounded rectangle around the 'Change your PASSWORD' text; a red rounded rectangle around the 'Change your EMAIL' text; a large red rounded rectangle around the 'Change your ADDRESS' text; a red rounded rectangle around the 'Change your PHONE' text; a blue speech bubble pointing to the 'Save' button with the text 'Don't forget to **SAVE** your changes.'; and a red circle around the 'Save' button.

ALBERTA GENEALOGICAL SOCIETY

HOME CONTACT SITEMAP MY ACCOUNT LOGOUT SEARCH

Resources News & Events Branches Stories Become A Member About Us Contact

Home / My Profile Details / Edit My Profile Info

### Edit My Profile Contact Information

Please ensure your contact details are up to date, to modify please click Update. [Back to My Profile](#)

**Company**

Name

Email

Website

Upload a new Profile Picture

No file chosen

Upload a new Logo Picture

No file chosen

**Account**

Enter only to change your username and password.

Username

Password

Password (repeat)

**Change your PASSWORD**

**Contact**

\*First Name

\*Last Name

\*Email

Address

City

Country

Province/State

Postal/Zip

Phone

Alt. Phone

Fax Number

Cell Phone

**Change your EMAIL**

**Change your ADDRESS**

**Change your PHONE**

**Don't forget to **SAVE** your changes.**

Mass Mail Status

I agree to receive email notifications.