

# Table of Contents

Creating and Updating Member Records .....	2
Joining BWA.....	3
Renewing or Updating Member Information .....	6
Recovering Forgotten Passwords .....	8
Finding Writers.....	9
Linking Your Web Site .....	10

# Creating and Updating Member Records

BWA members create new records when they join BWA, using the membership form on the BWA Web site. Existing members update their records when they renew each year. They can also update their records whenever they need to modify information, such as their address, skills, phone number, etc. Renewing and updating are performed using another online membership form, which is similar to the form used when joining BWA. Members also use the update membership form to change their password.

Once a member's dues payment is received and recorded, the BWA Treasurer activates the member's record. This can take some time, depending on how payment was made. If the active member opted to be included in the online directory, their record will then be available online using the BWA Web site's Find a Writer search feature. A member can use this search feature to check whether their payment was recorded and their membership activated.

If a member's e-mail address changes, they must first access their BWA database record using their old e-mail address (because the e-mail address is their unique member record ID). The record can then be updated with the new e-mail address.

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*Note: If a member changes their e-mail address, they must update the e-mail address in the BWA database. To receive e-mails from the BWA e-mail list, they must also update their e-mail address for the BWA Yahoo!Groups.*

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# Joining BWA

Join BWA online using the BWA Web site. Provide an existing e-mail address for use as a member ID. Dues must be received and recorded before a member is activated, at which time their information is available online using the Web site's Find a Writer search feature. Dues can be paid online using a credit card or can be mailed to BWA.

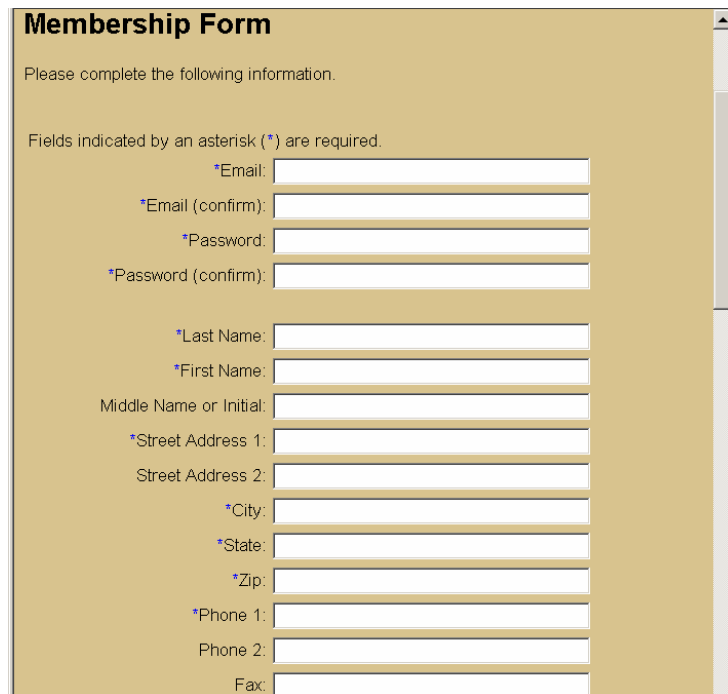
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*Note: It is a good idea to record the e-mail address and password with which you join BWA, especially if you use multiple e-mail addresses, because your BWA member record is stored in the database using your e-mail address as the ID.*

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## To join BWA:

1. Go to the BWA Web site at [www.bwa.org](http://www.bwa.org).
2. Click the Join/Update Membership link. This displays the Join, Renew, or Update Your BWA Membership page ([www.bwa.org/templates/index.htm](http://www.bwa.org/templates/index.htm)).
3. In the How To Join BWA section, read the on-screen instructions, including the BWA Privacy Policy and Notes on Dues. The Privacy Policy explains how the information you provide is used by BWA.
4. Click the Join Now link, which displays the Membership Form. You must fill in and submit this form. An asterisk (\*) indicates required fields in the form.
5. Enter your contact information, including your name, mailing address, and phone number. Optionally, enter a fax number, the URL of your Web site, and the name of the business at your Web site.



**Membership Form**

Please complete the following information.

Fields indicated by an asterisk (\*) are required.

