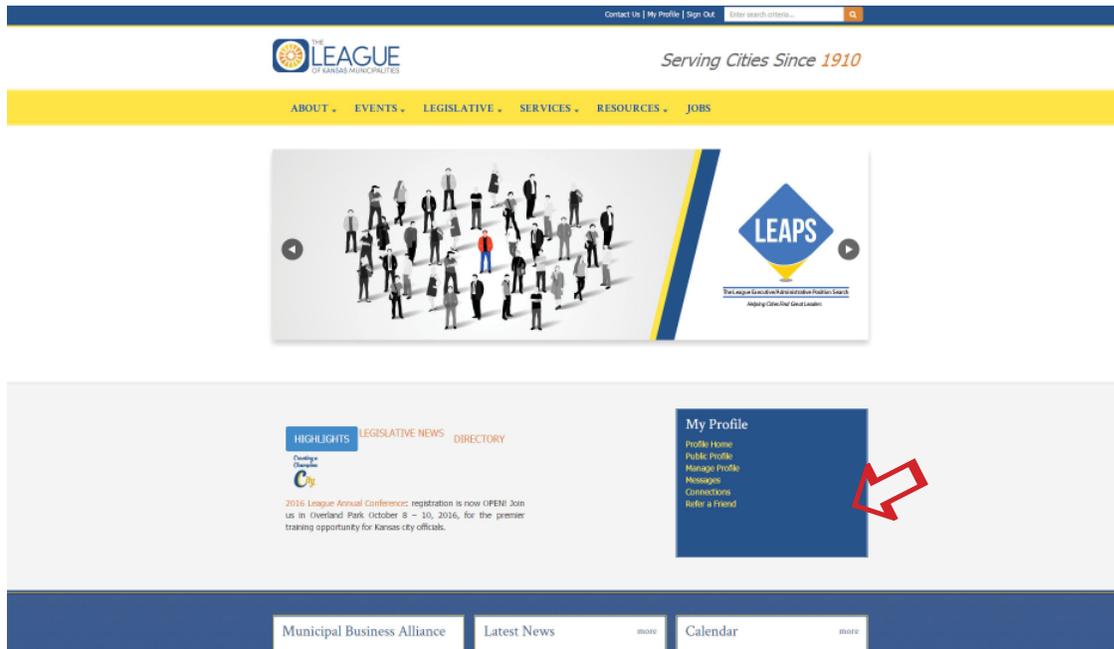


Website Features

The League's website has a number of new features available to members. Helpful hints for navigating and managing these new features are listed below. Remember to log into the site to access members only content pages. If at any time you have questions about the site, please don't hesitate to contact the League at 785-354-9565.

Navigating Your Profile from the Homepage



My Profile.

Once you are logged in, the 'My Profile' box will appear on the homepage, allowing you to navigate to different sections of your profile.

⇒ **Helpful Hint:** Anytime you wish to go back to the homepage, simply click the League logo on the top left of the page.

⇒ **Helpful Hint:** The top tool bar also contains a sign-in/sign-out link next to the search bar.

