

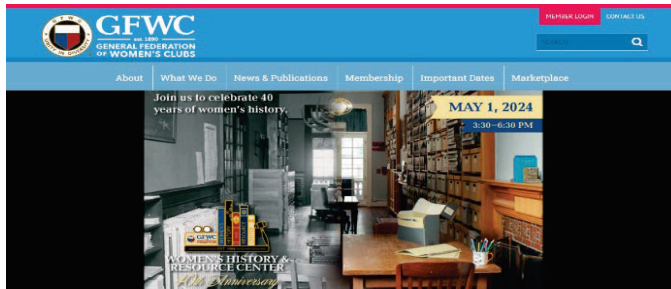


General Federation of Women's Clubs (GFWC) Member Portal User Guide

Overview

This is a step-by-step guide for the General Federation of Women's Clubs' new Member Portal operated by ToucanTech. **All members will need to complete a one-time registration form to activate their online profile.** Please follow these instructions to set up your account.

Completing Your Registration (Mandatory Steps)

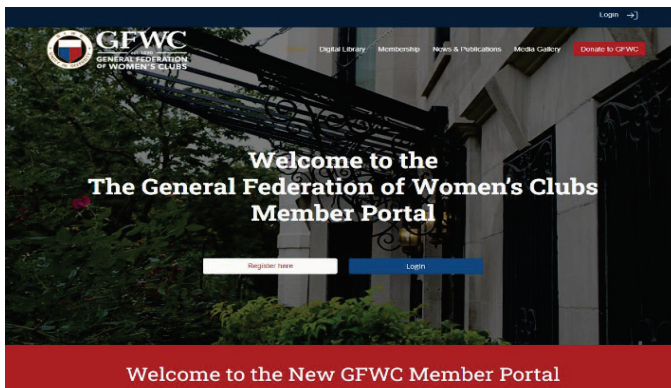


The General Federation of Women's Clubs (GFWC) is an international organization dedicated to improving local communities through volunteer service. Members embody Living the Volunteer Spirit.

<https://www.gfwc.org/>

Step 1 – Find the New Login Page

Click on the **pink Member Portal button** in the top right corner of the GFWC website, [gfwc.org](https://www.gfwc.org/), to go to the new login page where you can enter your credentials.



Step 2 - Register Your Online Profile

To activate your preexisting profile, click **“Register here”** under “Welcome to...” If this is not your first time logging in to the new site, click the **blue “Login” button** or click “Login” in the upper right-hand corner.



Step 3 - Log in to an Existing Account

Clicking “[Register here](#)” will take you to the “Join The Federation” page. Enter the email address you used for your MemberSuite (previous portal) profile to connect to your existing profile, then click “Next.”

Step 3b – Select Your State Federation

After clicking next, you will be asked to complete *Step 2: Selecting your State Federation*. Select your State Federation from the dropdown. If you are a member of a National Club, select “National Club.” Click “Next” to continue.

3c – Select Your Primary Club

To confirm membership, select your primary club from the list. Additional clubs can be added once you have successfully registered and logged in. If you select the wrong state or click twice, simply click “[Delete](#)” to remove the selection. Click “Next” to continue.



Step 3d – Opt-in or Out of GFWC Updates

If you would like to receive updates via email (News & Notes, Clubwoman Magazine), click the box. If you leave the opt-in boxes blank, the system will revert to your previously captured consent preferences. Whatever you decide, be sure to check the “I am not a robot” box.

Then, click “Join Now.”

Step 4 – Select an Account to Complete Registration

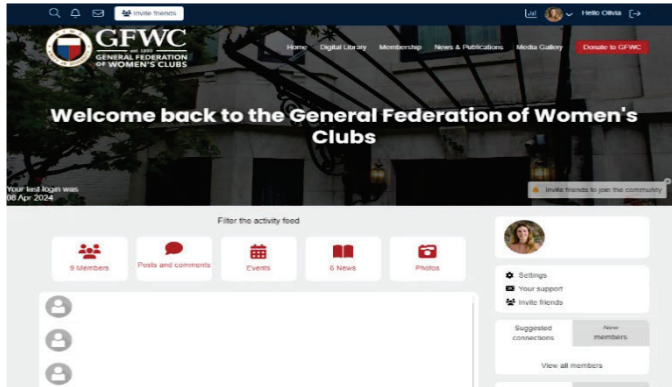
If your credentials match an account, you will be asked to select the existing record. If you have more than one account, select the newest of the accounts. **Then click “Join Now.”**

Step 5 – Wait For Profile Approval

A GFWC staff member will approve your profile within 2-3 business days. Please be patient as GFWC staff will be reviewing a high volume of requests. Once your account is approved, see the next set of instructions for updating your profile information.

