



Welcome to Who's Who in Congregation Beth Shalom of the Blue Hills

A Complete How-To Guide for our Online Membership Directory

This document is meant to answer frequently asked questions while giving users step-by-step instructions for using the online portal, including changing your password and filling out your profile.

CBSBH “Who’s Who” How-To Guide

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About the “Who’s Who” online membership directory

Congregation Beth Shalom of the Blue Hills has created this membership directory in order to foster a deeper sense of community among our congregants. By sharing basic information about ourselves and our families the hope is that people with similar interests can find each other and connect more easily. It is completely up to you how much or how little to share – all fields are optional, as is participation in this directory. The membership directory is only available to congregants, and the synagogue will never share or sell your information. Our Privacy Policy is included at the end of this guide, or you can read the Privacy Policy on our website. We encourage you to share your interests, your profession, and anything else you think other congregants might enjoy knowing about you. This is also a great way to get to know other people with children the same age as yours, for example! We hope you’ll enjoy this.

Activating Your Account

To begin, watch your email for an **Activation Email** sent from the website. Make sure to check your spam folder. Then click the link in the email to get started!

Logging In

Your username is your email address, unless you are a website admin or had a test account. If you'd like a new account, please contact Dinah Berch at Dinah.berch@gmail.com. There is one account per family. If you're unsure of the email address and have not received an activation email, please contact Dinah.

1. Use your favorite web browser to visit <http://www.bethshalombluehills.org/who-we-are/login/>. This link can also be found on the synagogue's [website](#) in the lower left corner.
2. Type in your email address and password and click the login button. If you have any trouble, follow the links at the bottom of the page.
3. If this is your first time logging in, your temporary password is C8\$bH*12



 A screenshot of the website's login page. The page has a white background with a blue border. At the top left, the word 'Login' is written in blue. Below it, there are two input fields: 'Username or E-mail *' with the text 'dinah.berch@live.com' and 'Password *' with masked characters. Below the password field is a blue 'Login' button. Under the button is a link that says 'Forgot your password?'. At the bottom of the form, there are two lines of text: 'Already logged in? Visit your [profile](#) or browse the [membership directory](#).' and 'No username or password? Please contact [Dinah Berch](#) to request an account.'

4. You will then be redirected to your profile page.

Quick-Guide

Setting up your account: Name, Email and Password

Once logged in, from your profile screen click on “Change Account Settings” to add your name and email address.

Once you’ve made your changes, click “Update Account” to save. Names can be separated by a comma or hyphen. Username cannot be changed.

The email address will be used for logging in, and for any system notifications.

Uploading a Photo

From your profile screen click on “Edit My Profile”. Your cover photo and profile photo will now be editable.

Click on either one to upload a photo of your choice and select “apply”.

The changes will not be saved until you click on the check mark that will appear below your cover photo.

Adding other people: Spouse, Children

From your profile screen click “Edit My Profile”.

In the “Adult Members of the Family” field add adult names separated by commas.

There are separate fields for children’s names.

When finished, click the “update profile” button at the bottom of the page.

Changing your Password

From your profile screen click “Change Account Settings”.

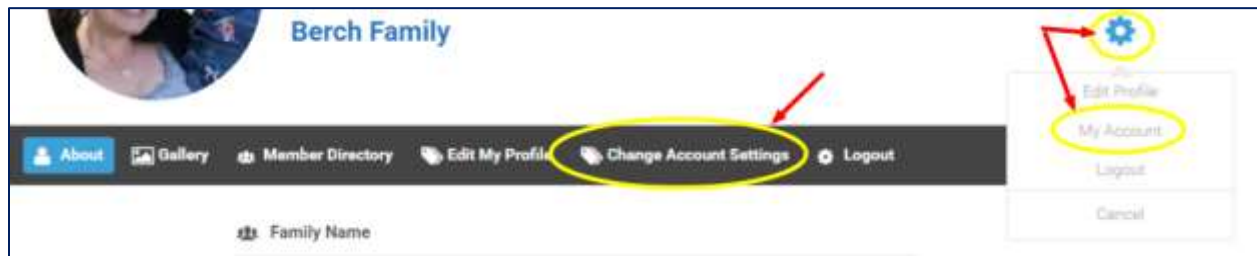
A menu will appear on the left side of the page – click on “Change Password”.

