

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 Contacts can:

- **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.

Your organization's information is only as current as the information provided or updated by Key Contacts. Please take a moment to log in and 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 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.

Click on My Organization. From there you may update your Organization's profile, Member Profiles (by clicking on Org Members), Review Invoices, and any form submitted by your team members. You will also notice under your personal profile that you can now see any forms you've submitted! You will find them under the "Forms I've Taken" tab.

(If you are not seeing your Organization Profile or member profiles, please email info@iowaacac.org. Due to a technicality that is being worked by our host, some may not be visible.

To Edit a Profile, click on their name. To View or Unlink Profiles (if someone has left), you have to hover your cursor to the right of the Key Contact column. Let me know if someone has left and you unlink them. I will delete them from the system.