



# Member Guide for the Membership System & Community Portal

*This guide focuses on the key portions of your Membership Profile that you may use to change your membership, review past invoices/payments, and your event registration tickets. Contact the Membership Team at [membership@sonicguild.org](mailto:membership@sonicguild.org) for questions not answered here.*

*For general questions about Sonic Guild Memberships, renewals, and payment options, please consult the Membership Renewal guide in the Resources section of the Member Portal.*

## Quick Links:

[Accessing the Community Portal and your Membership Profile:](#)

[Screenshots for Your “Member System Profile”](#)

[Member System Profile - Profile Tab](#)

[Member System Profile - Event Registrations \(Tickets\) Tab](#)

[Member System Profile - Invoices and Payments Tab](#)

[Member System Profile - Donations Tab](#)

[Screenshots for Your Community Profile and Community Account Settings](#)

[Community Profile](#)

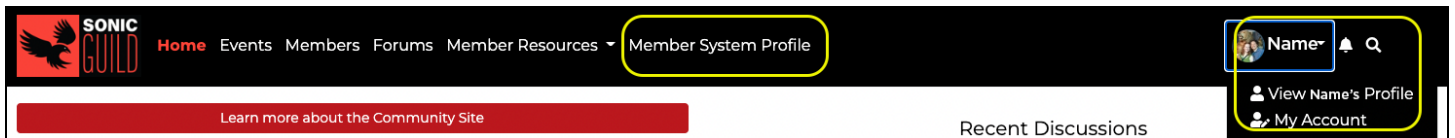
[Community Account Settings - Privacy Tab](#)

[Community Account Settings - Subscriptions Tab](#)

## Accessing the Community Portal and your Membership Profile:

Our Member systems are accessed at: <https://community.sonicguild.org>. Once you login, you can click on the “Member System Profile” menu link to see your Membership Profile.

NOTE: There is also a separate “Community Profile” accessible under your Name in the upper right. In the Community Profile, you can share more information about yourself with us and your fellow members.





## Screenshots for Your “Member System Profile”

### Member System Profile - Profile Tab

Profile [My event registrations](#) [Invoices and payments](#) [Donations](#)

#### MEMBERSHIP DETAILS

**Membership level** **Single Annual Membership - \$750.00 (USD)** [Change](#)  
*Subscription period: 1 year*  
*No automatically recurring payments*

**Membership status** **Active**

**Member since** February 02, 2015

**Renewal due on** January 01, 2023

**RENEW TO JANUARY 01, 2024**

#### USER AND PRIMARY CONTACT INFO

**User ID** 52380420

**First name** [First Name](#)

**Last name** [Last Name](#)

**Organization** [Company Name](#)

**Email** [Email](#)

**Alternate Email**

**Phone** [Phone Number](#)

#### MEMBERSHIP

**Member Chapter** Austin

**Company for Corporate Match** NA

#### MEMBERSHIP CHAPTER CONTACTS

**Chapter Head Title** Austin Executive Director

**Chapter Head Name** Matt Ott

**Chapter Head Email** [matt@blackfret.org](mailto:matt@blackfret.org)

**Local Chapter Contact Title** Local Membership Liaison

**Local Chapter Contact Name** Kathryn Wiatrek

**Local Chapter Contact Email** [AustinMember@blackfret.org](mailto:AustinMember@blackfret.org)

**Membership Contact Title** National Membership Liaison

**Membership Contact Name** Kathryn Wiatrek

**Membership Contact Email** [membership@blackfret.org](mailto:membership@blackfret.org)

*Annotations:*

- Current Membership Info (points to Membership level)
- Change to a different Membership Level (see Notes in Renewal guide about changing) (points to Change link)
- Renew using current Membership Level (points to RENEW TO JANUARY 01, 2024 button)
- Contact the Membership team to change your primary email (i.e. login username) (points to Email field)
- Your Member Chapter (points to Austin)
- Contacts for Your Member Chapter (points to MEMBERSHIP CHAPTER CONTACTS)



## Member System Profile - Event Registrations (Tickets) Tab

Profile **My event registrations** Invoices and payments Donations

Listing of your event registration tickets

NOTE: You can open the registration to see details and a button to Cancel your registration in case you cannot attend.

