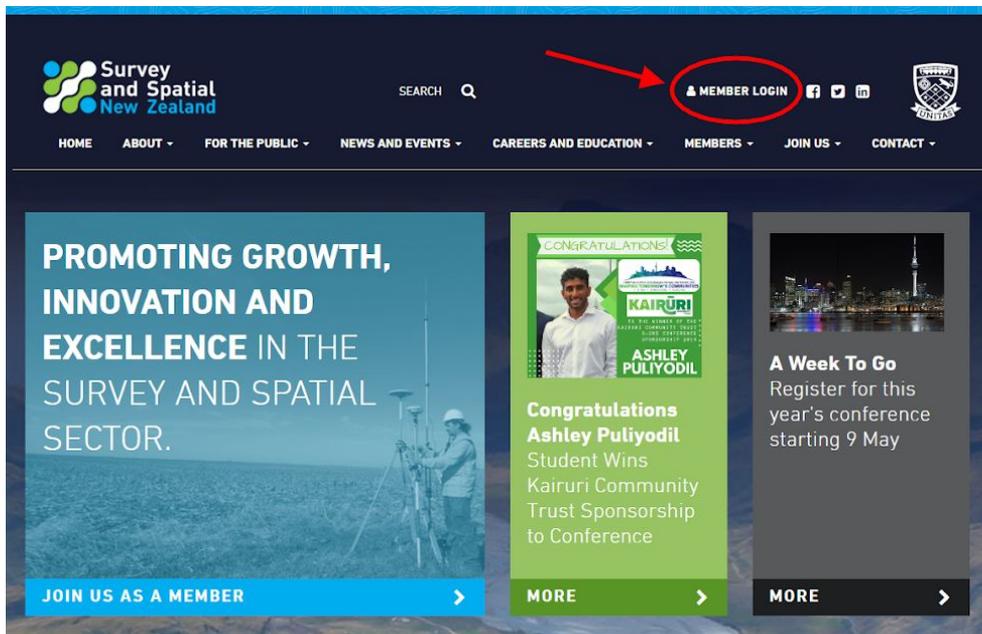


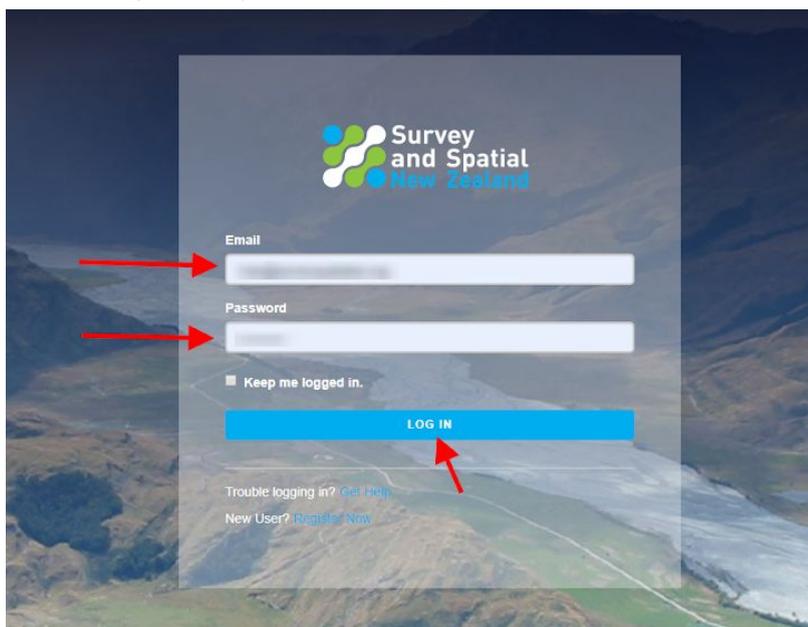


How to update your Personal details, Profile and CPD points on your website Dashboard