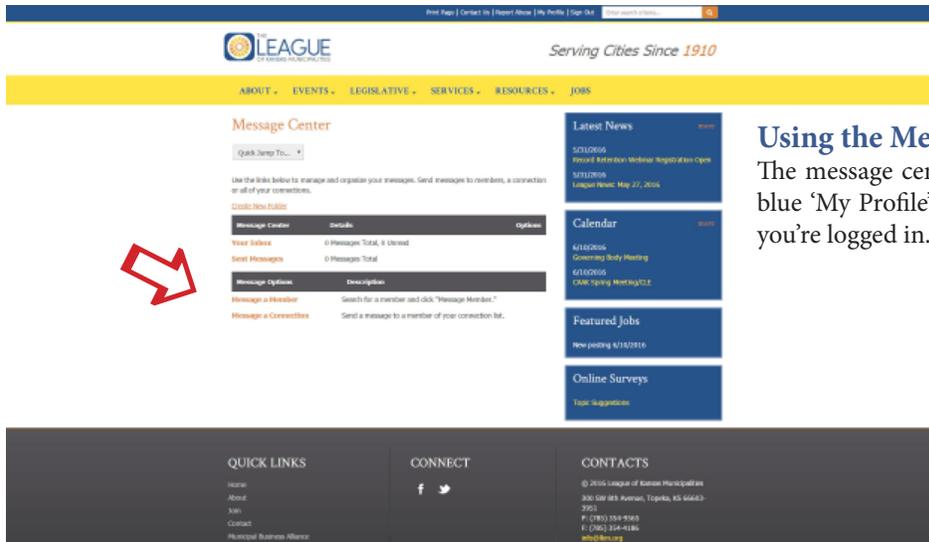
Manage Profile

From the Blue Box on the homepage, click 'Manage Profile.'

From here, edit your bio, update your preferences, view your invoices, message other members and organize message folders, and make connections.



Profile Feature: The Message Center

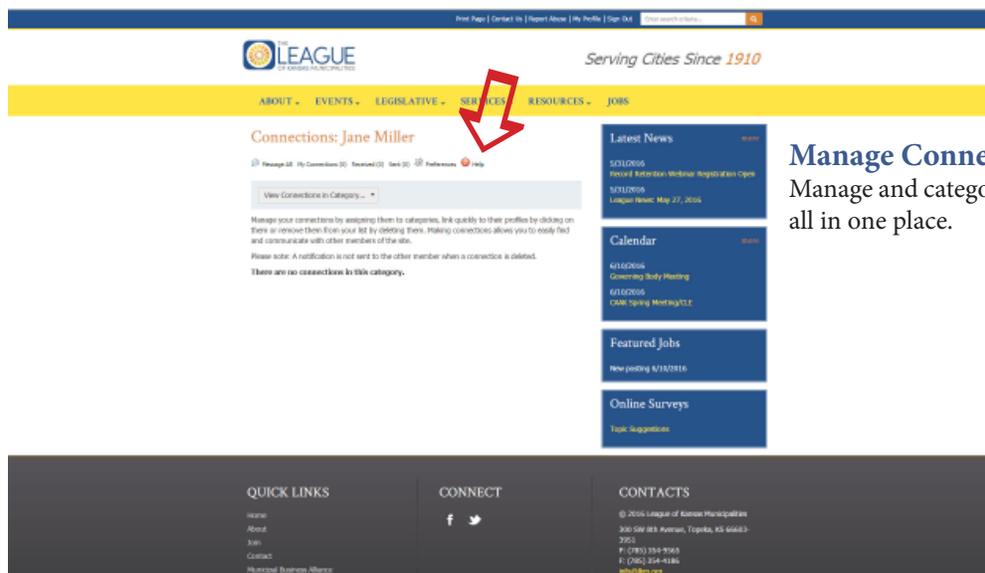


Using the Message Center.

The message center is accessible through the blue 'My Profile' box on the homepage when you're logged in.

⇒ **Helpful Hint:** Message other members directly, a single connection, or all of your connections at once. The message center will also allow you to organize your messages by creating a new folder and can be personalized to the user.

