


# How to update your Chapter USLCA profile!



Washington, D.C. | [www.USLCA.org](http://www.USLCA.org) | 202-738-1125

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## USLCA Chapters Nationwide




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## FINAL FRONT END VIEW!




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### Step THREE: Profile

**Business Card** [Learn more](#)  
Click here on card to expand logo or edit register.  
Click here to remove the current image.

**Example Chapter Profile**  
Should have Chapter name, contact information (name, phone, and email)

**Profile Gallery** [Learn more](#)  
Upload pictures to your profile, or click an image to edit

Your face here!

**Business Card:** In this section you can include a Chapter business card and a brief description of what your chapter does.

**Profile Picture:** Does your Chapter have a logo? Include it here and start getting your group recognized in your community.

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### Step THREE: Profile continued

**Social Links**

Website  
Twitter  
Google+  
Frop  
Facebook  
Pinterest  
Instagram

Save & Continue

**Social Media:** Share your Chapter's social media links here. Allow Chapter members to share your group and prospective members to learn more about you.

Don't have a website? A Facebook page is free and a great way to connect those interested in your group.

Other social networks can also be a great to get your chapter out there!

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### Step FOUR: Additional

**Additional Contacts & Locations** [Learn more](#)  
Add names or contacts for your family, contacts or group

Name  
Phone  
Address  
Email  
Phone  
Fax  
Additional City

Do not show in my public profile

Save & Continue

**Additional Contacts:** USLCA asks that you list all Chapter officers in this section. Please include the name and position of each officer.

For your privacy, there is an option to keep this name hidden from the public profile if needed.

Contact information is not required but recommended to allow prospective members the ability to contact you.

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## Step FIVE: Repeat?



All Done?? You can choose to go back and edit or head back to the USLCA home page to read up on the latest news!

Make sure to keep your profile up to date.

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