A strong password is required: 8 characters long, containing at least 1 lowercase letter, 1 uppercase letter and 1 number.

Click “Update Password” to save.

Checking your Account Information: Name and Email

1. Once logged in, select “Change Account Settings” from your profile tabs OR click the gear icon under your banner photo and select “My Account”. Both links will take you to the same page.



2. Some information, such as your last name, may have been added by an admin when your account was created. You can choose to add or change your first and last name and your email address. You cannot change your username.
 - Multiple first names can be added, separated by a comma.
 - Multiple last names can be added. An optional, recommended format would be “Goldberg-Berch Family” for families that use more than one last name.
 - More information, such as children’s names, can be supplied in the profile.

3. Make sure to click “Update Account” when you’re done to save your changes.

Changing Your Password

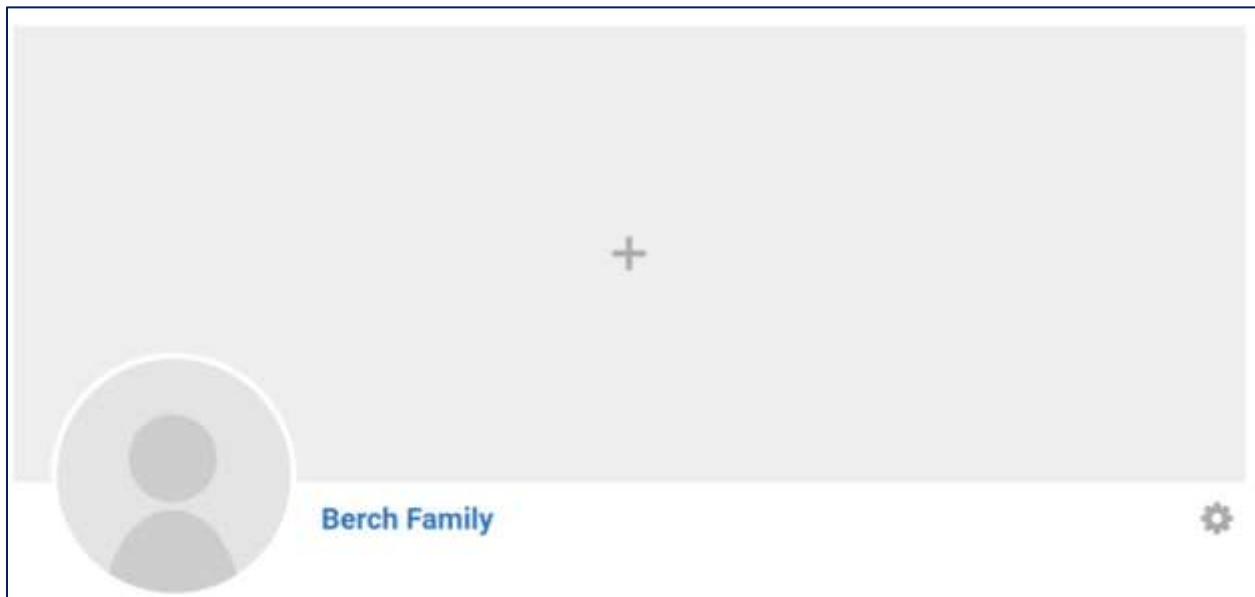
1. From the account settings select “Change Password”.

The screenshot shows a web interface for account management. On the left, under the heading 'Account', there is a profile picture of a family and the name 'Berch Family' with a 'View profile' link. Below this is a sidebar menu with three options: 'Account', 'Change Password' (which is circled in yellow), and 'Delete Account'. The main content area is titled 'Change Password' with a gear icon. It contains three input fields: 'Current Password *', 'New Password *', and 'Confirm Password *'. Below these fields is a text block stating: 'Strong passwords are required to protect your information. Your password must be at least 8 characters long and must contain at least one lowercase letter, one capital letter and one number.' At the bottom of this section is a blue button labeled 'Update Password'.

