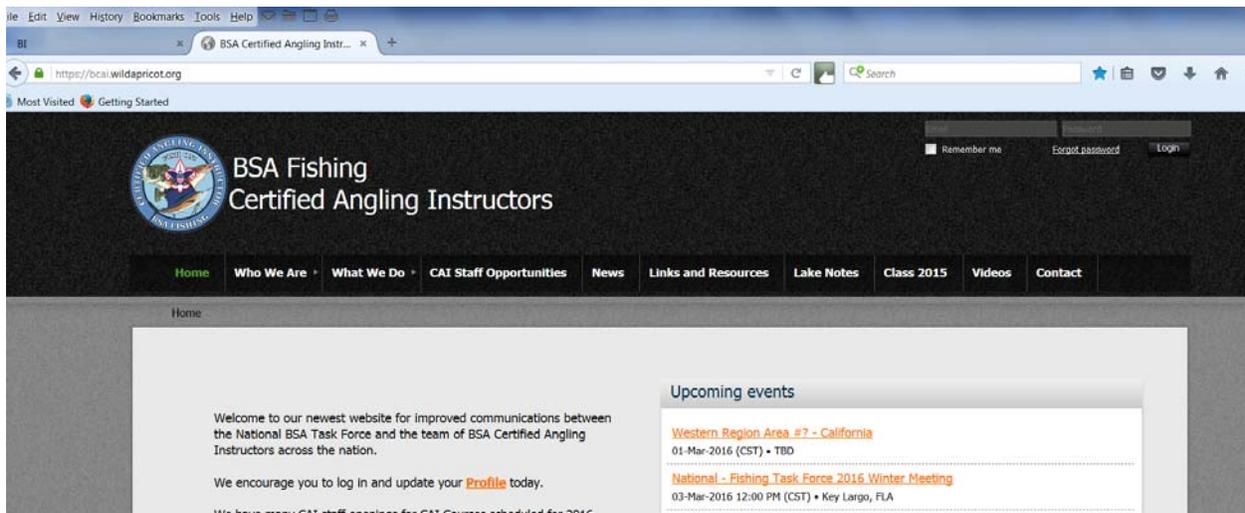


Good Morning!

I have been asked to make sure the database of BSA Certified Angling Instructors is as up to date with regards to member profiles as quickly as possible. As they say, many hands make light work. As such, you are responsible for updating your personal Profile. To assist you in your efforts please follow the instructions listed below.

STEP #1

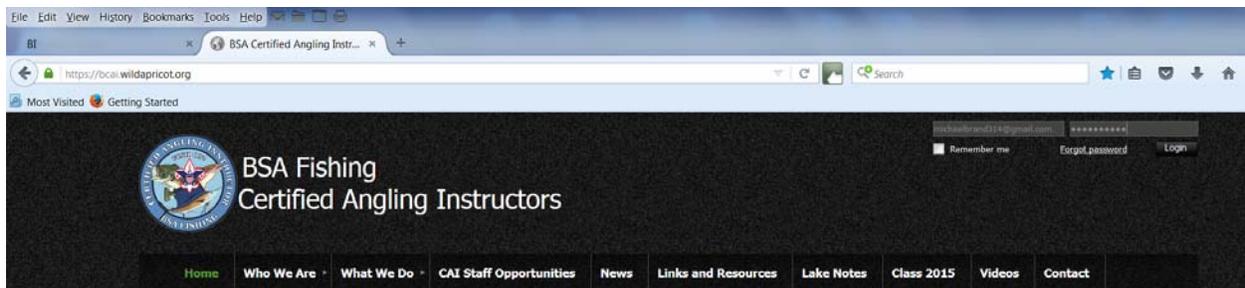
Please go to our home page. <https://bcai.wildapricot.org/>



STEP #2

Please Login:

To login you must input your Email and Password in the boxes located in the top right hand corner of the home page. If you forgot your password, please click on Forgot Password and retrieve new password if you require.

