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:

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

**MEMBERSHIP DETAILS**

- **Membership level:** Single Annual Recurring Membership - $750.00 (USD)
- **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

**USER AND PRIMARY CONTACT INFO**

- **User ID:** 52380420
- **First name:** First Name
- **Last name:** Last Name
- **Organization:** Company Name
- **Email:** Email

**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@blackfrt.org
- **Local Chapter Contact Title:** Local Membership Liaison
- **Local Chapter Contact Name:** Kathryn Wiatrek
- **Local Chapter Contact Email:** AustinMember@blackfrt.org
- **Membership Contact Title:** National Membership Liaison

**Current Membership Info**

- 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**

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

**Your Member Chapter**

**Contacts for Your Member Chapter**
Member Guide for the Membership System & Community Portal

Member System Profile - Event Registrations (Tickets) Tab

<table>
<thead>
<tr>
<th>Event</th>
<th>Registration type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening Session at Zilker Botanical Garden October 29, 2012 7:00 PM</td>
<td>Member Ticket - Single $0.00</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Black Fret ACL Warm Up October 06, 2012 6:00 PM</td>
<td>Member Ticket - Single $0.00</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

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

Member System Profile - Invoices and Payments Tab

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Balance due</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14, 2023</td>
<td>Payment Wild Apricot Payment</td>
<td>$750.00</td>
</tr>
<tr>
<td>January 10, 2022</td>
<td>Invoice #5475 Member renewal Single Annual Membership</td>
<td>$750.00 Paid January 14, 2022</td>
</tr>
<tr>
<td>December 15, 2020</td>
<td>Payment Wild Apricot Payment</td>
<td>$750.00</td>
</tr>
<tr>
<td>December 15, 2020</td>
<td>Invoice #53893 Member renewal Single Annual Membership</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

Listing of your invoices and payments for memberships and any paid event tickets (click each to see details)
Member System Profile - Donations Tab

<table>
<thead>
<tr>
<th>Date</th>
<th>Donation #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 29, 2020</td>
<td>Donation #102145</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>One Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wild Apricot Payment</td>
<td></td>
</tr>
<tr>
<td>March 17, 2020</td>
<td>Donation #102005</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td>One Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wild Apricot Payment</td>
<td></td>
</tr>
</tbody>
</table>

Screenshots for Your Community Profile and Community Account Settings

Community Profile

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

Last Updated: August 2023
Community Account Settings - Privacy Tab

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

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.