



How to Join the Members Portal on the DiabloValleyGirls.com website

Go to the website and scroll down to the bottom and you will see two options under "Members Only Portal." The buttons read: "Register and Login"



TO REGISTER: Click on the "Register" button and this screen will appear. Enter the pass code: (Email us for the code). This is a one time code to access the members site and set up your account .

THIS SCREEN WILL APPEAR:

Create a Username and Password. You will need to remember both to log back in.

The username must be at least 3 characters. The password must be at least 8 characters.

Enter your First and Last names and email. Click "**Register**".

This content is password protected. To view it please enter your password below:
Password:

Registration form with fields for: Username *, First Name, Last Name, E-mail Address, Password *, Confirm Password *. Buttons: Register, Login.

ACTIVATE: An email will be sent to your email address to confirm it is you.

Click: "**Activate your Account**"

DIRECT BACK TO LOGIN

If you do not see the email in your INBOX, please check SPAM.

Congrats! Now you can login and create your profile.

If you have already registered, then choose the "**Login**" button. A Login screen will appear: Enter your user name and password to access the Members Portal.

Confirmation email content: Diablo Valley Girls, Thank you for signing up! Please click the following link to activate your account. Need help? [contact us](#) today.

Thank you!
The [Diablo Valley Girls](#) Team



Navigating the Members Portal



Edit Profile Screen



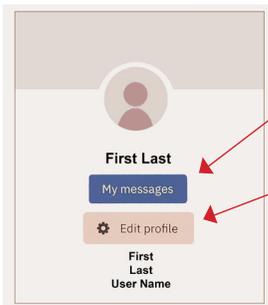
Follow this process to easily create content:

CLICK on the “+” icon to upload an image header. This header needs to be AT LEAST 1,000 x 313 Pixels. The shape is horizontal (about a 1 to 3 ratio)

CLICK on the “person image” to upload your photo. This is a square (1 to 1 ratio) image needs to be 190 x 190 pixels minimum. This should be a head shot.

CLICK on the “gear” icon to post your personal description.

Account Screen



My Account

CLICK “My messages” to view your messages and comment.

CLICK on the “gear” icon to change Username, First name, Last name, Email and Privacy Settings

The options are icon driven. **Here is the basic set up to get started...**



The “Edit Profile” button gives you these options:



Wall View posts that are specific to you



Photos Make an album to add photos or view existing albums



Community Posts Click “Add note” to create a community post or click “View notes” to view existing notes.



Private Messages View all private messages sent to you.



Events View the Events calendar.

After you have set up your content: The “gear” Icon on your “Profile” page will provide a drop-down menu that includes: “Edit Profile,” “My Account,” and “Logout.”



The “My Account” option shows these icons:

Account Edit your first name, last name or email

Change Password Change your password

Privacy Edit your privacy settings

Notifications Enable or disable private message notifications

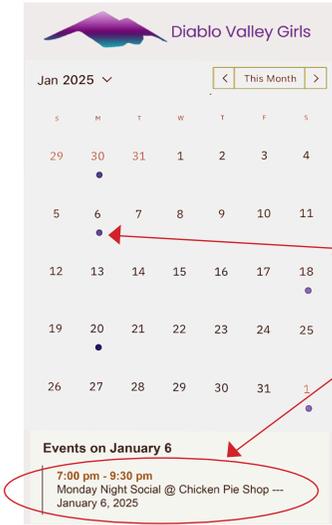
Photo Option to download or delete all your photos

Trash This is to DELETE your account

Click Logout to logout

PLEASE DO NOT SHARE THIS INFORMATION WITH THOSE OUTSIDE OF THE DVG GROUP - THANK YOU!

Smart Phone Events Screen



EVENTS: View the **Events Calendar** –

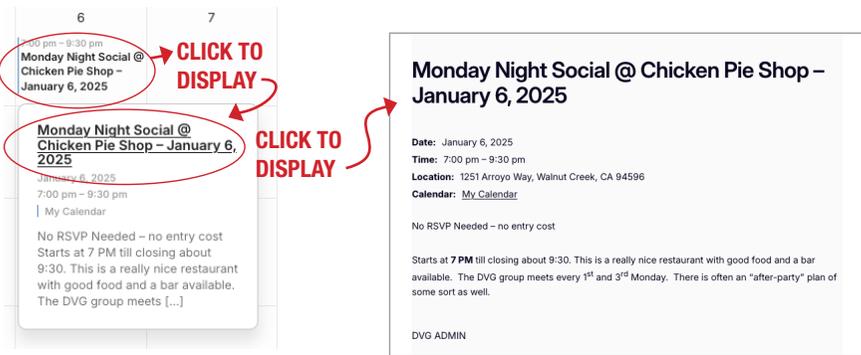
The events are shown on a calendar. You will see a short mention of the event on the desktop and on the smart phone a single “bullet.”

CLICK on the description or the bullet and a short description appears.

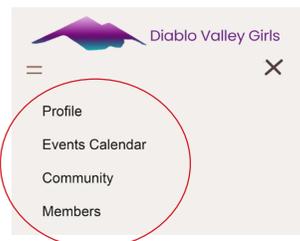
CLICK on this short description and more information about the event including **location and times** will appear.

Please let us know if you would like an event added!

Desktop Events Screen



Smart Phone Screen



If you do *NOT* log out, when going back to the website you will see that the menu bar is still there. You will get access without the need to login. The top of the website (navigation) will have the same menu and allow access to **Profile, Events Calendar, Community, and Members**. If you want this hidden, you will need to logout

Desktop Screen



Looking forward to staying connected!!! - If you have any questions, call Kathy at 925-270-5351 or email: DiabloValleyGirls@gmail.com

PLEASE DO NOT SHARE THIS INFORMATION WITH THOSE OUTSIDE OF THE DVG GROUP - THANK YOU!