



SFA TEAMHOUSE

teamhouse.specialforcesassociation.org

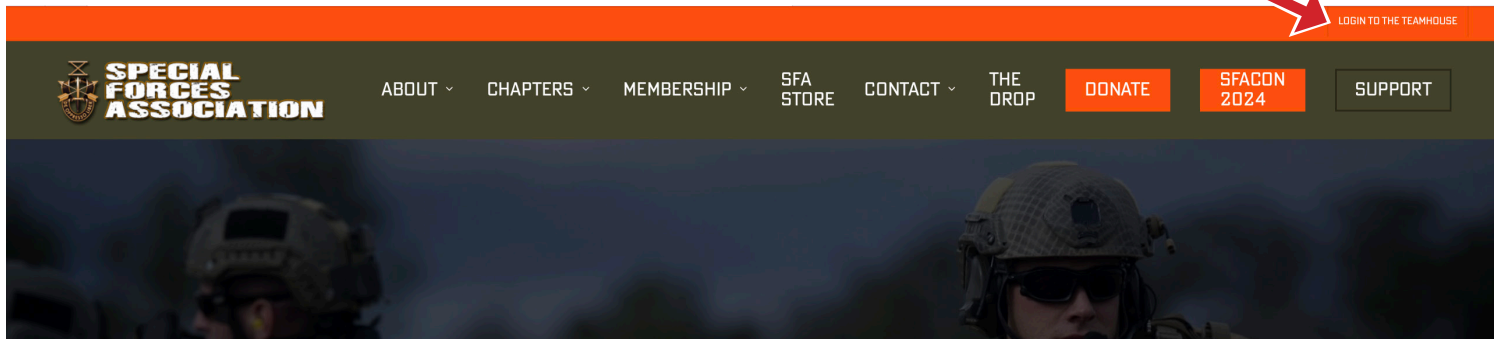
Update Your SFA Teamhouse Profile: Step-By-Step Instructions

This guide provides instructions on how to change your privacy setting and many other areas in the SFA Teamhouse, which can be found at <https://teamhouse.specialforcesassociation.org/>.

There is a also full video step-by-step video which covers every entry to make changes in Teamhouse and you can follow along. Play at: https://youtu.be/v1-UBgQ2_8c

NOTE: The SFA Teamhouse is a private encrypted site, our data is secure. Only SFA members have access to it. One must have to have a username and password to access the site. If you would like to learn more about the security and privacy go to: https://clubexpress.com/content.aspx?page_id=22&club_id=0&module_id=110508

- 1 Go to SpecialForcesAssociation.org and click on "LOGIN TO THE TEAMHOUSE" in the upper right corner of the screen.

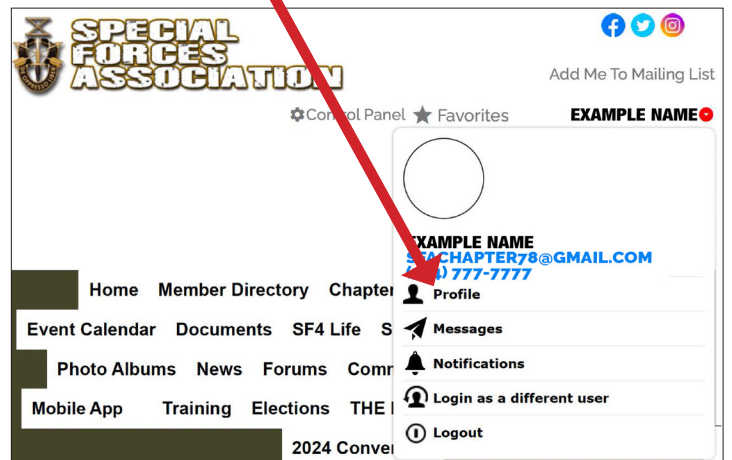


- 2 In the **User Name** box enter the email address you have on file with the SFA.

- 3 Once you are logged in you will see your name displayed in the upper right corner of the page. Click on the down arrow to access your **Profile** settings.



- 4 Click on **Profile**.



