WISTA
INTERNATIONAL

WISTA INTERNATIONAL WEBSITE

Members area user guide

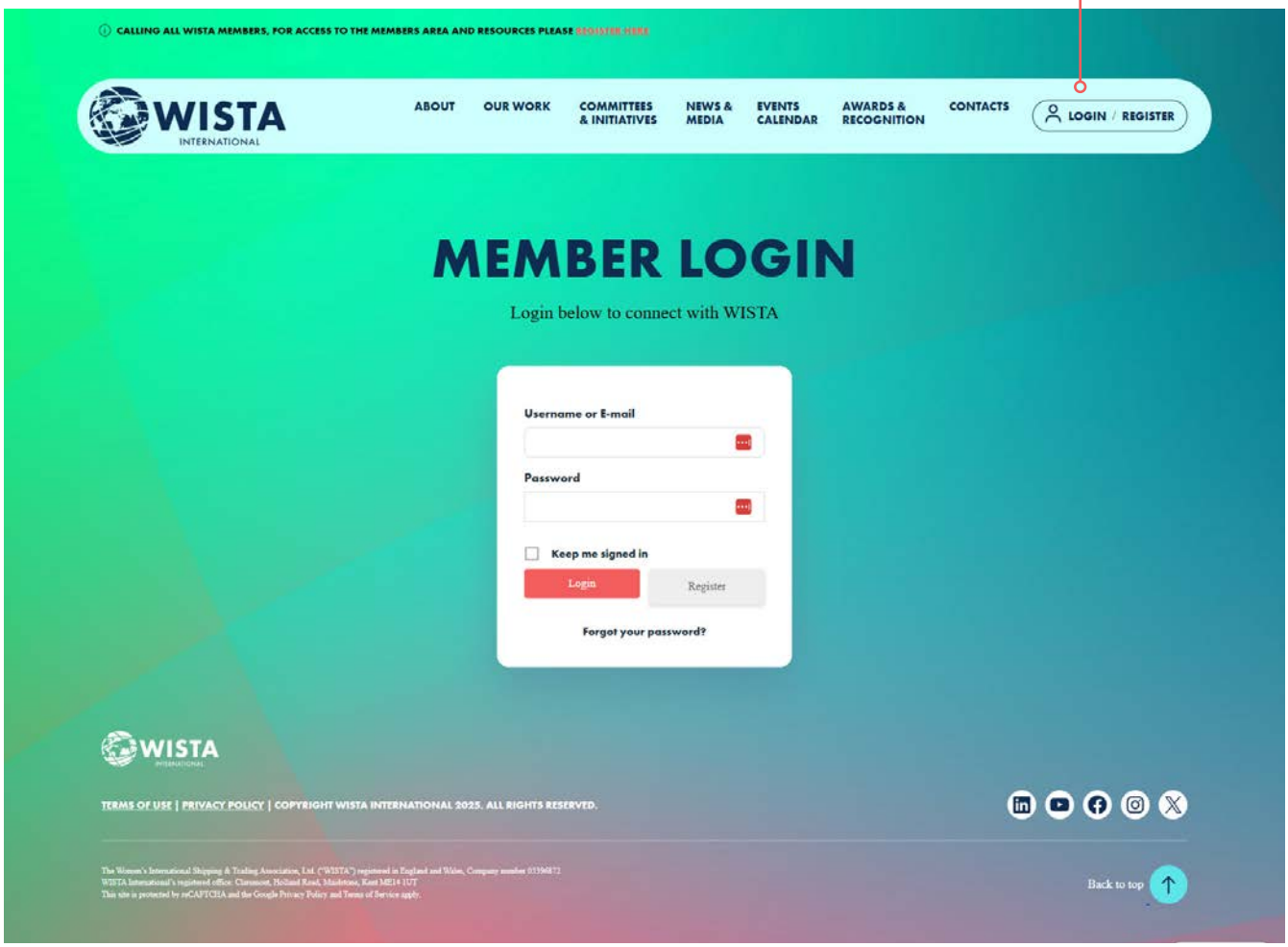
December 2025

WISTA INTERNATIONAL WEBSITE

Members area user guide

LOGIN

If you already have an account click **'Login'** on the main navigation to access the members area