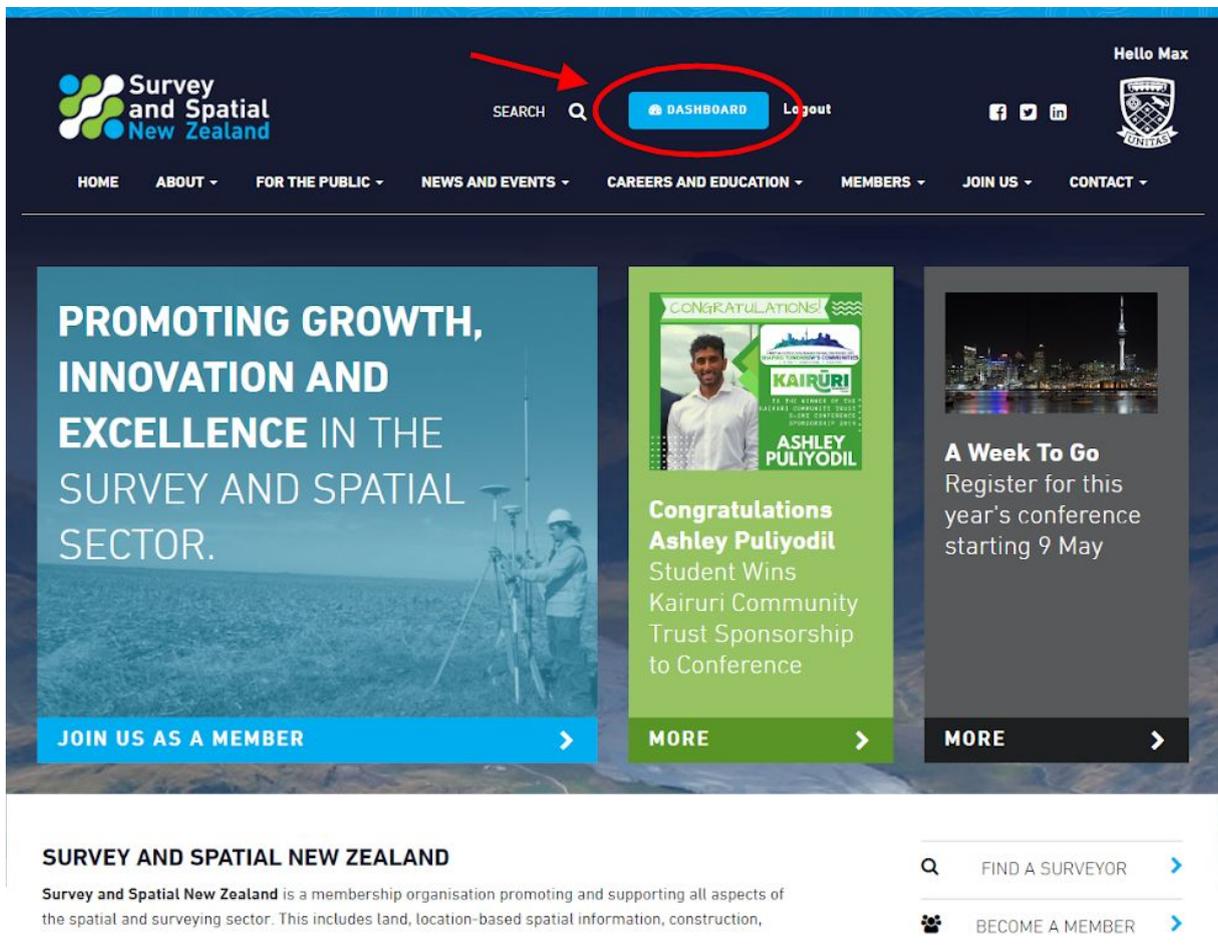
1. Find the 'Member Login' to www.surveyspatialnz.org at the top of the page.



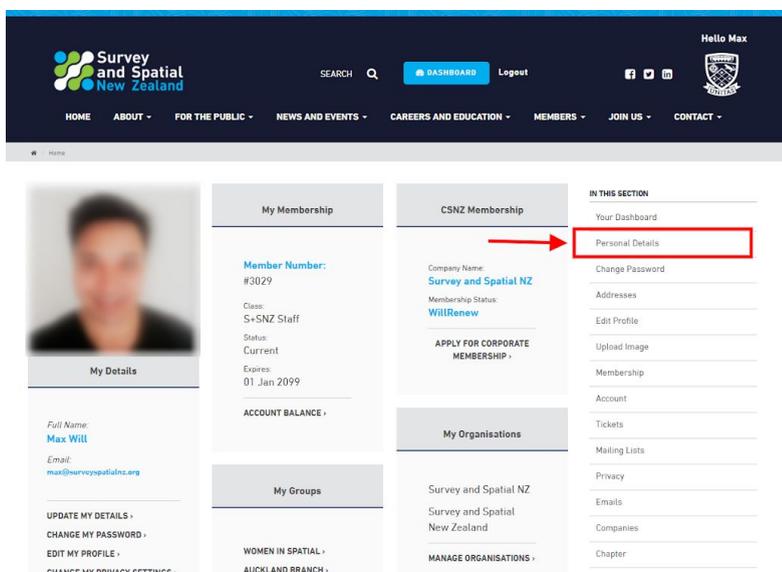
2. Login with your email and password details.



3. 'Member Login' will be replaced with 'Dashboard' at the top of the page. Click on 'Dashboard'.



