

How to update your advertiser account information

New e-mail address? Name change? Want to freshen up your password? No problemo! Here's how:

Login from the Advertiser Centre

The screenshot shows the CharityVillage.com Advertiser Centre interface. At the top left is the logo with the tagline "Dream big. Make it happen." To the right is a banner for "Fast, friendly, affordable e-training" featuring a woman's face. Further right is the "CharityVillage.com Campus" logo. A navigation bar contains links: Main, Advertise, Jobs, News/Events, Training, Suppliers, Volunteer/Donate, Resources/Library, Links to NPOs, and QuickGuides. Below this is a green bar with "Main Street : Advertiser Centre" and "Français | Help | Contact Us". On the right are "Login" and "Register" buttons. The main content area includes a welcome message: "Welcome to the Advertiser Centre Canada's best-loved place to connect with great staff and supporters! First time here? [Click to learn more.](#)" To the right is a blue box for "Suppliers: Banners, E-letters Marketplace Supplier Directory >>>". A large blue box titled "Let us help you connect" contains a "Login" button (highlighted with a red box and arrow) and a "Register" button. To the right of these buttons are links for "Jobs/RFPs (\$)", "Volunteer Opportunities (free)", and "Event Listings (free)". Further right is an image of colorful paper figures holding hands. Below this are three columns: "Advertiser FAQ" with links for Rates, 100% Satisfaction Guarantee, Who can advertise here?, What can I advertise here?, and Advertising Tutorials; "Who's in the Village?" with statistics: 50,000+ registered users, 28,000+ daily unique visitors, 45% are management level, 59% have 5+ years in NPOs, and 10,000+ organizations like yours; and "Client Feedback" with a testimonial from Yasmin Mawani, Board Member.

CharityVillage.com®
Dream big. Make it happen.

Fast, friendly, affordable e-training

CharityVillage.com Campus

Main | Advertise | Jobs | News/Events | Training | Suppliers | Volunteer/Donate | Resources/Library | Links to NPOs | QuickGuides

Banner Advertising Info

Français | Help | Contact Us

Main Street : Advertiser Centre

Login **Register**

Welcome to the Advertiser Centre
Canada's best-loved place to connect with great staff and supporters!
First time here? [Click to learn more.](#)

Suppliers:
Banners, E-letters
Marketplace Supplier Directory
>>>

Let us help you connect

Login

Register

Jobs/RFPs (\$)
Volunteer Opportunities (free)
Event Listings (free)

Advertiser FAQ

[Rates](#)

100% Satisfaction Guarantee

Who can advertise here?

What can I advertise here?

Advertising Tutorials

More answers . . .

Who's in the Village?

50,000+ registered users

28,000+ daily unique visitors

45% are management level

59% have 5+ years in NPOs

10,000+ organizations like yours

More demographics . . .

Client Feedback

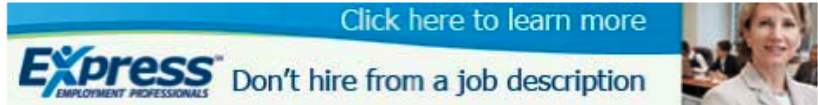
We completed our interview process for an Executive Director at Social Services Network — we had 40 applicants and the majority of them came through the CharityVillage website. We definitely chose the perfect means of outreach to the community and individuals that we were targeting.

— Yasmin Mawani, Board Member

More feedback . . .

From the Advertiser Centre (or any page with a "Login" button), **click the "Login" button.**

Login



[Main](#) [Advertise](#) [Jobs](#) [News/Events](#) [Training](#) [Suppliers](#) [Volunteer/Donate](#) [Resources/Library](#) [Links to NPOs](#) [QuickGuides](#)

[Français](#) | [Help](#) | [Contact Us](#)

Main Street : Login

Login

Email:

moira@applefest.ca

1

Remember my email

Password:

.....

2

Log In

3

Registered on our old system?

Just enter your email address and your current CharityVillage.com password.

[Forgot Password?](#)

[Not Registered?](#)

[Register to advertise](#)

[Register for alerts](#)



[About CharityVillage](#) | [Free Newsletter](#) | [Media Centre](#) | [Contact Us](#)

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1. Enter your email address.
2. Enter your password.
3. Click the "Login" button.

If you can't remember your password, click the "Forgot Password?" link.