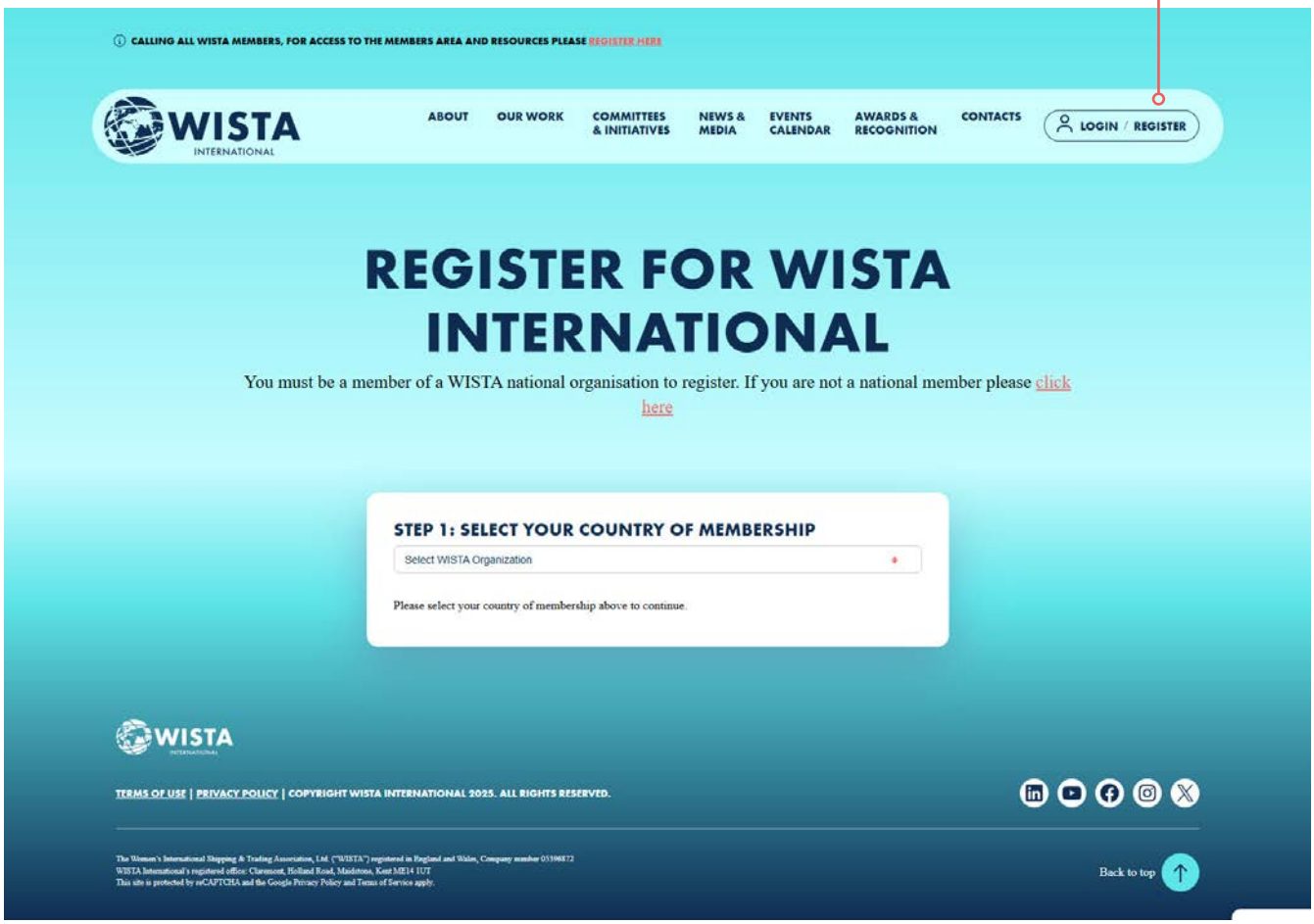


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Members area user guide

REGISTER

To register for an account click **'Register'** on the main navigation. Then select the country of which you are a member.

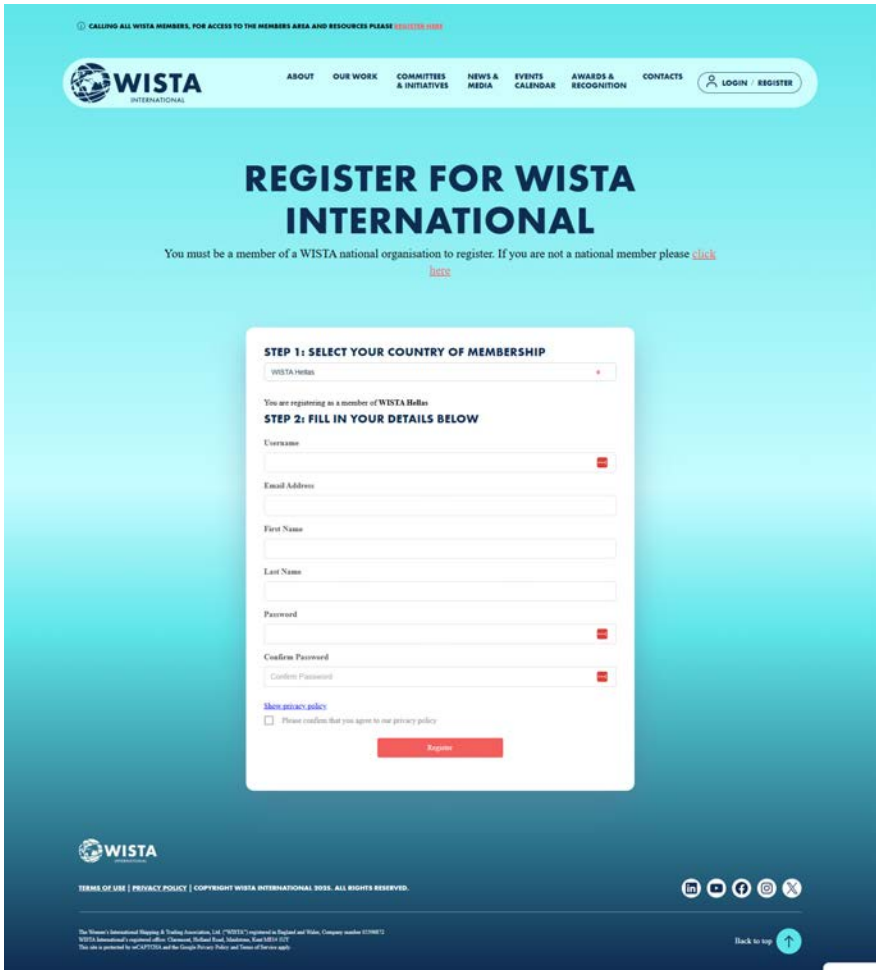


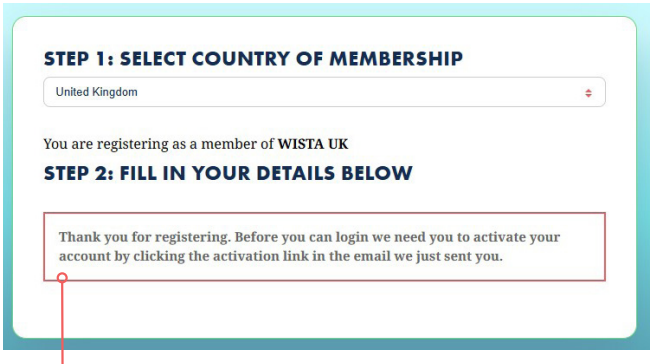
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Members area user guide

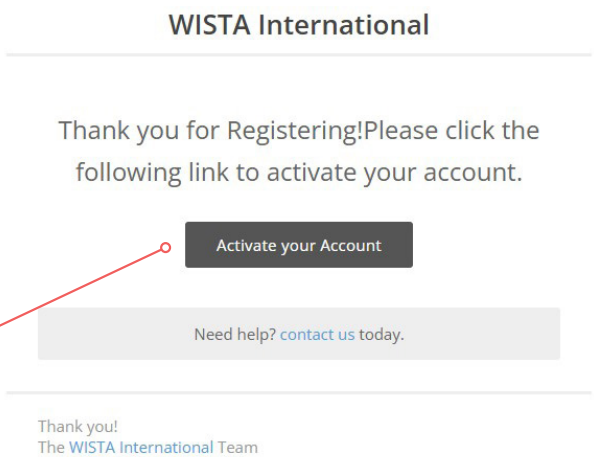
REGISTER

You will then be asked to enter a username, your name, email and password. Once you have completed the details click **'Register'** and you see the confirmation message shown below.





