

# CWC Mt. Diablo Member Directory

[Instructions](#)

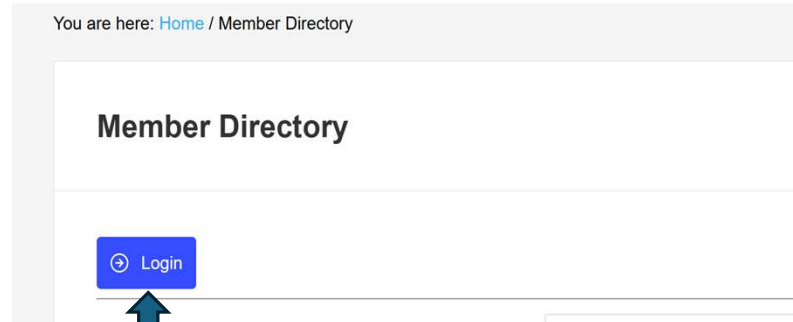
CWC Mt. Diablo Home page: <https://cwcmtdiablo.org/>

1.



Click on Member Directory

2.



Click on Login

3.

A screenshot of the "Login" page. At the top, it says "You are here: Home / Login". The main heading is "Login". Below the heading, there are two input fields: "Username or E-mail \*" and "Password \*". Each field has a small circular icon to its right. Below the password field is a checkbox labeled "Keep me signed in". At the bottom, there is a blue "Login" button and a link that says "Forgot your password?".

Fill in the information. The username is usually your first and last name or the email address you use for Mt. Diablo.  
If you don't know, contact [webmaster@cwcmtdiablo.org](mailto:webmaster@cwcmtdiablo.org).

If you don't know your password, click "Forgot your password?"

You are here: [Home](#) / Password Reset

## Password Reset

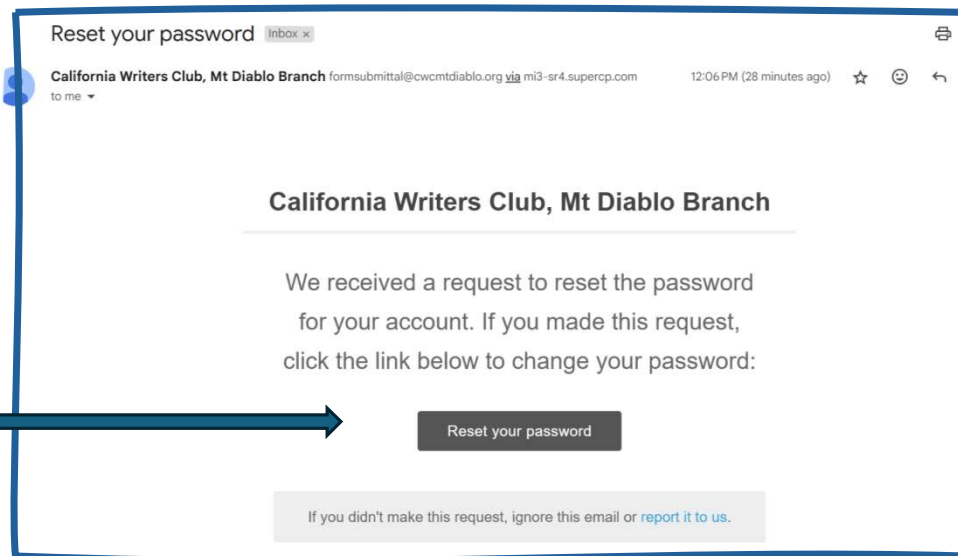
To reset your password, please enter your email address or username below.

[Reset password](#)

1. Enter your user name or email.

2. Click Reset Password.

3. Check your email for the notice.



Click on "Reset Your Password" (in the email)

You will be taken to a new page to reset your password. Enter your new password in both spaces.

You are here: [Home](#) / Password Reset

## Password Reset

**New Password \***

**Confirm Password \***

[\(Edit\)](#)

[Change password](#)

A screenshot of a web page titled "Password Reset". At the top, it says "You are here: Home / Password Reset". Below that is a heading "Password Reset". There are two input fields: "New Password \*" and "Confirm Password \*". Both fields have a small eye icon to the right, indicating they are password fields. Below the fields is a blue button labeled "Change password". To the left of the button is a link "(Edit)". Two blue arrows point from the right side of the image to the "New Password" and "Confirm Password" fields. A black arrow points from the right side to the "Change password" button.

The password must have at least 1 capital letter, 1 lowercase letter, and 1 number.

Use at least 8 characters.

Click "Change Password"

You should see a message saying you successfully changed your password.

