


## Membership Renewal Instructions:

Step 1: Please go to <http://www.bclymph.org> and enter your email and password.



The screenshot shows the BC Lymphedema Association website. On the left is a navigation menu with items: Home, About Us, Donate, Lymphedema Explained, Professional Directory, Lymphedema News, Blog and Social Media, Membership Application, Advertising Rates, Links, and Contact Us. The main header features the BC Lymphedema Association logo and the tagline "promoting healthy & hopeful living with lymphedema". Below the header, a welcome message reads "Welcome to the BCLA website! We are here to support people living with lymphedema. Join us as a member and you will be able to view the Members Only section and receive our national magazine, PATHWAYS, on a quarterly basis." A "DONATE NOW" button is visible with the text "HELP BCLA GROW! Visit our DONATE page to learn more." To the right, an "In The News" section lists two articles with their respective URLs. At the bottom left, a login form is highlighted with a red box, containing fields for "E-mail" and "Password", a "Remember me" checkbox, a "Forgot password" link, and a yellow "Login" button.

2. After clicking the yellow login button please find the "View Profile" just below your name.



This screenshot shows the website after a user has logged in. The navigation menu and main header are identical to the previous screenshot. The welcome message remains. The "DONATE NOW" button is still present. The "In The News" section is also visible. At the bottom left, the user's name is displayed as "Your Name Here". Below the name, a "View profile" link is highlighted with a red box. A "Log out" button is located at the bottom of the page.

3) After clicking on "View Profile" this page should appear with the Renew to \_\_\_\_\_ on the right hand side - please click on the Renew button.

The screenshot shows the 'My profile' page. On the left is a navigation menu with items: Professional Directory, Lymphedema News, Blog and Social Media, Membership Application, Advertising Rates, Links, and Contact Us. Below the menu is a placeholder 'Your Name Here' with links for 'View profile', 'Change password', and a 'Log out' button. The main content area has a logo and tagline 'promoting healthy & hopeful living with Lymphedema'. Below this is the 'My profile' heading, an 'Edit profile' button, and a link to 'My directory profile'. A row of links includes 'Profile', 'Privacy', 'Email subscriptions', 'Member photo albums', 'My event registrations', and 'Invoices and payments'. The 'Membership details' section shows: Membership level (redacted), Membership status 'Active', Member since '11 Dec 2017', and Renewal due on '11 Dec 2018'. A 'Renew to 11 Dec 2019' button is highlighted with a red box. Below this are fields for Member ID (redacted), Salutation, and First Name (partially redacted).

4) . After clicking on the Renew to \_\_\_\_\_, the website should take you to this page. The program may ask you to fill in any details which may be missing prior to proceeding with the renewal. If not, please click on Update & Next.

The screenshot shows the 'Membership renewal' page. It features the same navigation menu and user profile placeholder as the previous page. The main content area has the logo and tagline. Below is the 'Membership renewal' heading. A summary box shows 'Renew to 11 Dec 2019', 'Level Your Information Here', and 'Current status Active'. A 'Cancel' button is on the left, and an 'Update and next' button is on the right, highlighted with a red box. Below the summary box is a form with fields for 'Salutation' (a dropdown menu), 'First Name', 'Last Name', and 'Company Name' (partially visible). A note '\* Mandatory fields' is located below the 'Update and next' button.

5) The next page should ask you to review and confirm. From here it will ask you for payment information and you should receive a confirmation email.

The screenshot displays the BC Lymphedema Association website. The top navigation menu includes: Home, About Us, Donate, Lymphedema Explained, Professional Directory, Lymphedema News, Blog and Social Media, Membership Application, Advertising Rates, Links, and Contact Us. The main header features the BC Lymphedema Association logo and the tagline "promoting healthy & hopeful living with Lymphedema". The central content area is titled "Membership renewal" and contains a "Review and confirm" box. This box shows "Renew to 11 Dec 2019" and "Current status Active". Below the box are three buttons: "Cancel", "Back", and "Confirm". The "Back" and "Confirm" buttons are highlighted with a red rectangular box. At the bottom of the page, there are fields for "Salutation" and "First Name".

If you have any further questions or concerns, please do not hesitate to contact Sharon at [bcla.assistant@gmail.com](mailto:bcla.assistant@gmail.com) or 403.354.0163. Thank you!