Confirmation message
Once you have submitted your details you will get a confirmation message on the screen and an email will be sent to you.



Email - Activate Account
You should receive an email within a few minutes of registering that looks like this. **Please click the button to activate your account.** If you do not receive the email please check your junk folder or contact us directly.

WISTA INTERNATIONAL WEBSITE

Members area user guide

MEMBER AREA

Once you have logged into the website you should see an additional item on the navigation which gives you access to the members area.



WISTA INTERNATIONAL WEBSITE

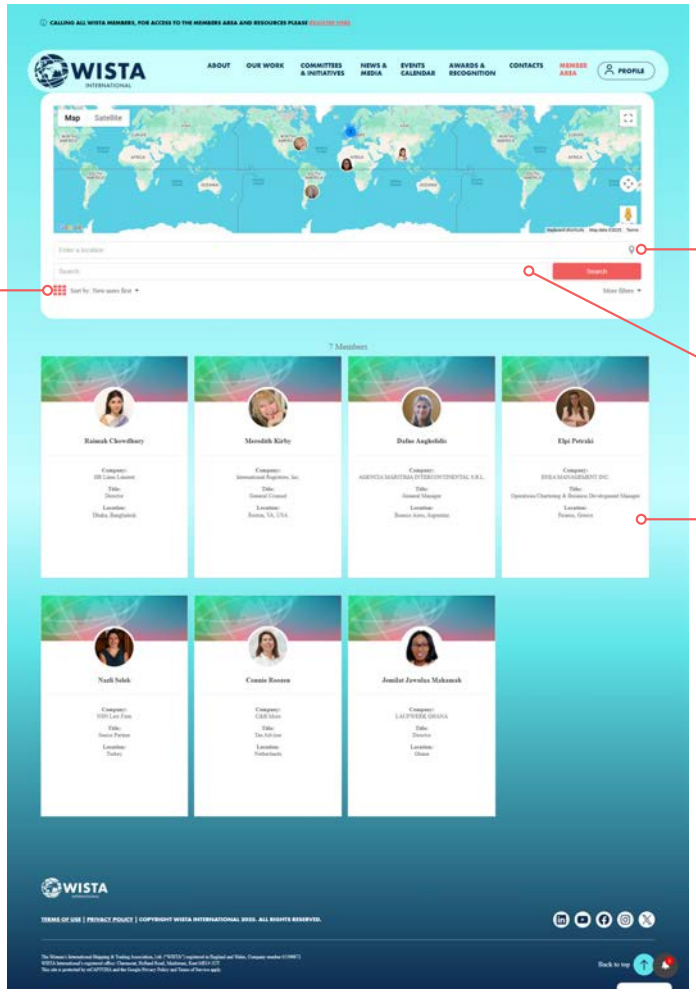
Members area user guide

MEMBER DIRECTORY

To access the members directory click on 'Members Area' in the main navigation to expand the menu and then click on **'Directory'**



Here you can view and search for all our members. The default view shows the newest members first.



Change view
Click on the coral grid icon to switch between the list and grid view

Click on the sort menu to change the order in which members are listed



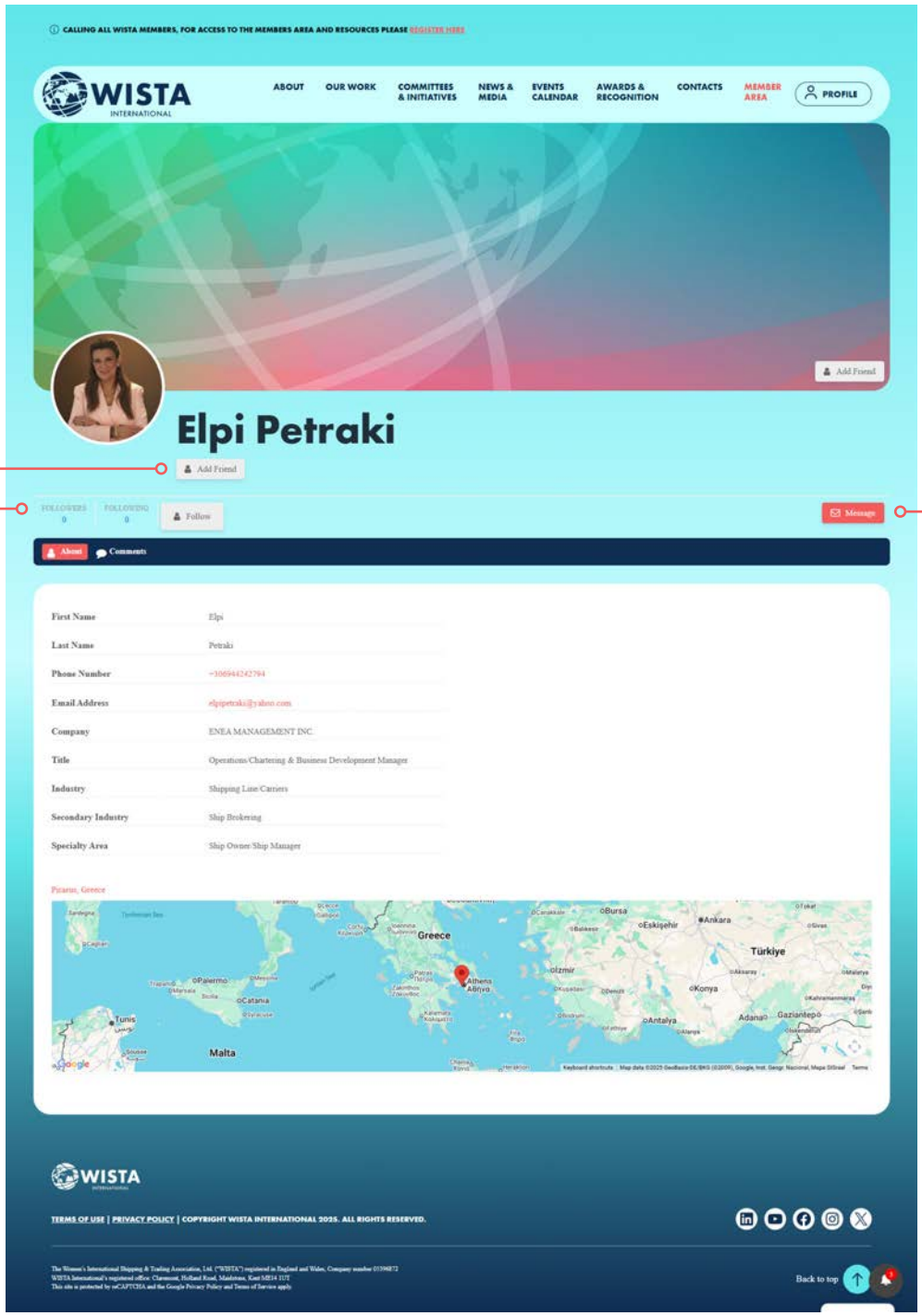
Location search
Start typing a location and recommendations will appear which will filter the profiles displayed below

