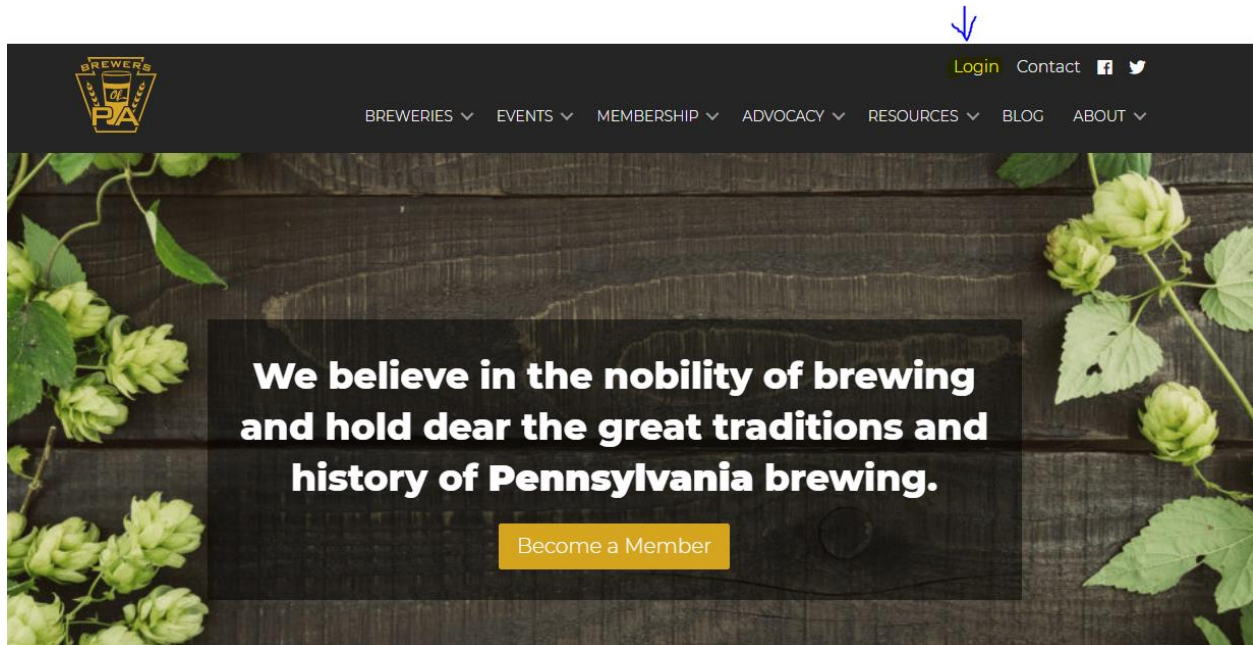


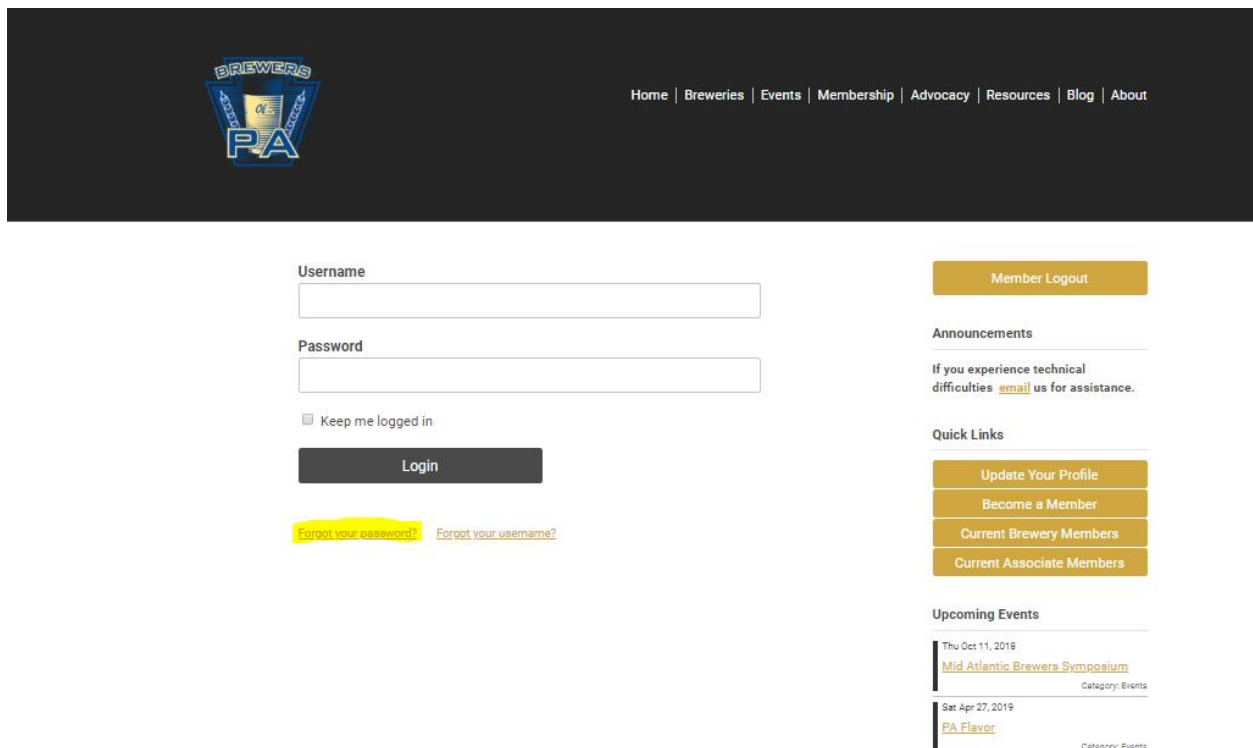


Login Instructions for the New BOP Member Database