\*Email:

\*Email (confirm):

\*Password:

\*Password (confirm):

\*Last Name:

\*First Name:

Middle Name or Initial:

\*Street Address 1:

Street Address 2:

\*City:

\*State:

\*Zip:

\*Phone 1:

Phone 2:

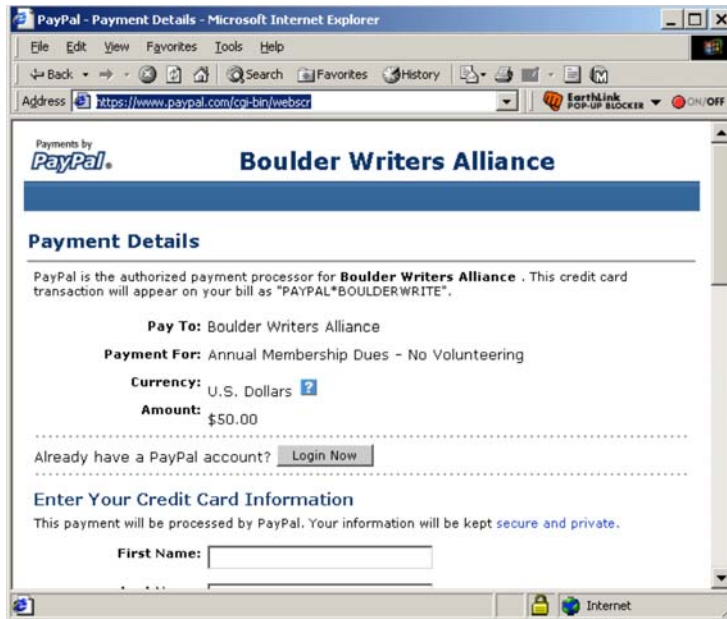
Fax:

6. Use the Include me in radio buttons to indicate where to display your member information:
  - *Member Directory* means your information will be included in the printed directory, which is also available on the BWA Web site in PDF format.
  - *Online Database* means your information will be included in the online database, which is used for the Web site's Find a Writer search.

The default is to be listed in both the printed directory and the online database. You may choose to not be listed in either.

7. Use the Include My HomePage and Business Name in BWA Members on the Web radio buttons to display a link to your Web site, and optionally your business name, on the BWA Members on the Web page. The default is No.
8. Enter up to 12 software applications (Word, FrameMaker, Photoshop, etc.) with which you are familiar. These are listed in the printed directory and used for search criteria in the Find a Writer search. You must enter at least one.
9. Enter up to 10 operating systems (Windows XP, UNIX, Mac, etc.) with which you are familiar. These are listed in the printed directory and used in the Find a Writer search.
10. Describe your professional experience. If you enter more than 13 lines of information, you will receive an error when you submit the form. This experience description is included in the printed directory.
11. List any of your clients. If you enter more than 3 lines, you will receive an error when you submit the form. This information is included in the printed directory.
12. Enter a summary statement that describes what you offer. If you enter more than 4 lines, you will receive an error when you submit the form. This statement is included in the Find a Writer search results and in the printed directory.
13. Use the drop-down lists to select up to 7 professional specialties, such as Desktop Publishing or Online Help. These are used in the printed directory (to include you in the Listing by Services index) and in the Find a Writer search. You must enter at least one specialty.
14. Select an option from the Current Volunteer Interests drop-down list. If you want to volunteer this year, select an area of interest. Otherwise, select None. If you complete volunteer work in the current year, you will be eligible for a discount rate when you renew next year.
15. Read the instructions at the bottom of the form regarding membership rates and payment options. If you are a student, check Student Volunteering Membership.
16. Click Submit Form. A confirmation e-mail will be sent to you from membership@bwa.org. This e-mail contains important information about BWA and BWA resources, such as the e-mail list.
17. If you had errors, such as omitted information, an error page is displayed. Use your browser's Back button to make corrections, and then resubmit. Otherwise, a confirmation page is displayed.

18. To pay your dues securely online using a credit card, click the PayPal button on the confirmation page. If you select the PayPal option, you will be redirected to the PayPal Web site ([www.paypal.com](http://www.paypal.com)). Follow the PayPal on-screen instructions to make your payment by credit card.



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*Note: To join the BWA e-mail list, you must register and subscribe using Yahoo!Groups. Information about the e-mail list, including instructions for using Yahoo!Groups, is available [at http://www.bwa.org/online](http://www.bwa.org/online).*

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# Renewing or Updating Member Information

Renew BWA membership online using the BWA Web site. Members can also update information in their member profile anytime using the Web site. The same membership update form is used for both procedures. This form is similar to the form for joining BWA; see “Joining BWA” for more information about the fields.