**Go back to the beginning and log in.**

## Member Directory




[Login](#) [Click Here to Create an Account](#)

Search  [Search](#)

Sort by: [Last name](#) [More filters](#)

Published Author?  Genres  Professional Services

Are you a Beta Reader?  Volunteer Position

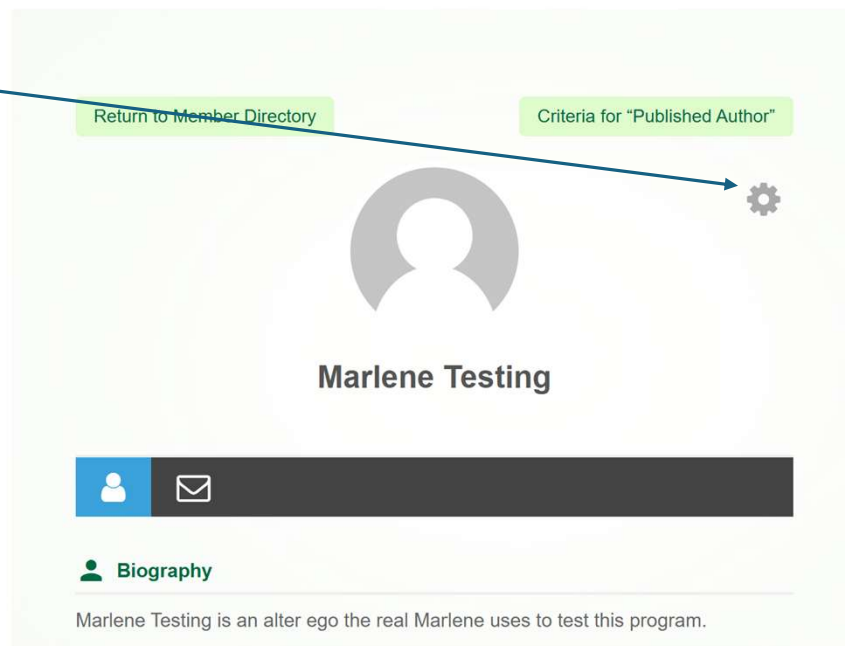
  

After you login, you should be taken to your specific directory profile. Or you might see the first page of the Member Directory.

To find your profile, type your name in the search bar and click “Search.”

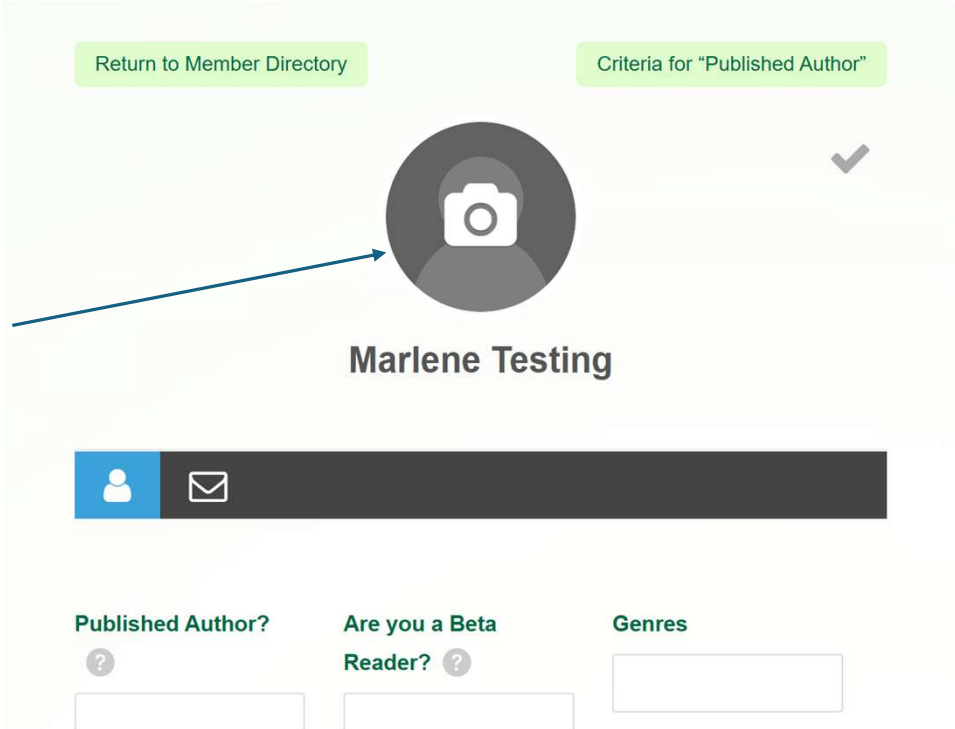
To edit your profile, click on the little “gear” to the right of the photo icon.

Then click “Edit Profile”




You'll know you're in edit mode by the checkmark on the right. If you move your mouse around you will see that you can click in the various boxes.

Click in the photo box to add your photo. Click on "upload photo" and follow the prompts.





Return to Member Directory

Criteria for "Published Author" ✓



**Marlene Testing**

**Published Author?**  ?

**Are you a Beta Reader?**  ?

**Genres**



Click in each box to edit.