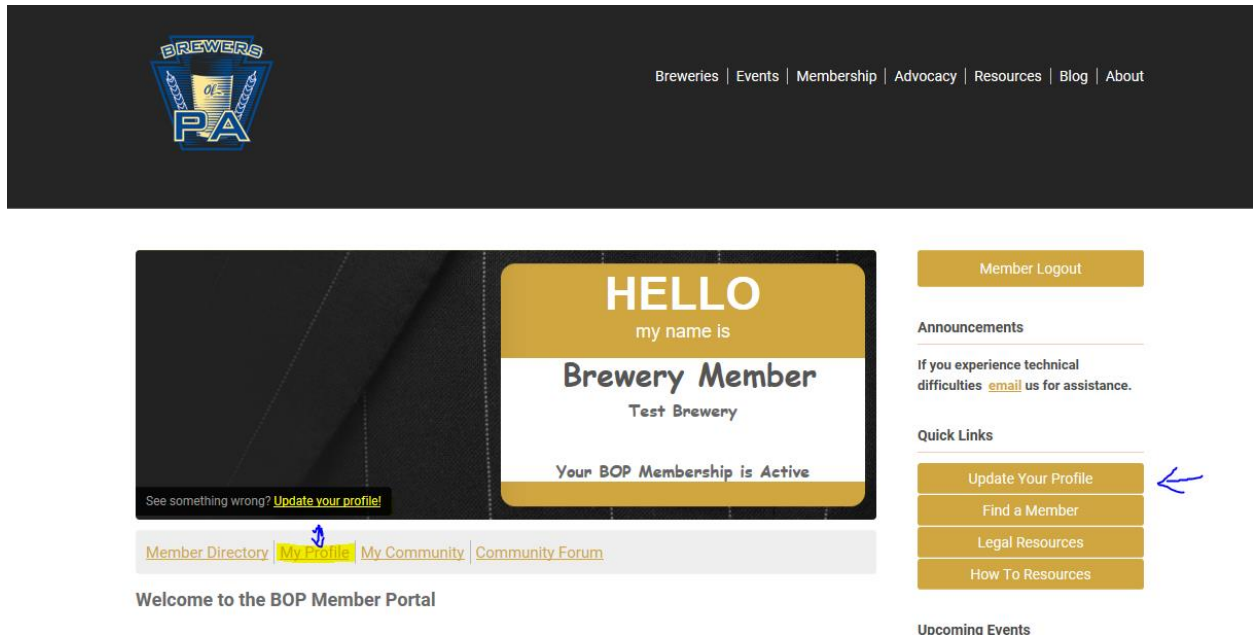
- 1) To login go to the BOP website (www.brewersofpa.org) and click the login button in the upper righthand corner.



