

## Key Contact Information

At least one person in your organization is a Key Contact...usually the person who has completed the college fair registration or membership form. Some organizations have more than one Key Contact. Key Contact are able to:

- **Update** the membership profiles for your organization - names, titles, email addresses, etc.
- **Create and add new members** or "linked profiles" for your organization.
- **Unlink profiles** of those who have moved on. (*I have to actually still delete the profile, so simply let me know who has left and I'll be happy to remove.*)
- **Add or remove** your organization's members **from the listserv**.
- **Register** other linked users from your organization for events.
- **Add or remove Key Contact designations** for your page.

**Please make sure to log in (or create a new profile IF YOU ARE NEW) when you go to complete the college fair registration.** Your organization's information is only as current as the information provided or updated by Key Contacts. After you register for the fairs, please take a moment to review your organization's membership information, including individual profiles. Everyone has the power to update their own profiles, but the Key Contact should check the organization profile, and the profiles of others, on a regular basis.

Your help is also appreciated in making sure your team understands that everyone has their own username and password. This can cause issues with your organization's listings and profile access if they don't use their own when signing up for events.

When you log in, you should see a page with a Hello My Name is name tag (the Member Landing Page). Click on My Profile and you'll see your individual profile page.

Hover over the My Profile tab and you will see "Your Organization." Click on that and it will bring up a page similar to this:



Click on "Individual Profiles." You will see everyone that we have on record. You can change names, titles, or, if someone is no longer there, simply click the Unlink Profile button. I will actually delete them completely, once you unlink them and inform me. You will also add people here, with the Create Linked Profiles button. **The organization name and address must be written the same in all profiles for it to pick up the profile.**

Here is a brief video with instructions [YouTube video](#). Please feel free to contact me with any other questions.