2. Type in your current password and then your new password. Then click the “Update Password” button.
3. **A strong password is required -- this is to protect your information.**
Your new password must be:
 - At least 8 characters long
 - Contain at least one lowercase letter
 - Contain at least one uppercase letter
 - Contain at least one number

Uploading your Cover Photo and Profile Picture

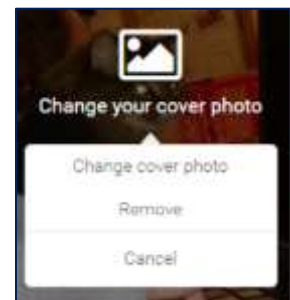
When you first log in your profile will look like this (below) with two grey spaces at the top of your profile for a banner photo and a profile photo.



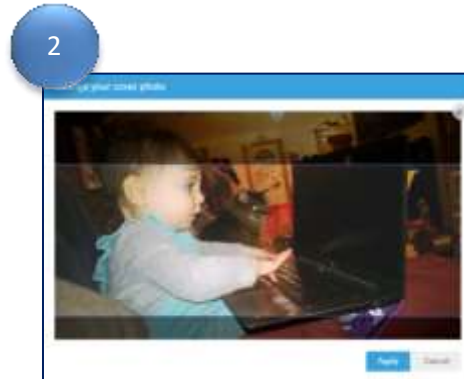
1. To add photos, you first need to click “Edit my Profile” or go to the gear icon and choose “Edit Profile”.



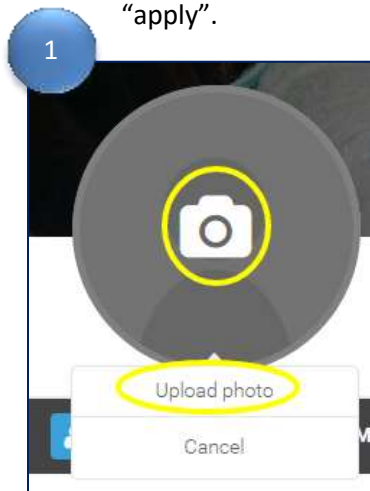
2. The cover photo will now have an overlay with the words “Change your cover photo”. Clicking on the words will bring a drop-down menu to change or remove the cover photo.
3. Click on “Change cover photo” to bring up the photo wizard.
4. Click on the “upload” button. This will bring up your computer’s file browser. Select the photo you’d like to use and hit “open”.



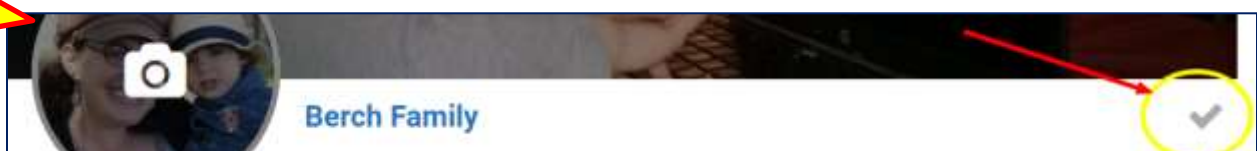
5. You'll now have the opportunity to position your photo how you'd like. When you're finished, select "apply".




6. To change your profile picture hover over the circle. If the options don't pop-up, you may need to click on "Edit my profile" again.
7. A window will pop-up. Click "upload" to open your file browser. Choose the photo you'd like to use and click "open".
8. You'll then have the opportunity to position your photo or crop it. When you're satisfied, hit "apply".



9. Once you're satisfied with both your cover photo and your profile picture, make sure to click on the arrow. **Your changes are not saved until you've done this step!!!**

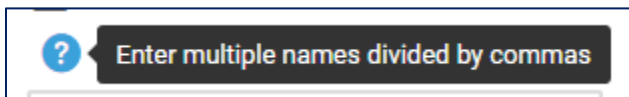


Your Profile

1. Select "Edit My Profile" to fill out your profile with information you'd like to share with the congregation. You can do this from your profile tabs or by clicking the gear icon and then selecting "Edit Profile".
2. Family Name can support multiple last names. We recommend using the optional format "Lin-David Family".
3. Add multiple first names separated by a comma.
4. Birthdates can be added using the pop-up calendar.



