



## User Guide

**Get started quickly and easily with this handy User Guide.**

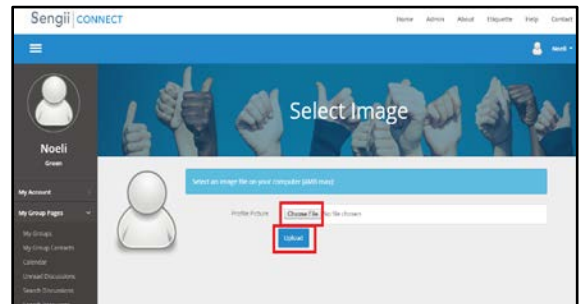
**Learn how to:**

1. Change your profile picture
2. Update your profile information and settings
3. Import a profile from LinkedIn
4. Post Discussions
5. Send Private Messages
6. Search and Join groups

### 1. How to Upload a Profile Picture

To upload or change the profile picture, there are two options:

- Click on the current profile picture, or
- Click on the **My Account** drop down menu and select **My Profile**.
- Next, click on the green pencil on right side of the current picture.
- Click on **Choose File**. Which will open the search file manager in your device.
- Select a picture and press **Upload**.



- Use the slider to zoom in and out of the picture and drag the picture to center it.
- Select **Crop** or **No Thanks** if you do not wish to crop the picture.

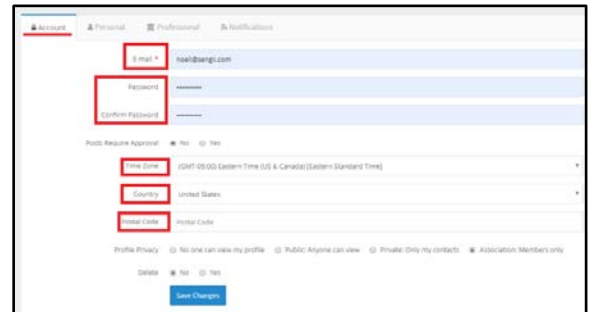


## 2. How To Update Profile Information

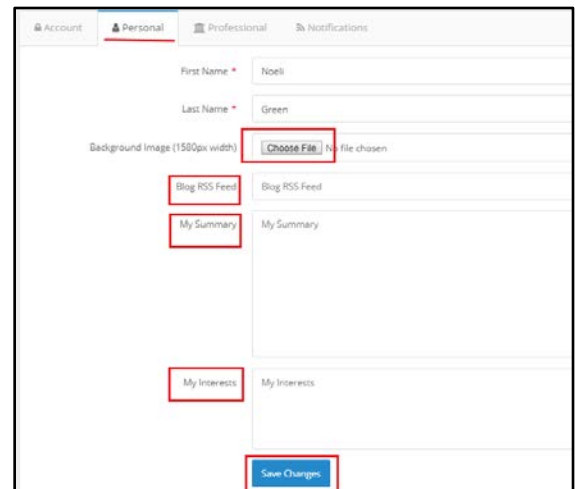
Update your summary and profile picture so other people know who you are. Select **Update Profile**. This will open Account settings. There are several tabs which are as follows:



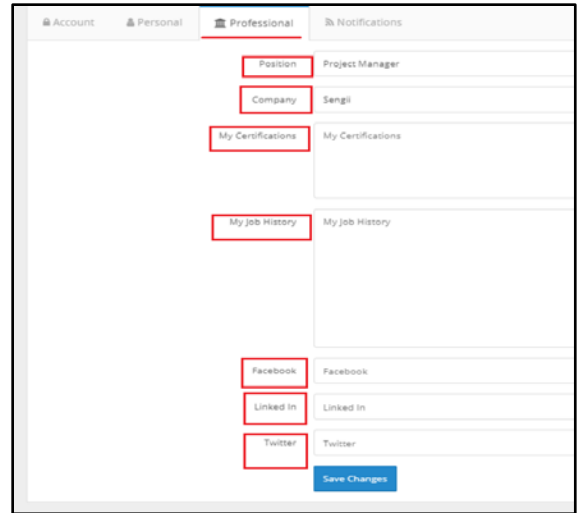
- Under the first tab, **Accounts**, update your email, password, time zone or location.
- Remember to **Save Changes**.



