



Website Profile Instructions

1. Login into account at wwba.biz (search email for email from mailer@mail2.clubexpress.com for login username and access). You will be asked to reset password on first login.



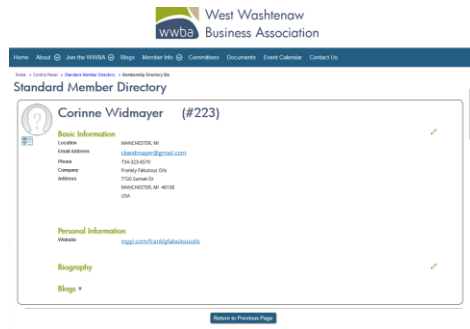
2. Login with your username and password (reset your password as asked on first login).



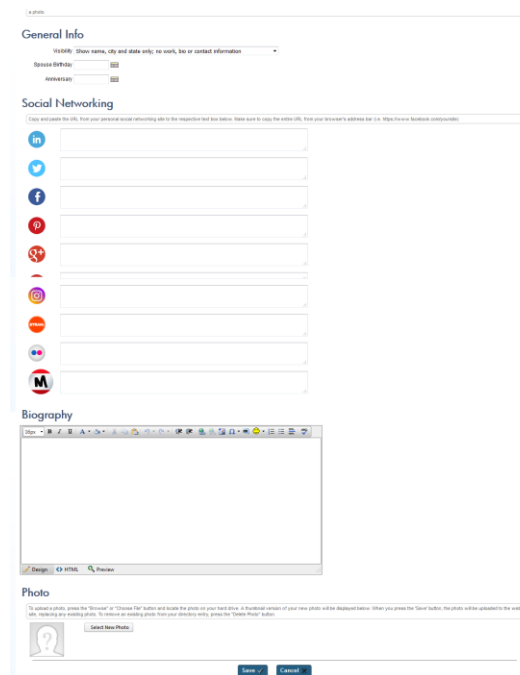
3. Click on your profile in the upper right hand corner



4. Click on my directory listing



5. Fill out information in this section by clicking on the pencil by biography for your member directory listing (personal profile photo, personal bio, and business social media links) and save changes.



6. Click on profile when you click on drop down menu under name in upper right hand corner.



7. Click on business directory under personal info.

Member Profile

Membership Summary

Type: Member

Status: Active

Exp. Date: 2/26/2019

Join Date: 2/26/2018

Last Renewal: N/A

Personal Info

Contact Info

Standard Member Directory

Privacy/Cancel/Remove

Business Directory

Additional Members in Your Account

Website

User Name / Password

Blogs

User Manual

[Download](#) version 8.0 (19.2 MB - Updated 6/11/2018)

(PDF format - requires [Acrobat viewer](#))

Video: Updating your Member Profile

[.MP4 Format](#) [.MOV Format](#)

Financial/Historical Data

Transaction History

Payment/Credit History

Credit Card

Event History

Optional Additional Charges

Volunteering

Forums

Forum General Preferences

Forum Memberships

Thread Subscriptions

8. Choose up to 5 business listings – if you can not find listings that you are looking for, email communications@wwba.biz and they will be added. Fill out applicable areas including business description and logo. Click save.

[illegible]

9. Check your member and business directory listings to make sure business is listed as you wish. If you have any issues, contact Club Express or email communications@wwba.biz.