Note: The Username/Password information is sent to the email address on file with SFA National. *If you do not receive the email your e-mail is incorrect in the SFA National database. You must contact SFA National or your local/regional chapter administrator to update your e-mail address.*

Member Profile Dashboard:

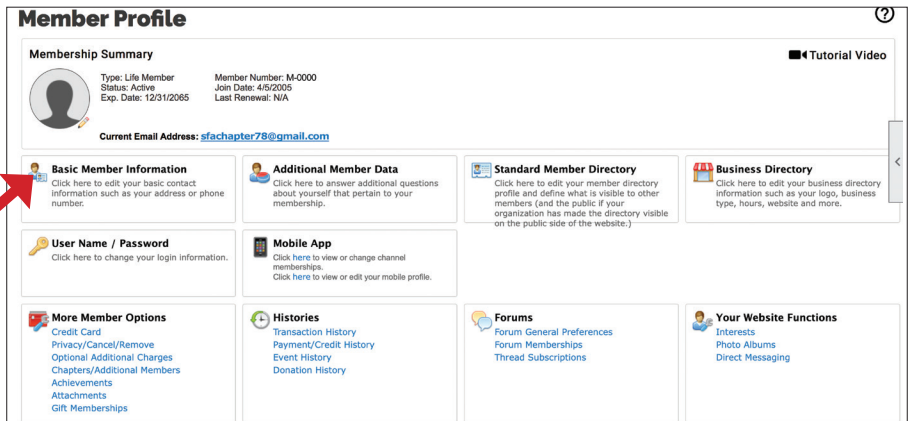
After selecting "Profile" you will enter the "Member Profile" dashboard. This is where information critical to your participation in the SFA Teamhouse is to be entered.

5 Click on **Basic Member Information**.

6 Verify and update **Contact Information**

Contact Information

This page allows you to enter more contact information than was supplied in the Membership Application. Specify a Nickname to be used in correspondence. The Secondary Address can be used if you spend a significant part of the year living at another location. Use the Enable checkbox to activate this address in place of the Primary Address.



General Information

Member Number M-0000

Salutation [Select](#)

First Name

Middle Initial

Last Name

Gender Female Male

Birthdate We save the full birth date, but the year will not be shown in the directory

Nickname

Sponsor

Mailing Name

Enter the name of this individual as you would prefer it to appear on mailing labels, or leave it blank and the system will automatically provide a suggested default.

Verify and update name, birthdate, nickname

Spouse Information

First Name

Last Name

Verify and update spouse name

Primary Address

Country [Show All](#)

Address 1

Address 2

City

State

Zip Code

Timezone [Show All](#)
The timezone was set based on your address. Please double check it to be sure it is correct.

Primary Phone

Verify and update physical address and primary phone number

Secondary Address

Use this address instead of the primary address

Country [Show All](#)

Address 1

Address 2

City

State

Zip Code

Timezone [Show All](#)

Primary Phone

Other Info

Mobile Phone

Fax

Email Address

Website

Newsletter I want a printed newsletter
 I will download the newsletter from the website

