



VIETNAM DOG HANDLER ASSOCIATION



How Do I Update my E-Mail Address?

How Do I Update My E-Mail Address Instructions

By Dave Broeker

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In order to update your own e-mail address, you need to access your account in the Member Area. To do this, you must be a member in good standing with your membership dues paid current.

If you meet those minimum requirements, please follow these simple steps:

1. Enter the Member Area using your existing e-mail address and password.
2. Select the "Member Area" pulldown.

3. Select "Update Personal Information"

4. You should now be at the Update Personal Information page.

Update Personal Information

Select. You can add or update your very own personal information by adding information in the fields as noted.

You only need to fill out the fields that you want to change or add to.

First Name *	<input type="text" value="Dave"/>
Middle Name or Initial	<input type="text"/>
Last Name *	<input type="text" value="Broeker"/>
Suffix	<input type="text"/> (Sr., Jr., III, etc.)
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Illinois"/>
<input type="checkbox"/> Please make my City and State public on the VDHA website	
Zip / Postal Code *	<input type="text"/>
Country *	<input type="text" value="United States"/>
Date Of Birth *	<input type="text"/> mm/dd/yyyy

Home Phone	<input type="text" value="(555) 555-5555"/>
Work Phone	<input type="text" value="(555) 555-5555"/>
Cell Phone	<input type="text" value="(555) 555-5555"/>
Email Address *	<input type="text" value="dave@vdha.us"/>
<input checked="" type="checkbox"/> Show Email On Site	
Website	<input type="text"/>

5. Scroll down to the center of the page to the field labeled "E-Mail Address" and modify your e-mail address to the address you want to use for your "Member Area" logon address. This is also the same address that the VDHA will contact you by, if need arises.

6. Scroll to the very bottom of the page and select the box labeled "Update Account".

7. That is all there is to it. Your E-Mail address has just been updated.

Note: If you find any instructions that are incorrect, please contact Webmaster by clicking [HERE](#).

