Changing Access to Your Personal Information

This document explains how to selectively make some of your personal information accessible to other members, which allows you to be listed in the Member Directory, have your name be attached to posts you make in the Member Discussion Forum, and optionally allow others to send you an email message.

If you prefer to leave your personal information private, you do not need to do anything. By default, all access to your personal information is disabled.

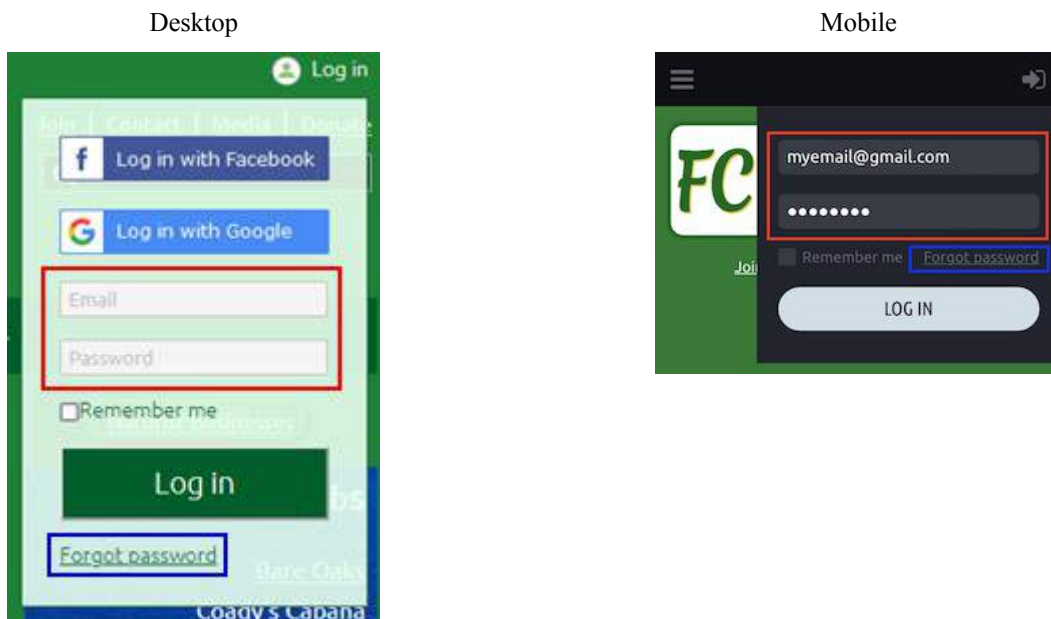The basics of making yourself visible to other members involves

- Logging into the website
- Editing your profile privacy settings to make the details you want be visible
- Saving your changes

Login to the FCN website

Click the link located at the top right corner of the FCN website.

Desktop   Mobile

Enter the email address you use with your FCN account and your password into the pop up form (shown below with a red box around it). If you do not remember your password or just don't know it – use the "Forgot password" link just below the login button (shown below with a blue box around it).

Desktop   Mobile
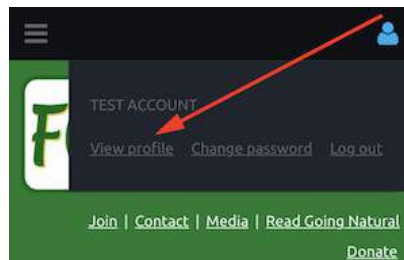
Change Profile Privacy Settings

Now that you're logged into the website, lets setup your profile. Click the "head and shoulders" icon or at the top right corner of the screen.

In the displayed popup, click on "View Profile" to open your profile.

Desktop   Mobile

The page changes to show you your profile.

> *Note: Your profile page is where you can download your membership card. (You can also access your membership card in the "Wild Apricot" app on your phone.)*

Desktop   Mobile
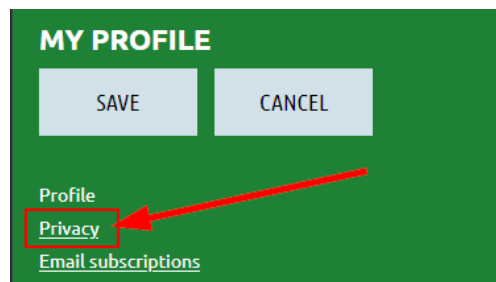

Click on the "EDIT PROFILE" button. The page changes to make your personal details editable. Now, to get yourself visible on the forums you'll need to switch to the "Privacy" link under the "SAVE" button as pictured below.

