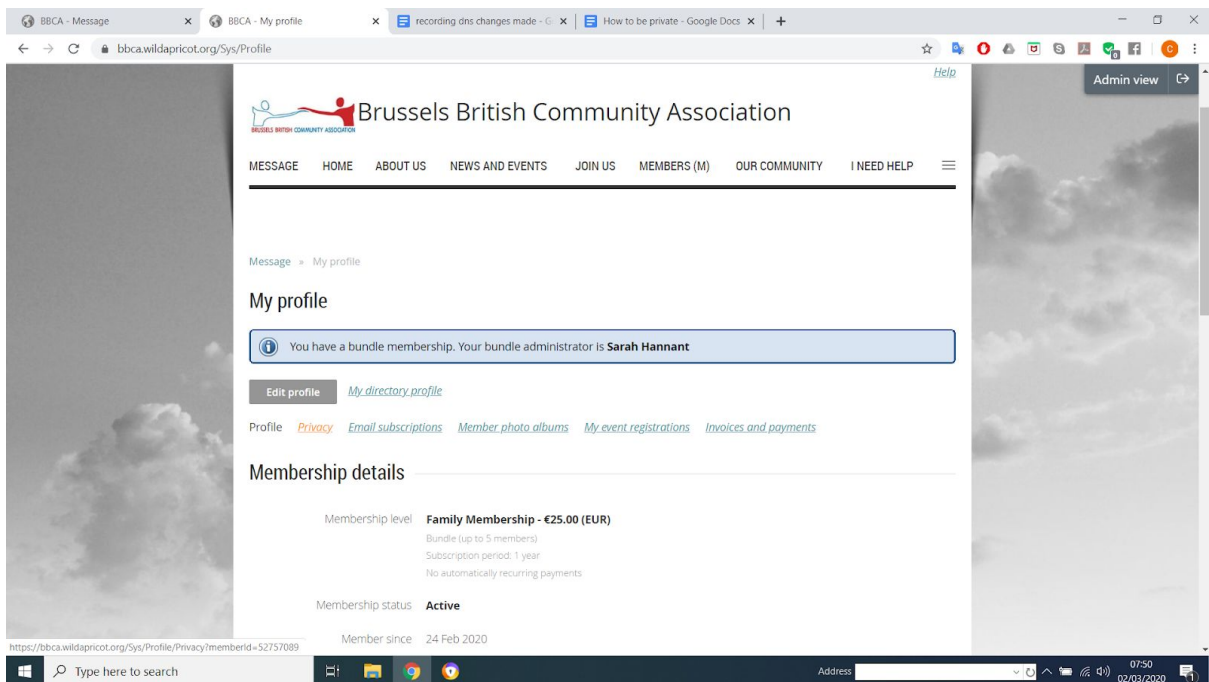
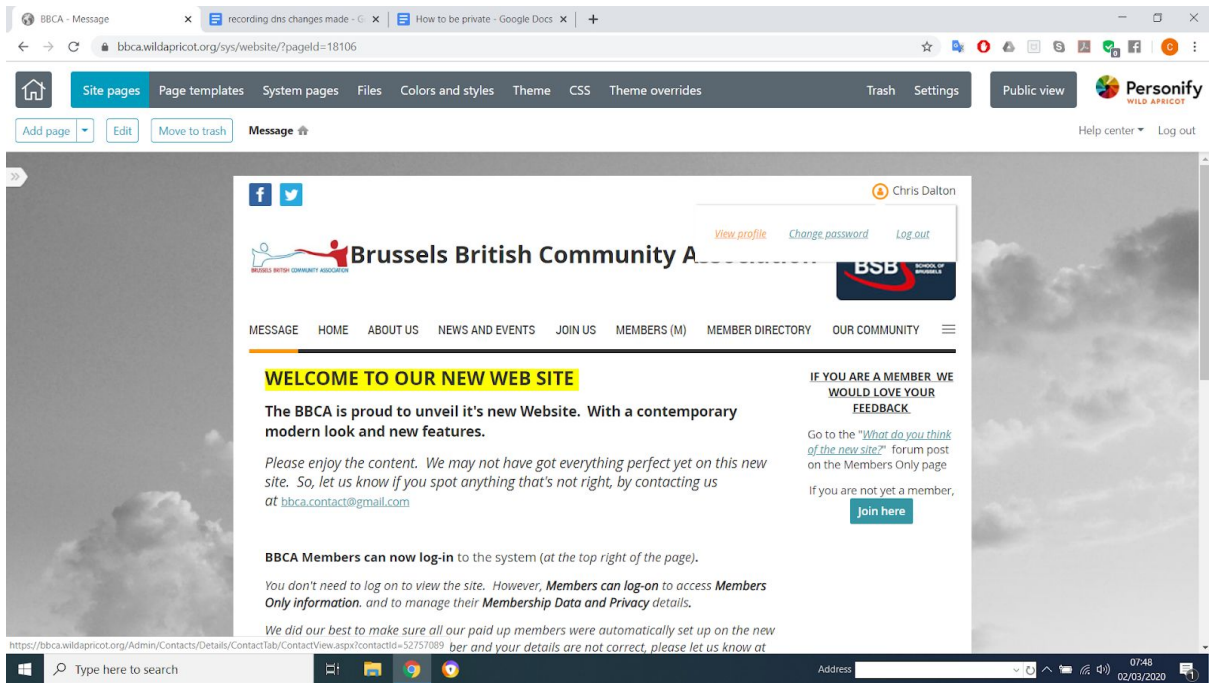


How to be private

Members can easily set their privacy to

Click on the log-in button - and click on View Profile



Click on Privacy

The screenshot shows the 'My profile' page on the BBCA website. At the top, there is a navigation menu with links: MESSAGE, HOME, ABOUT US, NEWS AND EVENTS, JOIN US, MEMBERS (M), OUR COMMUNITY, and I NEED HELP. Below the menu, the page title is 'My profile'. A message box states: 'You have a bundle membership. Your bundle administrator is Sarah Hannant'. There are two buttons: 'Edit profile' and 'My directory profile'. Below these are links for 'Profile', 'Privacy', 'Email subscriptions', 'Member photo albums', 'My event registrations', and 'Invoices and payments'. A green checkmark indicates 'Show profile to others'. The 'Details to show' section is a table with columns for 'Anybody', 'Members', and 'No access'. The rows are 'Photo album', 'Send message form', and 'Membership level'. The 'Photo album' row has a checked box under 'Members'. The 'Send message form' and 'Membership level' rows have checked boxes under 'Members' and 'No access' respectively. At the bottom, there is a 'User ID' field with a red 'X' icon.

	Anybody	Members	No access
Photo album	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Send message form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Membership level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click “Edit Profile”

Untick Box - “show profie to others”

Click “Save”

That’s it. Other members will no longer see your profile or any of your data.