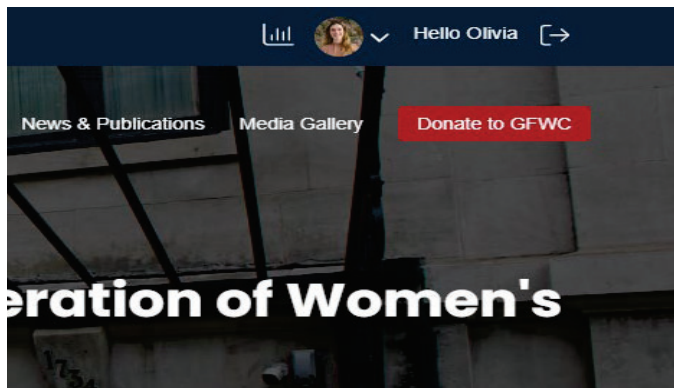


Updating Your Profile Information



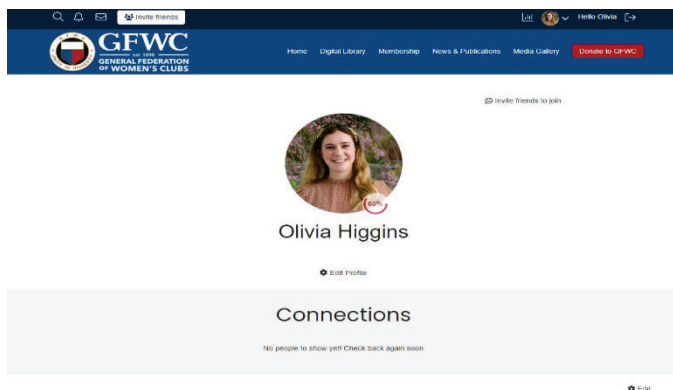
Step 1- Visit the Member Portal Homepage

After logging in to your Member Portal account, you will be taken to the Member Portal homepage.



Step 1b – Find “My Profile”

To update your profile, click on the caret (^) next to the profile icon in the upper right-hand corner. A dropdown will appear. Select “My profile.”



Step 2 – Review “My Profile” Options

The “My Profile” page has the following features: Profile, Connections, and Network. To edit profile information, click the “Edit Profile” gear just below the profile icon.



Step 3 – Upload a Photo

“My Profile” gives you the option to upload a photo and enter a bio. To upload a photo, click the red **“Upload photo”** button. To add a bio, simply type in the “About me” box. To save changes, click the red **“Update”** button.

Step 4 – Update Personal Information

To update personal information, click on the caret (^) again (see **Step 2 – Finding “My Profile”**), and click “My settings.” Scroll until you see “Personal Information,” then click on the “Edit” gear to edit a field.

When finished, click the red **“Save”** button.

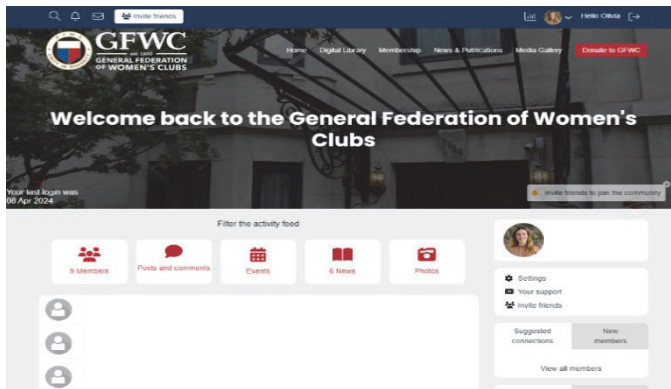
Step 5 – Hide Information

To view your privacy settings, go to Privacy Settings. “Open” means that only logged-in members of the General Federation of Women’s Clubs can view your profile. **If you do not want other members to view your profile, click the “Edit” gear. A dropdown will appear. Select “My network only,”** then save.