Verify and update cell phone number

Verify and update email address

Change to "I want a printed newsletter" to receive a hard copy of The Drop

Work Information

Business/Organization

Occupation/Title

Work Phone

Toll Free Phone

Emergency Contact Information

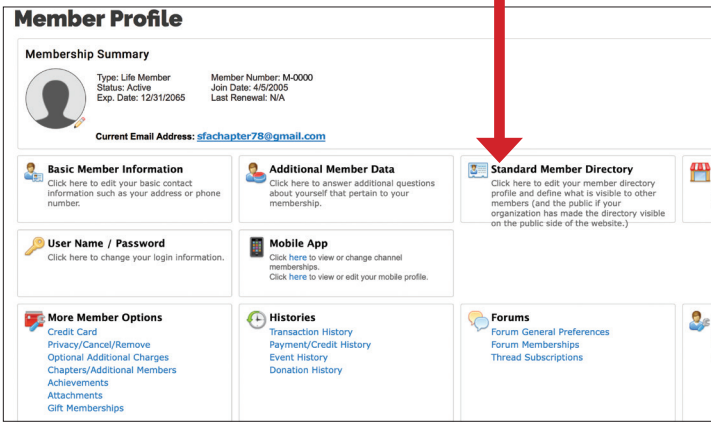
Contact Name

Relationship

Phone Number

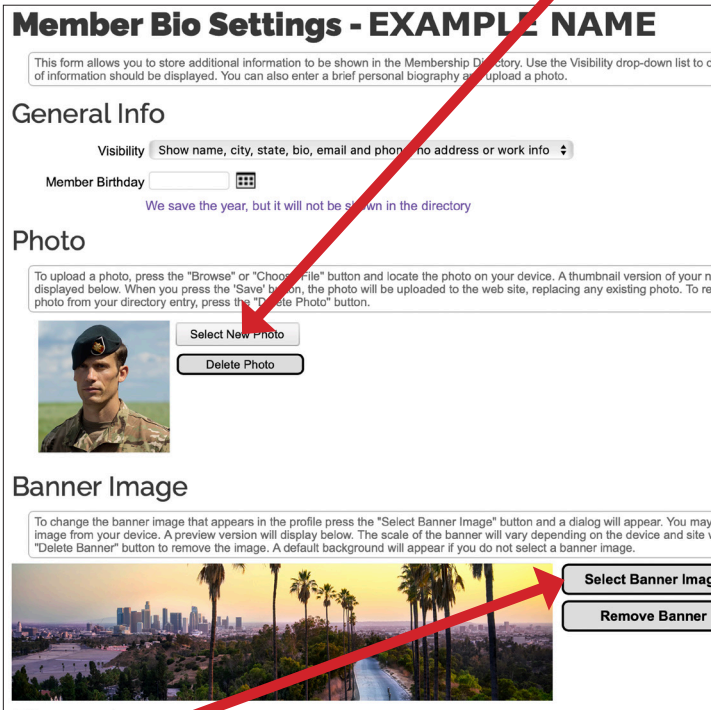
Email Address

7 Click on **Standard Member Directory**.



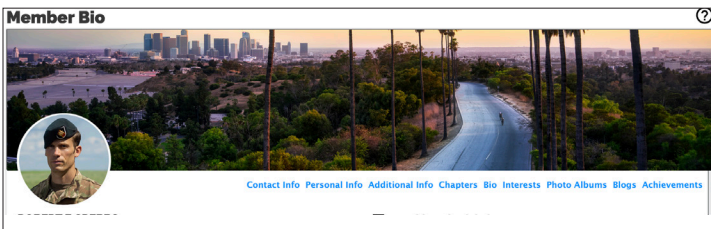
The settings in this panel allow you to store additional information to be shown in the Membership Directory and allow you to control the level of information that should be displayed.

9 **Photo:** Select and add a profile photo (past or present—your choice). This image will display in the Member Directory.



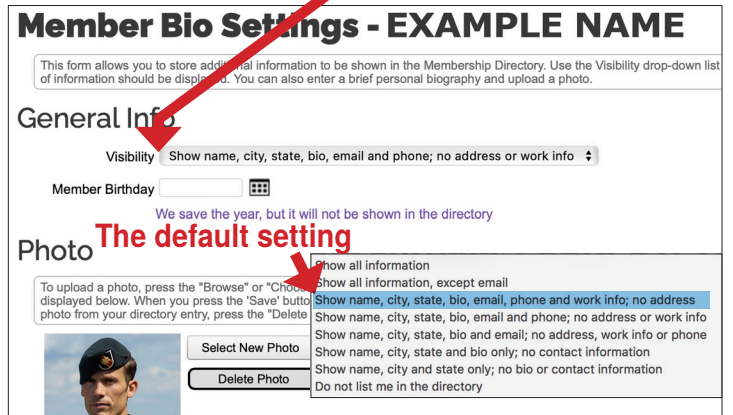
Banner Image: You may also select and add a banner image.

These images will display in your Member Bio that displays for viewers that find you by searching using the Standard Member Directory.



