

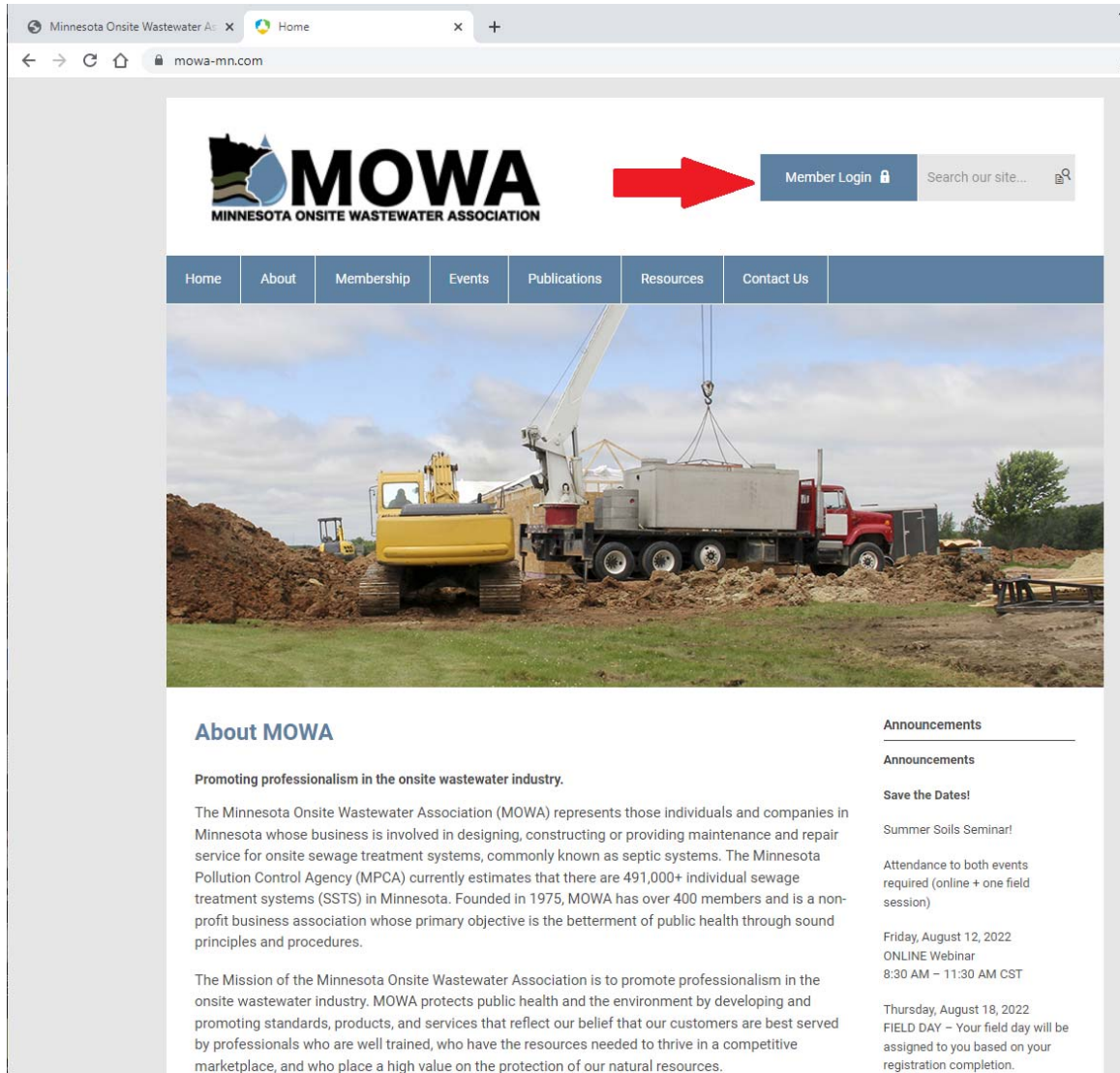
## MOWA Update Member Information Online Individual Members

Thank you for updating your membership information online! This is very helpful when MOWA goes to publish the next Directory and it helps members locate your information.

Here are the steps with pictures on how to update your profile if you are an existing member. You may also watch the video with these instructions here: <https://youtu.be/ciZtgDA-mVY>

### 1) Log in as a member of MOWA

- You should be able to log in with your username and password. Hint: Your username is not necessarily your email address. If you cannot remember your username, please email MOWA and it will be provided to you. Email: [mowaexec@gmail.com](mailto:mowaexec@gmail.com)
- You can reset your password if you do not remember it.



