

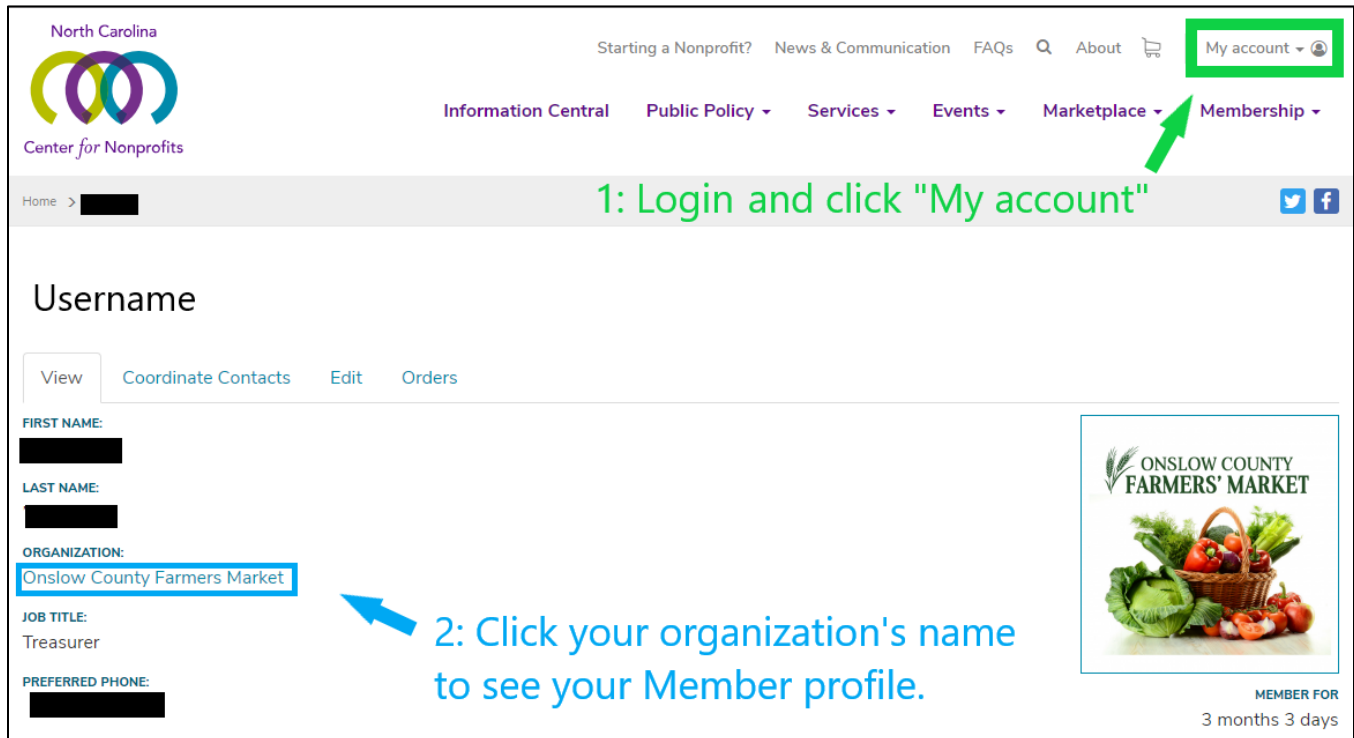
## How to Update Your Organization's Member Profile

