We’re excited to have you sign-in and get started with our optimized website. This serves as a step-by-step guide for improving your online profile.

While your primary contact information, such as name, company, phone numbers, addresses and email addresses will continue to be maintained at AIA National, your AIASF profile offers so much more.

**Follow these next steps to:**

1) Verify your contact information and learn how to update it with AIA National; and

2) Discover how to optimize your extended online profile at AIASF – providing opportunities for greater engagement and networking opportunities.

**Let’s get started:**

Go to [aiasf.org](http://aiasf.org)’s home page and locate the “Sign In” text in the upper right-hand corner. *See the red box and arrow? Click on that text.*
The Member Login page will appear. Enter the username and password information, provided by AIASF, into the coordinating fields and hit sign in.

Once you're signed in you will be directed to your profile.

*Please review your contact information. Any field that you're unable to edit is maintained by AIA National. Ensure that your organization, title, address, and phone number are all up-to-date. To update your information with AIA National, sign into your account and update your personal and professional information. If you have difficulties accessing your account, reach out to AIA National at memberservices@aia.org or 1-800-AIA-3837. **Please note, it will take 24-hours for updates to appear in the AIASF website.**

We've created Julia Morgan's profile as an example. Once you log-in, you'll see a similar screen, but less robust until you complete the following steps.
Locate the area entitled “Professional Information.” To the right of that label you’ll find text that reads “Edit.” Click on that text.
Once you click on “Edit” you’ll be taken to a screen entitled “Edit My Member Profile.” We’ll now walk through the process of editing profile components within your AIASF profile. We’ll begin with your:

- Personalized URL
- Username
- Password

Next to each of these personalization options you’ll see text that says “change.” Within the screenshot below, we’ve underlined them in red. To change any of the bulleted items above, click “change.”

**Your Personalized URL**

Choose a user alias that will be utilized within your personalized URL, which will point directly to your profile page. You’ll see that we chose “juliamorgan” as our alias and entered it within the “Enter your new alias” field. In order to save the alias, hit “Submit.”
Once you hit submit you’ll be taken back to the “Edit My Member Profile” page, where you’ll see your finalized personalized URL. It should display something like http://aiasf.org/member/(your user alias) – in Julia Morgan’s case – http://aiasf.org/member/juliamorgan. Now you can begin sharing your URL with other members.
Username

You have the option to change the username that you were provided and we encourage you to do so. Your username will be used throughout the site, including within Groups. Under “Edit My Member Profile,” where “Username” is located, click “change.” A window will pop up and you’ll have the opportunity to choose a new username. You’ll be prompted to enter your password for confirmation. Type your password in the “Verify your password” field and hit “Submit” to make the change.

Once you hit submit you’ll be taken back to the “Edit My Member Profile” page. You’ll be able to confirm that your username has been updated.
Password

The password you were provided to log-in you our new website was identical to everyone else. So, we’re positive that you’ll want to change your password immediately. Next to the “Password” field, click “change” and follow the instructions. *The 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.).* Choose your password and then enter it within the two fields. Click “Submit” to confirm the change.
Once you hit submit you’ll be taken back to the “Edit My Member Profile” page. To ensure security, your new password will not appear.

As we scroll further down the screen, the next steps for updating your profile include:

- Managing Email Preferences
- Uploading a Headshot Image
- Adding a Website
- Adding your Gender (optional and not visible in profile)
Managing Email Preferences

In order to choose what email you would like to receive click on the “Manage Email Preferences” text within the “Edit My Member Profile” page. The text is outlined in red, above.

A pop up window will appear and you’ll have the opportunity to check off the email lists that you would like to be on. We suggest the following, at a minimum:

- archSF monthly newsletter: Once a month
- Around the Chapter weekly newsletter: Once a week
- General Correspondence: Rarely
- Group Correspondence: Rarely
- Stand Alone Event Emails: Rarely
- Stand Alone Opportunities and Competition Emails: Rarely
If at any time you begin to receive too many emails, you’ll have the opportunity to change your preferences. It’s just a click of a button. Once you’ve chosen which emails to subscribe to, click “Save Preferences.” Your preferences will be saved and you’ll be taken back to the “Edit My Member Profile” page.

**Uploading a Headshot Image**

To add a headshot image be sure that you’re on the “Edit My Member Profile” page. You’ll find the text that reads “Manage Headshot Image.” It’s highlighted with a red box in the screenshot below. Click on “Manage Headshot Image.”
Once you click on “Manage Headshot Image” you’ll be taken to your personal profile page. To upload your headshot, find the person avatar. When you hover over the avatar a small icon will appear with a green up arrow. This is the upload icon. Click on the box.
Once you click on the box you’ll be taken to the “Upload Profile Image” page. You’ll either choose an image to upload from your computer or you can drag and drop and image into the area with the red box, in the screenshot below. Whatever you choose to upload will appear in the place of the avatar at the left, where the red arrow is pointing.