Profile Feature: Connections

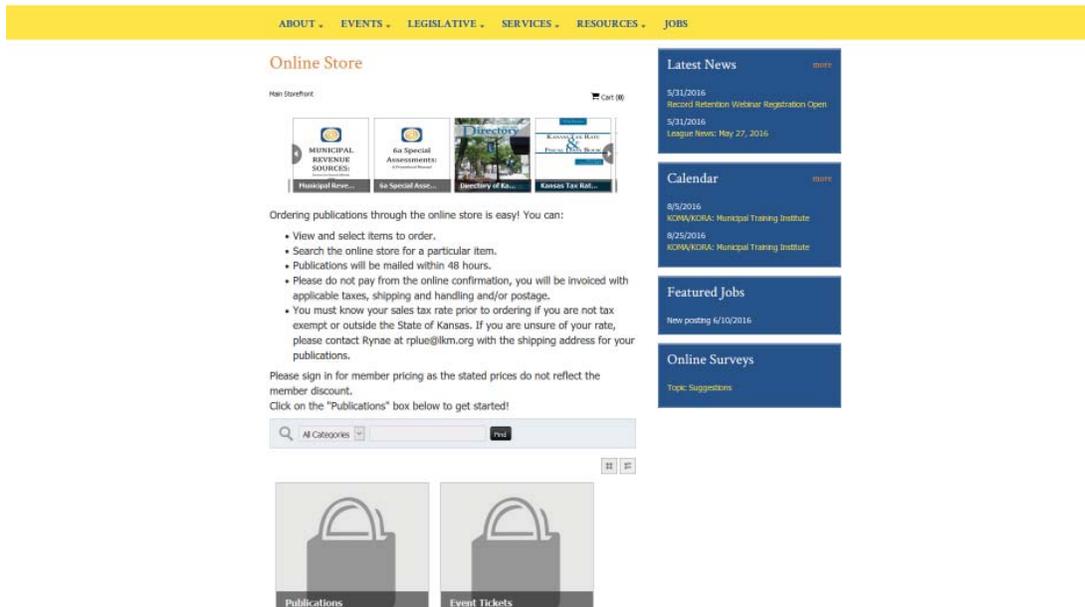


Manage Connections.

Manage and categorize your connections all in one place.

⇒ **Helpful Hint:** Still need help? Click on the red question mark for user instructions.

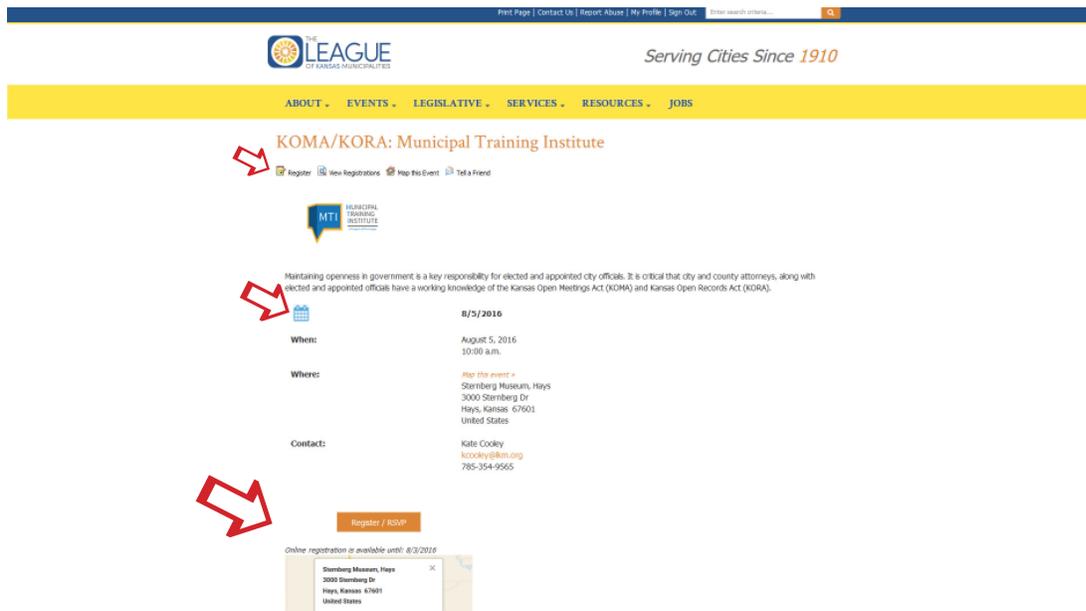
Website Feature: Online Store



Publication Orders.

Ordering publications from the League has never been easier! Simply log-in for member prices, search the list of publications, and add to your cart to order and go through the check-out process.

Website Feature: Event Registration



Event Registrations.

Register and RSVP for events through the League Calendar, accessible on the right menu of the website. Click the calendar icon to add the event to your Outlook calendar so you never miss another event! You even have the ability to view the registration list to see other colleagues attending, and email your friends to encourage them to also register!