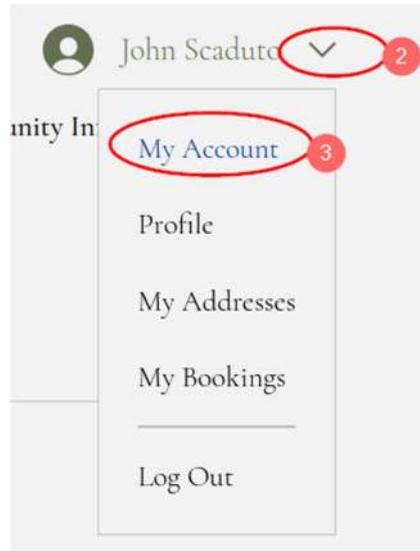


How To Make Data Fields in Your Shadywoods Profile Private vs Public.

1. Login to Shadywoods website with your email and password.
2. Once logged in, click the down arrow/caret 'V' next to your name in the top right corner.
3. Click on the 'My Account' link.



4. In the 'Personal Info' section you will see your name, phone, etc. with a small globe icon next to it.

A screenshot of the "My Account" page. At the top, there is a navigation bar with tabs for "Profile", "My Account", "My Addresses", and "My Bookings". The "My Account" tab is selected and circled in red. Below the navigation bar, the page title is "Account" with "Discard" and "Update Info" buttons to the right. The main content area is titled "Display info" and contains a text input field for "Display name *" with the value "John Scaduto" and a small globe icon to its right. Below this, the "Personal info" section is circled in red. It contains the text "Update your personal information." followed by a red circle with the number "4". There are two text input fields: "First name" with the value "John" and "Last name" with the value "Scaduto". A red circle with a globe icon highlights the privacy settings for the "Last name" field.

5. Find the data field you would like to make 'private' and click on the globe.

Personal info

Update your personal information.

First name

Phone

   5

6. On the next screen that pops up, you will see that you can make the field 'Private.'

Phone Privacy Settings ×

Private
Only you can see it. 

Public
Everyone can see it. 

6

7. After choosing to make a field private, you will then see a small padlock next to the data field. 

Personal info

Update your personal information.

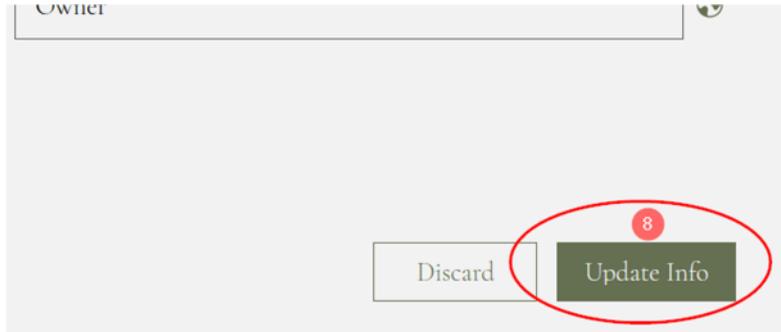
First name

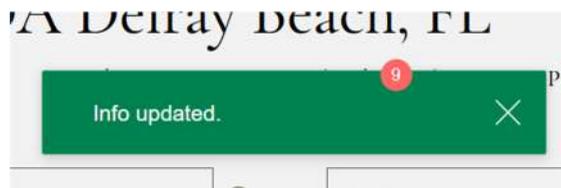
Phone

   7

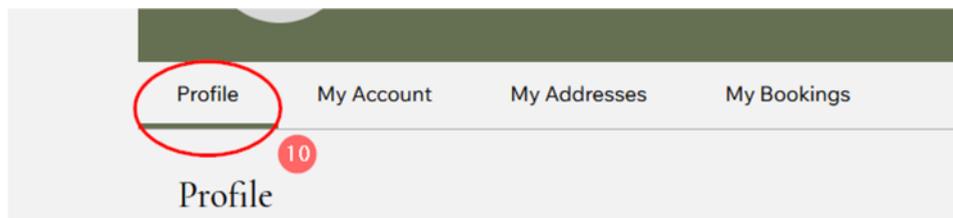
8. Find and click the 'Update Info' button.



9. You *should* see a confirmation **popup** that indicated 'Info updated.' It's only a popup confirmation; you will **not** receive an email confirmation.



10. Click on the 'Profile' tab - this is the information fellow residents will see - and observe that the field you made private is no longer showing in your profile.



11. That's it, all done.