

KEEP ABREAST OF CLUB HAPPENINGS AT LBWC.MEMBER.BUZZ

<u>LBWC KEEPS LAKE BARCROFT INFORMED</u>	Login optional.
1. Website Homepage	Latest announcements/requests. Overview about LBWC. Join. Contact LBWC. Donate to LBWC.
2. Lake Barcroft Events	For club-sponsored community events, pre-event announcements/requests and post-event photos.
3. Woman's Club Garden	Overview and news about the Woman's Club Community Garden. Donate to the Garden.
4. Home Health Aids	Community service to LB residents needing medical supplies or equipment. Contact Leigh G.
5. Charities	Charities for this club year's fundraising. Fundraising event announcements/donations.
6. Join LBWC	About LBWC, its history and benefits. First-time members can register to join.
7. Website Help	Your go-to place for step-by-step instructions and videos in a Q & A format.
<u>LBWC KEEPS CLUB MEMBERS INFORMED</u>	Login required.
8. Members Only (<i>Members who have unexpired memberships.</i>)	Keep informed of members-only announcements, volunteer requests and meetings/events, etc. Obtain club documents. Use the member directory lookup feature and more.
<u>YOU KEEP THE WOMAN'S CLUB UPDATED</u>	Login required. Menu NOT shown until you log in and click your name/image for a menu.
9. Dashboard	Takes you <u>behind</u> the website to access your individual info and any website feature that is specific to you.
10. Profile	Overview: Update your info and special interest group choices. Email: change/add your email address. Password: change your password. Cards: add/update your credit card.
11. Account	Current membership status. Communication is all blue. Sales are your credit card transactions.
12. Logout	Not logging out manually leaves your individual info accessible to others including hackers. Click https://www.vinu.edu/web/securevu/logging-out-tips for ten reasons to log out manually.
<u>RESPONDING TO REQUESTS</u>	Login is dependent upon the request -- for members only or for public/Lake Barcroft.
You may be asked to do something	Click an underlined word/phrase or an image that asks you to do something. Click a button that asks you to take a specific action, e.g., Save, Submit, Download, etc.
You may be asked to fill out a FORM	A website form collects and saves the info that you enter when you click SUBMIT or COMPLETE. Some fields must be filled-in (*) before the form can be accepted.
When your FORM is incomplete	An error (!) message appears next to a field entry that needs correction. The form will not be accepted by the system until all the error messages are resolved.
When your FORM is completed properly	You click SUBMIT or COMPLETE buttons to get a "success" message and a confirmation email is sent to you and respective member(s) of the LBWC board.

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<u>YOU KEEP YOUR PROFILE INFO CORRECT AND UP TO DATE</u>	Member Directory Lookup	In addition to looking up a member, LBWC Routine Uses Are:	You Use at Login	Member.buzz Uses to . . .
Email (member.buzz)	x	Membership emails.	x	Authenticate your access. Send and display on email notifications & forms.
Password (member.buzz)			x	Authenticate your access.
Name (member.buzz)	x			Shown on email notifications & forms.
Username* (member.buzz)	x		x	Authenticate your access.
Phone (member.buzz)				
Cards Info (member.buzz)				Display at checkout & for payments.
Last Name*	x	Directory label. Name tags.		
First Name or Nickname*	x	Directory label. Name tags.		
Spouse or Partner Name	x	Event name tags.		
House Number (Lake Barcroft)*	x	Directory label.		
Street Name (Lake Barcroft)*	x	Directory label. Members residing on your street for carpooling.		
Street Address Not in Lake Barcroft	x	Directory label.		
Apartment No.	x	Directory label.		
City*	x	Directory label.		
State*	x	Directory label.		
Zip Code*	x	Directory label.		
Section Name*	x	Directory label. Sort printed directories for pickup or delivery.		
Home Phone	x			
Mobile Phone	x			
I would like a printed membership directory.	x	Directory Chair tallies and orders printed copies in August.		
Your Birthday Month (LBWC optional)	x	Birthday Parties SIG leader identifies birthday celebrants.		
Special Interest Groups*	x	Special Interest Group leaders obtain their list of participants.		

*Profile entry cannot be blank.