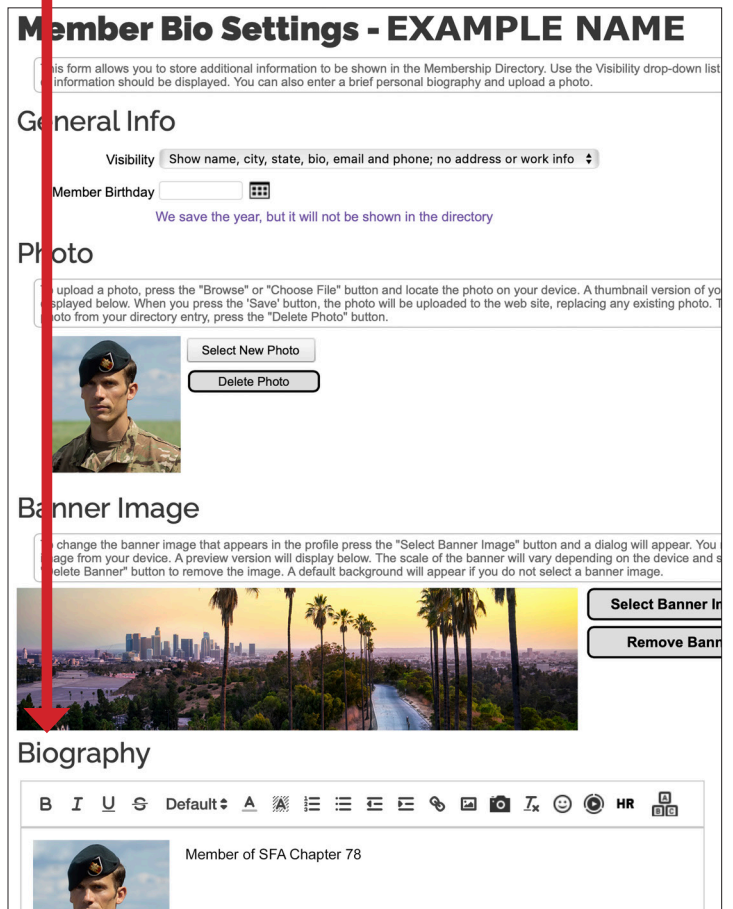
8 Under **General Info**, click on **Visibility**.

The default setting is pointed out below (highlighted in blue).



10 **Biography:** Write your biography (military story, assignments, awards, life after retiring, etc.) and perhaps add a photo you want to be remembered by.

Please do not skip this step—fellow members can learn more about your background AND this can be used by your spouse/chapter for "Taps" in *The Drop* magazine and your obituary by your family. You know your story best and how you would like to be remembered.



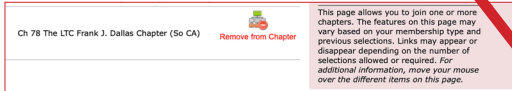
11 Additional Member Profile settings

User Name/Password:

Click to change your User Name or Password

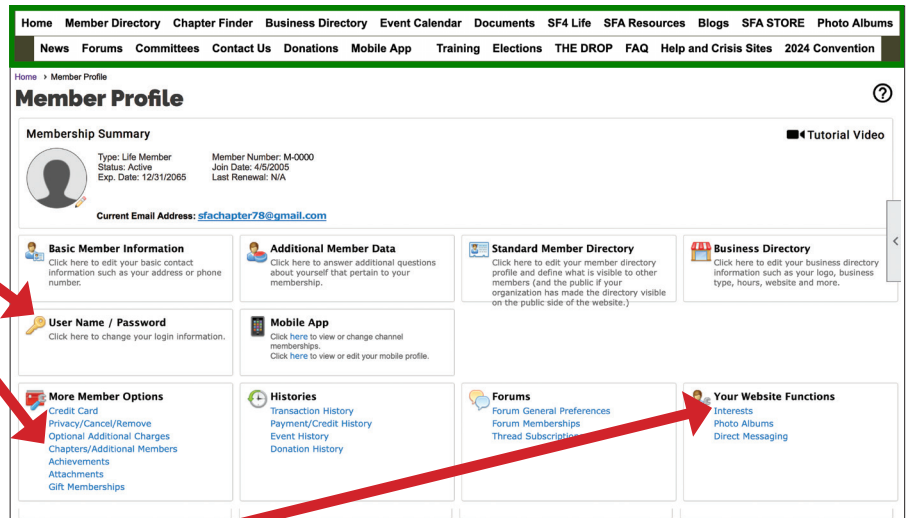
Chapters/Additional Members:

Click to change your Assigned Chapter.



After clicking to select this setting, the window pictured above will appear.

Click "Remove from Chapter." A "verify" button will display, then a list all the chapters by region will display. Select the Chapter you want, or you can click on "Chapter Finder" on the top menu to find the Chapter closest to you.

