

Boise ATV Trail Riders Website Instructions

III. How to change your Profile and Subscriptions.

Under USER FUNCTIONS, upper right corner of the screen, in the **Log-in** window type in your **Username** and **Password**. Click on **Log-in**. Optional: Click on **Remember Me** so you don't have to type in your Password each time. The Dashboard's **Profile** screen will appear. If you want to change your Profile or Subscriptions, follow the steps below. If you want to go directly to the website from here, click on the **Boise ATV Trail Riders** heading as shown below.

Once you have established a **Username**, you cannot change it. You can change your e-mail address, add some **Biographical Information** about yourself, if you wish; and change your **Password**. To add a thumbnail photo of you, follow the instructions "How to submit a photo for an avatar and create a bio."

1. **CHANGING YOUR PROFILE:** After logging in and clicking on **My Profile**, look to the upper left corner of your screen under **DASHBOARD**, you will see the word **Profile**. Make your changes and click on **Update Preferences** at the bottom of the page.
2. **CHANGING YOUR SUBSCRIPTIONS:** Click on **Subscriptions**. (Note: It might have the number beside it??) Click on **Your Subscriptions**.
3. Another window will open with your "**Notification Settings**". Do not change the settings behind the heading **Receive email as:** leave the default settings.
4. Behind the heading **Automatically subscribe me to newly created categories**, select the **Yes** if you want to be notified and **No** if you don't.
5. **CHANGING YOUR SUBSCRIPTIONS:** You will see a list of topics (posts) under the **Subscribed Categories** heading. Click the topics or posts you want to be notified on by e-mail, and **unclick** the ones you don't want.
6. Click **Update Preferences** and you will receive notification that your subscription has been updated.
7. **GO TO WEBSITE OR EXIT:** At the top left screen, double click on **Boise ATV Trail Riders** to go back to the website. Or, click **Log off** on upper right to exit.

Users Functions

[Register](#)

Log In

Username

Password

☐ Remember Me

[Log In](#)

Click on "Boise ATV Trail Riders" to go to the website.

Boise ATV Trail Riders + New

Profile

Personal Options

Visual Editor ☐ Disable the visual editor when writing

Admin Color Scheme ☐ Blue ☐ Gray

Keyboard Shortcuts ☐ Enable keyboard shortcuts for comment moderation. [More information](#)

Name

Username (Usernames cannot be changed)

First Name

Last Name

Nickname (required)

Display name publicly as

Avatar

Global avatar. Avatar uploads not allowed (Administrator may set on Users > Avatar page).

Notification Settings

Receive email as: ☐ HTML - Full ☒ HTML - Excerpt ☐ Plain Text - Full ☐ Plain Text - Excerpt

Automatically subscribe me to newly created categories: ☒ Yes ☐ No

Notification Settings

Receive email as: ☐ HTML - Full ☒ HTML - Excerpt ☐ Plain Text - Full ☐ Plain Text - Excerpt

Automatically subscribe me to newly created categories: ☒ Yes ☐ No

Subscribed Categories

<input type="checkbox"/> Club Communications	<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » November 2013 Rides
<input type="checkbox"/> Club News	<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » October 2013 Rides
<input type="checkbox"/> Member Classifieds	<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » September 2013 Rides
<input type="checkbox"/> ATV Ride Center	<input type="checkbox"/> ATV Ride Center » Featured Rides
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides	<input type="checkbox"/> ATV Ride Center » Impromptu Rides
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » April 2013 Rides	<input type="checkbox"/> ATV Ride Center » Trail Tracks
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » August 2013 Rides	<input type="checkbox"/> Ride Journals
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » December 2013 Rides	<input type="checkbox"/> Ride Topics
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » February 2013 Rides	<input type="checkbox"/> Sponsors Corner » Sponsor Talks
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » January 2013 Rides	<input type="checkbox"/> Trail Topics
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » June 2013 Rides	<input type="checkbox"/> What's New
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » March 2013 Rides	<input type="checkbox"/> What's New » Around the US
<input checked="" type="checkbox"/> ATV Ride Center » 2013 Monthly Rides » May 2013 Rides	<input type="checkbox"/> What's New » Local News
	<input type="checkbox"/> What's New » Member Bulletin Board

Do not send notifications for post made by these authors

☐ Select / Unselect All

☐ Harry Smith

☐ Pauline Jones

☐ Quinn Fisher

[Update Preferences »](#)

Boise ATV Trail Riders + New

[Dashboard](#)

[Posts](#)

[Notification Settings](#)