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PLANCRAFT USER GUIDE

My Account

Manage your profile, account details, and the destinations available from your signed-in navigation.

Find your account

1. Log in to PlanCraft.
2. Open the My Plans dropdown in the signed-in navigation.
3. Choose My Account.
4. Review your profile details and update the editable fields.
5. Save changes, then refresh or return to My Account to confirm they were retained.

What to keep current

Name Use the name you want PlanCraft and its communications to display.	**Email** Keep access to the email associated with login, plan delivery, and support.
Phone If provided, use a current number and confirm formatting if validation appears.	**Profile details** Keep optional profile information accurate and appropriate for its intended use.

Your signed-in navigation

- My Plans opens your plan library and New Plan entry point.
- My Account opens editable profile and account settings.
- Share opens your referral and affiliate destination.
- Support opens tutorials, help articles, ticket submission, and ticket history.
- Additional destinations may appear according to your membership, coaching capability, or admin access.

If a change will not save

Check first Confirm every required field is complete, remove unusual formatting from phone or profile fields, and try saving again. If the page reports success but old information returns, capture a screenshot and contact support.

Account security

Do not share your password. Log out on shared devices, use a unique password, and treat unexpected changes to your email, plan access, or membership as a support issue that should be reported promptly.