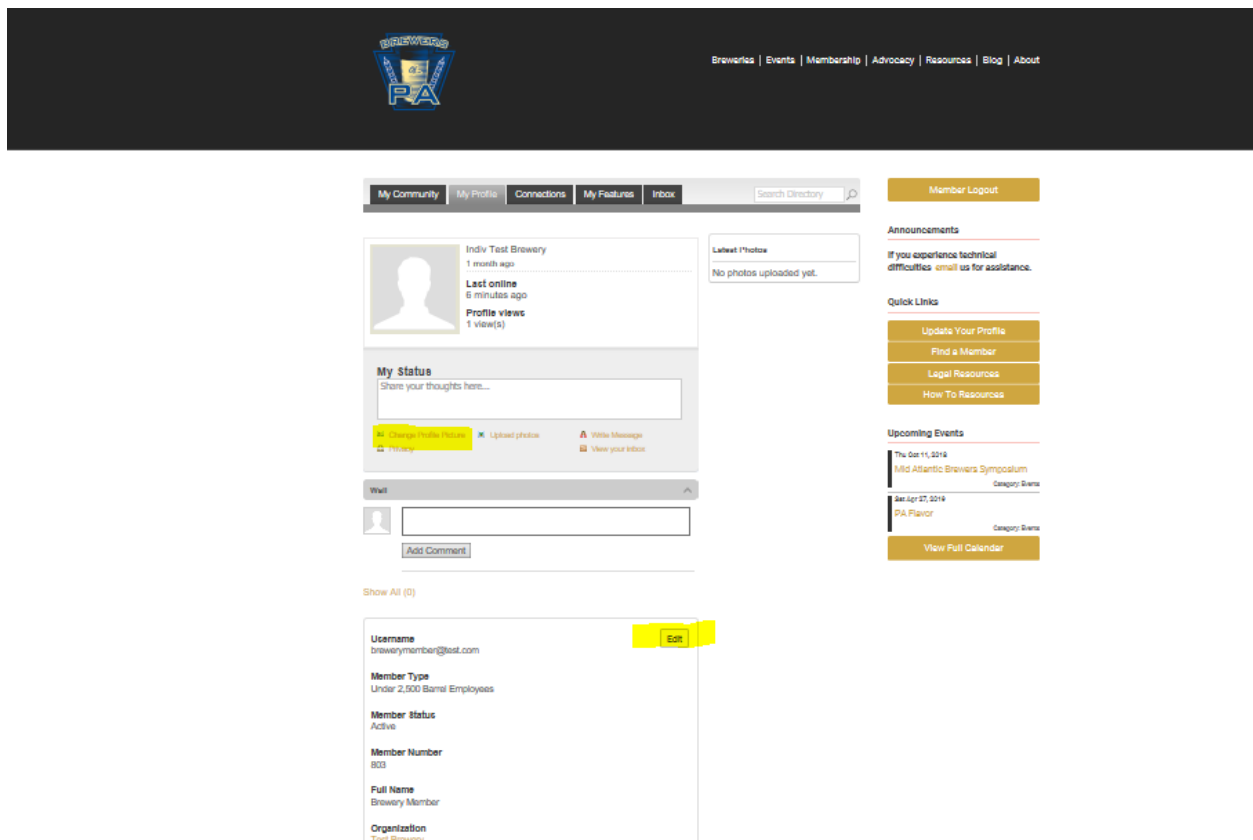
- 2) After you click the "Login" link on the BOP website, you'll be taken to the member database. To login for the first time, you'll need to click the "Forgot Password" link below the Login button. You'll be asked to enter your email so that a password can be sent to you.