- Under **Personal** tab, change the Background image.
- Add the RSS feed to a personal blog, or write a short description about yourself and your interests.
- **Save Changes**

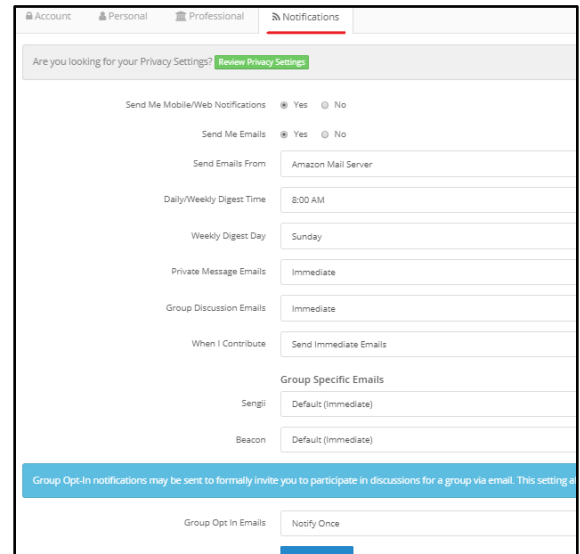


- In the **Professional** tab, update job position, company name, certifications and job history.
- Add social media handles (link to personal profiles) for Facebook, LinkedIn, or Twitter.
- Remember to **Save**



- The last tab is **Notifications**.

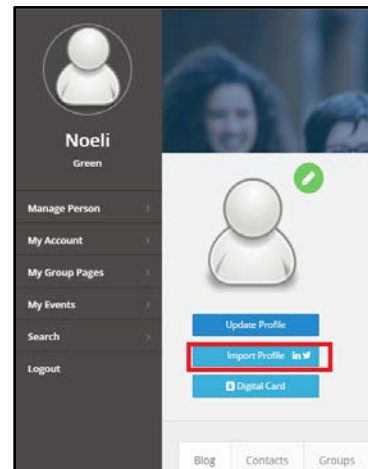
Here you can opt in/out of receiving emails and notifications.



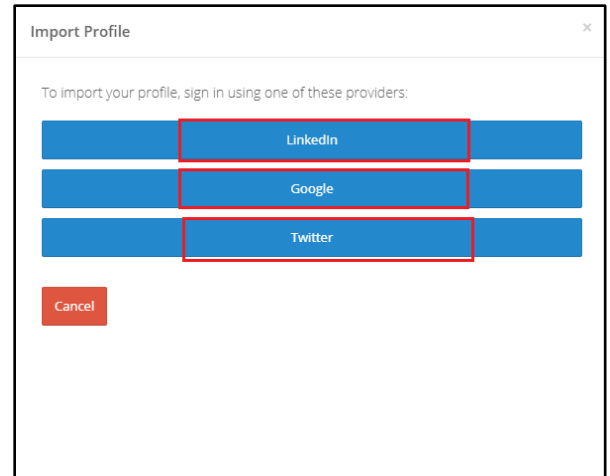
### 3. How to Import LinkedIn Profile

For convenience you can import your LinkedIn profile.

- Under **My Profile**, select **Import profile**



- Select the platform of the profile to import, LinkedIn, Google or Twitter.
- After making a selection, the next window will prompt a login using the credentials for respective profile.
- Check items to import.



