## How to Subscribe to Emails from the Brown Club of the United Kingdom (Non-Resident)

If you are a frequent visitor to the UK, but do not have a UK address and wish to receive emails from the Brown Club of the United Kingdom, the below instructions will explain how to subscribe to emails from the Brown Club of the United Kingdom.

*If you live in the UK and need to update your profile to reflect your address and subscription preferences, see the instructions to do so <u>here</u>.* 

### Step 1: Log into your Brown Account

Your Brown Account is accessed via <u>https://brunonia.brown.edu/alumni</u>. Click through to "Log in", see green box below in Figure 1.

You may also go directly to the "Subscription" page via <u>https://bbis.advancement.brown.edu/BBPhenix/subscription/preferences</u>. Login with your Brown Account credentials and skip to Step 3.



Enter your credentials or create your Brown Account.

Figure 2.

< exit login form

# Brunonia



#### Step 2: Update Your Profile

Select your dashboard by clicking on "Your Name". See the green box in Figure 3.



On your dashboard, select "My Profile". See the green box in Figure 4.

Figur	re 4.				
BROWN -	Brunonia		Your Name	a 🗇 Q	GIVE NOW
DROWN	The online home for Brown	FILTER NEW	Welcome, Your Name	Logout	
	involved. Give back. Make lifelong connections.		Introducing your Dashboard: Quick links to your account, profi communities, directory, networking, and more.	e, events,	
		Contraction of the local division of the loc			

Select "Subscriptions". See the green box in Figure 5.

Figure	<sup>2 5.</sup> Brunonia				
DROTT	< Return to Brunonia website Profile Summary				
	PROFILE Summary Personal And Household Contact Professional Activities And Affiliations Academic				
	DIRECTORY BRAVO TOOLS SUBSCRIPTIONS				

### Step 3: Update Your Subscriptions

Click on the button "Add More Subscriptions". See the green box in Figure 6.

Figu	e 6.					
	Brunonia		GIVE NOW			
DRONT	K Return to Brunonia website					
	Manage My Newsletter Subscriptions					
	PROFILE	MANAGE YOUR EMAIL SUBSCRIPTIONS				
	DIRECTORY BRAVO TOOLS	View and update your email subscriptions for newsletters, Brown clubs, classes, and affinity				
		groups.				
	SUBSCRIPTIONS	Travel a lot? You can now subscribe to get news from any Brown Club.				
	_	ADD MORE SUBSCRIPTIONS				

In the search box, type in "United Kingdom" and click the "Search" button. See the first arrow in Figure 7.

The results should return "Brown Club of the United Kingdom" under "(Add/Remove) Organization Name".

Click the "+" in the circle to add the subscription. See the second arrow in Figure 7. Confirm that you wish to subscribe.

e 7. <b>Brunonia</b>			•	GIVE NOW
		MANAGE SUBSCRIPTIONS		
		SUBSCRIBE TO AN ORGANIZATION'S NEWS		
	-	United Kingdom Show: Classes  Clubs  Affinity Groups		
		RESULTS		
		Results Found: (1 - 1) of 1 Show results per page: 5		
		(Add/Remove) <sup>®</sup> Organization Name		
		Brown Club of the United Kingdom		

Once subscribed, there will be red check mark. See Figure 8.

Figure	e 8.		
	Brunonia	±	GIVE NOW
BROWN		Have a lot 100 can now subscribe to get news nom any brown club.	_
		MANAGE SUBSCRIPTIONS	
		SUBSCRIBE TO AN ORGANIZATION'S NEWS	
		Q Search	
		United Kingdom	
		Show: Classes 🗹 Clubs 🗹 Affinity Groups 🗹	
		RESULTS	
		Results Found: (1 - 1) of 1	
		Show results per page: 5	
		(Add/Remove) <sup>®</sup> Organization Name	
		Brown Club of the United Kingdom	