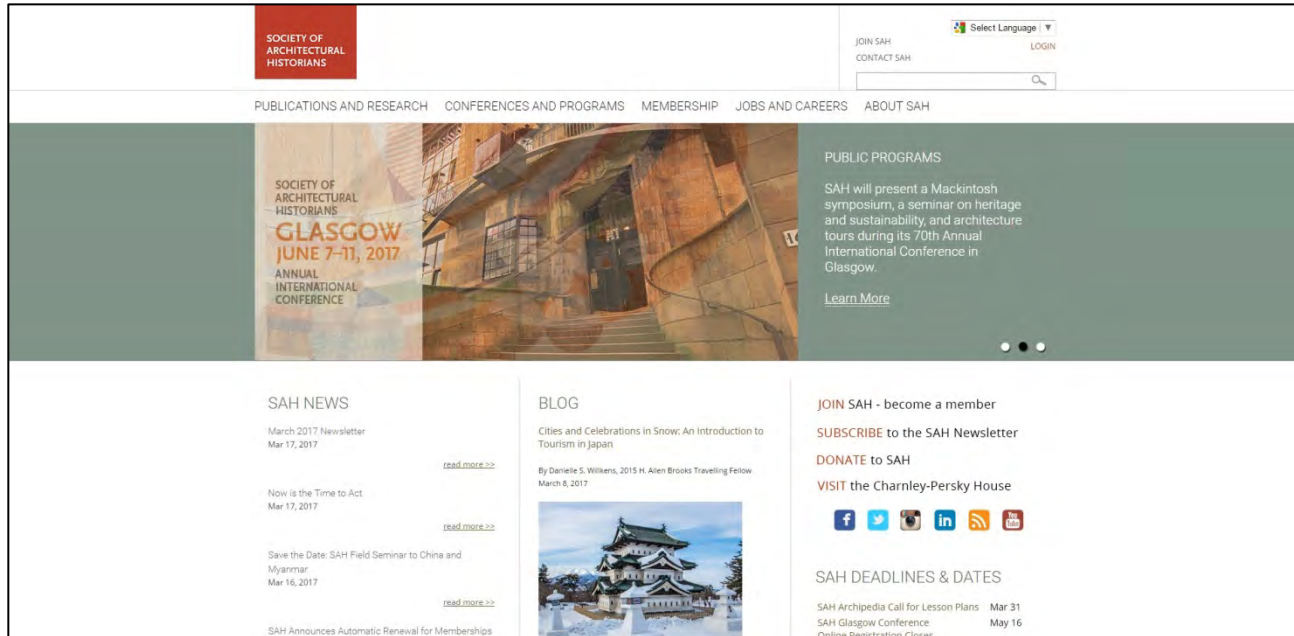
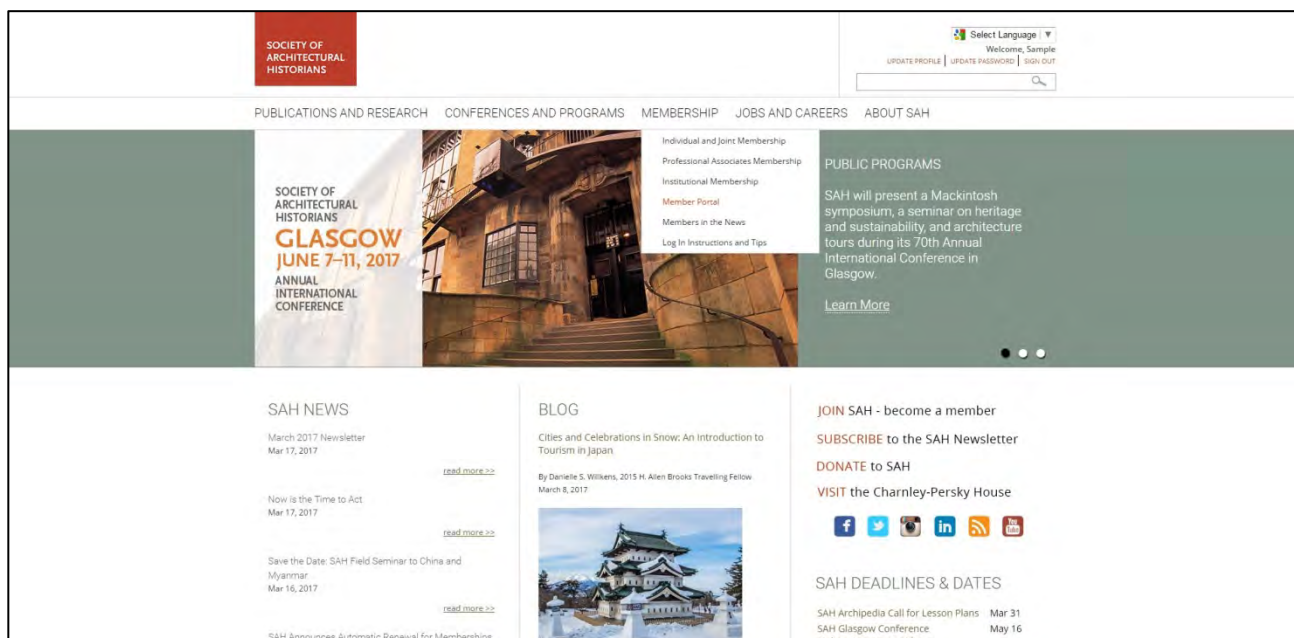