Filter by:  Search:  Records found: 20

Event	Registration type	Status
<a href="#">Listening Session at Zilker Botanical Garden</a> October 29, 2022 7:00 PM	Member Ticket - Single \$0.00	Confirmed
<a href="#">Black Fret ACL Warm Up</a> October 06, 2022 6:00 PM	Member Ticket - Single \$0.00	Confirmed

## Member System Profile - Invoices and Payments Tab

Profile [My event registrations](#) **Invoices and payments** Donations

Balance: \$0.00

Search:  Records found: 10

Listing of your invoices and payments for memberships and any paid event tickets (click each to see details)

Date	Transaction	Balance due
January 14, 2022	Payment Wild Apricot Payment	\$750.00 Settled <a href="#">Invoice #05475</a>
January 10, 2022	<a href="#">Invoice #05475</a> Member renewal Single Annual Membership	\$750.00 Settled <a href="#">Paid: January 14, 2022</a>
December 15, 2020	Payment Wild Apricot Payment	\$750.00 Settled <a href="#">Invoice #02893</a>
December 15, 2020	<a href="#">Invoice #02893</a> Member renewal Single Annual Membership	\$750.00 Settled <a href="#">Paid: December 15, 2020</a>

## Member System Profile - Donations Tab

Profile [My event registrations](#) [Invoices and payments](#) **Donations**

Listing of your donations (click each to see details)

Search:  Records found: 2

Date	Donation	Amount
March 20, 2020	<a href="#">Donation #00145</a> One time Wild Apricot Payment	\$100.00
March 17, 2020	<a href="#">Donation #00005</a> One time Wild Apricot Payment	\$2.00



## Screenshots for Your Community Profile and Community Account Settings

### Community Profile

SONIC GUILD Home Events Members Forums Member Resources Member System Profile

Name

[View Name's Profile](#)  
[My Account](#)

[Log Out](#)

**Profile Photo** **Full Name**

Click on the Tour to learn about the portions of your Community Profile, Editing your Community Profile, and choosing who is allowed to see your info

**About Me** [\[Edit\]](#)

[Contact Info](#)

[Why I Joined](#)

**Bio**

Member Chapter	Austin
Company/Organization	Black Fret
Career Area	Information Technology

[Restart New Member Tour](#)

[Learn more about the Community Site](#)

**USER ACTIONS**

[Edit Profile](#)  
[View Photos](#)  
[Bookmark](#)

**MY FORUM POSTS**

[Friends Activity](#) [My Activity](#)



## Community Account Settings - Privacy Tab

My Account

Account Privacy Subscriptions

Show the following information to the selected people

Privacy Settings	Friends Only	Everybody	Nobody
Send me private messages	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create profile comments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
View profile comments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Files	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Photos	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Videos	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Profile Information

Profile Information	Friends Only	Everybody	Nobody
About Me	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contact Info	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Why I Joined	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Forum Subscriptions

Forums Categories you are watching

Unsubscribe Austin Members

View Name's Profile  
My Account  
Edit Page  
Admin Panel  
Log Out

Use this "Account - Privacy" tab to choose who can see your info inside the Community and who can interact with you inside Community.

## Community Account Settings - Subscriptions Tab

My Account

Account Privacy Subscriptions

Digests

Digests	Daily	Weekly	None
Community Digest	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Instant Alerts

Instant Alerts	On	Off
	<input type="radio"/>	<input checked="" type="radio"/>

Forum Subscriptions

Forums Categories you are watching

Unsubscribe Austin Members

View Name's Profile  
My Account  
Edit Page  
Admin Panel  
Log Out

Use this "Account - Subscriptions" tab to choose if you receive "Instant Alerts" for messages or if you wish to have a periodic emailed summary of Community messages.

Save changes