

## How to Create a Member Profile

Open [wswriters.org](http://wswriters.org) in your browser. Click “Log In” in the upper right corner of the page. Log in with the email you used to join/renew your 2023 membership. If you haven’t yet, set a password for your account. If necessary, click “Sign Up” on the login page and register to the site with a different email address. Then, contact [julie@wswriters.org](mailto:julie@wswriters.org) to finish creating your account and receive member permissions.

You will now see a drop-down arrow in the upper right corner of the page. Click the arrow, then click “Profile.”

To add a profile picture, hover over the circle on the left. Click the camera icon. Choose a photo from your files, and click “Open.”

To add a background photo to the top of your profile, click the camera icon in the top left of the rectangle. Choose a photo from your files, and click “Open.”

To add information about yourself, click in the box under “About.” If you have already added information to this section, simply click anywhere on the text. When you are finished typing, be sure to hit “Publish.” (Some things to say about yourself include what genre(s) you write in, what topics you write about, what your publication and book titles are with links to purchase and/or to read, what you do/did for a living, what your hobbies and interests are, who some of your favorite authors are, etc.)

If you are having trouble creating your member profile, try the troubleshooting tips on [this website](#), and email [website@wswriters.org](mailto:website@wswriters.org) if you still need help.

## How to Make Your Member Profile Private

If you don’t want other members to see your profile, you can set it to “Private,” which means only you will see it.

To make your profile private, click the “Edit Profile” button. Scroll down, and click on “Profile Visibility.” Click on “Make Profile Private.” You must go through this process if you want to keep other members from viewing your profile.

## How to See Other Members’ Profiles

Go to [wswriters.org](http://wswriters.org). Make sure you are logged in to the site. (Click on “Login” in the upper right corner of the page to do so.)

Hover over the “Members” tab, and click on “WSW Member Profiles.” You will see the full list of members’ profiles that are viewable to other members. You can also go straight to the Member Profile page by typing [wswriters.org/members](https://www.wswriters.org/members) into your browser.

## **How to Block Another Member**

To block a specific member from seeing your profile, visit the [Member Profiles page](#). (You can also navigate to this page by going to [wswriters.org](https://www.wswriters.org), hovering over the “Members” tab, and clicking on “Member Profiles.”)

Scroll down until you find the member you wish to block. Click on the three vertical dots to the right of their profile picture. Choose “Block Member.”

You can view a list of members you have blocked by going to your profile page, clicking the “Edit Profile” button, scrolling down, and clicking on “Blocked Members.”

**Questions?** Email [website@wswriters.org](mailto:website@wswriters.org).