How to Update Your Member Profile & Communication Preferences

Step 1: Login to the SAH website at sah.org.



Step 2: Select "Member Portal" from the Membership drop-down menu.



Step 3: Select "Edit My Information and Communication Preferences" under My Profile.

The screenshot shows the member profile page for the Society of Architectural Historians. The page is divided into several sections:

- Header:** Society of Architectural Historians logo and navigation links (JOIN SAH, CONTACT SAH).
- Navigation:** PUBLICATIONS AND RESEARCH, CONFERENCES AND PROGRAMS, MEMBERSHIP, JOBS AND CAREERS, ABOUT SAH.
- User Info:** ID: 90009102, Sample Member, Home, Online Store, Logout.
- Welcome:** Welcome to Society of Architectural Historians.
- My Profile:** ID: 90009102, Sample Member, 1365 N Astor St, Chicago, IL 60610-2144 US, Preferred Contact #: (none), Email: info@sah.org, Login ID: info@sah.org (change). Links: Edit My Information and Communication Preferences, Change My Password.
- My Account:** Outstanding Balance: \$0.00, Last Payment: No payments on file. Links: Manage Saved Payment Options, Manage Installment Plans, View Account History.
- Events:** Last Registration: No registration found. Links: 70th SAH Annual Conference, Browse Events, View My Event Registrations.
- Donations:** Last Donation: No Records Found. Link: Make a Donation.
- Awards & Fellowships:** Last Award / Fellowship Entry: No Records Found. Number of Entries You've Submitted: 0. Links: View Open Fellowships and Awards, View My Fellowship / Award Entries.
- My Membership:** Status: Active, Member Since: 3/29/2017, Expiration: 3/31/2018, Type: Individual. Links: Search Membership Directory, My Memberships, View COOP IND E Membership.
- My Committees:** My SAH Committees: 0. No visible committees found. Links: View My Committees, Browse Committees.
- Career Center:** Number of Resumes: 0, Jobs Posted: 0. Links: Manage My Resumes, Post a Job, Purchase Job Postings, Search Job Postings, View My Job Postings.
- Discussions:** Last Post: No Records Found, Last Post Date: No Records Found. Links: View Discussion Board, View My Subscriptions.

Footer: Disk Version: 4.17.1.31, Association Management Software by MemberSuite, Society of Architectural Historians, 1365 N. Astor Street, Chicago, Illinois 60610, 312.573.1365, Copyright - (C) 2012, Press Room | Privacy Policy | Contact Us | Terms of Use | Sitemap.

Step 4: On this screen, you can edit your basic information, set your communications preferences, fill out your member profile, and enter you field of study or area of interest. This will show up in the Membership Directory.

SOCIETY OF ARCHITECTURAL HISTORIANS

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PUBLICATIONS AND RESEARCH
CONFERENCES AND PROGRAMS
MEMBERSHIP
JOBS AND CAREERS
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ID: 90009102 Sample Member [Logout](#)

[Home >](#)

Edit My Personal Information

Please enter your contact information below.
 * - Indicates a required field.