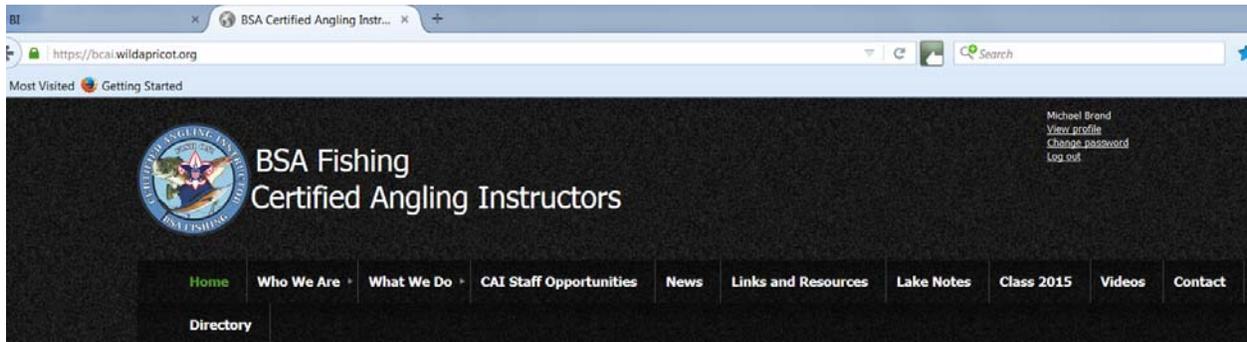


Remember, once you have input your email and Password, you must press the login button.

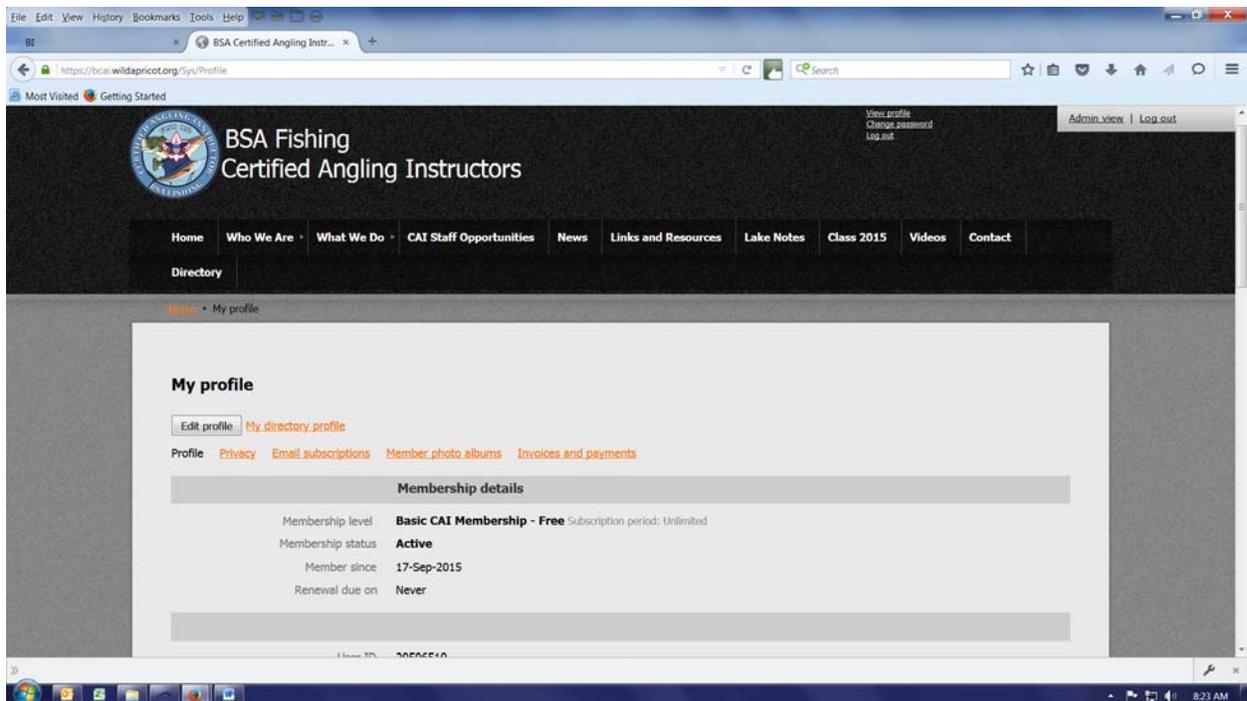
STEP #3

View Profile

Having successfully logged in , the top right hand corner of the screen should indicate your name, and give you options to “View Profile”, “Change password” or “Logout”.