Other privacy features include hiding email and phone numbers. **If you do not want this information to be shared, make sure these categories say, “Hidden.”** If you do want to share this information, click the “Edit” gear, check the box, and hit save.

Using the Digital Library



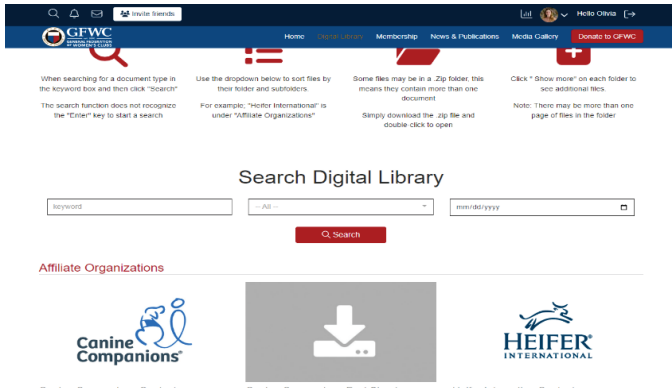
Step 1 – Visit the Member Portal Homepage

To access the Digital Library, log into the Member Portal. Then, click on Digital Library in the homepage banner.



Step 2 – Review the Digital Library Helpful Hints

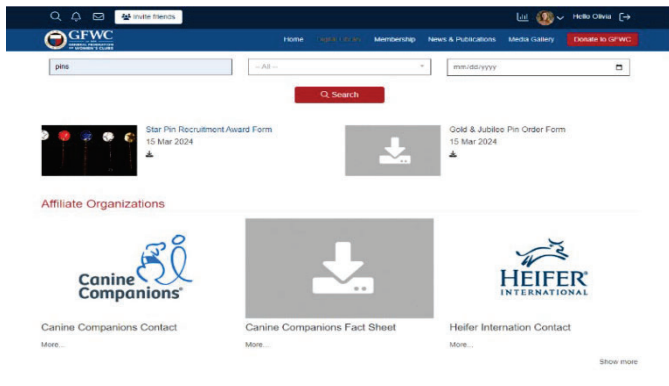
The Digital Library now has a search function! Please review the “Helpful Hints” before your search.



Step 3 – Initiate a Search

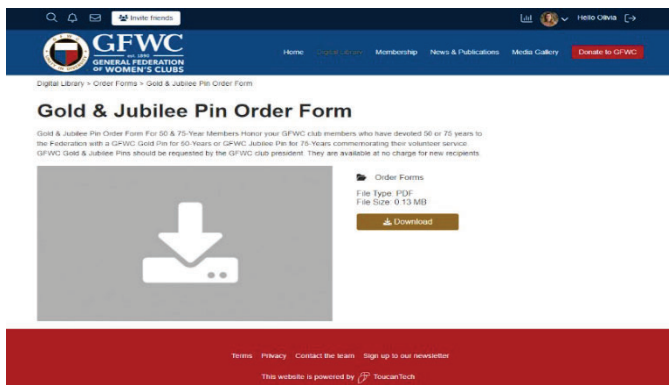
The “Search” function, which is right below the Helpful Hints” section, has three fields: keyword, all, and date. To begin a search, enter a keyword, folder, and/or date. Then click the red “Search” button.

Please note that the search function does not recognize the “Enter” key to start a search. You will need to click the red “Search” button to find the document(s). (See the “Helpful Hints” section of the page.)



Step 4 – Select Documents

Once you click the red “Search” button, all documents with the keyword in the title will appear. For example, the keyword “pins” pulls up “Star Pin Recruitment Award Form” and the “Gold and Jubilee Pin Order Form.” Select the document you want to download.



Step 5 – Download Documents

Click the gold “Download” button to download documents, then check your computer downloads.