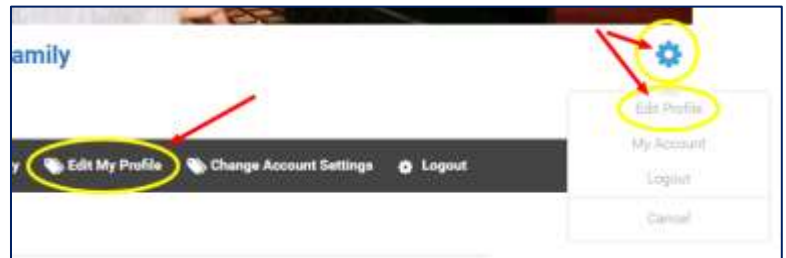
- Whenever you see a question mark symbol, hover over the symbol for added information or suggestions.



6. All information is optional – choose to fill out as much or as little as you’d like.
7. When you’re finished, make sure to click “update profile” at the bottom of the form.



- 8.** You can always go back and make more changes later!



Family Name *	
Last Name of Family	
Adult Members of the Family	Nickname
or Clicky, Jonathan	
Child #1	Child #1's Birthdate
Child #2	Child #2's Birthdate
Child #3	Child #3's Birthdate
Child #4	Child #4's Birthdate
E-mail Address	Secondary E-mail Address
Primary Phone Number	Secondary Phone Number
Hometown (current)	Synagogue Committee
ex. Milton	
Previous Hometown(s)	
ex. Burlington, VT Arlington, WA	
Occupation	
Do you have a child in the religious school?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
What other information, hobbies or interests would you like to share with fellow members?	

The Membership Directory

Once you've filled out your profile, click on "Member Directory" to search or browse other congregant's profiles.



Try using the search to find other parents with children in the religious school, or to find a carpenter, or look up the last name of a person you met at a synagogue event.

People will only show up in the directory once they have activated their accounts and filled out some basic information in their profile.

A screenshot of a web page titled "Who's Who in Congregation Beth Shalom of the Blue Hills?". It features a search form with the following fields: "Last Name", "First Name" (with "kira" entered), "Occupation", "Hometown (current)", "Do you have a child in the religious school?" (checkbox), and a "Synagogue Committee" dropdown menu. Below the form are "Search" and "Reset" buttons. The results section shows "1 Member" and a profile card for the "Berch Family" which includes a photo of a child and a circular profile picture. A "Back to My Profile" button is in the bottom right corner.

Above: Example of Member Directory search for families with a child named "Kira".

From the membership directory, you can click on any name to view that family's profile. You can also click the blue button in the lower left to return to your own profile at any time.

Note that the grey "profile tabs" bar at the top of a family's profile will always link to **your** settings and profile page.

You can right-click (or use the keyboard shortcut ctrl-p on a pc, apple-p on a mac) to print someone's profile if you want to keep the information on hand. **A printed version of the Who's Who membership directory will be available at the synagogue.**