Renewal must be completed in December for the upcoming year. If you completed BWA volunteer work in the current year, you are eligible for a volunteer discount renewal rate for the upcoming year. For example, if you volunteered in 2008, you qualify for the discount rate when you renew in December 2008 for 2009 membership. You can pay your renewal dues online with a credit card via PayPal, or pay by mail.

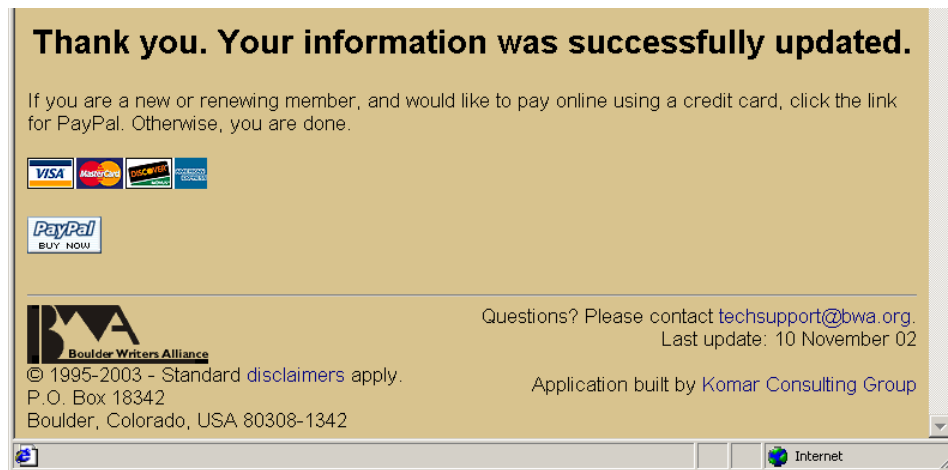
If you have forgotten your password, it can be automatically e-mailed back to you. See “Recovering Forgotten Passwords.”

## To renew your BWA membership:

1. Go to the BWA Web site at [www.bwa.org](http://www.bwa.org).
2. Click the Join/Update Membership link. This displays the Join, Renew, or Update Your BWA Membership page ([www.bwa.org/templates/index.htm](http://www.bwa.org/templates/index.htm)).
3. In the How To Renew Membership section, read the on-screen instructions.
4. Click the Renew Now link, which displays the member login page.
5. Enter your e-mail address and password, then click Log in. This displays the membership form with your existing information.
6. Update the existing information as necessary.
7. Select an option from the Current Volunteer Interests drop-down list. If you do not wish to volunteer in the upcoming year, select None-Paying \$50.00.
8. If you completed volunteer work in the current (just ending) year, select the appropriate category from the Completed Volunteer Interests drop-down list. Also describe the volunteer task in the text box, including the name of a BWA contact person to verify your volunteer work. You must complete both of these entries to qualify for the volunteer membership discount for the upcoming year. If you did not volunteer in the current year, select None-Paying \$50.00.
19. Read the instructions at the bottom of the form regarding membership rates and payment options. If you are a student, check Student Volunteering Membership.
9. Click Submit Form. A confirmation e-mail will be sent to you from [membership@bwa.org](mailto:membership@bwa.org).
10. A confirmation page is displayed. To securely pay your renewal dues online using a credit card, click the PayPal button on this page. This takes you to the PayPal Web site ([www.paypal.com](http://www.paypal.com)). Follow the PayPal on-screen instructions to make your payment by credit card (the amount due is calculated for you).

## To update your BWA membership:

1. Go to the BWA Web site at [www.bwa.org](http://www.bwa.org).
2. Click the Join/Update Membership link. This displays the Join, Renew, or Update Your BWA Membership page ([www.bwa.org/templates/index.htm](http://www.bwa.org/templates/index.htm)).
3. In the How To Update Information section, read the on-screen instructions.
4. Click the Update Now link, which displays the member login page.
5. Enter your e-mail address and password.
6. Click Log in. This displays the membership form with your existing information.
7. Edit fields as needed. Pay attention to the required fields, which are marked with an asterisk, and the field data limits such as the maximum number of lines. See “Joining BWA” for more information about the fields.
8. Click Submit Form. A confirmation e-mail will be sent to you from membership@bwa.org.
9. If you had errors, such as too many lines in a text field, an error page is displayed. Use your browser’s Back button to make corrections, and then resubmit. Otherwise, a confirmation page is displayed. Unless you are renewing, ignore the information about payment options.



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*Note: If members change their e-mail address, they must update the e-mail address in the BWA database. To receive e-mails from the BWA e-mail list, they must also update the e-mail address for the BWA Yahoo!Groups.*

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# Recovering Forgotten Passwords

Use the password recovery feature if you have lost or forgotten your BWA password. The password can be automatically e-mailed to you.

