

# On the PSA Website

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## Member Tools

Every member of PSA, be it an individual or an organization such as a Club, Federation, or Council, is kept track of using PSA's enormous member database. This database keeps a record of names, addresses, websites, emails, honors, distinctions, interests, members referred, and a whole host of other useful data. Much of that is updated by PSA staff as new events occur, but some of it can be updated by the members themselves using our Member Tools.

Member tools can be reached in the Members Only areas that are unique to either individual or club memberships (available to only the PSA-member Club Representative). Both require a user name and password for access.

### Individual Membership Tools

Access these tools in the Members Only section under the link for "Membership Tools." There you will have a choice of doing the following:

#### Manage My Membership

Choose Update Profile if you'd like to update most of your personal information including family name, address, city, country, state/province, zip, home phone, home email, and website. What you cannot do from this link is change your member ID, first name, join or expiration date, birth year, honors or distinctions. If you need to correct those, you must contact headquarters at [membership@psa-photo.org](mailto:membership@psa-photo.org). This link also allows you to enter your areas of interest and skills.

If you are logged in, you can also reach this link from the "My Account" link on the left pane on any page of the website. It takes you to the same location.

Renew my Membership provides a link for membership renewal. Hitting the renew button brings you to a form that is linked to your membership.

Print Membership Card as PDF—allows you to print two version of a membership card that you can carry with you. Since PSA no longer sends out membership cards, this is your only option to attain a current membership card.

#### Member Discounts

This is a treasure trove of discounts available only to PSA members. Most contain pdfs with special information you need to attain your

discount. This is a constantly updated page so check back every few months to see what else PSA is offering. If you notice a particular discount is out of date, let us know so we can investigate and update it, if appropriate.

#### New Member Services

Is a section devoted specifically to new members to help them navigate the myriad ways they can enjoy their membership. Check it out even if you're not a new member and see what you may have been missing!

Membership tools also contains a VOLUNTEER APPLICATION if you are interested in volunteering for PSA in one of its many positions (hint—we need you!) and you can choose PSA CALENDARS AND BULLETINS to reach one of several calendars of upcoming PSA or photography-related events of interest.

#### Club Membership Tools

After a club representative logs in, he or she is taken to a special page with several options. The first is the Club Representative Tools. From here, you can:

PRINT A RENEWAL NOTICE—a form that you could fill out and mail in if you'd rather not renew online.

PRINT A MEMBERSHIP CARD—As we said above, PSA does not send out membership cards and printing your own is the only option.

PRINT A MEMBERSHIP HANDOUT—a downloadable pdf that you could give to your members interested in individual memberships.

PSA LOGOS—a handy way to download the PSA logo for use on your website or other promotional materials.

Clicking MY ACCOUNT from the left pane (after login) is the way to change information such as your organization's meeting location, club representative, address, City, Country, State/Province, Zip, home phone, home email, and website. From here you cannot change your organization name or member ID. Any change not occurring under the "Update Contact Information Below" box must be made directly with PSA headquarters at [membership@psa-photo.org](mailto:membership@psa-photo.org). ■