Text search
Search by name or company and the results will be shown below

View profiles
Click on any member to view their full profile

MEMBER DIRECTORY

Click on any member to view their full profile information. Here you can also add them as a friend, follow their activity. and send them a private message



EDIT YOUR PROFILE

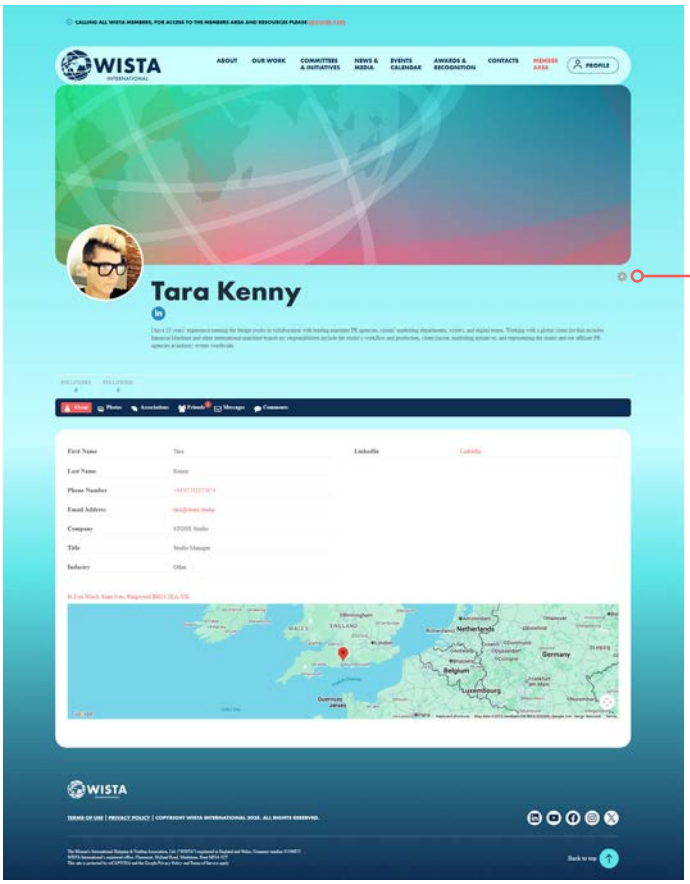
Once you have logged into the website you should see a profile button giving you direct access to your profile.

You can also access your profile from the first column of the member area navigation.

Your profile

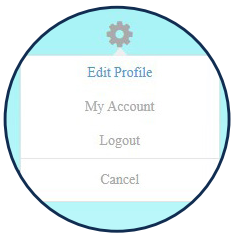
Your profile





Account options

Click in the cog icon on the right of the screen, just below the header image to view account options



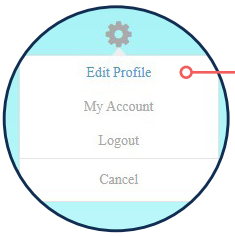
From here you can select from the options to edit your account or logout

