

## **Member Profiles: Best Practices**

This guide will introduce you to some of the features and tools available to you through your member profiles.

First, you have to log in in order to view all of your member profile features and tools:

<http://www.musiclibraryassoc.org/login.aspx>.

### **Profile Home**



Your profile home shows your professional information, personal information, additional information, groups, files & links, as well as your connections. You can quickly and easily edit your Professional, Personal, and Additional Information by clicking “Edit” in the black bar. You can also manage your privacy settings here. For more information on managing your privacy settings, see our document, “[How to change your profile privacy settings](#).”

### **Manage Profile**



Selecting Manage Profile from the “My Profile” box will show you all the options and tools available to you through your membership profile.

## Information & Settings

### *Edit Bio*



You can add more professional, personal, and additional information about yourself. All information entered will be visible to site administrators. Members who have logged in will be able to view any information you enter, unless you set the visibility selector to “Private (not visible in profile)” next to the field you wish to be hidden. For more information on managing your privacy settings, see our document, [“How to change your profile privacy settings.”](#)

*\*\*Please leave the addresses as edited to insure the prompt and effective delivery of Notes and other mailings. In general, we encourage you to make full use of your profile, we ask that you not edit your mailing address fields unless you are correcting an error.\*\**

### *Preferences*



Preferences allows you to control the emails that you receive. Simply check or uncheck the box next to a specific preference to turn it on or off. Click “Save My Settings” once you are finished.

## Invoicing, Payments & History

### *Invoices*



Invoices will show open invoices by default, but the drop down menu allows you to choose “Any Status” to see all invoices. You can see a printable copy of each invoice from the little icon next to the date or you can opt to Pay Selected Invoices.

### *Donations*

Donations will enable you to print an invoice/receipt that shows when it has been paid and should be usable for tax purposes. The Business Office also sends a printed tax receipt. If you have not donated to MLA, you might not see Donations as an option.

### *Membership*



Membership will show your membership type and expiration date, as well as send a confirmation

email.

### *Event Registrations*



Event Registrations allows you to see the Upcoming and Past events that you have registered for. Similar to Invoices, Event Registrations offers the ability to print registrations.

### **Content & Features**

#### *Favorites*



You can add individual MLA web pages to your Favorites by clicking the gray star in the upper right corner of the web page. The gray star should turn yellow after you click it. You can create a unique name for the page and create a category for it. All your favorites will then appear in your Favorites list where you can edit them and go directly to the page. This is similar to bookmarking a web page in your web browser.

#### *Blogs*



To create your own personal blog, give your blog a name, select your settings, and write an optional short description. After your blog has been created, you can add a new post.

You can view a Group's Blog by going to the Group's page and looking under the header "Recent Blog Activity." To view a Member's Blog, go to their profile page, click "More" under their name and select "Blogs." If you want to monitor the activity of this blog, you can click "Subscribe" from within the blog. You will receive an email notification every time there is a new blog post.

#### *Photo Gallery*



The Photo Gallery allows you to upload and share your photos. You can arrange your photos into different albums as well as determine who is allowed to view and comment on your photos.

#### *Professional development*



Professional Development allows you to track and manage your certifications and CEUs. Since

MLA does not manage certifications or CEUs, this feature isn't really applicable to our professional organization, but feel free to utilize this feature.

### *Networks*



Networks allows you to link your social media profiles to your member profile. LinkedIn, Facebook, and Twitter are a few examples of networks that you can link to. Select the Network (for example, LinkedIn) and paste the URL for your public profile (for example, <http://www.linkedin.com/in/{Screen-Name}>) and click "Add to Profile."

### *Pages*



The Pages feature essentially gives you up to ten webpages to add whatever content you want. This is different from a Blog. To create a new page, click "Add New Page," give it a title, select the appropriate settings, and add your page content. When you're done, hit "Submit." Once your page is submitted, you will see it in your list of pages where you have the option to deactivate, edit, view, or delete.

### *Files & Links*



You can upload documents and URLs to your Files & Links. Click "Add Item" and fill out the webform and hit submit. Your files and links will be listed so you can edit or delete them. (What types of files could we suggest might go here?)

## **Community**

### *Messaging*



Messaging shows all the messages you have received and have sent. Your Inbox shows you the messages that have been sent to you. You can click on an individual message to read the content and you can also directly reply to the message. The receiver of the message will be notified by email (from the Administrative Officer) that they have a message available to them.

To send a new message, you can either choose "Message a Member" or "Message a Connection." When you select the receiver of the message, give your message a Subject, add some content and hit "Send Now."

## *Connections*



Similar to LinkedIn, you can add connections with other MLA members. You can add a connection by visiting another member's profile and selecting "Connect" at the top of the page. You can then enter a short message and hit "Send Request."

From your Connections page you can manage your connections, message your connections, as well as view received and sent connection requests.

## *Forum Settings*



Your Forum Settings allows you to see and edit your forum subscriptions. Also, you can create a unique forum signature that will appear on every forum post you submit.

## *Groups*



Groups shows you Committees, Round Tables, Task Forces, etc. that you belong to as a member of MLA. From your Groups page, you can go directly to your groups' pages. If you hover over the gray wrench you will see options to message or email the group members or leave the group. If you hover over the green "+," you will see options to see the Group Directory, Calendar, Blogs, and Photo Gallery.

## *Referrals*



This features allows you to view your referrals, see your previous referrals, and refer a friend. If you would like to refer a friend, click the "Refer a friend" link from your Referrals page or from the "My Profile" box and fill out the form.

## *Blog Subscriptions*



Your Subscriptions page allows you to manage your blog subscriptions. You can add subscriptions by going to specific blogs and forums and clicking "Subscribe."

## **Networking & Careers**

### *Resume/CV*



You can add your Resume/CV by clicking “Edit My Resume/CV” and filling out the webform as well as uploading an attachment by clicking “Manage Attachment.” A link to your Resume/CV will appear at the top of your Profile Home.

Still need help? Did you find something incorrect in this document? [Contact us](#).

*END*