## To recover a forgotten password:

1. Go to the BWA Web site at [www.bwa.org](http://www.bwa.org).
2. Click the Join/Update Membership link. This displays the Join, Renew, or Update Your BWA Membership page ([www.bwa.org/templates/index.htm](http://www.bwa.org/templates/index.htm)).
3. In the How To Update Information section, click the Update Now link. This displays the member login form.
4. Click the Forgot your password? link. This displays the Forgot Your Password? page.
5. Enter your e-mail address.
6. Click the Send Login button.
7. Check your e-mail account for an e-mail containing your password.

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*Note: If the e-mail address entered does not match that stored in the BWA member database, the e-mail will contain a blank password. This is because the system could not locate a valid member record matching that e-mail address. Redo the steps above, making sure to use the correct e-mail address you used to register with BWA.*

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# Finding Writers

Search BWA's online membership database for a writer (or other communications professional, such as a graphic artist) based on criteria you specify. From the search page, you may also download a PDF version of the complete printed member directory.

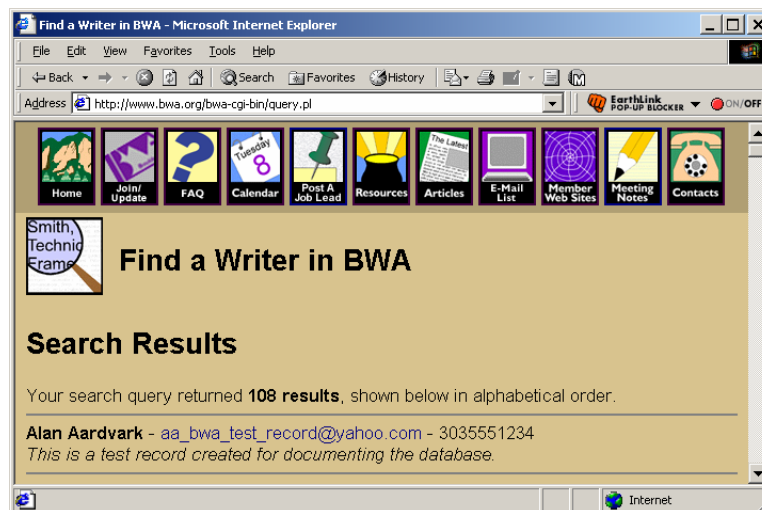
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*Note: Only active members who have elected to be included in the online database are included in the search results.*

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## To use the Find a Writer search:

1. Go to the BWA Web site at [www.bwa.org](http://www.bwa.org).
2. Click the Find a Writer link. This displays the Find a Writer in BWA page.
3. Specify your desired search criteria. If you do not enter search criteria, entries for all active BWA members will be displayed. The more complete your criteria, the fewer records are displayed. The possible search criteria are:
  - Specialty—as selected using the drop-down list, such as Online Help, Software Manuals, Translation, etc.
  - Application Software, such as Word, FrameMaker, RoboHelp, etc.
  - Operating System, such as Windows, UNIX, Mac, etc.
  - Last Name
  - City
4. Click Find. A list of active members who match your criteria will be displayed, in alphabetical order by last name. Each entry includes the member's name, contact information, and a brief summary statement (if one was entered in the database).
5. Click a member's View Details link to open a new browser window with detailed information about the member.



# Linking Your Web Site

The BWA Members on the Web page (<http://www.bwa.org/motw/>) lets active members provide a link from the BWA site to their sites. This can increase members' site traffic and search engine visibility. Each member can list their name and, optionally, their business name. Clicking a member name takes you to the linked site.

## To link your Web site:

1. Go to the BWA Web site at [www.bwa.org](http://www.bwa.org).
2. Click the Join/Update Membership link. This displays the Join, Renew, or Update Your BWA Membership page ([www.bwa.org/templates/index.htm](http://www.bwa.org/templates/index.htm)).
3. Follow the instructions to join BWA or update information.
4. On the membership form, specify the following:
  - HomePage URL. This is the full URL to your Web page.
  - My Business Name. This is the optional name of a business, which displays adjacent to your link.
5. Enable the option to Include My HomePage and Business Name in BWA Members on the Web.
6. With all required fields complete, click Submit Form.
7. Visit the BWA Members on the Web page and verify that the link works and the information displays correctly.

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*Note: If you are a new member, your link and information only displays after your membership gets activated.*

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