**Published Author:** if you haven't published anything yet, leave it blank.

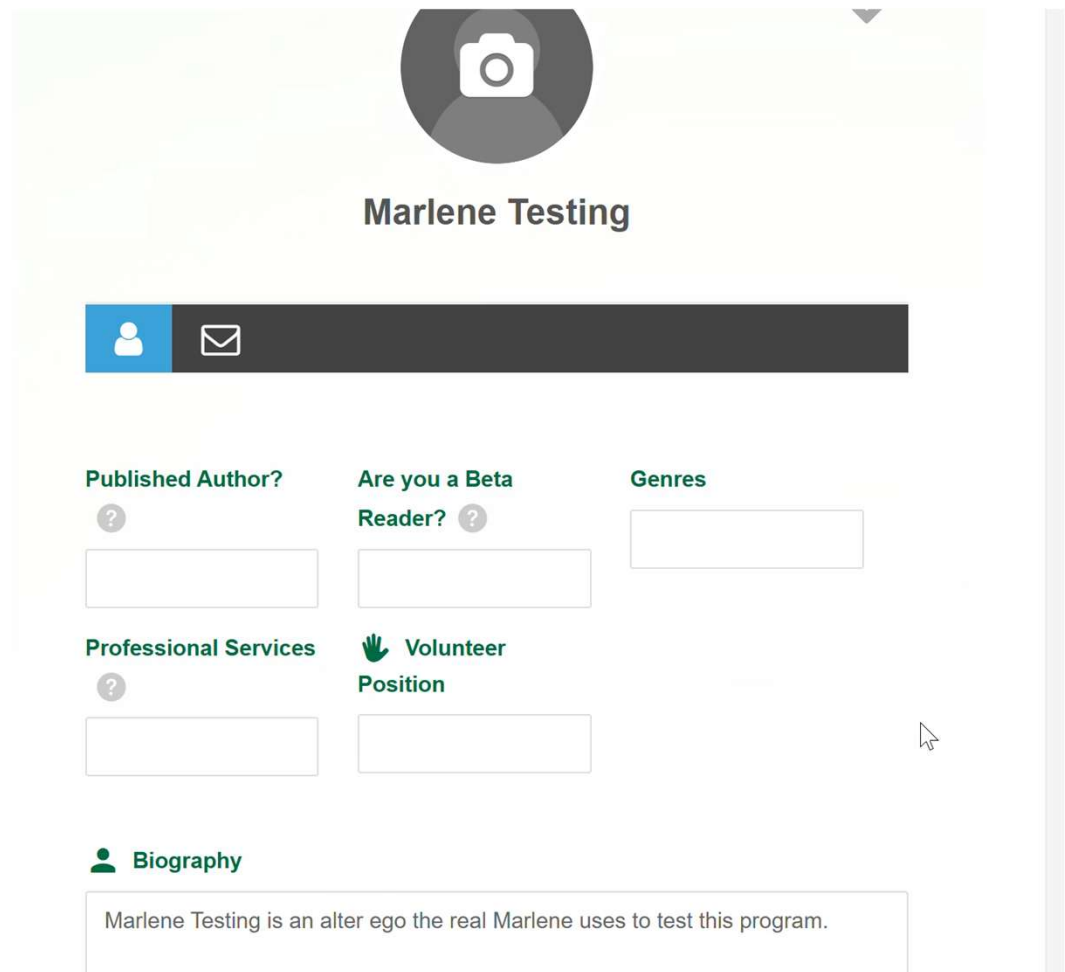
**Beta Reader:** if you want beta read for members, click in this box. Otherwise, leave blank.

**Genres:** Choose which genre(s) you write. If more than one, hold down the 'ctrl' key while you choose.

**Pro Services:** if you have a writing-related business, choose here to let members know about it.

**Volunteer:** if you volunteer for our branch, let us know!

**Biography:** Copy and paste, or type in, your biography.





The image shows a user profile page for "Marlene Testing". At the top is a circular profile picture placeholder with a camera icon. Below the name is a navigation bar with a person icon and an envelope icon. The profile is divided into several sections, each with a title, a question mark icon, and a text input box:


- Published Author?** (with a question mark icon) - empty text box
- Are you a Beta Reader?** (with a question mark icon) - empty text box
- Genres** - empty text box
- Professional Services** (with a question mark icon) - empty text box
- Volunteer Position** (with a hand icon) - empty text box
- Biography** - text box containing: "Marlene Testing is an alter ego the real Marlene uses to test this program."





In the fields for social links, simply paste in the link to your page.


Where to find your books: paste in the links.

 **My website** 


 **My Blog**


 **Facebook**


 **LinkedIn**

 **Twitter**

**Where to Find My Books**

**Amazon** 

**Smashwords** 

**Other** 

Add pictures of your book covers the same way you added your author photo. You can post up to four book covers.

When you are finished, click “Update Profile”

**That’s it! You have updated your profile!**

