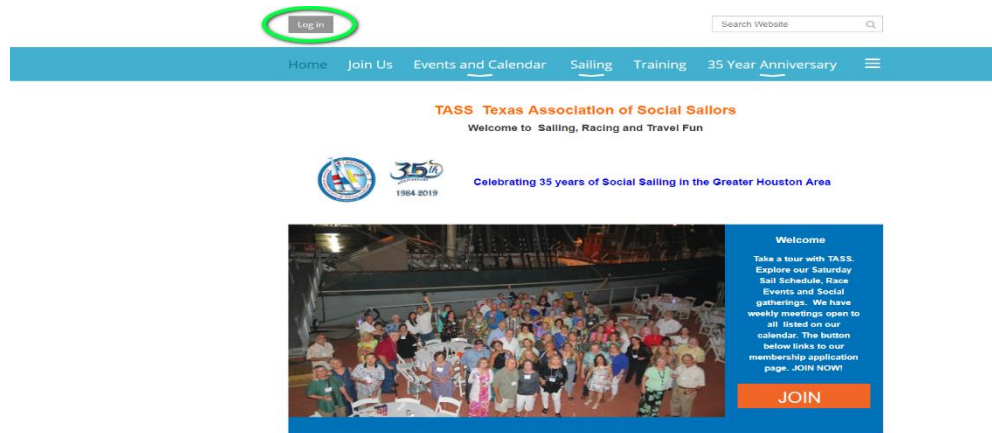


TASS Process Document

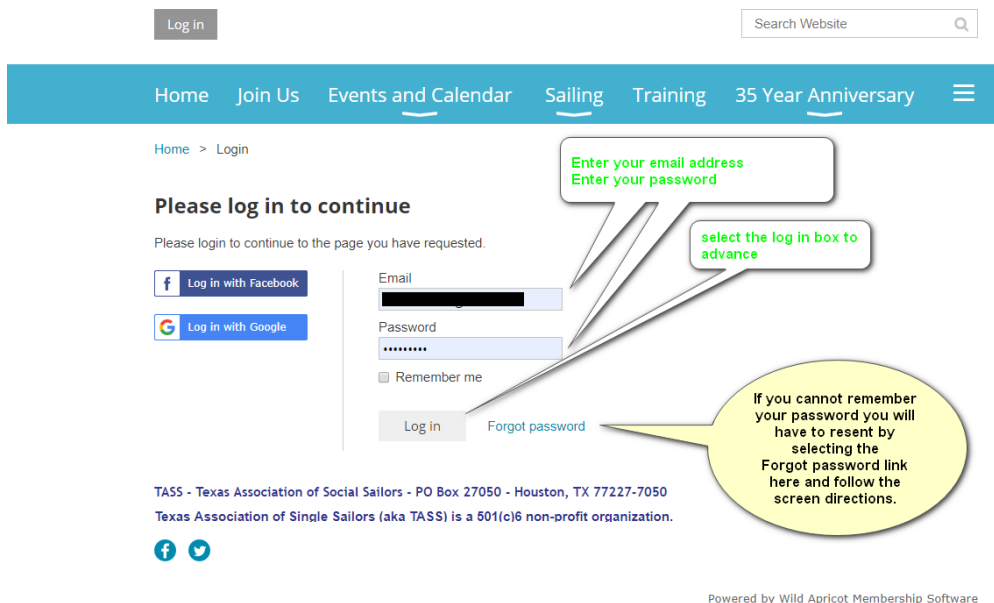
How to Update Your Membership Profile Information

Below are a few SIMPLE steps on how to update your profile.

- 1) You need to go to www.sailtass.com – yes, that is where LIFE always begins for TASS.
- 2) Next, you will want to LOG IN – easy to do by selecting the grey box at the top of the screen, as shown in this diagram.



- 3) Now that you are at the login screen, you should enter your email address and password.