WISTA INTERNATIONAL WEBSITE

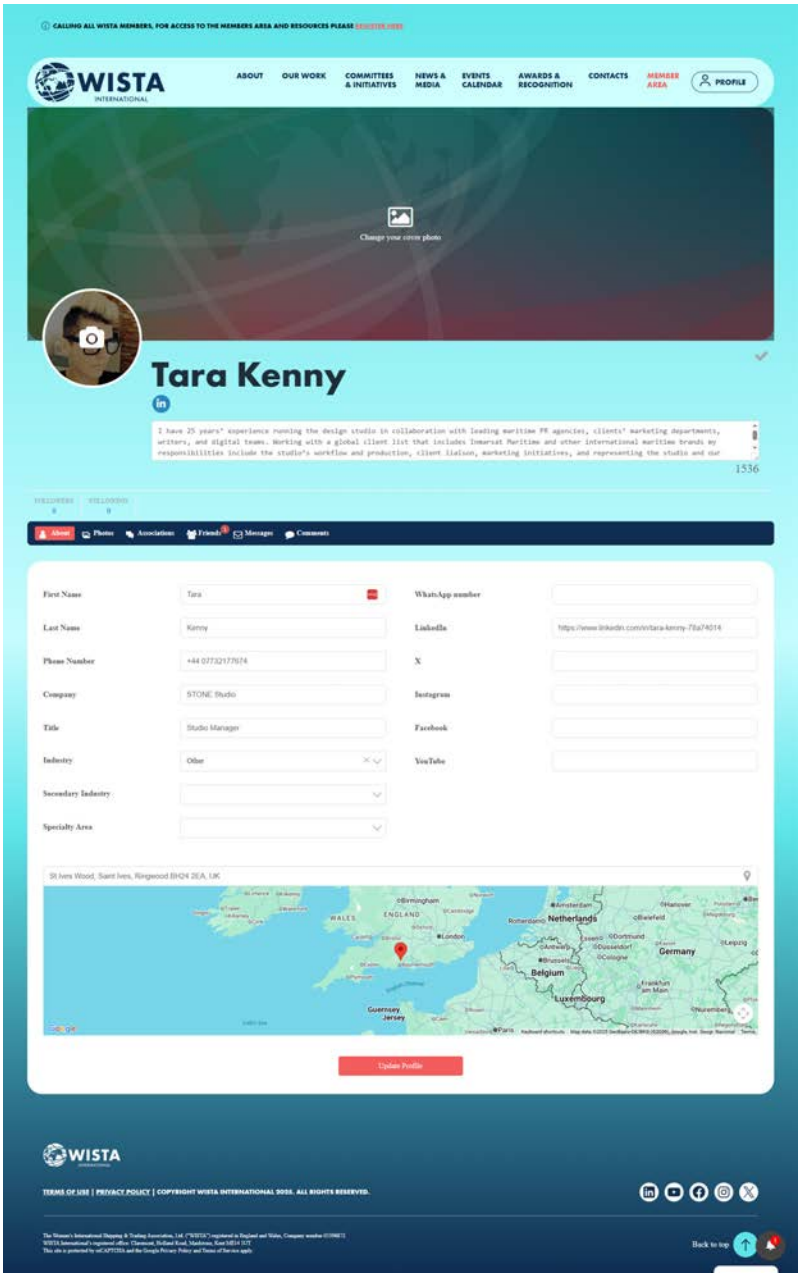
Members area user guide

MEMBER AREA – PROFILE

This is the area where you can add and edit additional information to your profile, which will appear in the member directory



Click **'Edit Profile'**



Profile photo

Activity

Cover photo

Save changes

Bio

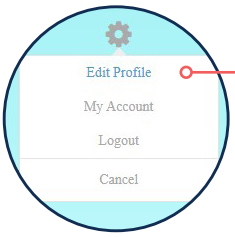
Profile menu

Profile information

Location

Notification alert

MEMBER AREA – PROFILE COVER IMAGE



To change your cover image, first click to edit your profile



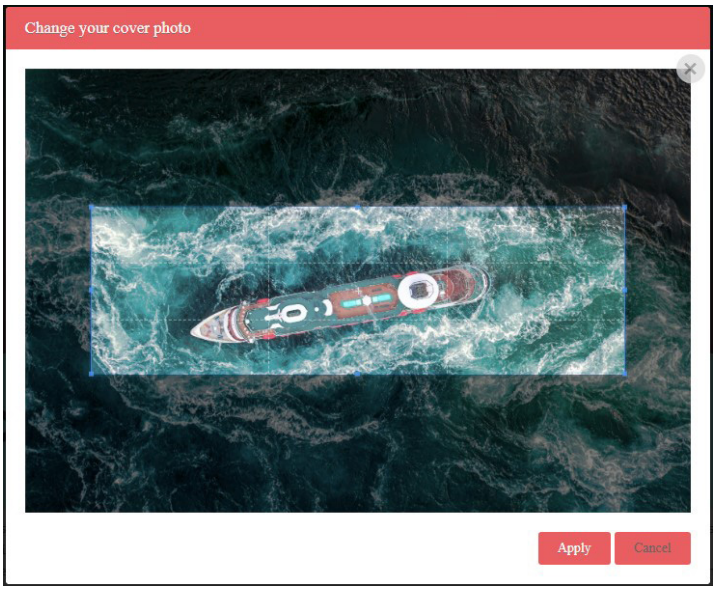
Cover image
To change your cover image, click on the image area to display the menu shown.

Then select **'Change cover photo'**



Locate your image
You will then get the screen shown left.

Click on the upload button and locate your image



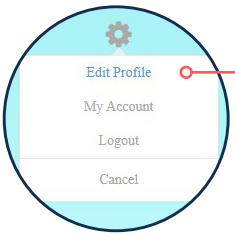
Copy your image
Once the image has uploaded the area of the image which will be shown is be highlighted with a blue border around it.

Use the corners of the box to change the size of the area

Click anywhere within the area and drag and drop to the area of the image you would like to use.

Once you are happy with your selection click **'Apply'**

MEMBER AREA – PROFILE PHOTO



To change your cover image, first click to edit your profile

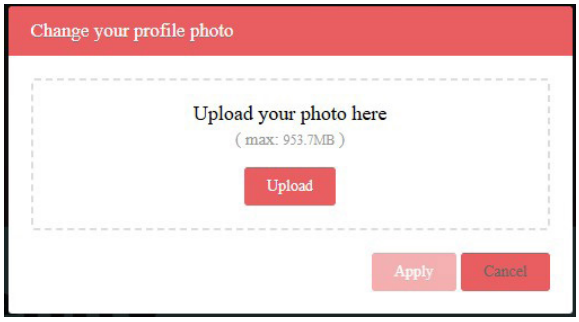


Profile photo
To change your profile photo, click on the photo area to display the menu shown.

Then select **'Change photo'**

Locate your image
You will then get the screen shown right.

Click on the upload button and locate your image

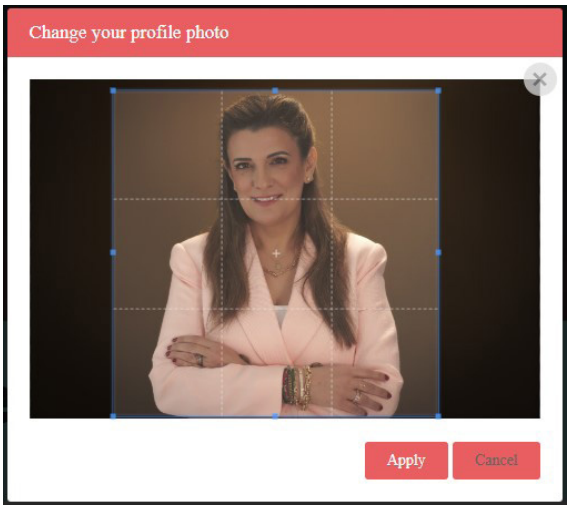


Copy your image
Once the image has uploaded the area of the image which will be shown is be highlighted with a blue border around it.