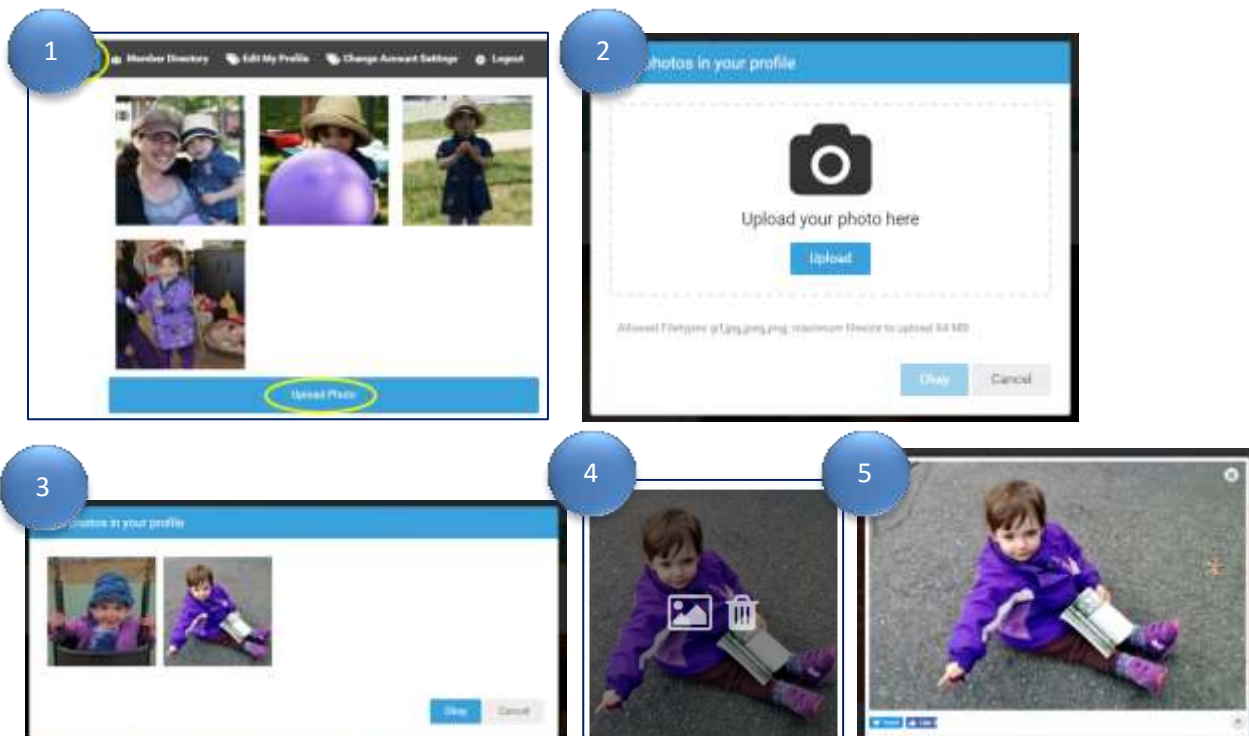
Gallery

If you wish to share more photos, add them to your profile's gallery. These photos will only be seen by logged-in congregants who click through to your profile and then your gallery; they will never appear on the synagogue's public website.

1. From your profile, select "gallery".

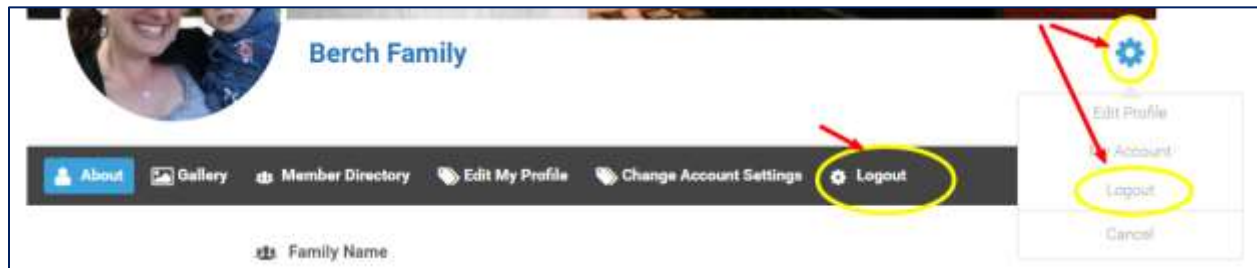


2. Click the large blue "upload photo" button to begin adding photos. This will bring up your file browser (similar to when we added a profile picture). You can select multiple photos. You'll have the opportunity to preview the photos and click "ok" in order to add them to your profile gallery.
3. You can hover over your gallery photos to delete them or to open them in light-box (pop-out). The pop-out offers the ability to share your photos on Facebook or Twitter.



Logging Out

You can find the link to logout on your profile tabs or by clicking the gear icon and then selecting "logout".



