

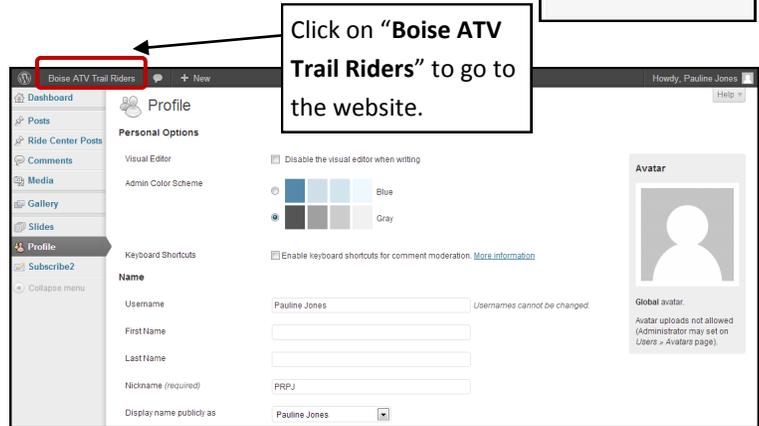
Boise ATV Trail Riders Website Instructions

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.



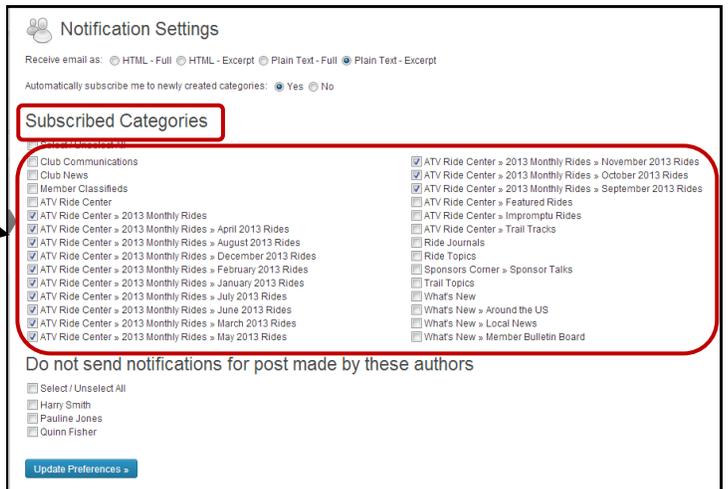
2. **CHANGING YOUR SUBSCRIPTIONS:** Click on **Subscriptions**. (Note: It might have the number beside it??) Click on **Your Subscriptions**.

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.

