

READ ME – Website Options

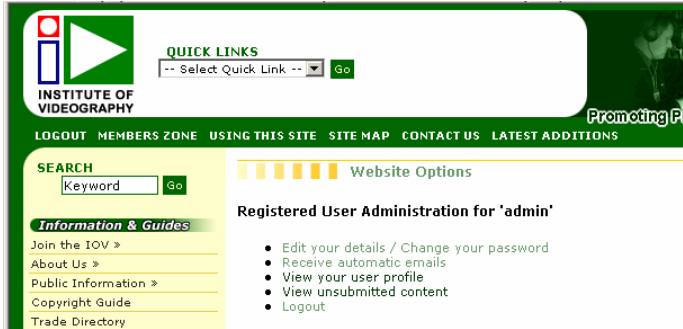
Editing your Website Options

All regular users of this site (Registered Users, IOV Members and Trade Subscribers) will have their own profile – which is edited using 'Website Options'. Each time you login to the site you will be presented with your 'Website Options' menu. This not only includes details about you, but also the means to adjust the way in which the website interacts with you.

The information contained in your profile is also transferred to the IOV's main back-end database – so if you move or change contact details the most efficient means of doing this is via Website Options.

password which identifies them as members and provides full access to the restricted areas. If a Registered User subsequently joins the IOV, they must use their new IOV login details to access these areas and use the links within their website email notifications. Members should note, your default username and password is printed on the reverse of your membership card.

The 'User Directory Profile' section contains basic contact information. It also includes a 'More Info' box, which plays an important role in search facilities on the site. It is particularly important for Member-to-Member networking as it can be searched using the 'Find a Member' facility available within Members Zone. You will find that fine-tuning this part of your profile will result in greater exposure on the site.



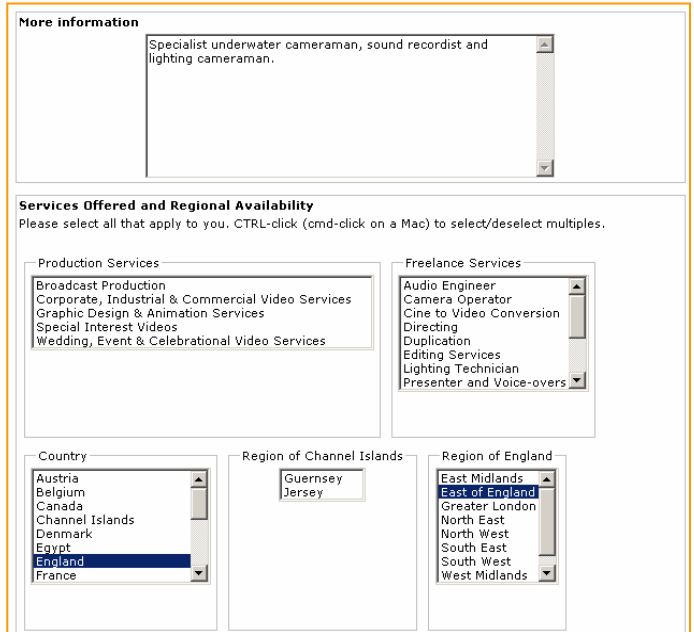
Edit your details/Change your password

Clicking on the first option 'Edit your details/Change your password' allows you to change your basic contact information. It also allows you to change the way other users see your profile on the site (Privacy) – and manipulate the way articles are displayed to you.

Essential Details / User Directory Profile

The 'Essential Details' section must be completed for all users. The 'Username' and 'Groups information' is not editable, but you can change your name and password at any time. Most importantly you must ensure that your email address is correct.

Registered Users can assign their own username and password when the register on the site. All new members will be assigned a specific username and



Services Offered and Regional Availability

This section not only provides other members with details on your areas of work experience, but also where you are prepared to travel to for work. Information stored here is of great importance to Fully Accredited Members as it controls how your information is shared on the www.find-a-videographer.com website.

Privacy & Other Preferences

The 'Privacy' section allows you to determine how much information you release to other users. You can also select to be omitted from any searches on the site. Finally, the 'Other Preferences' section allows you to enter a signature – which will be displayed on any articles you post on the site (such as a forum article or reply).

You can also choose between a default 'threaded' or 'flat' view for site content – and determine how many items are contained within each page. Please feel free to experiment with these settings to fully benefit from the features of the site.

Most importantly

When you have edited your details, you must hit the 'Change your Details' button at the bottom of the page. This will generate a notice to the IOV that your details have been changed. These changes are manually checked and will eventually result in the back-end database and Find-a-Videographer website being changed. ■

Edit Your Details

This form allows you to edit your registration details. The fields in bold, eg **Name**, are mandatory and must be filled in. The other fields are optional and you can complete them now or come back and fill them in later. Many fields have an example value given in *italics*. Use the **Change Your Details** button at the bottom of the form to save your changes.

Essential Details	Notes/Examples
Username: A0009 View Profile	Can't be altered
Groups: Registered Users; moderators; Qualified Members; Fellow Member; All Members;	
Password: ●●●●	up to 16 characters
Password again: ●●●●	as above
Name: Bill Bloggs F.Inst.V.	George Dorn
Email: bill.bloggs@iov.co.uk	g.dorn@fnord.ch

Question for password reset

If you forget your password, you can reset it by following a link from the login screen. From there, you will be asked the answer to your hint question. Get it right and the password will be sent to your registered email address. Here's where you choose the question and answer, e.g. 'What's your favourite food?' or 'Who is your favourite actor?'

The question should be something you can remember easily (since you will have to get the answer exactly right, including any upper and lowercase characters you might have used, before we will reset your password) but not so easy that someone else could guess it.

Question: first name *What's my favorite fruit?*

Answer: Bill *apples*

User Directory Profile	Notes/Examples
Name: Kevin Cook F.Inst.V.	
Address: PO Box 111 Finten Essex	
PostCode: IG2 3GR	SE23 0AA
Country: United Kingdom	
Website: www.iov.co.uk	http://fnord.ch/
Company: Bloggs Video	Erishail Inc.
Phone: 020 8555 3322	+23 (0)1161 616178
Mobile:	+23 (0)1161 616177