

How to Complete Your Personal Profile for Inclusion in the UCA Member Directory

1. Go to Member Login
2. Enter e-mail
3. Enter password
4. Sign in
5. Click on 'Profile' tab at the top of the page
6. Under 'Privacy' you can choose which details are displayed in your profile
 - **Do Not List In Directory** setting allows you to opt-out of having a directory listing altogether – check this if you DO NOT want to have a directory entry.
 - **Do Not Show Street Address** allows you to hide your street address in the contact information box. Note that this will also remove your location pin on the map but you will still be found through a location search.
 - **Do Not Show Phone Number** allows you to hide your phone number in the contact information box in the directory profile.
 - **Do Not Show Mobile Number** allows you to hide your mobile number in the contact information box in the directory profile.
 - **Do Not Show Contact Name** allows you members to hide the "Contact Name" field in the contact information box in the directory profile.
 - **Do Not Allow Messaging** setting allows you to not be contacted by email through the UCA members directory
7. Under 'Business Card' click on 'Learn more' to see a video with instructions on how to complete this section
8. Under 'Profile Gallery' click on 'Learn more' to see a video with instructions on how to complete this section
9. Under 'Profile/Bio Description' click on 'Learn more' to see a video with instructions on how to complete this section
10. Under 'Social Links' enter your contact details for each method of communication
11. Under 'Supervisor Directory Listing' check this if you want to be listed as a Supervisor
12. Click 'Save and Continue'
13. Under 'Add video Link' you can add a link to YouTube or a video URL
14. Click 'OK'
15. Click 'Save and Continue'