

Welcome to your private member-area on the IAC website

Contents:

- Edit or update your profile: pages 1-3
- See and print out your invoice: page 4
- Modify your password: pages 5-6

To [see your profile](#) or [see your member fee](#), please click on the grey headings.
By clicking on [Log out](#), you will exit your private member area.

The screenshot shows the top navigation bar with tabs: ACADEMY, ACTIVITY, MEMBERS, CONTACT, EDITORIAL, a search icon, and FR / EN. Below the navigation bar is the IAC logo (A I C) and the full name: ACADÉMIE INTERNATIONALE DE LA CÉRAMIQUE / INTERNATIONAL ACADEMY OF CERAMICS. The main content area is divided into two columns. The left column is titled 'MEMBER PAGE' and is currently empty. The right column is titled 'MEMBERS ONLY AREA' and contains several sections: 'Edit profile' with a sub-item '- CERCCO – HEAD Genève's profile'; 'Membership fee – donation' with a sub-item '- See and print CERCCO – HEAD Genève's invoice'; 'Private pages' with sub-items '- Membership solidarity', '- Bulletin', '- Articles', and '- Registration forms : Members' Exhibitions - call for Papers', '- Information'; and 'Logged in as aictw' with sub-items '- Change password' and '- Log out'. Three blue arrows point from the 'MEMBER PAGE' column to the 'Edit profile', 'Membership fee – donation', and 'Logged in as aictw' sections. At the bottom, there is a footer with a Facebook icon, contact information (AIC-IAC, Musée Ariana, 10 Avenue de la Paix, 1202 Geneva - Switzerland), copyright notice (© 2014 International Academy of Ceramics), design credits (NASK.CC), and the text 'NGO official partner of UNESCO'.

To edit or update your profile:

We would like to highlight that you are responsible for the content of your profile.
Your public profile is on the MEMBERS webpage: <http://www.aic-iac.org/en/members/>

After submitting your information, the following will be visible on the public IAC website:
your name and surname, country, personal website address, photographs, descriptions, CV and other uploaded documents.

Your other personal data are not visible on the public IAC website. They are kept by the IAC office. If you notice any error, please modify your data. **Please note:** those data allow the IAC office to contact you. Please do not delete them. Please update them, if necessary.

To save your information, click on **SUBMIT** at the bottom of the webpage **before you exit**.

The image shows a web form titled "EDITION PROFIL" with the subtitle "Personal data: CERCCO - HEAD Genève". The form contains several input fields, some of which are marked with green arrows pointing to the left, indicating they are required. The fields are: "Title" (dropdown), "LAST NAME", "FIRST NAME", "EMAIL", "INSTITUTION NAME", "DATE OF BIRTH (DD-MM-YYYY)", "STREET ADDRESS AND NUMBER", "POSTAL CODE", "CITY", "STATE", "Country" (dropdown), "PHONE", "WEB SITE", and "Language of correspondence" (dropdown). At the bottom, there is a large text area labeled "DESCRIPTION" with a note "Statement, max 300 words." and a green arrow pointing to it.

In the DESCRIPTION box, please enter your presentation statement in English (max. 300 words).

To upload documents:

Please attach the files in the requested format.

Portrait:

- If you are an individual member, please upload a **portrait in black & white**.
- If you are an affiliate member, please upload your **institution's logo**.

CV or biography:

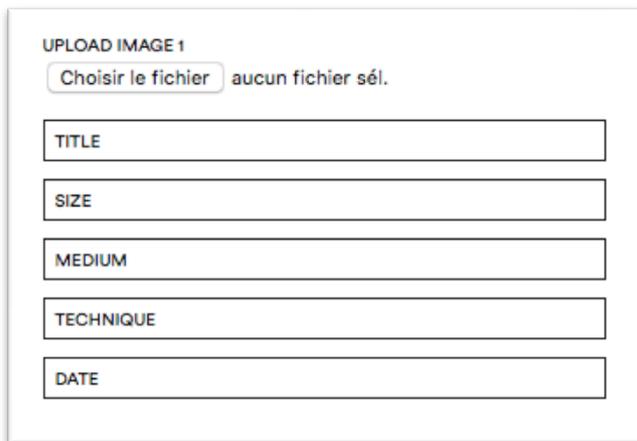
- Please include this document in pdf format, max 5 MB.
- Please note: the names of your files will be visible on your profile. Please name it as follows: « Biography your name », « CV your name ».

Images:

- If you are an artist, please upload 5 pictures of your artworks.
- If you are any other individual member, you can take advantage of this space to present your collections, publications, projects, etc.
- If you are an affiliate member, please upload 5 pictures of the institution.

In order to properly upload the pictures on the IAC website, **please upload in the requested format: only jpeg, png or gif files, not exceeding the dimensions of 3000x3000 pixels, with a resolution of max. 300 dpi and a size of max. 7 MB for each file.**

Click on **Choisir le fichier** (“choose the file”) and select your picture. Please fill in the provided fields in order to label your pictures.



