

How to Update Member Rosters

Step 1: Go to vla.org and log in to your VLA Member Profile

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VLA VIRGINIA LIBRARY ASSOCIATION

Member Logout

Home About Join Jobs & Careers Support VLA

VLA VIRGINIA LIBRARY ASSOCIATION

Member Logout

Home About Join Jobs & Careers Support VLA Connect Conferences & Events Members Only Store

HELLO my name is Avid Reader

Staff Profiles, Library of Make Believe
Exp. Date: 12/31/2023

Join or Renew
VLA Jobline
My Profile

Upcoming Events

My Profile Event Calendar My Community Community Forum

Welcome Avid! VLA is 5,000+ members strong!

Step 2: Click My Profile

My Community My Profile Connections My Features Inbox Search Directory

Profile Invoices My Organization Forms I've Taken Email Hist

Avid Reader
Jump To Profile Details

Balance: View Invoices

Member Status: Active Renew Now

Your membership will expire at 11:59 PM EST on Dec 31, 2023.

Joined	Last Renewal	Expiration Date
11/18/2021	12/30/2022	12/31/2023

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Step 3: Click My Organization

[Change Password](#)



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Step 4: Click Org Members

The screenshot shows the 'My Profile' page with a navigation bar at the top containing 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. Below this is a secondary navigation bar with 'Profile', 'Invoices', 'My Organization', 'Forms I've Taken', and 'Email Hist'. Underneath, there are tabs for 'Org Profile', 'Org Members', 'Member Invoices', and 'Member Forms'. The 'Org Members' tab is circled in purple, and a purple arrow points from the number '4' to it. A 'Jump To Profile Details' link is visible below the 'Org Members' tab. On the right side, a 'Member Status' box indicates that the membership will expire at 11:59 PM EST on Dec 31, 2023.

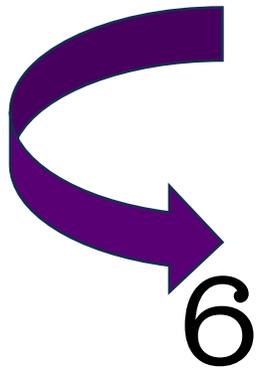


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Step 5: TO ADD a member, click Create Linked Profile

The screenshot shows the 'Org Members' page. At the top, there are navigation tabs: 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. Below these are sub-tabs: 'Profile', 'Invoices', 'My Organization', 'Forms I've Taken', and 'Email Hist'. Underneath, there are tabs for 'Org Profile', 'Org Members', 'Member Invoices', and 'Member Forms'. The 'Org Members' tab is selected. A grey button labeled 'CREATE LINKED PROFILE' is highlighted with a purple arrow pointing to it. Below the button is a table with columns 'Contact Name ↑' and 'Is Key Contact'. The table contains three rows: 'Avid Reader' (Is Key Contact: ON), 'Bio G. Raphy' (Is Key Contact: OFF), and 'Who Dunit' (Is Key Contact: OFF). At the bottom, there is a pagination control showing 'Items per page: 5' and '1 - 3 of 3' with navigation arrows.

Note: You must be a Key Contact to make changes to the organization.



Step 6: Enter the information listed on the screen, using the new member's email address as the username. Once you've completed all the information, click Save or Save and Add Another if you have additional names to add.

A dialogue box will appear after you click Save. Click OK.

Create Profiles

Username

amymarch@vla.org

Full Name

Amy

March

Email

amymarch@vla.org

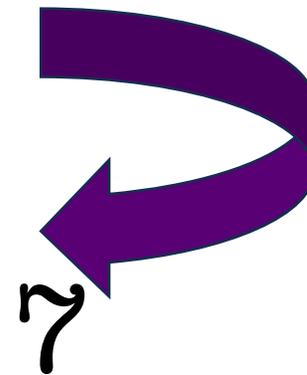
CANCEL

SAVE

SAVE AND ADD ANOTHER

Contact Name ↑	Is Key Contact
Amy March	<input type="checkbox"/>
Avid Reader	<input checked="" type="checkbox"/>
Bio G. Raphy	<input type="checkbox"/>
Who Dunit	<input type="checkbox"/> <input type="button" value="VIEW"/> <input type="button" value="UNLINK"/>

Items per page: 5 1 - 4 of 4



Step 7: TO REMOVE a member, hover your cursor over the name you wish to remove. VIEW and UNLINK boxes will appear. Click Unlink to remove the person from your organization's profile.