

Updating your details through your Wild Apricot Member Profile

Wild Apricot is the membership system that we use to keep your membership data secure, you can log into the membership system to update your details at any time.

Here is a step by step guide of how to do just that.

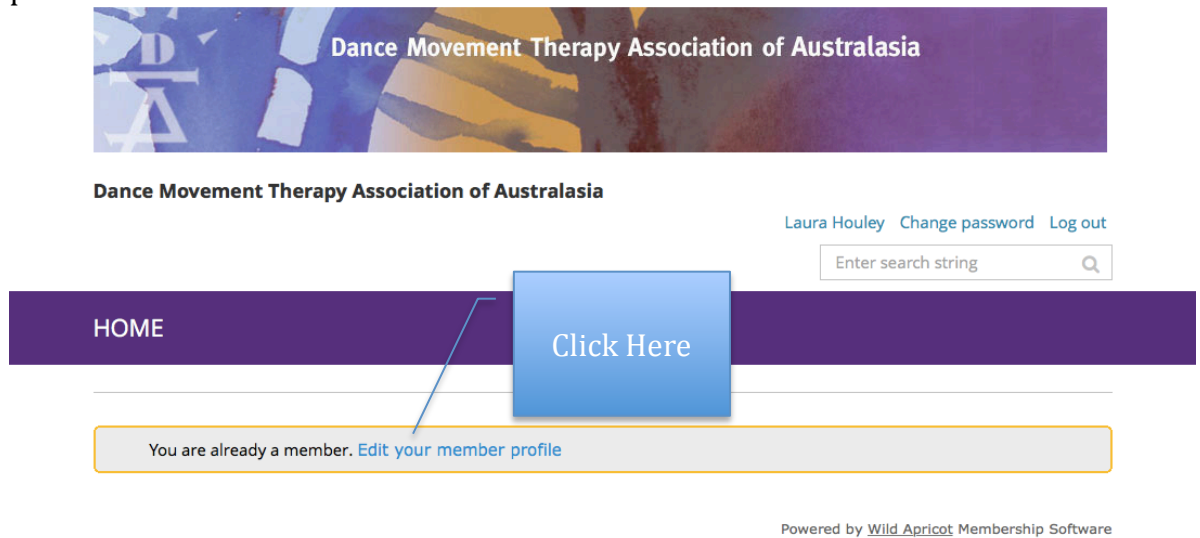
1. Visit the log in website: <https://dmtaoa.wildapricot.org/admin/website>

The following page will load, click on the grey log in box in the top right hand corner.

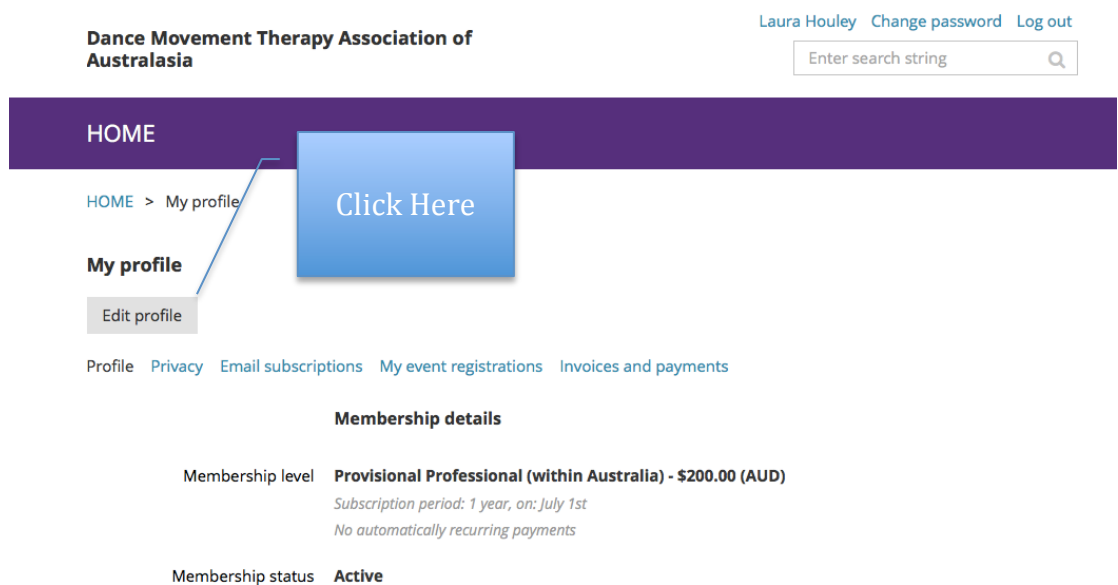
A screenshot of the Wild Apricot login page for the Dance Movement Therapy Association of Australasia. The page has a purple header with the association's name and logo. Below the header, there is a search bar with the placeholder text 'Enter search string' and a magnifying glass icon. To the right of the search bar is a grey 'Log in' button. A blue callout box with the text 'Click Here' points to the 'Log in' button. Below the search bar, there is a purple navigation bar with the word 'HOME' in white. Underneath the navigation bar, there is a form for selecting a membership level. The form includes a radio button for 'Associate \$85.00 (AUD), prorated to \$14.17 (AUD)' and a note 'Subscription period: 1 year on 1 July 1st'. A red asterisk indicates mandatory fields.

2. Fill in the email address and password you use to log into the main DTAA website. If you have forgotten your password please email admin@dtaa.org.au and we will reset it for you.

- The system will recognise that you are already a member and this is what you will see (but with your name visible). Click on 'edit your member profile'.

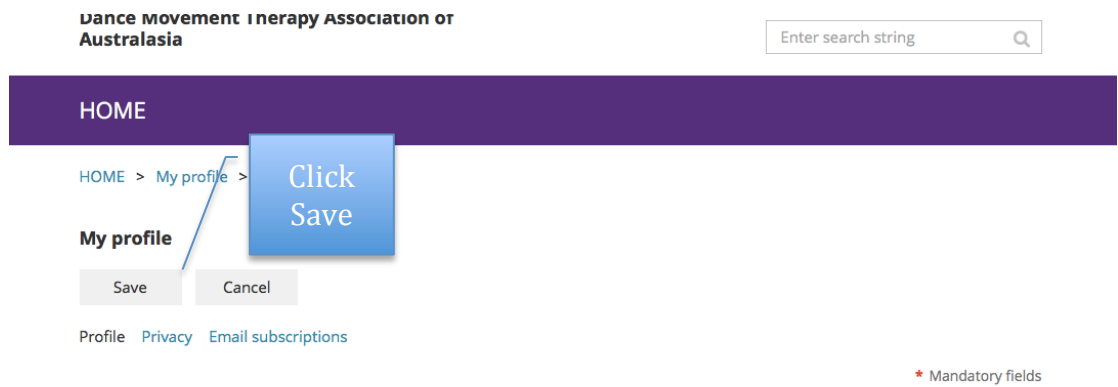


- This will open your member profile in a view only setting (as below). You will now need to click on 'edit profile' to make any changes to your details.



- You will now be able to make changes to your personal information fields and update your details.

6. The final step is to save the changes you make.



7. You're all done! Thanks for logging in and keeping us up to date 😊

If you have any concerns along the way don't hesitate to contact us at admin@dtaa.org.au