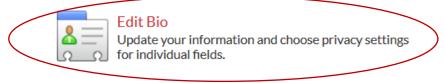
Instructions to Update Preferred Contact Address

- 1. Visit the APT website (www.a4pt.org)
- 2. Log into your APT Profile
- 3. Select Manage Profile



4. Select Edit Bio under Information & Settings

Information & Settings

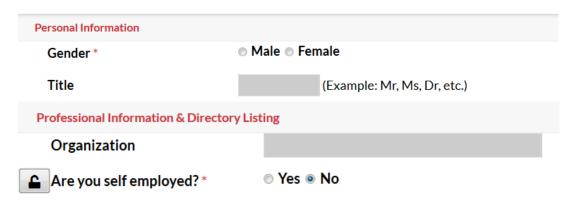




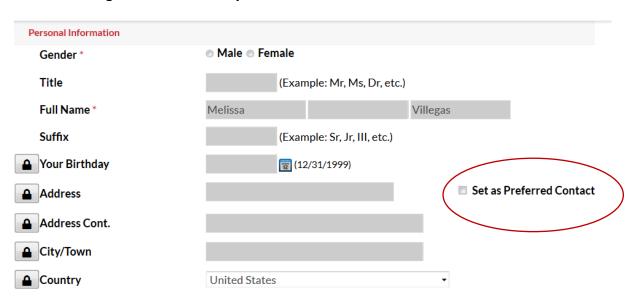
Membership Card

View or print your personalized membership card.

5. Once you click on Edit Bio, you'll see a Personal Information section and a Professional Information section



6. To the right of each section you'll see a box with Set as Preferred Contact



- 7. Select the Set as Preferred Contact box in the Personal Information section OR in the Professional Information section to designate your preferred contact address.
- 8. The address you select as your "Preferred Contact" will be used to send APT correspondence (magazine, journal, notifications, etc.).
- 9. Your "Preferred Contact" address will ALSO appear on APT's Find a Play Therapist Directory. For privacy purposes, APT strongly encourages you to keep the first two address lines locked.
- 10. Should you wish to keep any of your listing information private, please ensure that you lock these fields by clicking on the lock icon.