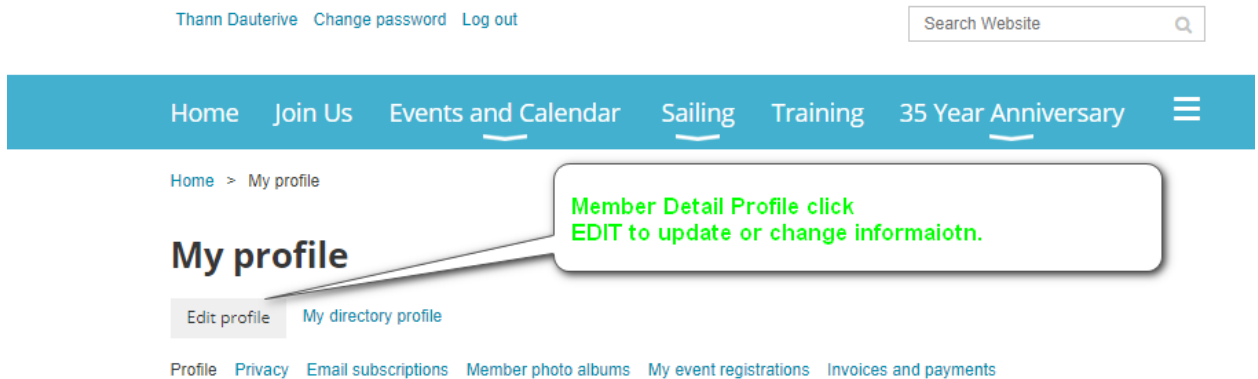
- a. If you do not remember your password, you will have to take steps to reset it by selecting the FORGOT PASSWORD link next to the LOG IN box. This will take you through a series of screens and actions. Follow the directions on each screen to reset your password if necessary.
 - b. The rest of this information is dedicated to entering your profile for those who know their password and proceeding to edit the profile information.
- 4) Once you are logged in, your name will appear at the top of the page, - demonstrated in the diagram below.

TASS Process Document
How to Update Your Membership Profile Information

- a. CLICK on your name to advance to your membership profile details.



- 5) The next screen you see is the MY PROFILE screen [see below]. Here you use the EDIT box to edit the fields in your profile. CLICK on the **Edit profile** box now.

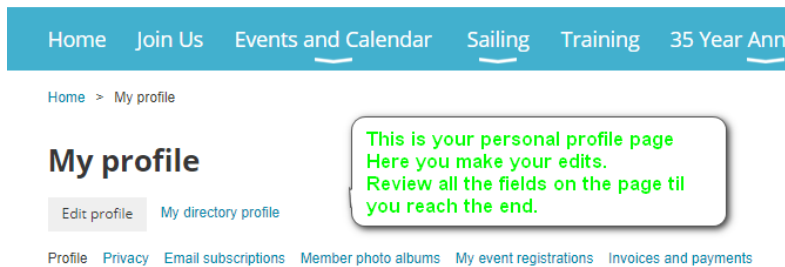


Membership details

- 6) You have advanced to the **edit page** of your membership details. There are many fields of information. YES, we consider all these fields vital, so it is greatly appreciated that you complete all the information to the best accuracy possible.

TASS Process Document

How to Update Your Membership Profile Information



This is your personal profile page
Here you make your edits.
Review all the fields on the page til
you reach the end.

Membership details

Membership level **TASS Individual Membership - Non Boat Owner - \$65.00 (USD)** [Change](#)
Subscription period: 1 year
No automatically recurring payments

Membership status **Active**

Member since 29 Feb 2016

Renewal due on 3 Mar 2020

[Renew to 3 Mar 2021](#)

If you reach the end of the page, you will see a place to upload a photo of yourself. GO AHEAD and do so. It is excellent for other members to relate an image and name when connecting with you through TASS.

LAST but not least – It is essential to AGREE to the Terms and Conditions of TASS.

This is our Waiver. Take a moment to click here, and you can read the document. Then click YES to agree to the waiver.

Member Profile Photo No file chosen

Skipper [Clear selection](#)

Yes
 No
maintained by Administration only

Skipper Certification
Year Administrative reference use only

Board Member
Internal Administrative Use Only

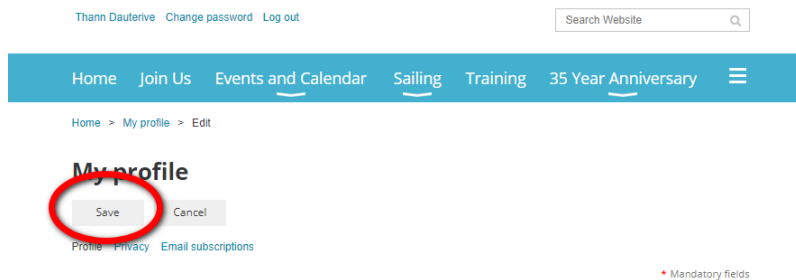
Waiver [I agree to the terms of membership](#)
Please agree to the Terms of TASS Membership

Select a file from your computer that is a photo of yourself

AGREE to the WAIVER HERE
Click on the link and you can review the document

LAST STEP – SAVE YOUR UPDATES

The SAVE box is at the top left of the **My Profile** page. Be sure to click on it to save your changes.



That's it! You are done. We are happy you updated your profile. It is good to know we have your most current **EMERGENCY INFORMATION**.

As always, you can contact webmaster@sailtass.com for help.