At this time, please select “View Profile”.

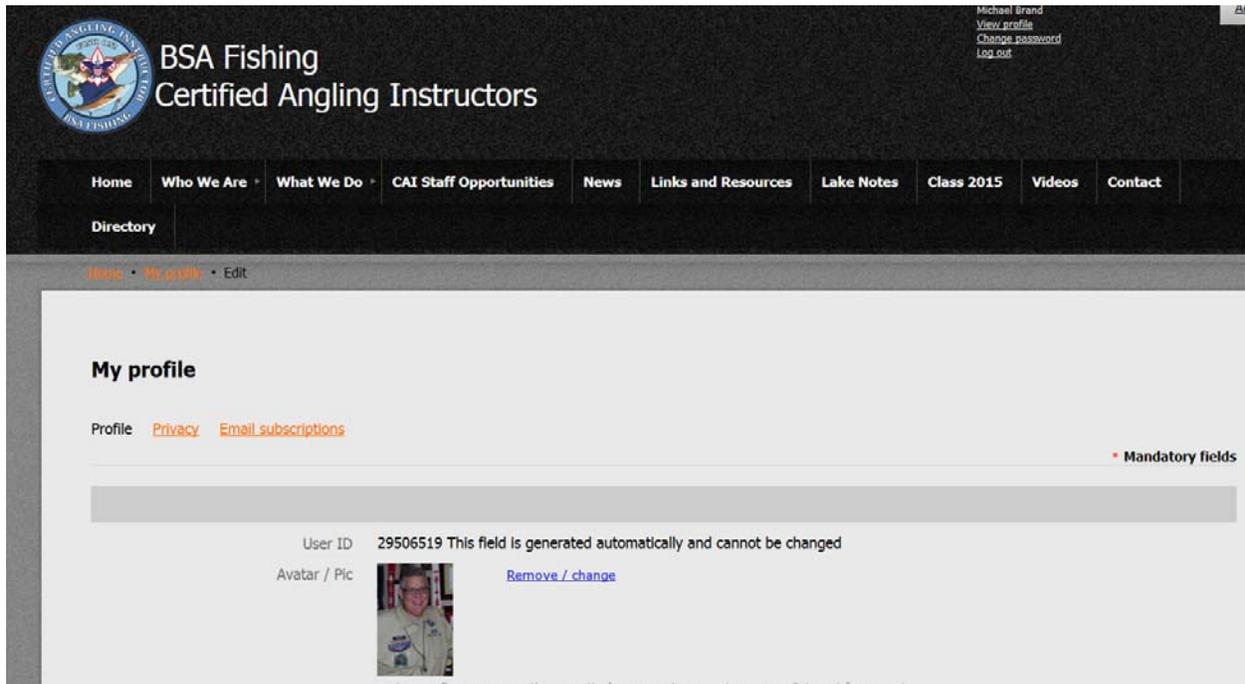


You are now viewing your personal profile. It is just that easy!

Notice that on the My Profile Page you have a button to “Edit Profile”
Please click Edit Profile.

STEP #4

Edit Profile



The screenshot shows the BSA Fishing Certified Angling Instructors website. The header includes the BSA Fishing logo and the text "BSA Fishing Certified Angling Instructors". In the top right corner, there is a user menu for "Michael Brand" with options: "View profile", "Change password", and "Log out". Below the header is a navigation menu with links: "Home", "Who We Are", "What We Do", "CAI Staff Opportunities", "News", "Links and Resources", "Lake Notes", "Class 2015", "Videos", and "Contact". A "Directory" link is also visible. The main content area is titled "My profile" and includes links for "Profile", "Privacy", and "Email subscriptions". A "Mandatory fields" indicator is present. The profile information shown includes "User ID 29506519 This field is generated automatically and cannot be changed" and "Avatar / Pic" with a "Remove / change" link. A small profile picture of a man in a BSA uniform is visible.

In edit mode, you can view all the data fields that we are currently collecting on our CAIs. This data is useful when trying to identify CAI for service opportunities. Note: Profile information is only available to CAIs who have successfully logged into the site.

Please scroll down the page, review and update all information boxes.

