

How to Use the New ALHFAM Website & Membership Management System: A Guide For Members

Updated April 2023

The new ALHFAM website and its integrated membership management system is going to make your membership much more useful, educational, easy and fun! It will help you communicate and network with other members, trade ideas, and research many topics and skills in our ALHFAM Skills & Knowledge Base (A.S.K.).

Here is an easy How-To Guide to get started!

- Arrive at our homepage: www.alfam.org
- Click on “Log In” in top left corner



- You will land on the Login page:

- Enter your email and password and click “Login” (for your first login – see below).

For Your FIRST Login

If you have never logged in before or changed your password, you will have the temporary password of alhfamtemp. Once you have logged in, you can click on the "Change Password" link next to your name in the top right corner and select a password of your choice.

TROUBLESHOOTING

Problem: I have logged in before to the new website but I don't remember my password.

Solution: Click on "Forgot Password". You will then be asked to enter your email address, and the system will email you a link to reset your password.

Problem: ALHFAM doesn't have my email.

Solution: Email the webmaster at webmaster@alhfam.org and explain your situation. They will enter your email into your account and respond back with further instructions.

Problem: I don't know which email to use.

*Solution: Email the webmaster at webmaster@alhfam.org and they will verify which email is now associated with your account. Only **ONE** email can be associated with your account.*

Problem: I'm not a member of ALHFAM.

Solution: You can become a member here: <https://alhfam.org/join-us>

OTHER WEBSITE FUNCTIONS

After logging on, you will be returned to the homepage. Here is a Table of Contents for this guide with the various things you can do on the website as a member.

Update Your Profile: page 3

Renew Your Membership: page 4

Access Membership Directory: page 5

Visit Forums: page 5

Register for Conferences: page 5

Read and Order Publications: page 6

Access ALHFAM Skills and Knowledge Base(A.S.K.): page 6

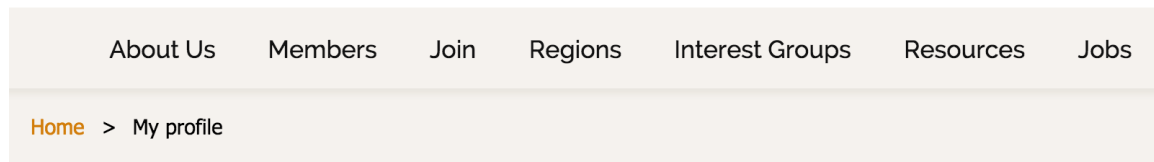
Explore the Rest of the Website: page 6

UPDATING YOUR PROFILE

- Update your account: Click on your name in the upper left.



- You will be taken to your Profile.



MY PROFILE

[EDIT PROFILE](#)

[My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Membership details

- As you scroll down the page, you can review the personal information ALHFAM has on record for you, including your membership level, your renewal date, your address, email, phone number, and region.
- If you need to renew your membership, you click the black “Renew to [date]” button (see page 4 for more information).
- If you need to make any edits to your profile, click the black “Edit Profile” button on the top left of the profile page. On this page, you can add yourself to any PIGS you are interested in, upload a photo of yourself, and update your contact information.
- When you are done making edits, click “SAVE”

Across the top, there are several other options. Most useful is “Invoices and Payments,” where you can see the payments you have made to ALHFAM.

RENEW YOUR MEMBERSHIP

- You will see your membership level and renewal date when you are on your profile page (see page 3). Click on the black button to renew your membership.


EDIT PROFILE [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [⚠ Invoices and payments](#)

Membership details

Membership level	(1) Individual - \$40.00 (USD) Change <small>Subscription period: 1 year No automatically recurring payments</small>
Membership status	Active
Member since	12 Jan 2016
Renewal due on	30 Apr 2024

RENEW TO 30 APR 2025



- You will be taken to the “Membership Renewal” page to update your membership profile, and then you will be transferred to a PayPal page to enter your credit card information.
- The website is secure for this credit card transaction. It will not save your credit card information.
- To change your membership level, click the word “Change” next to it.
- To see your directory profile and make changes to it, click the “my directory profile button”

MY PROFILE

EDIT PROFILE [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [⚠ Invoices and payments](#)



Membership details

ACCESS MEMBER DIRECTORY

- Click About Us > Members > Directory
- You will see the member directory of all ALHFAM members. You can see members by Individuals, Institutions, Businesses, or by Region.
- This is where the information you just viewed in the “Profile” section will appear. Only ALHFAM members can see this information for individual members. Some selected directory information will be visible to the public for Institutional and Business members. You can also edit your profile “privacy” to restrict selected information.



Institutional Members Page:

INSTITUTIONAL MEMBERS DIRECTORY News

COUNTRY
USA (6)
FRA (0)
CAN (2)
DNK (0)
NZL (0)
AUS (0)

REGION
Atlantic Canada (0)
Central Canada (2)
International (0)
Mid-Atlantic (1)
Midwest (0)
Mountain-Plains (3)

Advanced search...
Search: Found: 8

Members by Country & Region	Contact	Membership	
Canada Agriculture & Food Museum CAN Central Canada	Desaulniers, Marie-Sophie 6139967822 mdesaulniers@technomuses.ca	(8) Institution - Large	
Upper Canada Village CAN Central Canada	St. Lawrence Parks Commission 6135433704 bruce.henbest@parks.on.ca	(8) Institution - Large	

VISIT FORUMS

- Click on Resources > Publications > ALHFAM-L to visit the members-only forum.

REGISTER FOR CONFERENCES

- You will be able to register for Regional and Annual Conferences using the website.
- Click on either “Annual Conference” or “Regional Conferences” under the “Conferences & Workshops” tab to see these event listings and register (if the registration for the conference is open).

- You can also see a complete calendar or listing of all ALHFAM Conferences/Workshops by clicking on “Conferences & Workshops” tab itself.



READ AND ORDER PUBLICATIONS & ACCESS OTHER ALHFAM PUBLICATIONS

- Click on Resources > Publications tab for the following:
- You can read current and past issues of the *Bulletin* when you are logged into the website.
- You can read the current and past *eUpdate* emails.
- Use the links to read the ALHFAM Blog, information on the ALHFAM-L, and guidelines to assist you in preparing documents for submission to the *Bulletin* or *Proceeding*.

USE THE ALHFAM SKILLS AND KNOWLEDGE BASE (A.S.K.)

- Click on Resources > Skills & Knowledge > ALHFAM Skill and Knowledge Base (A.S.K.)
- You’ll land on the A.S.K. homepage. Click “Search A.S.K.”.
- You can then use a keyword search to find articles in our Knowledge Base from the ALHFAM *Bulletin* and *Proceedings*. The A.S.K. database is only available for members.

EXPLORE THE REST OF THE WEBSITE

- The ALHFAM website includes much more information – feel free to explore!
- The sections of the website that are explained in this document require you to be logged in as an ALHFAM member to access them. Other sections can be accessed when you aren’t logged in.