



## **GWRRA UNIVERSITY**

### **HOW-TO'S**

# **Updating Your Membership Information**

By clicking on **Membership Join / Renew**, you can renew your membership and or change your membership if you are adding members to your account.

**Manage My Record**, the system provides you a drop down to choose what you want to update. Address – Change Password – Active Committee Roles – Committee Role History – Active Chapter Roles – Chapter roles History – Recent Purchases –

**Modify my Record** – Demographics– Change company affiliation – Continuing Education Credits (See Screen Shot)

- Name Corrections – Email Address – Chapter Affiliation – Phone Number – Date of Birth – Address – Nick Name if you Prefer – Access to Wings World Digital – Include or Exclude from the Gold Book

By Clicking on **Rescue Plus Add / Renew**, you can change, renew or update your Rescue Plus

By clicking on **Events**, you can register for upcoming GWRRA Sponsored events, Wing Ding.

By clicking on **Contact Us**, you can see the physical address for our Headquarters in Phoenix as well as email addresses for Customer Service, Sales and the Webmaster.

By clicking on **Surveys**, you can see if there are any surveys or questionnaires you have not responded to.

The **Staff Only** is for TEAM GWRRA only and requires a different set of login credentials.

Home Screen:

The screenshot shows the GWRRA (Gold Wing Road Riders Association) home screen. At the top, there is a navigation bar with links for Home, Join, Advertise, Contact, Site Map, and social media icons. Below this is a secondary navigation bar with links for GWRRA, Programs, Recent News, Travel Information, Members, Non-Members, Events, Officers, Trikes, and GWRRA Store. A search bar is located in the top right. The main content area features a large banner for 'Wing Stuff.com' with the slogan 'Every Thing For Your Wing' and a 'Place Your Ad Here' button. Below the banner is a 'Quick Links' sidebar with options like Support, Live Chat, 40 To Phoenix, Business Membership, Wing World Magazine, GWRRA Message Boards, District Directory, Find your Nearest Chapter, Event Finder, and Members Sign In. The central banner advertises 'WE'RE RIDING TO MUSIC CITY!' for 'Wing Ding 41' from August 27th to 31st, 2019, in Nashville, Tennessee.

Click on the Login:

This screenshot shows the membership page at https://membership.gwrra.org. The header includes the GWRRA logo and the tagline 'GOLD WING ROAD RIDERS ASSOCIATION • For The Gold Wing & Valkyrie Rider •'. A left sidebar contains a menu with 'Login' highlighted in red, along with other options like Home, About Us, Membership Join/Renew, Manage My Record, Rescue Plus Add/Renew, Events, Contact Us, Surveys, and Staff Only. A red arrow points from the 'Login' menu item to the 'WELCOME' section. The main content area says 'WELCOME' and 'Welcome to the Gold Wing Road Riders Association member services web site. Please login or choose an option from the menu.' A red box labeled 'Click on the Login' is positioned over the 'Please login' text.

This screenshot shows the login form on the GWRRA membership page. The header is identical to the previous screenshot. The left sidebar menu is also present. The main content area prompts the user to 'Please enter all of the information below:'. A prominent yellow box contains an 'IMPORTANT NOTICE' stating that the login information is for managing membership records and provides a link for message board information. The form includes input fields for Member Number\* (with a hint '(ie. 012345 or 012345-01)'), First Name\*, Last Name\*, Zip\*, and Email Address\*. A 'Submit' button is at the bottom left. A red arrow points from the 'Submit' button to the right, with the text 'Input information and Click Submit' next to it. A red asterisk note at the bottom states '\* Must be entered or you'll need to try again.'



**Logout**

**Home**  
**About Us**  
**Membership Join/Renew**  
**Manage My Record**  
**Rescue Plus Add/Renew**  
**Events**  
**Contact Us**  
**Surveys**  
**Staff Only**

**PERSON DETAIL**

Choose...

█  
█  
█  
█  
USA

Birthdate: █

Phone: █  
Fax: █

Email: █

Chapter █

Member Type: FM  
Member No: █  
Joined Date: █  
Expires Date: █

Address	City	State	Zip	Country	Request Change
█	█	█	█	USA	<input type="button" value="Change Address"/>

*if you need to update any information, you can select from the Drop Down per the below explanations*

Thank you to Dennis Easton, VA-L for your assistance in creating this How-To.