The First Time You Log In:

The first time you log in as a member you will be directed to the Preferences Page. You will need to select your initial communication preferences here.

MY PREFERENCES

Customize your member profile options using the form below. Checking the box next to a specific preference turns the preference "on."

On/Off	Category	Description
☑	Career Center	Email me when someone applies for an opening I have posted
☑	Community	Email me when a community event is added
☑	Connections	Allow other members to view my connections
☑	Connections	Email me when I receive a connection invite
☑	Connections	Email me when one of my connections updates their profile *
☑	Connections	Email me when one of my connections uploads a new photo *
☑	Favorites	Share my favorites with other people who can see my profile
☑	Groups	Email me when an event is added to a group of which I am a member
☑	Groups	Email me when someone in one of my groups updates their profile *
☐	Groups	Email me when someone joins a group of which I am a member
☑	Groups	Email me when someone uploads a photo to a group of which I am a member *
☐	Messaging	Email me when I have unread messages older than 30 days in my inbox
☑	Messaging	Email me when new messages arrive
☑	Profile	Display my 'Online Now' status and allow others to start a chat with me
☑	Wall	Turn on my Wall

Highlighted options no longer apply to you. They will be removed once you have de-selected them and clicked the "Save My Settings" button.

  * Notifications of this type are sent upon the member's first update/upload only, reset hourly.

You may suspend the delivery of newsletters of a specific type by unchecking the appropriate box below. You will not receive any emailed newsletters to which you have subscribed until you re-enable that newsletter type.

Subscribe	Newsletter
☐	Forum Digest
☐	Group Digest

SAVE MY SETTINGS	CANCEL

Once you have configured these changes, click on the Save My Settings button.

Please note, you can always return to this page in the future to change these settings.

Once you submit these settings, your **Profile Home page** will appear.

This page displays all the information that is visible to all members. You can control this by editing the information and selecting what you want others to see.

*Notice the Profile Pages icon at the top. Your membership allows for you to create up to 10 personal profile pages.

The My Profile Snapshot:

The menu in the right rail (column) has links to the pages of your personal section.
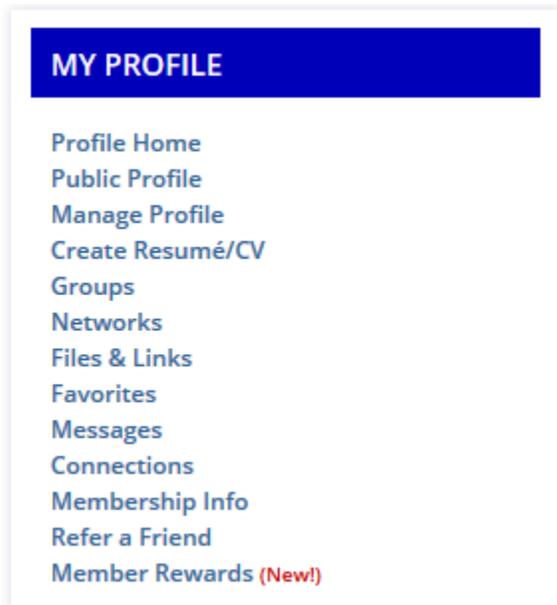
To access all of your membership features, click on the **Manage Profile** link. Here you can Edit your **BIO**, **Change your Preference** (see top of this page), create **Pages**, and Upload Photos (not enabled at this time).

The following is a brief description of the Manage Profile features:

Profile Home: upload your photo or post a message/comment on your wall, and add profile pages. Each member is allowed up to 10 pages.

Manage Profile

Information and Settings
Edit Bio: update or change information in your profile including your password

Preferences: customize email notifications you want to receive or subscribe to a group newsletter by checking the box next to the items you wish to receive

Content and Features
My Favorites: you can add any page from the website to your favorites, click on a page on the website, at the top right of the screen you will see a star, click on the star to add that page to your favorites

My Networks: add, manage, and view your social/professional networks here

Blogs: create, post, and manage blogs

Pages: create custom pages with content about your business. Each member is allowed up to 10 pages.

Photo Gallery: create a photo album of your business

Files and Links: upload files and link to items about your business

Community

Messaging: similar to email – send and receive messages - you can search for a member and email them. You can also make connections with other members in this area allowing you to communicate with them.

Groups: join a group (region) to receive information about events, etc. and view a group page. The group (region) page will let you get a list of your region's members, view your region's calendar, blog, and join forums. You can view other member's public profiles, send individual messages (not email) to members through the group (region) message center. (Note: to find members of other regions, use the Members Only section of the website.)

Connections: connect with another LPCANC member – go to groups, choose your region, click on group directory, find the member from your group that you want to connect with and click on add a connection. A message will be sent to that person with a request to connect.

Referrals: invite people to join the website

Account History: Here you can view your Membership status, invoices, and payments.