Once you see the image appear, uploading the image is complete. There are no other steps required.
To continue editing your profile you’ll need to click “Your Profile” in the upper right-hand corner, followed by “edit” within the “Edit My Member Profile” section. Please see the series of screenshots below.
Once you click on “Edit” you’ll return to the “Edit My Member Profile” section, where you can resume editing your profile. The next step is to add your website.

**Your Website**

If you would like to add a professional website to your profile, please add it here. Your website URL will need to begin with http://, as noted in the site instructions. This is a great location to add a portfolio website or your company’s. Once you add the URL, scroll to the bottom of the page and click “Save Changes.”
Gender

Disclosing your gender is optional and will not be shown on your profile. This is only for internal use. Using the drop-down menu, choose either male or female. If you choose not to disclose, leave this field blank in the drop-down menu.
You're almost done updating your profile information. Only two more steps:

- Practice Areas
- Short Bio

Practice Areas

When someone conducts an architect or member search, one of the options is practice areas. Be sure you show up in the search results by adding your practice areas. Using the drop-down menu, check as many that apply to you. To save your selections click on “Save Changes” at the bottom of the page.
Short Bio

You have the opportunity to include a short bio within your profile. To save your bio click “Save Changes” at the bottom of the screen.
One you submit “Save Changes” at the bottom of the screen you’re all done updating your primary member profile information. You can now click on “My Profile” to be taken to your profile page to ensure all the information you entered is correct.

Anything below, listed in a red box, is a field that requires updating with AIA National. To update your information with AIA National, sign into your account and update your personal and professional information. If you have difficulties accessing your account, reach out to AIA National at memberservices@aia.org or 1-800-AIA-3837. Please note, it will take 24-hours for updates to appear in the AIASF website.
Our new website boasts great new features, including:

- A photo gallery to feature your projects
- Opportunities to add files and links
- Sharing social media networks you’re active on

We’ll now guide you through the process of making your profile multidimensional.

**Photo Gallery**

The photo gallery provides you the opportunity to add photos with captions and tags, while developing thematic galleries. To add photos to your gallery, start on the “My Profile” page. Go the box beneath your headshot entitled “Photos”, and click [Edit].
You will be taken to a page where you can drag and drop, or upload your photos. To upload a photo, click on the area in the red box, and choose your files. Or drag and drop from your desktop – or a folder. Your image will begin uploading.
When the photo has been chosen, you will see it appear as it does below. The green below the photo indicates that it is uploading.

Once the photo has been successfully uploaded it will appear in the photo gallery.
Once the photo has successfully uploaded, click on the photo to add a caption and tags.

The “Caption” and “Tags” are particularly important so that your photos are searchable within the website. Choose tags that are related to your images, such as the project name, location, company, your name. Anything that you would want to make the image optimized for search. Find the areas for adding your caption and tags in the red boxes below. Add captions and tags to every image in your photo gallery to optimize them for search.
To manage your albums, locate and click “Manage albums” on the main Photos page.
You will be taken to the page below, where you can add an album by typing a name in the text box to the right of the “Add a New Album” text. Click “Submit” to create your album. Once the album is created you can edit the information by clicking the notepad icon on the far left.
To change setting of the photos once they are in the albums, click the “View Albums” button.

Select an album by clicking the main photo.
Select the photo by clicking the photo, then checking the circle in the top left corner. A green arrow will appear. Then, locate and click "Settings."

From here you are able to move the photo to another album, change the visibility settings, or choose permissions for comments.
Files & Links

To add files or links to your profile, go the link entitled “Files & Links” in the right-hand bar under “My Profile.” Click on the text.

You’ll be taken to the Files & Links page where you’ll want to click on “Manage Files & Links” text in the upper-left hand corner. This is where you can add, edit, or delete your files and links. Please see the red box in the screenshot below.

To add a new file or link click on “Add a New Item,” as seen in the screenshot below.
Once you're on the “Files and Links” page you can add an item. Choose whether the “Item Type” is a file or URL, “Name” the item, and choose its visibility (private, members, everyone). If applicable, upload your file by choosing “Choose File,” and provide a maximum 1,000-word description. Once you’re done adding your file or link, click that you agree to the terms of the Upload Agreement and click “Submit.” Your file or link has now been added.
A complete list of your files and links are available by clicking back to the “Files & Links” area.
Share your Social Networks

Increase your network and connect with members outside of our website. Share which social networks you’re on for greater engagement. To start, click on “Networks” in the right-hand column.
You’ll be taken to the “My Networks” screen where you can add networks to your profile.

Choose from the menu of social media networks available. We suggest that you list the following (And we’ve made it easy for you to join us on social media. Just click on the links below):

- Twitter
- LinkedIn
- Facebook
- Instagram
- Houzz
Choose the social network, then type the link. In our example, we’ve chosen to add Julia Morgan’s Twitter feed. See the example below. Once you are done entering the URL or social network details as instructed on the site, click “Add to Profile.”
Once you click “Add to Profile,” you’ll be taken to a screen where you’ll see all your social media networks listed. This is where you can edit, delete current social media networks or add additional networks to your profile, following the aforementioned steps.

You’re off to a great start! Thank you for being a valuable member of the AIASF community.

Should you have any questions regarding setting up your account please email info@aiASF.org.