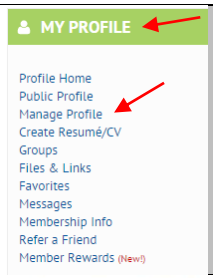
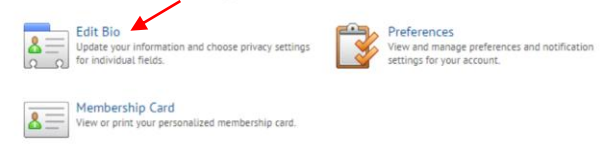


How to Complete Your Profile on the NEW NAPO.NET

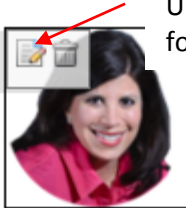
What to do	How to do it	Additional Information
1. Sign In	- Go to Member Sign In Box - Enter Member ID (Now called Legacy ID) in User Name Box - Enter Password in Password Box: All members to use changeme1 to get started. - Click coral Sign In button	If you don't know your Member ID number look on your membership card or email napo@napo.net
2. Reset Password	- Click Manage Profile – in My Profile Box – 3rd choice. - Scroll down and click Edit Bio in Information & Settings Section - Change Password - Enter changeme1 in Your Current Password field - Enter New Password and confirm - Submit	Your new password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)
Under GREEN “MY PROFILE” menu - Select “Manage Profile”		
1. Scroll down to Information & Settings. Select Edit Bio	Information & Settings 	
2. Confirm Password, if required		

Update Your Account Information		
Member ID	Pre-populated	This number is your new membership number and has automatically been assigned.
Legacy ID	Pre-populated	This is your membership number from the old system. (Please note: this is the number that was used if you pre-registered for NAPO2016.)
Your Personalized URL	1. Select change 2. Enter your first and last name together (or whatever you'd like to use) 3. Submit	You may use this URL to share your NAPO profile with others. If you do not have a website, you can use this page to share information about you and your company.
User Name		You may change this if you like
Password		This is what you selected in step 2 above
Email Address and Confirm Email Address	This is what NAPO has on file for you for distribution of NAPO communications such as NAPO Now, NAPO News and membership renewal reminders. You may elect to share this email address on your <i>public</i> profile found in the Find a Professional Organizer and Productivity Consultant Search Tool. If you prefer to change it, do so here.	PLEASE NOTE: Green lock on side. This is where you make select to make your data public. Click lock – you are given the options of 1) Public visible to everyone 2) Members Only – visible only to members 3) Private not visible in profile. Be sure to identify each field so information is displayed as you like
Email Preference	To receive communications from NAPO, please ensure the Group Correspondence box is selected	It is recommended that you do not edit this field.
Gender	This is for demographic purposes only	
Title	Enter title, if desired	This is an optional field
Full Name	Enter First name in first field Enter Last Name in second field – add any credentials to your last name that you would like to appear in your profile.	Alt – 0174 makes the registered trademark sign ®
Address	Enter your street number and name where you would like NAPO correspondence mailed.	The compass on the right is used to verify US addresses with the USPS. Verifying your address is not required.
Address Cont.	Enter 2 nd line, if needed	

City/Town	Enter city	
Country	Use the drop down menu to select country	
Location	Enter the full name of your state, do not abbreviate	
Postal Code	Enter your postal/zip code	
Do Not Contact by Mail		If you do not want to receive NAPO communication via the postal service, change this field to "Yes, do not mail."
Year Born	This is for demographic purposes only	
Update Your Professional Information		
Organization	This is your business name on file at NAPO. Please update, if necessary. If you do not have a company name, please do NOT put "TBD" or "I don't have one".	
Your Title	Use this field to enter your title	Examples: Professional Organizer Productivity Consultant CPO®, CPO-CD®, COC® Owner President
Website	Enter your web address.	Begin with http://
Address (and Address Cont.)	Pre-populated: address you would like the Find a Professional Organizer and Productivity Consultant Search Tool to use in radius searches	All street addresses in these fields will be hidden from the public. This is where you would add your business address, if it is different from your personal address. e.g. PO Box
City, Town,	Pre-populated: change as needed	
Country	Pre-populated: change as needed	
Location (State)	Pre-populated: change as needed	
Postal Code	Pre-populated: change as needed	
Phone	Pre-populated: change as needed	
Fax	Pre-populated: change as needed	
My company offers the following:	Select the appropriate boxes for the type of services you offer. You may select both if you offer both Business and Residential Organizing.	This is used in the advanced "Find a Professional Organizer or Productivity

