

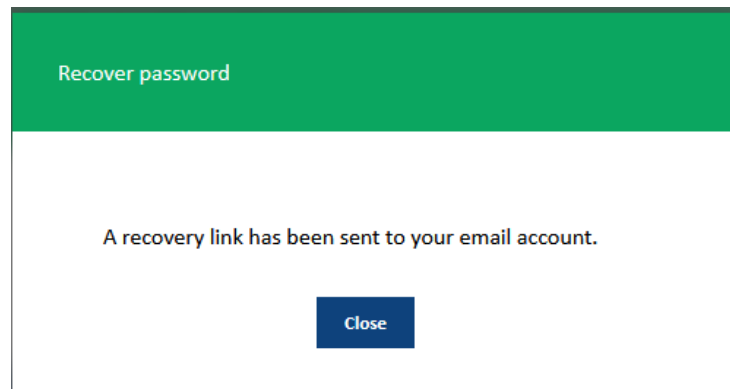


INSTRUCTIONS FOR EDITING YOUR PROFILE ON THE NATS-LA DIRECTORY

Please note: The site looks different on mobile devices, so it may be easier to edit your profile on your desktop or laptop computer.

1. To confirm your preliminary profile has been uploaded to the directory, click the “**Search**” button on the left of the page (On mobile devices, the “**Search**” button looks like a magnifying glass: ) and enter your last name in the “**Text**” box (*Search directory for mentions of*). Click “**Search**”. You should see your entry appear. (If your entry does not appear **below the map**, please email webmaster@natslchapter.org)
2. Click the “**Account**” button (on the right) and enter the email address you have on file with NATS-LA in the Log in box. (On mobile devices, the “**Account**” button looks like a cog wheel: ) (If you are unsure of which email address you have on file with NATS-LA, contact our membership chair, Ida Nicolosi at membership@natslchapter.org.)
3. Click “**forgot password**” and follow instructions to have a recovery link sent to your email. You will see a box like this:



4. Check your email for “**NATS-LA Members password reset**”. Click the link in that email and create a password.
5. Return to the login page, click “**Close**” on the **Recover password** box, then enter your email address and new password in the Log in box.

6. Once you are logged in, click the the “**Edit**” button to edit your profile as follows:

On mobile devices – look for a pencil icon:



- Add your photo
- Opt-in or -out of the public directory
- Add a bio
- Confirm & edit professional classification
- Include musical styles taught
- Include additional courses taught
- Add availability
- Add website and social media links

7. Click “**Apply Changes**” when finished.

8. If you have any difficulties, or if there are any other items you’d like to see added to the profile, please email Lori Moran at webmaster@natslachapter.org as the form can be edited to our specifications.

9. Alternatively, if you would like to be **removed** from the directory completely, and do not wish to go through this process, please email Lori Moran at webmaster@natslachapter.org, and your profile will be removed for you. ***Please keep in mind, this online directory is replacing our printed directory, so if you delete your profile, your colleagues and prospective students may not be able to reach you.***