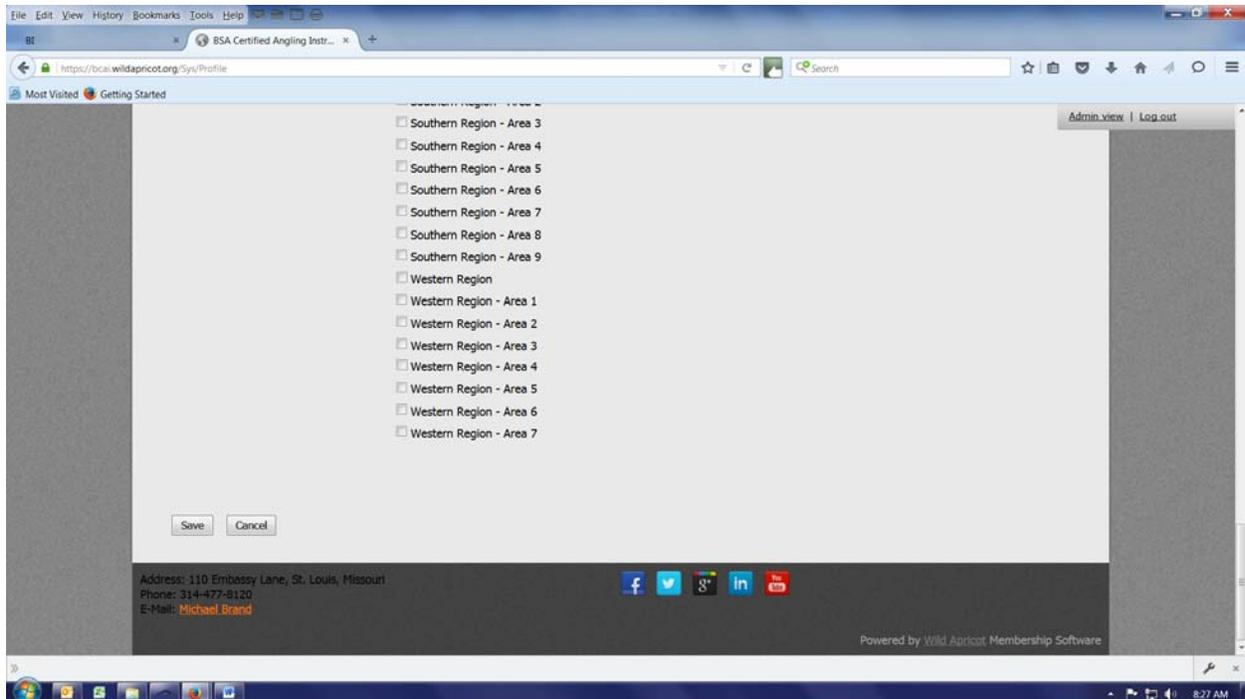
Note: each data field is critical for successful database searches by other CAIs. Failure to update your profile information will result in you profile not being identified when searches are performed by others, and you will miss out on all the fun.

Please note that a picture can be added to your profile by clicking on the "Avatar / Pic". Follow prompts to place your profile pic on your profile.

STEP #5

VERY IMPORTANT: Save Profile Changes

Once you have completed your review of your profile, and editing information where appropriate, you must locate the “Save” button at the bottom of the page left hand corner. **VERY IMPORTANT! Please hit the “Save” button to save your work. Changes made to profile will not be saved unless your hit the “Save” button.**



It is just that easy! Thank you all for your contribution to this effort!

FUTURE STEPS:

If you know of a fellow CAI who is not listed on the database, please have that individual e-mail me. michaelbrand314@gmail.com. Information that I will need from them is as follows:

First Name, **Last Name**, **E-mail**, and **location of their CAI training course**.

I will establish their membership with that limited information, and generate a welcome letter.

I will also send a copy of this email to them to update their profile just as you have done.

FUTURE STEP:

How to use collected member profiles.

Please take a moment, and review the following articles, on how our contact database can work for all.

<http://help.wildapricot.com/display/DOC/Contact+list?from=cIBAB>

Again,

On behalf of all the Scouts we serve, I thank you for your time and efforts.

Until we meet, wishing you tight lines and FISH ON!

Michael Brand - Communications