Step-by-step instructions for creating or modifying your partner profile.

**Before you begin:** It is helpful to have the mission statement, a brief description, and the logo for your organization available in an electronic format so that you can copy and paste them into the profile form.

- 1) **Log in** using the Login Name and Password provided for your account.
- 2) Click on the "Partner" Tab
- 3) Select the **name of your organization** under "partner name", they are sorted alphabetical.
- 4) Double click on "Read more..." to edit.
- 5) Select the **edit** tab above the gray bar.
- 6) Fill in the "Edit Your Partner" form.
- 7) Upload logo by clicking on the **insert/edit image** in the toolbar. If you have problems with this you can email the image to us and we will post it.
- 8) When you have finished editing your profile click save.
- 9) To submit your profile for publishing, on the gray toolbar, change the **state** from **"private"** to **"submit for publication"**.

## While completing your profile, please note:

- To finish entering your profile at a later time, click save before leaving the form.
- The "Short Description" box is what shows up on the main partner pages about your organization. Keep this brief if possible.
- Please provide the key details about your organization such as mission statement, purpose, contact info, link to website, etc.
- You can make edits or add more information to your profile at any time.
- If you don't yet have a user account you will need to set one up by filling out the **Join** Form, making sure to check the box marked "I would like to add my organization as a partner on the Connection."
- If your organization is not listed:
  - 1. In the gray toolbar, click on "Add New" to see a dropdown menu.
  - 2. Select "Page".
  - 3. Add the "Title", then continue filling out the "Add Page" form following the instructions above.