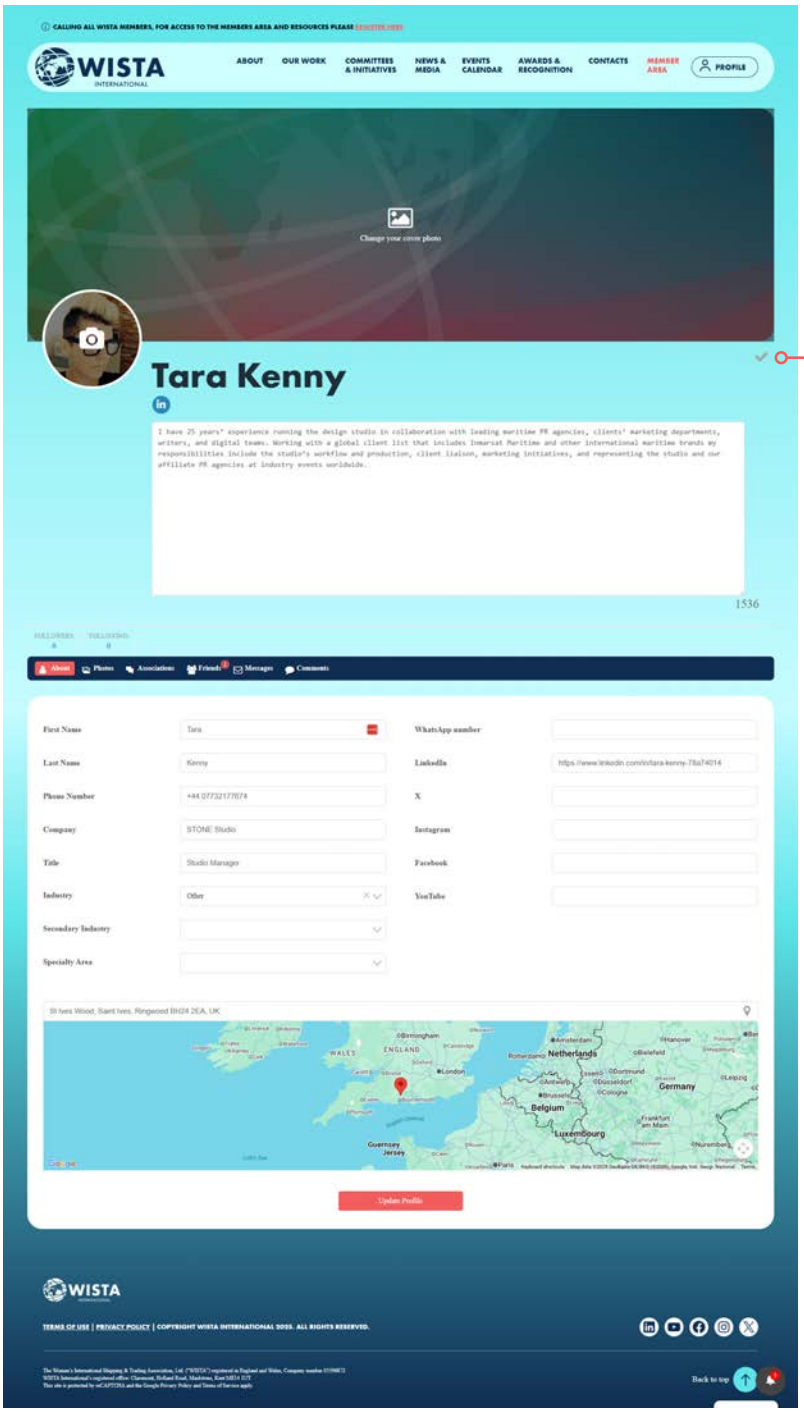
Use the corners of the box to change the size of the area

Click anywhere within the area and drag and drop to the area of the image you would like to use.

