



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 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:

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

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[Community Profile](#)

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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.





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Screenshots for Your “Member System Profile”

Member System Profile - Profile Tab

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

MEMBERSHIP DETAILS

Current Membership Info

Membership level **Single Annual Recurring Membership - \$750.00 (USD)** [Change](#)
Subscription period: Annually
Automatic renewal (recurring payments)

Membership status **Active**

Member since **May 01, 2021**

Next auto renewal on **May 01, 2024**

Renewal fee **\$750.00 (USD)**, including extra charges and fees where applicable

Credit card **** 1234 [Update credit card](#)

STOP RECURRING PAYMENTS

Change to a different Membership Level (see Notes in Renewal guide about changing)

Remove current credit card on file if you do not wish to auto-renew

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](#)

Contact the Membership team to change your primary email (i.e. login username)

MEMBERSHIP

Member Chapter **Austin**

Company for Corporate Match **NA**

Your Member Chapter

Contacts for Your Member Chapter

MEMBERSHIP CHAPTER CONTACTS

Chapter Head Title **Austin Executive Director**

Chapter Head Name **Matt Ott**

Chapter Head Email matt@blackfret.org

Local Chapter Contact Title **Local Membership Liaison**

Local Chapter Contact Name **Kathryn Wiatrek**

Local Chapter Contact Email AustinMember@blackfret.org

Membership Contact Title **National Membership Liaison**



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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
Listening Session at Zilker Botanical Garden October 29, 2022 7:00 PM	Member Ticket - Single \$0.00	Confirmed
Black Fret ACL Warm Up October 06, 2022 6:00 PM	Member Ticket - Single \$0.00	Confirmed

Member System Profile - Invoices and Payments Tab

Balance: \$0.0

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

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 Invoice #05475
January 10, 2022	Invoice #05475 Member renewal Single Annual Membership	\$750.00 Settled Paid: January 14, 2022
December 15, 2020	Payment Wild Apricot Payment	\$750.00 Settled Invoice #02893
December 15, 2020	Invoice #02893 Member renewal Single Annual Membership	\$750.00 Settled Paid: December 15, 2020



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Member System Profile - Donations Tab

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

Search Records found: 2 Listing of your donations (click each to see details)

Date	Donation	Amount
March 20, 2020	Donation #00145 One time Wild Apricot Payment	\$100.00
March 17, 2020	Donation #00005 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

[Restart New Member Tour](#)
[Learn more about the Community Site](#)

USER ACTIONS

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

ABOUT ME

Bio [\[Edit\]](#)

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

MY FORUM POSTS

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



Member Guide for the Membership System & Community Portal

Community Account Settings - Privacy Tab

The screenshot shows the 'My Account' page with the 'Privacy' tab selected. The page has a navigation bar with 'Home', 'Events', 'Members', 'Forums', 'Member Resources', and 'Member System Profile'. A user profile dropdown menu is open, showing options like 'View Name's Profile', 'My Account', 'Edit Page', 'Admin Panel', and 'Log Out'. The 'Privacy' tab is highlighted in red. Below the tabs, there are two sections: 'Privacy Settings' and 'Profile Information'. Each section has a table with three columns: 'Friends Only', 'Everybody', and 'Nobody'. The 'Privacy Settings' section has radio buttons selected for 'Friends Only' for all items. The 'Profile Information' section has radio buttons selected for 'Everybody' for 'About Me' and 'Nobody' for 'Contact Info'. A red text box on the right says: 'Use this "Account - Privacy" tab to choose who can see your info inside the Community and who can interact with you inside Community.'

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	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"/>

Community Account Settings - Subscriptions Tab

The screenshot shows the 'My Account' page with the 'Subscriptions' tab selected. The page has a navigation bar with 'Home', 'Events', 'Members', 'Forums', 'Member Resources', and 'Member System Profile'. A user profile dropdown menu is open, showing options like 'View Name's Profile', 'My Account', 'Edit Page', 'Admin Panel', and 'Log Out'. The 'Subscriptions' tab is highlighted in red. Below the tabs, there are two sections: 'Digests' and 'Instant Alerts'. Each section has a table with three columns: 'Daily', 'Weekly', and 'None'. The 'Digests' section has radio buttons selected for 'Weekly' for 'Community Digest'. The 'Instant Alerts' section has radio buttons selected for 'Off'. A red text box on the right says: '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.' A 'Save changes' button is visible at the bottom right.

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

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