How to Update Your Organization’s Member Profile

Your “Member profile” is what shows up in the Center’s Member Directory, where visitors to our website can find out about your organization.

This visual guide will help you navigate through updating:
- Changes in your organization’s contact information
- Changes to your organization’s mission or website URL
- Changes of your organization’s name

Step 1: Find your user profile

2: Click your organization’s name to see your Member profile.

Step 2: Find your Member Profile

3: On your Member profile page, click the “Edit” tab.
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Step 3: Edit your Member profile

On the "Edit Member" page you can change your address, mission statement, website, primary contact, etc.

Be sure to click "Save" at the bottom of the page.

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