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



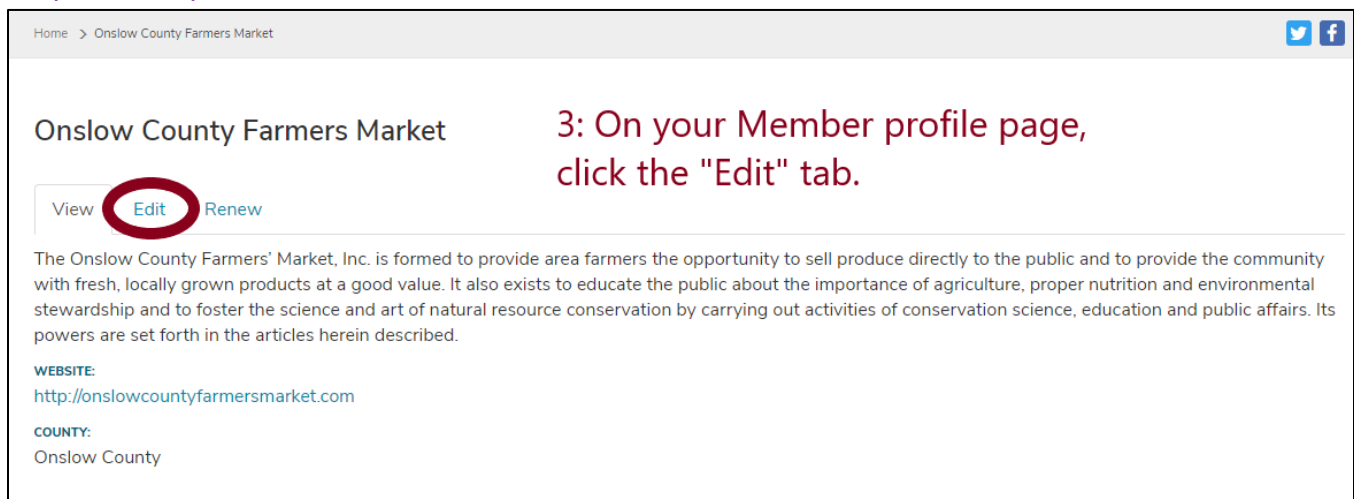
The screenshot shows the user profile page for a member of the Onslow County Farmers Market. The page is titled "Username" and has tabs for "View", "Coordinate Contacts", "Edit", and "Orders". The "View" tab is selected. The profile information includes:

- FIRST NAME: [Redacted]
- LAST NAME: [Redacted]
- ORGANIZATION: Onslow County Farmers Market (highlighted with a blue box and an arrow pointing to the text "2: Click your organization's name to see your Member profile.")
- JOB TITLE: Treasurer
- PREFERRED PHONE: [Redacted]

On the right side of the profile, there is a logo for "ONSLow COUNTY FARMERS' MARKET" featuring a basket of fresh produce. Below the logo, it says "MEMBER FOR 3 months 3 days".

At the top of the page, there is a navigation menu with items like "Starting a Nonprofit?", "News & Communication", "FAQs", "About", and "My account" (highlighted with a green box and an arrow pointing to the text "1: Login and click 'My account'").

### Step 2: Find your Member Profile



The screenshot shows the member profile page for the Onslow County Farmers Market. The page is titled "Onslow County Farmers Market" and has tabs for "View", "Edit", and "Renew". The "Edit" tab is selected and circled in red. The profile information includes:

- WEBSITE: <http://onslowcountyfarmersmarket.com>
- COUNTY: Onslow County

Below the profile information, there is a paragraph of text describing the market's mission and powers.

At the top of the page, there is a navigation menu with items like "Home" and "Onslow County Farmers Market".

On the right side of the page, there is a text box with the text "3: On your Member profile page, click the 'Edit' tab." and an arrow pointing to the "Edit" tab.

# How to Update Your Organization's Member Profile

## Step 3: Edit your Member profile

The screenshot shows the 'Edit Member Onslow County Farmers Market' page. At the top left is the North Carolina Center for Nonprofits logo. The top navigation bar includes links for 'Starting a Nonprofit?', 'News & Communication', 'FAQs', 'About', and 'My account'. A secondary navigation bar contains 'Information Central', 'Public Policy', 'Services', 'Events', 'Marketplace', and 'Membership'. The breadcrumb trail reads 'Home > Onslow County Farmers Market > Edit'. Below the breadcrumb are social media icons for Twitter and Facebook. The main heading is 'Edit Member Onslow County Farmers Market'. There are three tabs: 'View', 'Edit' (which is active), and 'Renew'. Under the 'Edit' tab, there is a form with two sections: 'Organization Name \*' and 'Category \*'. The 'Organization Name' field contains 'Onslow County Farmers Market'. The 'Category' section lists options from A to L, with 'K - Food, Agriculture & Nutrition' selected. To the right of the form, there is red text: 'On the "Edit Member" page you can change your address, mission statement, website, primary contact, etc.' and 'Be sure to click "Save" at the bottom of the page.'

Updated 8/30/2018