		Consultant Search Tool” to supply results based on the criteria entered.
Specialty	Check off Specialties (there is no limit or additional fees based on the number selected.)	• All specialties selected will be displayed • Changes may take up to 24 hours (indexing cycle) to display. • There is no limit to the number of specialties you may select. The more specific you are in your specialty selection the greater the likelihood that you will be able to attract your ideal client via the search results
Years in the Profession	Select from drop down menu	
Insurance	Select Yes, if you have business insurance	
Other Professional Associated Memberships	Use this field to identify other professional associations/organizations where you are a member.	
Experience Level	Select from drop down menu	This is for demographic purposes.
NAPO Blogger	Select Yes, if you have registered as a NAPO Blogger. This field is not shown to the public	Have you signed up as a NAPO blogger? If your website has a link back to NAPO.net, you are eligible to be featured on NAPO’s NAPOGetOrganized.com blog by contributing to NAPO’s Blog Link Parties. Sign-up to be a NAPO blogger and then check this box. http://bit.ly/NAPOBlogger
NAPO Guest Blogger	Select Yes, if you have registered as a NAPO Guest Blogger. This field is not shown to the public	NAPO is exploring having members guest blog on NAPOGetOrganized.com blog. We are in the exploratory phase. If you are interested in participating, please sign-up and then check this box. http://bit.ly/NAPOBlogger
Instructor	Pre-populated	Do not edit this field unless you are a NAPO University instructor.
Course Title	Pre-populated	This is not an editable field.
Honorarium Terms	Pre-populated	This is not an editable field.

Additional Information		
Is a Current Member	Pre-populated. If you wish to be omitted from the Find a Professional Organizer and Productivity Consultant Search Tool, select No.	Selecting No does not affect your membership status. It only omits your profile from the public search tool.
Education Degrees	Use this field to list education credentials	
Additional Languages	List languages, other than English, that you speak fluently	
Additional Certificates & Achievements	List additional certificates, certifications, awards and achievements.	Spell out for public (Certified Professional Organizer in Chronic Disorganization rather than CPO-CD)
Media Trained	Pre-populated	Did you participate in NAPO's media training at the NAPO Conference in 2013 in New Orleans? If so, select yes. If not, do not edit this field.
Twitter URL	Enter your Twitter handle	http://twitter.com/YourHandle
Facebook URL	Enter your Facebook URL	http://www.facebook.com/YourPageName
LinkedIn URL	Enter your LinkedIn URL	http://www.linkedin.com/in/YourName
Awards Descriptions	List any relevant professional awards	
Education/Experience	You have 1000 characters to use in this field any way you'd like	You may include education, other relevant work experience, NAPO leadership, a business description, etc. You may include URLs but they may not be clickable.
Click Save Changes		
Other Information		
Add Picture	After saving changes, click on photo box (box with tall buildings) and click on "upload profile image." Upload a photo as you would on any other site.	This is the photo that will be displayed to the public. You may use a picture or company logo. Only one image will be displayed.

	This is where you upload your photo.  	
Check Your Profile	You must sign out to see your profile as it will be displayed to the public.	If you are signed in, your profile will include information not visible to others (even members).

We anticipate further adjustments and will notify you if and when you should go in and make updates to your profile.