The screenshot shows the MOWA website homepage. At the top left is the MOWA logo with the text "MINNESOTA ONSITE WASTEWATER ASSOCIATION". To the right of the logo is a "Member Login" button with a lock icon, which is highlighted by a red arrow. Next to the login button is a search bar with the text "Search our site...". Below the header is a navigation menu with links for Home, About, Membership, Events, Publications, Resources, and Contact Us. The main content area features a large image of a construction site with a yellow excavator and a red truck. Below the image, there is a section titled "About MOWA" with a sub-heading "Promoting professionalism in the onsite wastewater industry." and a paragraph of text. To the right of the "About MOWA" section is a section titled "Announcements" with a sub-heading "Announcements" and a "Save the Dates!" section listing two events: an ONLINE Webinar on Friday, August 12, 2022, and a FIELD DAY on Thursday, August 18, 2022.

2) Once you have successfully logged in, you will be directed to the Member Landing Page. You can use the quick link to update your profile from this page:

The screenshot shows a web browser window with the URL [mowa.memberclicks.net/member-landing-page](http://mowa.memberclicks.net/member-landing-page). The page features the MOWA logo (Minnesota Onsite Wastewater Association) and a navigation menu with links for Home, About, Membership, Events, Publications, Resources, and Contact Us. A yellow notification box at the top states "You have logged in successfully". The main content area displays a large blue banner with the text "Welcome Tammy Trantham Individual". Below the banner, there is a link "See something wrong? [Update your profile](#)" with a red arrow pointing to it. Further down, there are links for "My Profile", "Event Calendar", and "Member Search". The page also includes a "Welcome to the Members Only Area!" section with a message: "Thank you for a great 2022 MOWA Winter Convention! Information about the 2023 MOWA Winter Convention will be coming soon." On the right side, there are sections for "Announcements" and "Upcoming Events".

Member Logout

Home About Membership Events Publications Resources Contact Us

You have logged in successfully

**Welcome** Tammy Trantham  
Individual

See something wrong? [Update your profile](#)

[My Profile](#) | [Event Calendar](#) | [Member Search](#)

**Welcome to the Members Only Area!**

Thank you for a great 2022 MOWA Winter Convention!  
Information about the 2023 MOWA Winter Convention will be coming soon.

**Announcements**

**Announcements**

**Save the Dates!**

Summer Soils Seminar!

Attendance to both events required (online + one field session)

Friday, August 12, 2022  
ONLINE Webinar  
8:30 AM – 11:30 AM CST

Thursday, August 18, 2022  
FIELD DAY – Your field day will be assigned to you based on your registration completion.  
8:00 AM – 12:00 PM OR 1:00 – 5:00 PM CST

[More information coming soon!](#)

**Upcoming Events**

Fri Aug 12, 2022

3) Now you can update your contact information by clicking on the "Edit" Button.

The screenshot shows a web browser window with the address bar displaying "mowa.memberclicks.net/index.php?option=com\_community&view=profile&userid=2010688944". The page header features the MOWA logo and a "Member Logout" button. A navigation menu includes links for Home, About, Membership, Events, Publications, Resources, and Contact Us. The main content area is titled "My Profile" and displays the name "Tammy Trantham" next to a placeholder profile picture. Below the name, the profile details are listed:

- Username:** Tammy.Trantham
- Member Type:** Individual
- Group:** Individual
- Member Status:** Active
- Full Name:** Tammy Trantham
- Contact Name:** Tammy Trantham
- Email - Preferred:** tranthamconsulting@gmail.com

An "Edit" button is located to the right of the profile details, with a red arrow pointing to it. To the right of the profile section, there is an "Announcements" section with the following content:

**Announcements**

**Save the Dates!**

Summer Soils Seminar!

Attendance to both events required (online + one field session)

Friday, August 12, 2022  
ONLINE Webinar  
8:30 AM – 11:30 AM CST

Thursday, August 18, 2022  
FIELD DAY – Your field day will be assigned to you based on your registration completion.  
8:00 AM – 12:00 PM OR 1:00 – 5:00 PM CST

More information coming soon!

**Upcoming Events**

Fri Aug 12, 2022  
Summer Soils Seminar (Online Component)

4) Now update any and all information that you need to. Please provide any information you want included in the Directory. Anything left blank, will not be included in the Directory.

The screenshot shows a web browser window with the URL `mowa.memberclicks.net/index.php?option=com_community&view=profile&userid=2010688944`. The page header features the MOWA logo (Minnesota Onsite Wastewater Association) and a navigation menu with links for Home, About, Membership, Events, Publications, Resources, and Contact Us. A "Member Logout" button and a search bar are also present.