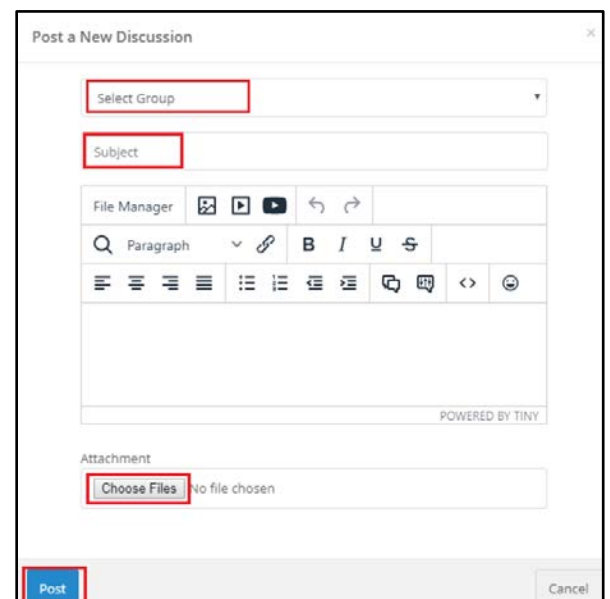
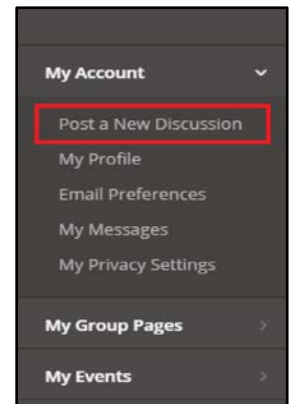
## 4. How to Post a Discussion

Posting discussions is the primary form of communication in the community.

- On the left hand menu under *My Account*, select *Post a New Discussion*.
- A new form will open where to submit the post.

The fields may be filled out as follows:

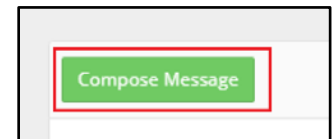
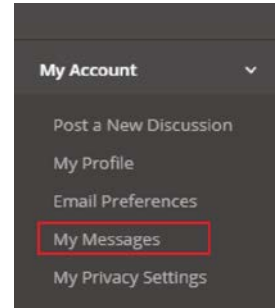
- The first drop down is to select which group to post the discussion to.
- The second line is for the subject of the message.
- The middle box is to fill the details of the post
- Attach a picture or file from your computer or device.
- Click *Post* to submit the discussion.



## 5. How to Send a Private Message

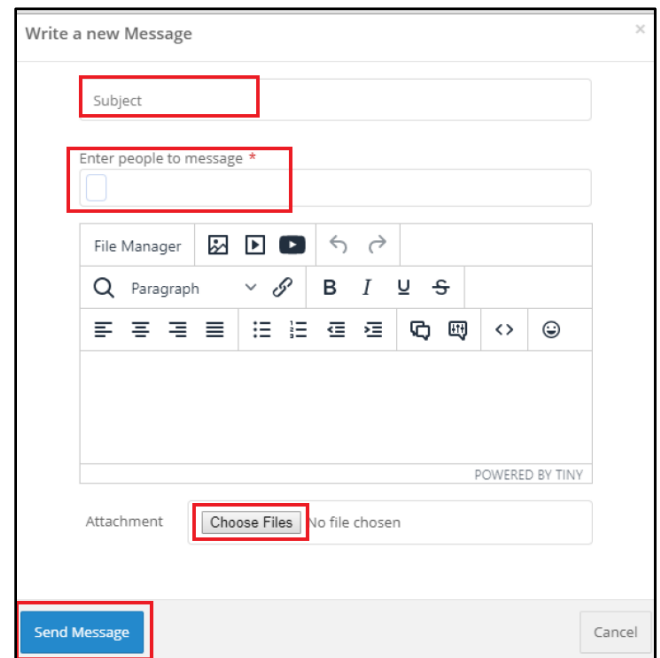
You can easily send private messages to one or more contacts if you don't want to post a discussion to one of your groups.

- Look under **My Account**, in the left menu. Click on **My Messages**.
- Select **Compose Message**.



The first field is for the subject line of the message.

- The second field is for the contact name.
- Start typing the first few letters of the contact name and the field will begin to populate with matches.
- In the body of the message include the details of the message.
- Attach files
- To send the message click **Send Message**.



## 6. How to Find and Join Groups

For now, we are only launching one member group – Open Forum. This group is visible to all GWSCPA Members. Soon we will launch additional groups based on interest areas or participation in committees or Sections.