Once you are happy with your selection click **'Apply'**



MEMBER AREA – PROFILE BIO

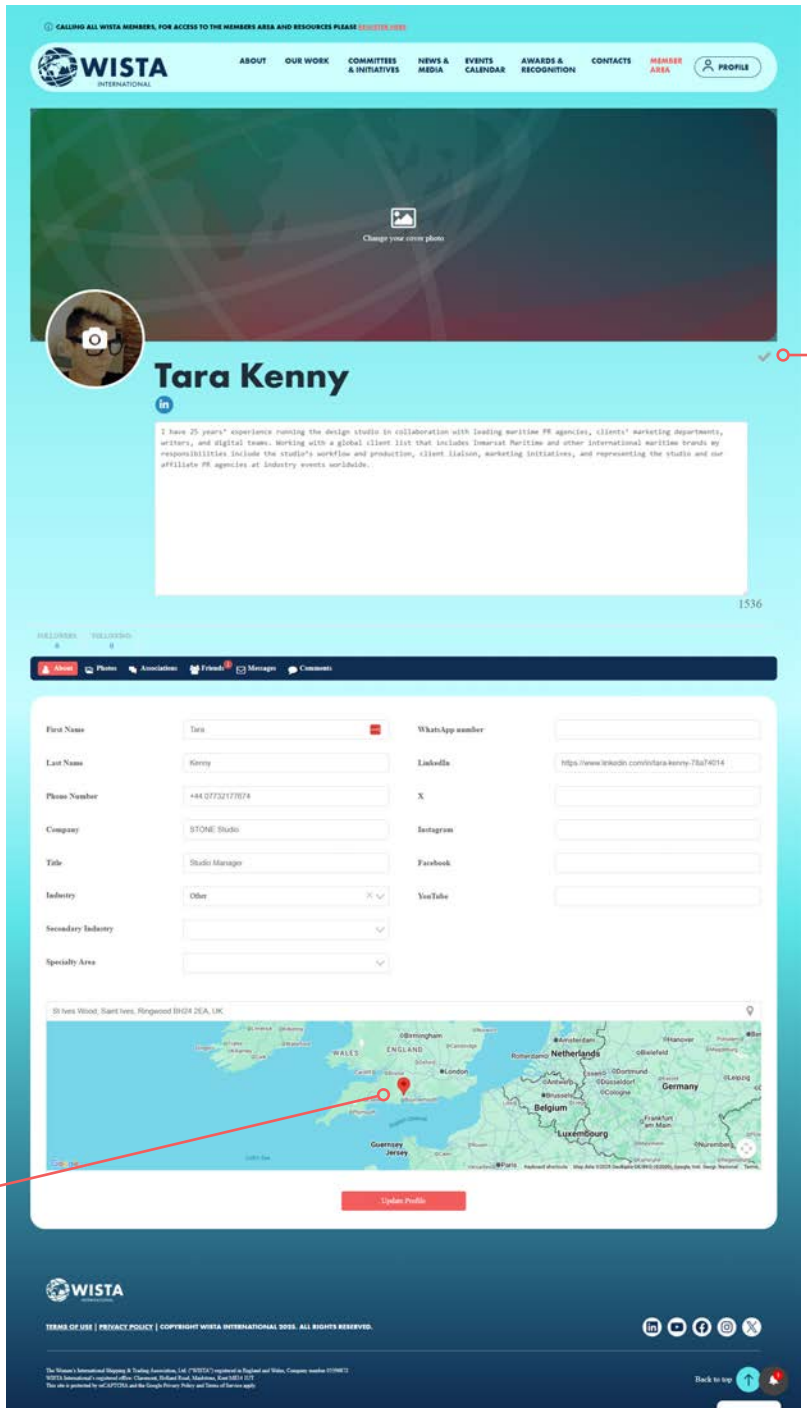


Profile bio
Simply type into the box

The Bio area has a 1500 character limit

Click the tick icon to save your changes

MEMBER AREA – PROFILE DETAILS



Profile details
To add additional information or make any changes fill in your detail in the panel shown to your left then make sure to save your changes.

Click the tick icon to save your changes

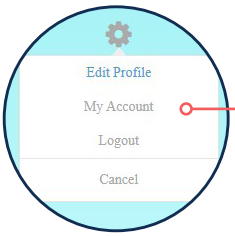
Location
Simply begin typing an address or location and a list of suggestions will display for you to select from.

Alternatively, you can drag and drop the marker to the correct location.

Remember to click the tick icon to save your changes

MEMBER AREA – ACCOUNT

The screens in your account area let you change your personal information and preferences.

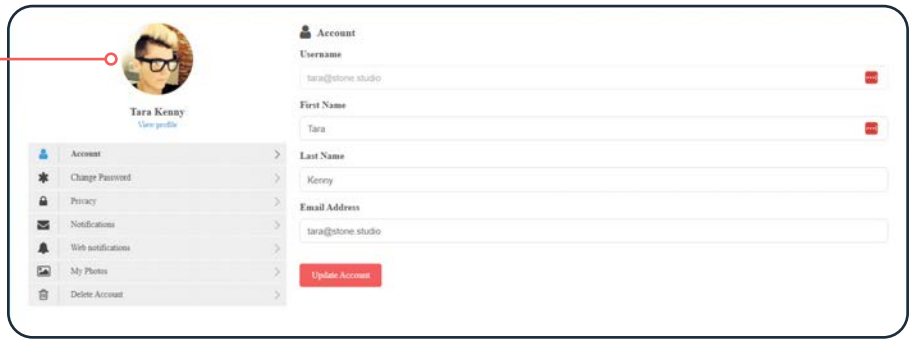


Click **'My Account'**

Account – Use the account screen to update your name and email

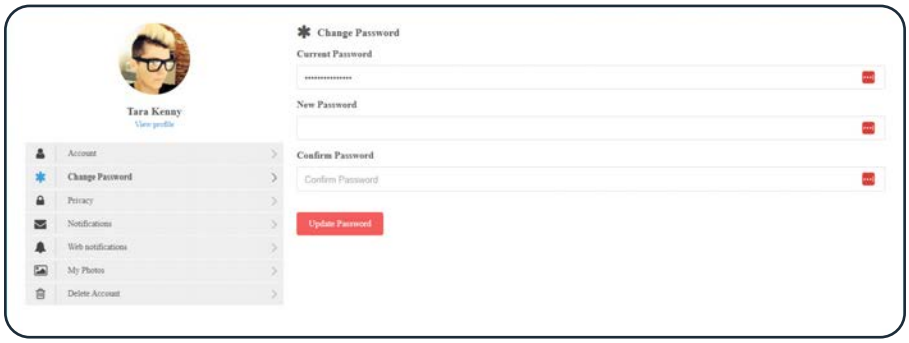
To return to your profile page at any point click the photo or 'View profile' link

Account



Change Password – Reset your password

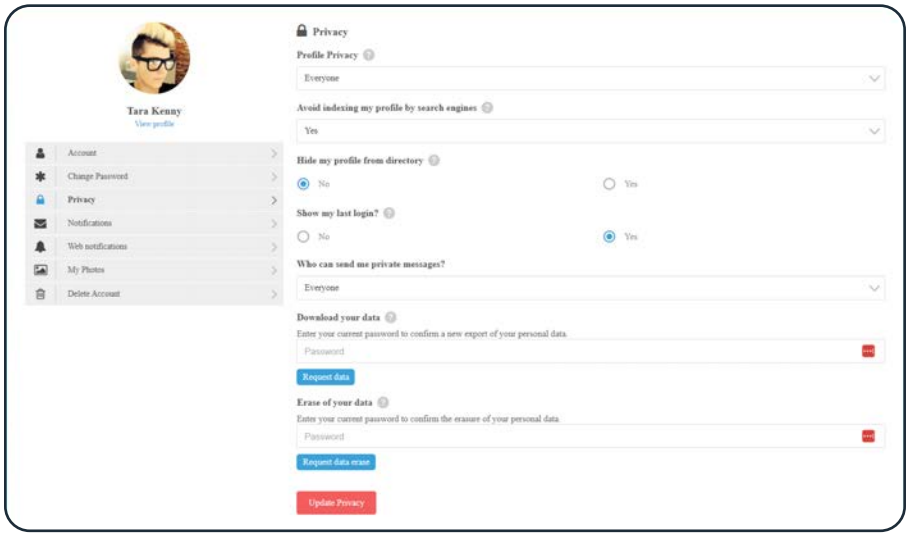
Change password



MEMBER AREA – ACCOUNT

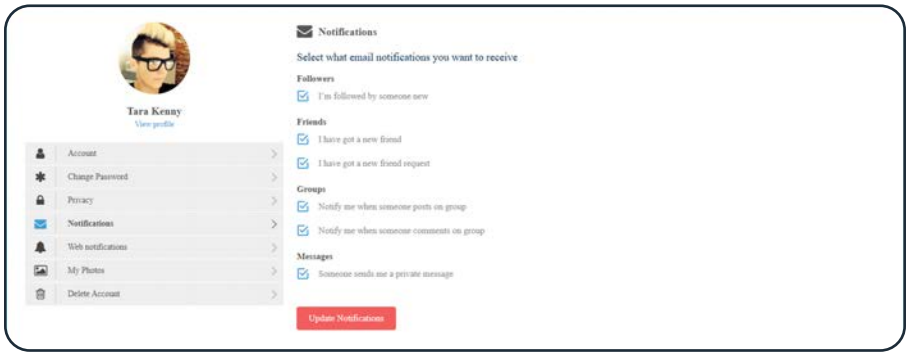
Privacy - Change who can view your profile