UPLOAD IMAGE 1

Choisir le fichier aucun fichier sélectionné.

TITLE

SIZE

MEDIUM

TECHNIQUE

DATE

Other documents:

You can upload any adequate documentation: magazines, articles or catalogues (max. 5 pdf files, max. 5 MB each file). Please note: the names of your files will be visible on your profile, so please name your files legibly.

In order to save your information, do not forget to click on **SUBMIT**, at the bottom of the webpage, before you exit.

Although our system is now automated, we remain at your disposal for any questions. Please contact the IAC office by email at info@aic-iac.org or by phone on +41 22 418 54 76.

To pay your annual fee:

On the welcome page of your private member-area, you can see your invoice by clicking on See and print your invoice.

A I C

ACADÉMIE INTERNATIONALE
DE LA CÉRAMIQUE
INTERNATIONAL ACADEMY
OF CERAMICS

Your name and postal address

Invoice

Date of the invoice : 16.08.2017
Please pay within 30 days

MEMBERSHIP FEE:
Annual fee (2017) : CHF 150.-

Amount of your member fee

DONATION:
IAC Fund
Mathé Coullery Fund
Solidarity membership fee (minimum CHF 25.-)

Feel free to add a donation

CHF
CHF
CHF

Total : CHF 150.-

Direct access to PayPal

Pay via Paypal

The invoice will be pay by methods other than online :
(All charges have to be paid by the member)

BANK TRANSFER:
UNION DE BANQUES SUISSES, Geneva, Switzerland
IBAN: CH060024024020080200A
SWIF CODE:(BIC) UBSWCHZH80A
account number : 240-200.802.00A clearing 240

POST ACCOUNT :
IAC Geneva :account No: 12-3775-5 (only in Europe)

CREDITCARD :
VISA or Mastercard indicating : (contact the IAC office) Name, surname of the cardholder –
card number – expiry date : (month, year) – black number on the back of the card (CVV) –
address

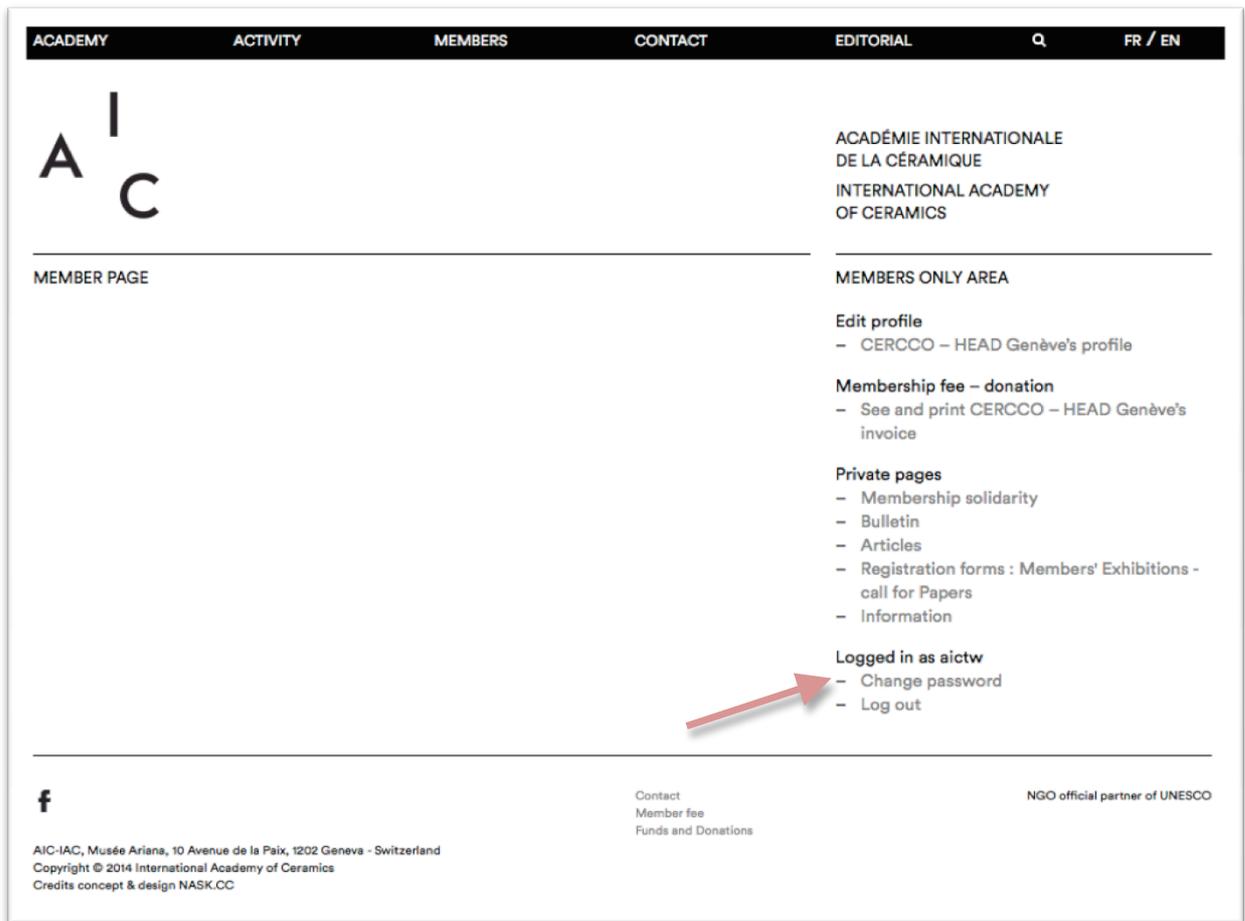
BENEFICIARY:
Académie Internationale de la Céramique
Musée Ariana, 10 avenue de la Paix
CH-1202 Geneva – Switzerland

