



Key Contact **Guide Book**

Virginia Library Association

guide to Affiliate Membership as the Key Contact of Your Library



Add/Remove Employees

Login to the VLA website and click these links to add or remove employees from your Affiliate Membership.

Hover over “My Profile”
Then click “Your Organization”
Then click “Individual Profiles”

The screenshot shows the Virginia Library Association website. At the top right is a 'Member Log' button. Below it is a navigation bar with links: Home, About, Join, Jobs & Careers, Support VLA, Connect, and Conferences & Events. The main content area has a 'My Profile' tab selected, which has opened a dropdown menu. A yellow arrow points to the 'Your Organization' option in this menu. Other options in the menu include Change Profile Picture, Change Password, Contact Preferences, Message History, Invoices, and Submissions. Below the menu, the user's profile information is visible, including Username (via1@vla.org), Member Type (Staff Profiles), and Group (Staff Profiles). An 'Edit' button is next to the username.

This screenshot shows the same website as the previous one, but with the 'Individual Profiles' link in the dropdown menu highlighted. A yellow arrow points to this link. The rest of the page layout, including the navigation bar and the 'My Profile' tab, remains the same.



Add/Remove Employees

In your Individual Profiles screen, you can Create Linked Profiles. You will need the first name and last name of each employee. We recommend making the Username the same as their email address for simple password recovery.

To remove an employee, click “Unlink” on the right side of the screen. You will be asked to confirm. When you reload your screen, that employee name will be gone.



Member Log

Home

About

Join

Jobs & Careers

Support VLA

Connect

Conferences & Events

My Profile

My Features

Search Directory

Profile

Change Profile Picture

Contact Preferences

Message History

Invoices

Submissions

Individual Profiles

Individual Profiles

Create Linked Profile

Contact Name	Key Contact	Member Type	Unlink
No Contact Name	<input type="checkbox"/> OFF	Staff Profiles	Unlink
Dewey Decimal	<input type="checkbox"/> OFF	Staff Profiles	Unlink
Hermione Granger	<input type="checkbox"/> OFF	Staff Profiles	Unlink
Katniss Everdeen	<input type="checkbox"/> OFF	Staff Profiles	Unlink
Library McLibraryFace	<input checked="" type="checkbox"/> ON	Staff Profiles	Unlink

10 Per Page of 5

Page 1 of 1 First Previous Next Last