Open My Account Tab

Moira McIntosh's Desk (Not Moira? [Click here](#)) ?

Member Since: 7/8/2009

Last Log-in: 7/26/2009

Listings

Searches/Alerts

Shopping Cart (1)

History

Subscriptions

My account

When you're logged into your Desk, click the "My Account" tab.

Update Information About You

About You	About Your Organization	Username Password	Subscriptions
	* = required		
First Name	* <input type="text" value="Maira"/>		
Last Name	* <input type="text" value="McIntosh"/>		1
Job Title	<input type="text" value="Executive Director"/>		
Email Address	moira@applefest.org To change your email address, please contact the HelpDesk		
Address 1	* <input type="text" value="21 Orchard Lane"/>		
Address 2	<input type="text"/>		
City/Town	* <input type="text" value="Glen Huron"/>		
Province/State	* <input type="text" value="Ontario"/>		
Postal/Zip Code	* <input type="text" value="L0M1L0"/>		
Country	* <input type="text" value="Canada"/>		
Phone Number	* <input type="text" value="705 555 1212"/>	Ext. <input type="text" value="201"/>	
Fax Number	<input type="text" value="705 555 2121"/>		

Back Next 2

In the "My Account" section.

1. **Update your information:** Update any of your contact information.

Please Note: you cannot change your email address yourself. To change your email address, please contact the [HelpDesk](#).

2. **Click the "Next" button.**

Update Your Organization Information

About You	About Your Organization	Username Password	Subscriptions
	Organization Name	* = required * Glen Huron Apple Festival	
	Organization Focus	Addiction & Substance Abuse * Animals Arts Children/Youth/Family	
	Web Site	http:// www.applefest.ca	
<input type="button" value="Back"/> <input type="button" value="Next"/> 2			

1. **Update your information:** Update your organization information as needed.
2. **Click the "Next" button.**

Update Your Username / Email

About You	About Your Organization	Username Password	Subscriptions
		* = required moira@applefest.org Your username is your email address If you wish to change your UserName please contact HelpDesk	
	Password	<input type="text"/>	
		Enter a new password here. If you do not wish to change your password, leave this field blank.	
	Confirm Password	<input type="text"/>	
		Confirm your new password. If not changing password, leave blank.	
<input type="button" value="Back"/> <input type="button" value="Next"/> 2			

Please Note: you cannot change your email address yourself. To change your email address, please contact the [HelpDesk](#).

1. **Update your password:** Update your password and confirm the change. If you don't want to change your password, just leave the password fields blank.
2. **Click the "Next" button.**

Update Your Username / Email (Copy)

About You	About Your Organization	Username Password	Subscriptions
<p>* = required</p>			
Username	moira@applefest.org Your username is your email address If you wish to change your UserName please contact HelpDesk		
Password	<input type="text"/>		
	Enter a new password here. If you do not wish to change your password, leave this field blank.		
Confirm Password	<input type="text"/>		
	Confirm your new password. If not changing password, leave blank.		
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="2"/>			

Please Note: you cannot change your email address yourself. To change your email address, please contact the [HelpDesk](#).

- 1. Update your password:** Update your password and confirm the change. If you don't want to change your password, just leave the password fields blank.
- 2. Click the "Next" button.**

Update Your Subscriptions

About You	About Your Organization	Username Password	Subscriptions
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Click the checkboxes to subscribe to our great, **free e-letters**: [Privacy Policy](#)

Subscribe	Title	Description
<input type="checkbox"/>	Campus E-Training Update See last issue	Monthly training tips, tools, and resources
<input type="checkbox"/>	CharityVillage Renovation Report	Periodic updates about changes and site developments at CharityVillage.com
<input type="checkbox"/>	Flow See last issue	Tools and inspiration for emerging nonprofit leaders.
<input checked="" type="checkbox"/>	Village Vibes See last issue	Canada's leading weekly nonprofit news and resource e-letter

1. **Update your subscriptions:** Check or uncheck the boxes to the left of any e-letter to subscribe or unsubscribe.
2. **Click the "Update Subscriptions" button** if you have made any changes to your subscriptions.
2. **Click the "Next" button to save all of your account changes.**

That's all there is to it!

Want to delete your account entirely? Still have questions about how to manage your account? [Contact the HelpDesk](#). We're happy to lend a hand!