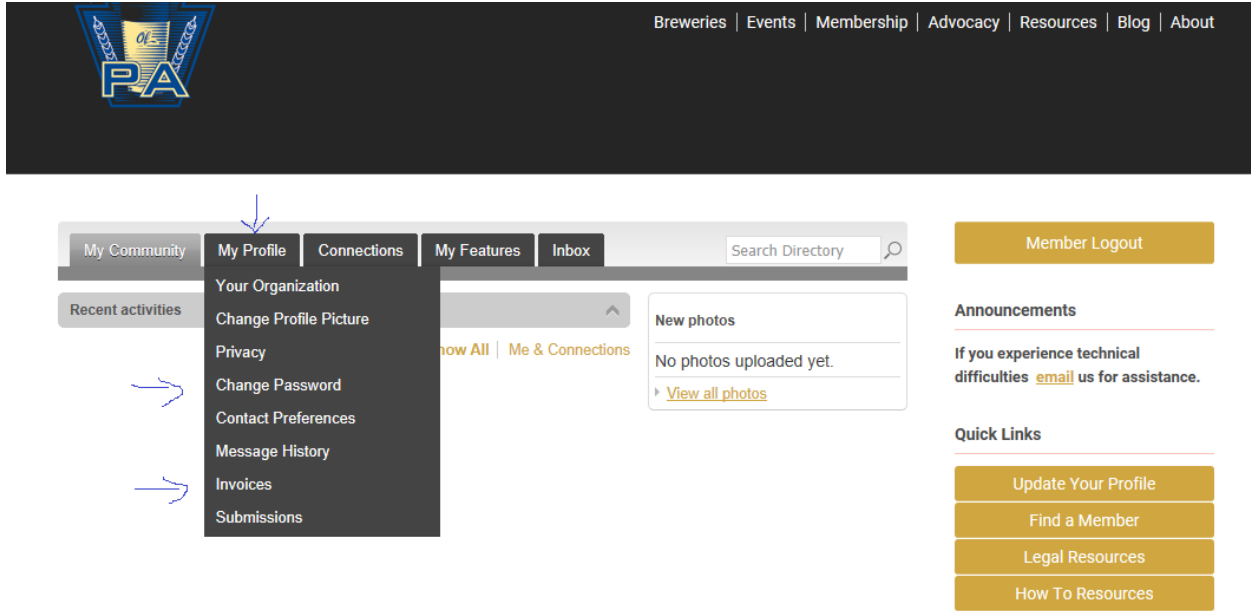
- 3) Once you login, you'll see your member homepage. You can review/update your profile information by clicking on any of the three "Update your Profile" or "My Profile" links on the page.



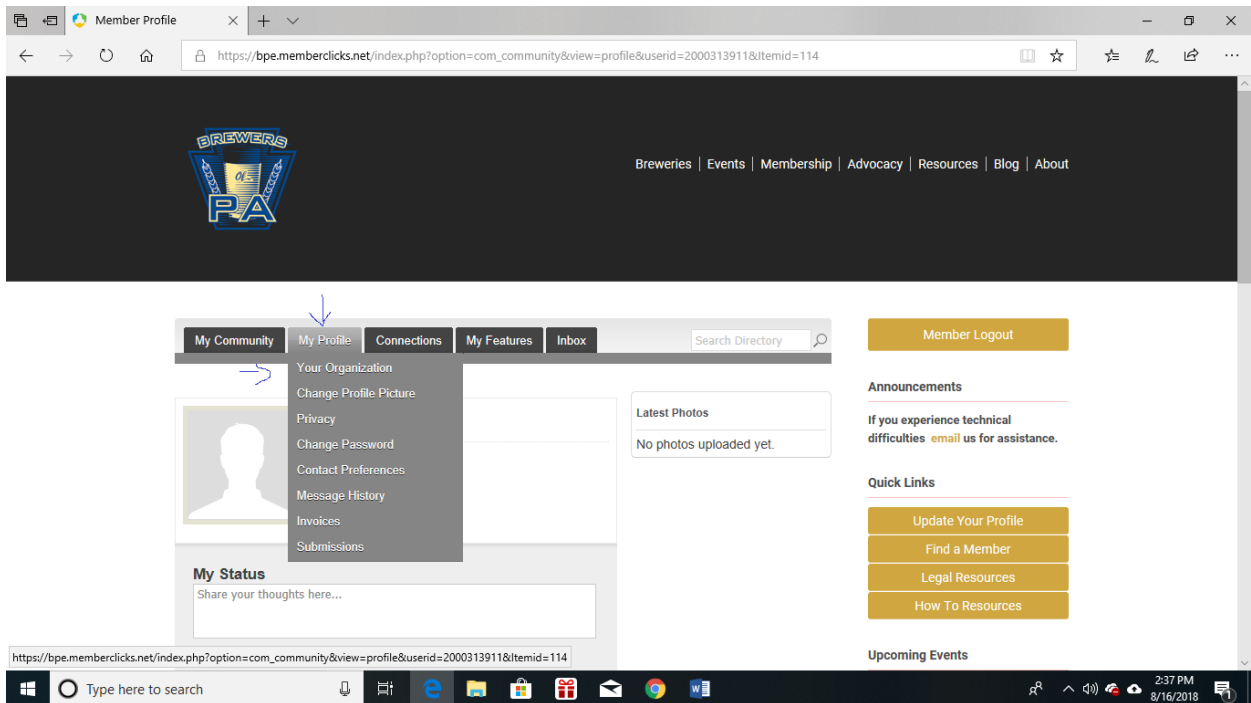
- 4) To review or update any of your information click the "Edit" button. If you are willing, we also encourage you to upload your photo "Change Profile Picture."