If you wish to use another payment method than PayPal, print your invoice

Please, print the invoice
Back

If you see any mistake in the amount of your invoice, please contact the IAC office by email at info@aic-iac.org or by phone on +41 22 418 54 76.

To change your password:



The screenshot shows the website's navigation bar with links for ACADEMY, ACTIVITY, MEMBERS, CONTACT, EDITORIAL, a search icon, and language options (FR / EN). The main header features the AIC-IAC logo and the full name of the organization: ACADÉMIE INTERNATIONALE DE LA CÉRAMIQUE / INTERNATIONAL ACADEMY OF CERAMICS.

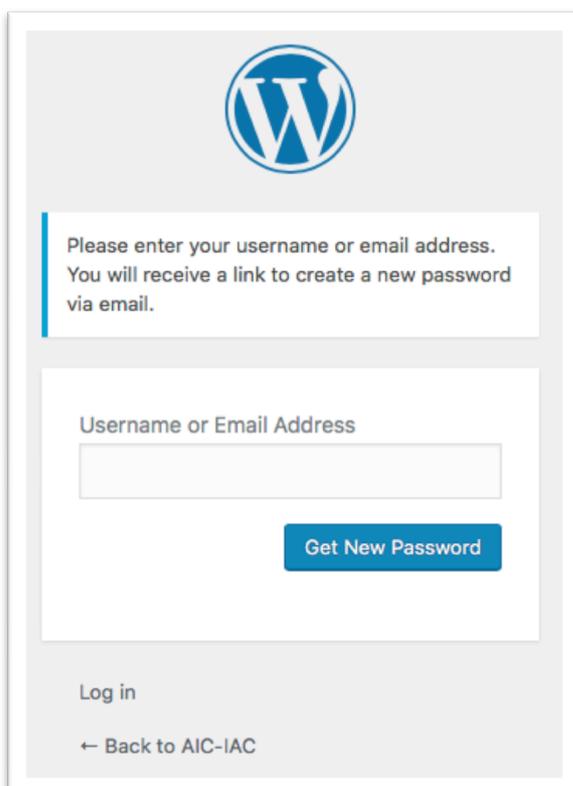
The page is divided into two main sections: MEMBER PAGE and MEMBERS ONLY AREA. The MEMBERS ONLY AREA contains several menu items:

- Edit profile**
 - CERCCO – HEAD Genève's profile
- Membership fee – donation**
 - See and print CERCCO – HEAD Genève's invoice
- Private pages**
 - Membership solidarity
 - Bulletin
 - Articles
 - Registration forms : Members' Exhibitions - call for Papers
 - Information
- Logged in as aictw**
 - Change password
 - Log out

A red arrow points to the 'Change password' option in the 'Logged in as aictw' dropdown menu.

At the bottom of the page, there is a footer with a Facebook icon, contact information (Contact, Member fee, Funds and Donations), and the text 'NGO official partner of UNESCO'. Copyright information for 2014 and design credits for NASK.CC are also present.

Please click on **Change password**.



The screenshot shows the WordPress 'Get New Password' form. At the top is the WordPress logo. Below it is a text box with the instruction: 'Please enter your username or email address. You will receive a link to create a new password via email.'

Below the text box is a text input field labeled 'Username or Email Address'. To the right of the input field is a blue button labeled 'Get New Password'.

At the bottom of the form, there are two links: 'Log in' and '← Back to AIC-IAC'.

Please enter your ID or email address, then click on **Get New Password**.

You will receive an email from the IAC. Please click on the link. You will access this window:

Enter your new password below.

New password

SB37)dUU)0sdyW!t

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & .)

Reset Password

Log in

← Back to AIC-IAC

- Enter the new password of your choice
- Click on **Reset Password**.