Frequently Asked Questions

- Why would I want to participate in this?
 - A congregation is a community. This portal will help us to get to know each other better! Looking for someone's phone number or email address? Curious how many other families have children in the religious school? Can't remember your friend's child's birthday? Love to bike and looking for others who have the same interest? Run into someone at a local spot but can't remember their last name? Need a carpenter or a doctor and curious if a congregant can help? Search our membership directory!
- Is my information safe and secure?
 - YES! Your profile can only be accessed by logged in members of the congregation. We use strong passwords to help with internet security. There is additional security employed on our website (WordFence) to protect against online attacks, malware and viruses. If you have any questions or concerns, or would like to know more about the back-end, you can email our webmaster at Dinah.berch@gmail.com.
 - It is part of the synagogue's policy that we will never share, sell or distribute your information in any way.
- How do I find my profile?
 - Go to the synagogue's main website – www.bethshalombluehills.org – and scroll down to the bottom of the page. In the "red" footer links, under "Who We Are", you'll see "Member Login". Click that link, login with your email address and password, and you'll be redirected to your profile.
- I've forgotten my password. What do I do?
 - On the member login page (<http://www.bethshalombluehills.org/who-we-are/login/>) click on "Forgot your password?" under the login button. This will trigger a password reset. You will receive an email with instructions.
- A friend said she uploaded some photos to her gallery. How do I see these?
 - Login to the membership directory. From your profile, click "Member Directory". Search for your friend. When she comes up in the directory, click on her to see the full profile. Select "Gallery" from the black bar under the profile photo to see your friend's photos.
- I'm a new member and I'm not sure that I have an account. How can I register?
 - Email Dinah Berch, our webmaster, at Dinah.berch@gmail.com to request an account! Accounts will only be given to congregation members, one account per family.
- Other questions?
 - Email Dinah Berch at Dinah.berch@gmail.com at any time.

Welcome to Congregation Beth Shalom of the Blue Hills Membership Directory. Please enjoy!

Privacy Policy

General: Congregation Beth Shalom of the Blue Hills (CBSBH) believes that personally identifying information, such as your name, postal and email address or telephone number, is private and confidential. You can have general access to our site without providing any personally identifying information. CBSBH collects personally identifying information only when you voluntarily submit it, such as when you email comments, request information, sign up for a discussion group, or register for an event.

Release of information to Third Parties: CBSBH does not release your personally identifying information to third parties unless you have given us permission to do so or unless such release is required to comply with the law or to protect the rights or safety of CBSBH for our Website users. Information that is collected will not be sold, shared, or rented to any outside company or organization. Information that is collected will be used solely for the purpose for which it is given.

Your Email and IP Address: We use your email address and IP address to diagnose problems with our server, and to administer our website. Your IP address provides information about how you and others navigate through and use our site. Your IP address may also be used to gather broad demographic information. An IP address that is collected on our site becomes the property of CBSBH. CBSBH does not sell, market or distribute these addresses to any other organizations and will not use it for purposes other than indicated in this policy.

Internet and Email: Information submitted to us via our website, or via email passes as clear text and is unencrypted. Safeguards are put in place to assure safe delivery of the electronic messages sent via email and through our website, but there is no assurance that such messages will not be intercepted. To submit confidential information to our office, please utilize fax, U.S. registered mail, or a courier. If you send us information through electronic mail you agree that we may do the same in communicating with you.

Password Protected Information: Some portions of our website can be accessed only with an applicable password. The password provides some additional privacy protection but the password protected content will still be viewable by our members who will be given the password. We cannot guarantee to you that content entered into a password protected portion of our website will not be seen or copied by other members who have the password. You should not enter information onto our website that you do not want disclosed to other members of our Synagogue.

Credit Cards: We use PayPal to process all credit card transactions on our website. PayPal maintains its own privacy and security policy. We believe that all credit card transactions through our website are safe and secure, however since they are being processed by a third party we cannot guarantee they will be processed correctly or that they will remain private. For more information about PayPal's security and privacy policies log on to www.paypal.com.