

CHAPTER PRESIDENTS, NATIONAL DIRECTORS/ALTERNATES HOW TO STAY UPDATED  
(AND MANAGE YOUR EMAIL POSTINGS FROM FRVA)

Most of us dislike having our in-boxes overloaded with spam. Here is how you can select the specific categories of FRVA email that interest you and most importantly ensure that you receive the important updates that affect you and the offices that you hold.

1. Go to the FRVA.com main page
2. Log in to your account (If you have not yet done this you are way behind! And likely operating blind!)
3. Look for your name.
4. Just below your name select **MANAGE MEMBERS**
5. The next screen lists all members associated with your F-number. Look for the box with your name in it.
6. Select **EDIT MEMBER** (it is the little icon that looks like a pencil)
7. On the Edit Member screen you can update the personal information associated with your account.
8. Select the **COMMUNICATIONS** tab
9. You will see 12 options for email communications from FRVA.
10. As the President, National Director, or Alternate National Director you must select the **CHAPTERS AND GOVERNING BOARD** option by clicking the burger dot beside this option (blue means you selected it).
11. Click the empty burger dot beside any remaining options you want to keep
12. Click the spot to deselect options you do not want to keep (the burger dot will be empty if it is deselected).
13. Scroll to the very bottom of the page and click **SAVE CHANGES**