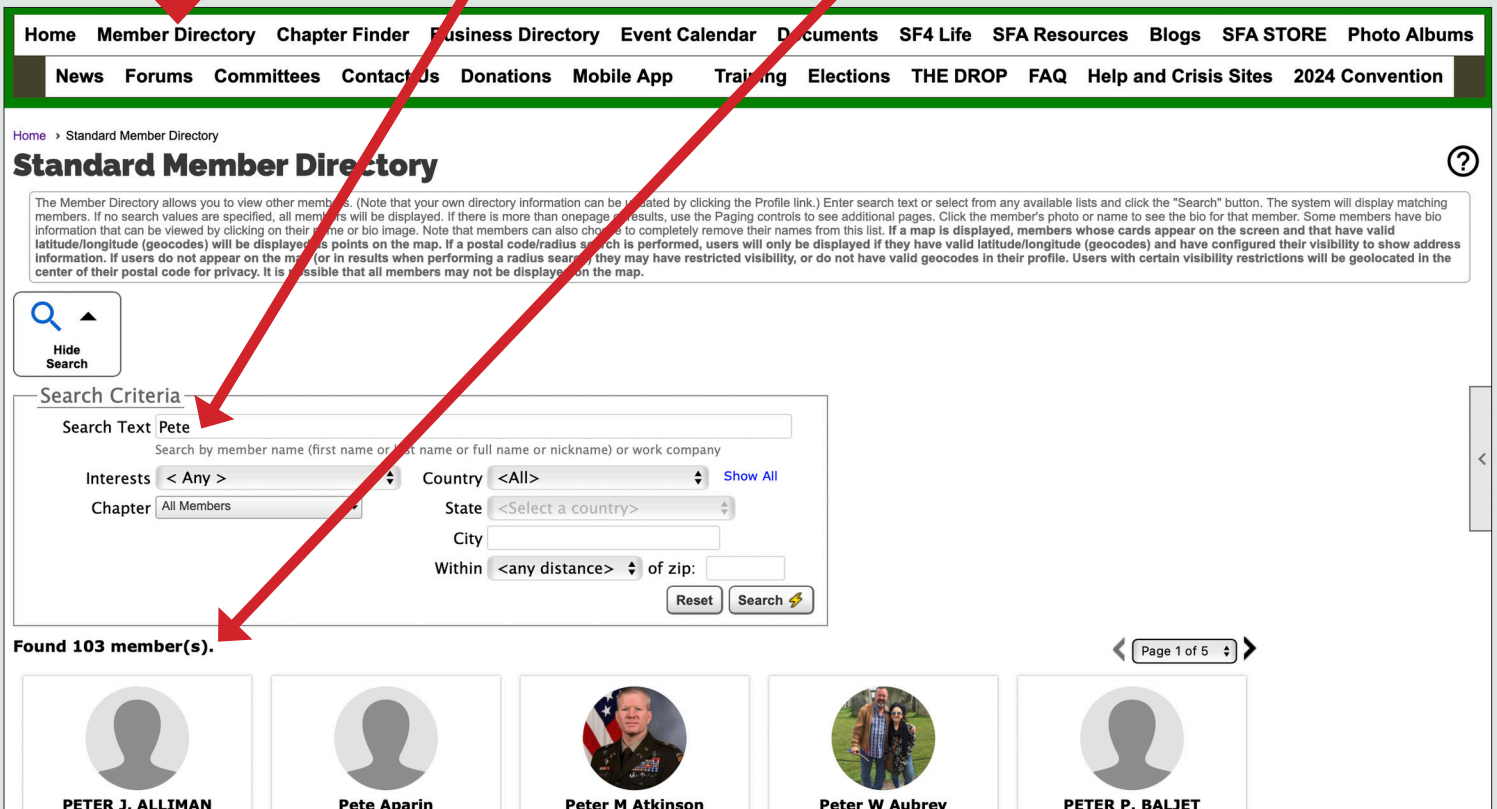


Interests:

Click to add Interests. You'll be able to add SF Group Affiliation, MOS, Advanced Skills, whether you would like to mentor others, or need one, Chapter Officer (changes), and add Special Interests (hobbies like: motorcycles, fishing, sports, music, etc.). *Be sure to click "Save" at the bottom after updating.*

Using the Member Directory

- 1 Click on **Member Directory**
- 2 In "Search Text" enter the name you want to find.
- 3 The total number of members with that name will be displayed. Scroll through to find your person.



Getting Help

Contact us: National Leadership **Documents:** Step-by-step assistance for Admins **FAQ:** General Step-by-step assistance

