

## Instructions to Update Preferred Contact Address

1. Visit the APT website ([www.a4pt.org](http://www.a4pt.org))
2. Log into your APT Profile
3. Select [Manage Profile](#)



4. Select [Edit Bio](#) under [Information & Settings](#)

## Information & Settings



### Edit Bio

Update your information and choose privacy settings for individual fields.



### 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

#### Personal Information

Gender \*

☐ Male ☐ Female

Title

(Example: Mr, Ms, Dr, etc.)

#### Professional Information & Directory Listing

Organization



Are you self employed? \*

☐ Yes ☒ No

6. To the right of each section you'll see a box with [Set as Preferred Contact](#)



**Personal Information**


Gender \* ☐ Male ☐ Female


Title  (Example: Mr, Ms, Dr, etc.)


Full Name \*  Melissa   Villegas


Suffix  (Example: Sr, Jr, III, etc.)

 Your Birthday   (12/31/1999)

 Address

 Address Cont.

 City/Town

 Country  United States


☐ 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.

 Country  United States

 State

 Public (Visible to Everyone)

 Members Only (Visible Only to Members)

 Private (Not Visible in Profile)