Basic Information

<p>Title: _____</p> <p>First Name: * <input type="text" value="Sample"/></p> <p>Middle Name: _____</p> <p>Last Name: * <input type="text" value="Member"/></p> <p>Suffix: _____</p> <p>Nickname: _____</p> <p>Email Address: * <input type="text" value="info@sah.org"/></p> <p>Email Address #2: _____</p> <p>Email Address #3: _____</p>	<p>Profile Photo</p> <p>Change Profile Photo</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><small>Images larger than 120x120 will be resized</small></p>
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Phone Numbers

Please enter at least one contact number below. Use the **Preferred?** radio button to indicate the phone number at which you prefer to be contacted.

<p>Work Phone Number: <input type="text"/></p> <p>Fax Phone Number: <input type="text"/></p> <p>Home Phone Number: <input type="text"/></p> <p>Mobile Phone Number: <input type="text"/></p>	<p>Preferred?</p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>
--	--

Address Information

Please enter at least one address below. Members outside the United States, please enter your District, Parish, County, Province in the state field and your Country in the Country field.

<p>Mailing Address</p> <p>Line 1: <input type="text" value="1365 N Astor St"/></p> <p>Line 2: <input type="text"/></p> <p>Postal Code: <input type="text" value="60610-2144"/></p> <p>City: <input type="text" value="Chicago"/></p> <p>State/Province: <input type="text" value="IL"/></p> <p>Country: <input type="text" value="US"/></p> <p>Validate Address</p>	<p>Seasonal Address</p> <p>Line 1: <input type="text"/></p> <p>Line 2: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Validate Address</p>
--	--

Address Preferences

What is your preferred mailing address?

Communication Preferences

General Communication Options

Note that if you select **Do Not Email?** you will not receive any email blasts, but you will still receive confirmation emails.

Do Not Email?
 Do Not Mail?
 Do Not Fax?

Message Categories

Below you can opt out of certain "categories" of communication, allowing you to control what kinds of emails you get. When an email blast is sent, if you have chosen to opt out of the category you will be automatically excluded from the blast. Below are the message categories for which you will receive messages.

<p>You are opted IN to these lists:</p> <ul style="list-style-type: none"> <input type="checkbox"/> SAH News & Events <input type="checkbox"/> Opportunities <input type="checkbox"/> Annual Conference News <input type="checkbox"/> Chamley-Perisky House News <input type="checkbox"/> Membership <input type="checkbox"/> SAH Newsletter 	<p>You are opted OUT of these lists:</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
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Other Information

<p>Age Group: <input type="text" value="Select"/></p> <p>Ethnicity: <input type="text" value="Select"/></p>	<p>Academic Rank: <input type="text" value="Select"/></p> <p>Museum Rank: <input type="text" value="Select"/></p> <p>Employment Status: <input type="text" value="Select"/></p>	<p>Primary Profession: <input type="text" value="Select"/></p> <p>Professional Organizations: <input type="text" value="AIA American Historical Association (AHA) Art Libraries Society of North America (ARLIS/NA) Association for Preservation Technology (APT)"/></p>
<p>If Primary Profession is "other", please specify:</p> <p>Secondary Profession: <input type="text" value="Select"/></p>	<p>Education -B.A.: <input type="text" value="University of Chicago, 1966"/></p> <p>Education -M.A.: <input type="text" value="University of Chicago, 1966"/></p> <p>Education -Ph.D.: <input type="text" value="University of Chicago, 1966"/></p>	
<p>Affiliation Type: <input type="text" value="Select"/></p>	<p>Institution: <input type="text"/></p> <p>Primary Specialization: <input type="text" value="Select"/></p> <p>Geographic Specialization: <input type="text"/></p> <p>Temporal Specialization: <input type="text" value="Select"/></p> <p>Enter your field of study or area of interest: <input type="text"/></p>	<p>Gender: <input type="text" value="Select"/></p> <p>Disability: <input type="text" value="Select"/></p>

Core Version: 4.17.1.31
Association Management Software by MemberSite

Society of Architectural Historians
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 Chicago, Illinois 60610
 312.573.1365
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