- 5) If you want to change your password or in the future if you want to see invoices/receipts for any events you attend you can do that by going to the “My Profile” tab.



- 6) If you are the “Key Contact” for your organization you can update/review the information about your organization by navigating to “Your Organization” under the “My Profile” tab. If you believe you should be able to update the information for your organization send us an email at cheers@brewersofpa.org.



- 7) The contact information, “About,” “Category,” and “Service area” fields listed in “Your Organization” is what powers the [service and provider listing on the BOP website](#). All of the info under “Your Organization” should be information that you want to share with brewers.

The screenshot shows a web application interface for editing a profile. At the top, there is a navigation bar with tabs for "My Community", "My Profile", "Connections", "My Features", and "Inbox". A search bar labeled "Search Directory" is on the right. Below the navigation bar, there are links for "Profile", "Change Profile Picture", "Contact Preferences", "Message History", "Invoices", "Submissions", and "Individual Profiles".

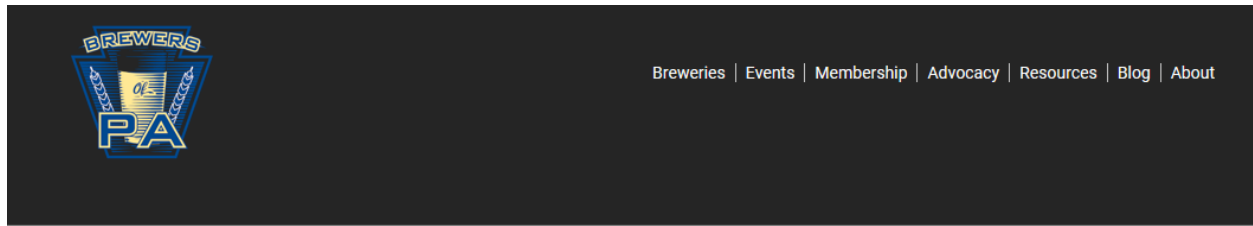
The main content area is titled "Organization Logo" and contains a form with the following fields:

- Member Type:** Associate (with "Cancel" and "Save" buttons)
- Member Status:** Active
- Member Number:** 801
- Organization:** Test Associate Company
- Email:** testassociate@test.com
- Phone:** 1234567890
- Address:** 123 Main Street, Line 2, Washington, District of Columbia, 20002
- About:** A text area for describing the organization.
- Category:** A list of radio buttons for selecting a category: None, Accounting, Advertising, Apparel, Beverage, Brewery Ops, Distributor, Energy, Equipment, Financial, Insurance, and Legal.

On the right side of the page, there is a sidebar with the following sections:

- Member Logout** (button)
- Announcements:** "If you experience technical difficulties email us for assistance."
- Quick Links:** "Update Your Profile" (button)
- Upcoming Events:** "The Oct 11, 2016 Mid Atlantic Brewers Symposium" (Category: Events) and "Sat Apr 27, 2016 PA Flavor" (Category: Events). A "View Full Calendar" button is at the bottom.

- 8) Key contacts are also able to add additional employees (max of 3) to the BOP database by selecting “Your Organization” from the “My Profile” tab and then selecting “Individual Profiles.” If the employee should have the power to make changes to the organizational record similar to what you are doing you can toggle the “Key Contact” on for them as well.



A screenshot of a user's profile page. At the top, there are tabs: "My Community", "My Profile" (selected), "Connections", "My Features", and "Inbox". A search bar labeled "Search Directory" is on the right. Below the tabs is a secondary menu with links: "Profile", "Change Profile Picture", "Contact Preferences", "Message History", "Invoices", "Submissions", and "Individual Profiles" (highlighted). Under "Individual Profiles", there is a "Create Linked Profile" button. Below that is a table with columns: "Contact Name", "Key Contact", "Member Type", and "Unlink". The table contains one row: "Indiv Test Brewery", "ON" (with a toggle switch), "Under 2,500 Barrel Employees", and "Unlink". At the bottom left, there is a "Per Page of 1" dropdown. At the bottom center, there is a "Page 1 of 1" indicator and navigation buttons: "First", "Previous", "Next", "Last". On the right side, there is a "Member Logout" button, an "Announcements" section with a message, and a "Quick Links" section with buttons for "Update Your Profile", "Find a Member", "Legal Resources", and "How To Resources".

- 9) We encourage you to spend some time getting familiar with some of the other links and functionality. If you have any questions at any point, feel free to reach out to us via [email](#).