4. Click on 'Personal Details' on the right hand-side on the Dashboard to update your personal information.



5. Edit your personal details and save.

Mr **Max Will** Edit Your Details

Personal Details

Title:

First Name:

Middle Names:

Last Name:

Gender:

Qualifications:

Post Nominal:

Preferred Name:

Date of Birth:

Job Title:

Contact details

Email:

Secondary Email:

Web site:

Tel Business:

6. You can also create and edit your own 'Profile' with a bio or any relevant information you want to share .

Survey and Spatial New Zealand

SEARCH [DASHBOARD](#) Logout

Facebook Twitter LinkedIn

HOME ABOUT FOR THE PUBLIC NEWS AND EVENTS CAREERS AND EDUCATION MEMBERS JOIN US CONTACT

Home

Hello Max

My Details

Full Name: **Max Will**
Email: max@surveyspatialnz.org

UPDATE MY DETAILS >
CHANGE MY PASSWORD >
EDIT MY PROFILE >
CHANGE MY PRIVACY SETTINGS >

My Membership

Member Number: #3029
Class: S+SNZ Staff
Status: Current
Expires: 01 Jan 2099

ACCOUNT BALANCE >

My Groups

WOMEN IN SPATIAL >
AUCKLAND BRANCH >

CSNZ Membership

Company Name: **Survey and Spatial NZ**
Membership Status: **WillRenew**

APPLY FOR CORPORATE MEMBERSHIP >

My Organisations

Survey and Spatial NZ
Survey and Spatial New Zealand

MANAGE ORGANISATIONS >

IN THIS SECTION

- Your Dashboard
- Personal Details
- Change Password
- Addresses
- Edit Profile**
- Upload Image
- Membership
- Account
- Tickets
- Mailing Lists
- Privacy
- Emails
- Companies
- Chapter

7. You can also determine what information the public can see about you on the website in your 'Privacy' settings. This is good for people looking for a surveyor or a member in the website contact lists.

The screenshot shows a user profile page with a navigation menu on the right. The menu items are: Your Dashboard, Personal Details, Change Password, Addresses, Edit Profile, Upload Image, Membership, Account, Tickets, Mailing Lists, Privacy (highlighted with a red box), Emails, Companies, Chapter, CPD History, Qualifications, Unitstandards, Courses, and Logout. A red arrow points from the 'My Organisations' section to the 'Privacy' link.

8. Add all your CPD points. Events booked through our website are usually credited automatically by the system. However, it is your responsibility to make sure your points are up to date.

Home



My Details

Full Name:
Max Will

Email:
max@surveyspatialnz.org

UPDATE MY DETAILS >
CHANGE MY PASSWORD >
EDIT MY PROFILE >
CHANGE MY PRIVACY SETTINGS >
ACCESS MY EMAILS >

My Membership

Member Number:
#3029

Class:
S+SNZ Staff

Status:
Current

Expires:
01 Jan 2099

ACCOUNT BALANCE >

CSNZ Membership

Company Name:
Survey and Spatial NZ

Membership Status:
WillRenew

APPLY FOR CORPORATE MEMBERSHIP >

IN THIS SECTION

- Your Dashboard
- Personal Details
- Change Password
- Addresses
- Edit Profile
- Upload Image
- Membership
- Account
- Tickets
- Mailing Lists
- Privacy
- Emails
- Companies
- Chapter
- CPD History**
- Qualifications
- Unitstandards
- Courses
- Logout

My Organisations

Survey and Spatial NZ
Survey and Spatial New Zealand

MANAGE ORGANISATIONS >

My Groups

WOMEN IN SPATIAL >
AUCKLAND BRANCH >
CADASTRAL PROFESSIONAL STREAM >
CANTERBURY BRANCH >
CENTRAL OTAGO BRANCH >
COASTAL OTAGO BRANCH >
CONSULTING SURVEYORS OF NEW ZEALAND >

My Preferences

9. You can also update your details using the shortcut menu below.

Home



My Details

Full Name:
Max Will

Email:
max@surveyspatialnz.org

UPDATE MY DETAILS >
CHANGE MY PASSWORD >
EDIT MY PROFILE >
CHANGE MY PRIVACY SETTINGS >
ACCESS MY EMAILS >

My Membership

Member Number:
#3029

Class:
S+SNZ Staff

Status:
Current

Expires:
01 Jan 2099

ACCOUNT BALANCE >

CSNZ Membership

Company Name:
Survey and Spatial NZ

Membership Status:
WillRenew

APPLY FOR CORPORATE MEMBERSHIP >

IN THIS SECTION

- Your Dashboard
- Personal Details
- Change Password
- Addresses
- Edit Profile
- Upload Image
- Membership
- Account
- Tickets
- Mailing Lists
- Privacy
- Emails
- Companies
- Chapter
- CPD History
- Qualifications
- Unitstandards
- Courses
- Logout

My Organisations

Survey and Spatial NZ
Survey and Spatial New Zealand

MANAGE ORGANISATIONS >

My Groups

WOMEN IN SPATIAL >
AUCKLAND BRANCH >
CADASTRAL PROFESSIONAL STREAM >
CANTERBURY BRANCH >
CENTRAL OTAGO BRANCH >
COASTAL OTAGO BRANCH >
CONSULTING SURVEYORS OF NEW ZEALAND >

My Preferences

* Don't forget to save your changes!