Privacy



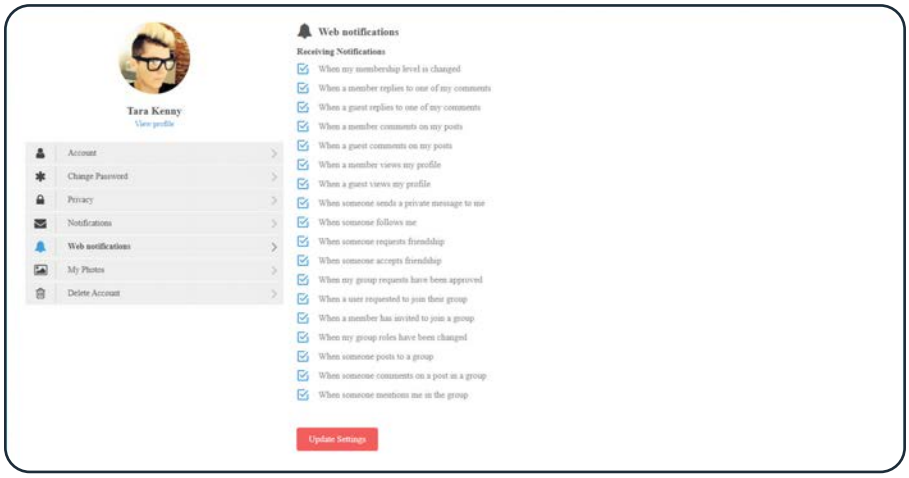
Notifications – Turn email notifications on/off

Notifications



Web Notifications – Select which items you would like to receive notifications for on your profile page

Web notifications

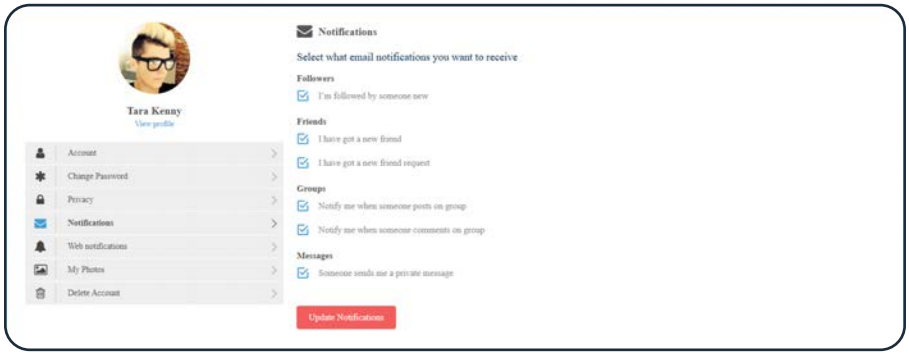


MEMBER AREA – ACCOUNT

My Photos – Change who can view your profile



Delete Account - If you would like to close your account you can do so here.



Please be aware that if you delete your account all information will be permanently deleted and you will not be able to log back in,

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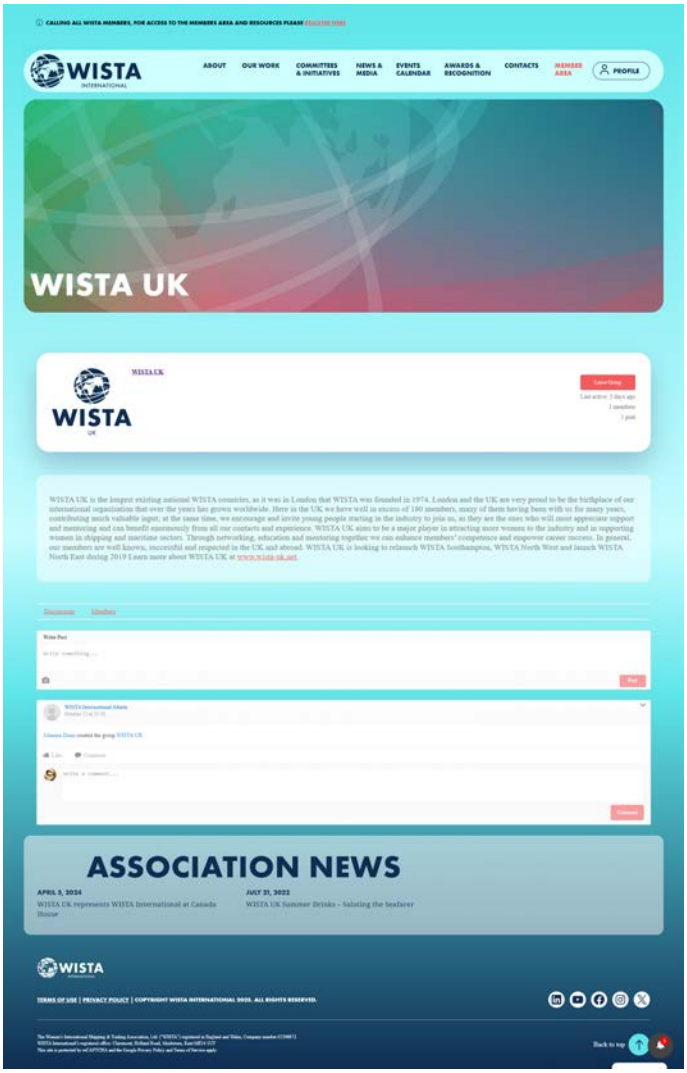
Members area user guide

MEMBER AREA - NWA

From the association page you can view all of the content posted by your NWA, and view the other association members

NWA





WISTA INTERNATIONAL

CONTACT

For further information please contact WISTA INTERNATIONAL or your designated regional contact.

Email wista@WISTAinternational.com
WISTAinternational.com