Desktop   Mobile

The page changes again and now shows you all of the details that you can control allowing you to decide what to share with other members. However, by default, all details are set to "No access" and you are disabled from making changes.

To allow yourself to make changes, you have to enable the feature by clicking on the empty check box to the left of the "Show profile to others".

It looks like this when you add the check mark (by clicking on it once).

With the check box turned blue, the details listed below can now be configured. The options are arranged in a list with columns that allow you to make each specific detail visible or to keep it hidden.

- Anybody – FCN does not recommend using this access option

- Members – this option makes the specified detail visible to other logged in FCN members

- No Access – (the default) keeps this detail hidden

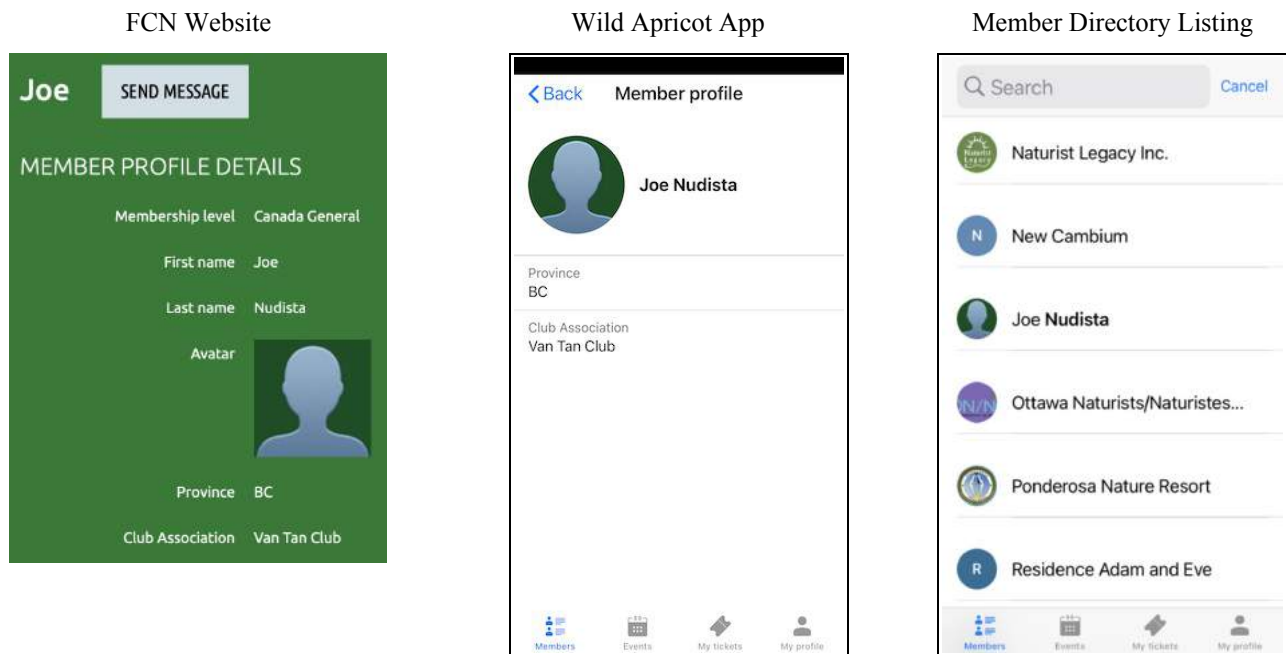Don't forget to save your choices when you are done.

Setting an Avatar

If you wish to provide an image for your avatar you'll need to set the Avatar privacy setting to "Members" (as explained above) if you haven't already.

To upload an image to use as your avatar, click your name again in the top left corner of the site, click on "View Profile" and then "EDIT PROFILE" to make your profile details editable.

Click the "Browse..." button beside the "Avatar" label. Locate and select the image you want to use as your avatar. When the upload is complete, the image will be displayed beside the "Avatar" label. Be sure to click on the "SAVE" button to keep the change. To view what your profile looks like to other FCN members, click "My directory profile" beside the "EDIT PROFILE" button.

Here is how an Avatar looks within a public profile shown to other members on the FCN website, within the Wild Apricot app, and within a Member Directory listing:

FCN Website	Wild Apricot App	Member Directory Listing

Note that the Wild Apricot mobile app clips the avatar image to a circular frame, so you might want to take this into consideration when you select your avatar image. Also, the image is presented at a rather small size, so zooming in on the subject will likely make it more identifiable than having a busier composition.