The main content area is titled "My Profile" and displays the name "Tammy Trantham" next to a placeholder profile picture. Below this is a form with the following fields:

- Username:** A text input field containing "Tammy.Trantham" with "Cancel" and "Save" buttons to its right.
- Member Type:** A dropdown menu set to "Individual".
- Group:** A dropdown menu set to "Individual".
- Member Status:** A dropdown menu set to "Active".
- Full Name:** A dropdown menu set to "None", followed by two text input fields containing "Tammy" and "Trantham", and another dropdown menu set to "None".
- Contact Name:** A text input field containing "Tammy Trantham".
- Organization:** A text input field containing "Name".

The right sidebar contains two sections:

- Announcements:** A section titled "Announcements" with a sub-section "Save the Dates!". It lists two events:
  - Friday, August 12, 2022: ONLINE Webinar, 8:30 AM - 11:30 AM CST.
  - Thursday, August 18, 2022: FIELD DAY - Your field day will be assigned to you based on your registration completion. 8:00 AM - 12:00 PM OR 1:00 - 5:00 PM CST.A note states "More information coming soon!".
- Upcoming Events:** A section titled "Upcoming Events" listing:
  - Fri Aug 12, 2022: Summer Soils Seminar (Online Component) (Category: Events)
  - Thu Aug 18, 2022: Summer Soils Seminar (Field Component)

Email - Preferred Set as Primary Email

tranthamconsulting@gmail.com

Cancel

Save

View Full Profile

Email - Second Email Set as Primary Email

Email

Phone - Work Set as Primary Phone

Phone

Phone - Mobile Set as Primary Phone

Phone

Phone - Other Set as Primary Phone

Phone

Address

Line 1

Line 2

City

None

Zip/Postal

None

**Be sure to fill out contact information & counties you work in as this information will go in the MOWA Directory!**

Counties you work in

- Statewide
- Aitkin
- Anoka
- Becker
- Beltrami
- Benton
- Big Stone
- Blue Earth
- Brown
- Carlton
- Carver
- Cass
- Chippewa
- Chisago
- Clay
- Clearwater
- Cook
- Cottonwood
- Crow Wing
- Dakota
- Dodge
- Douglas
- Faribault

Our Sponsors

Member Profile

mowa.memberclicks.net/index.php?option=com\_community&view=profile&userid=2010688944

- Stearns
- Steele
- Stevens
- Swift
- Todd
- Traverse
- Wabasha
- Wadena
- Waseca
- Washington
- Watonwan
- Wilkin
- Winona
- Wright
- Yellow Medicine

**County**

**Gender**

None

**Information**

- Installer
- Pumper
- Designer
- Inspector
- Gov't Regulator
- Educator
- Service Provider
- Student
- Soil Scientist
- Professional Engineer
- Manufacturer
- Operator/Maintenance
- Supplier
- Other

**Title**

**Website**

Cancel Save

**When finished filling out information, click on GREEN Save button!**

**Be sure to check all your business covers for "Information" as this is include in the Directory!**

When finished, click on the GREEN save button to save your changes.

5) You may also update your profile picture to a company logo if you like. This pull down menu under your "My Profile" gives you options to change your password, see invoices, etc.

The screenshot shows a web browser window with the URL `mowa.memberclicks.net/index.php?option=com_community&view=profile&userid=2010688944`. The page header features the MOWA logo (Minnesota Onsite Wastewater Association) and a "Member Logout" button. A navigation menu includes Home, About, Membership, Events, Publications, Resources, and Contact Us. The main content area displays the "My Profile" section for user Tammy Trantham, with a dropdown menu open. The dropdown menu, highlighted with a red box, contains the following options: My Profile, Change Profile Picture, Change Password, Contact Preferences, Message History, Invoices, and Submissions. Below the dropdown, the profile details are listed: Username (Tammy.Trantham), Member Type (Individual), Group (Individual), Member Status (Active), Full Name (Tammy Trantham), Contact Name (Tammy Trantham), and Email - Preferred (tranthamconsulting@gmail.com). An "Edit" button is visible next to the Username field. On the right side of the page, there are sections for "Announcements" and "Upcoming Events".

Thank you for taking the time to update your profile. We truly appreciate it!

Contact MOWA with any questions.

Email: [mowaexec@gmail.com](mailto:mowaexec@gmail.com)

Phone: 612.361.9629