Manage your Organization's Page in the Community

1

IN THE ACLC COMMUNITY, NAVIGATE TO THE ORGANIZATION PAGES SECTION

2

USE THE SEARCH FUNCTION OR NAVIGATE THROUGH THE LIST TO FIND YOUR ORGANIZATION'S PAGE. ONCE YOU FIND IT, CLICK EXPLORE.

3

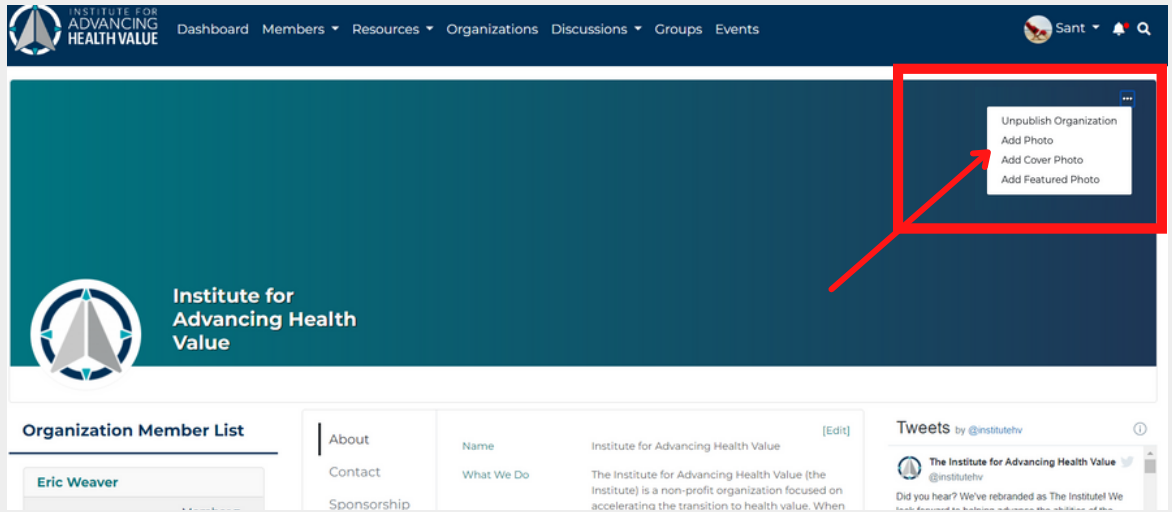**YOU CAN EDIT THE "ABOUT" OR "CONTACT" INFORMATION BY SELECTING "EDIT" IN THE "ABOUT" AREA.**

MAKE SURE YOU CLICK SAVE!

4

TO CHANGE THE PHOTO OR COVER PHOTO, CLICK THE THREE BUTTONS IN THE TOP RIGHT CORNER OF THE HEADER. CHOOSE WHICH YOU WANT TO UPDATE, THEN BROWSE YOUR DEVICE FOR THE PHOTO.
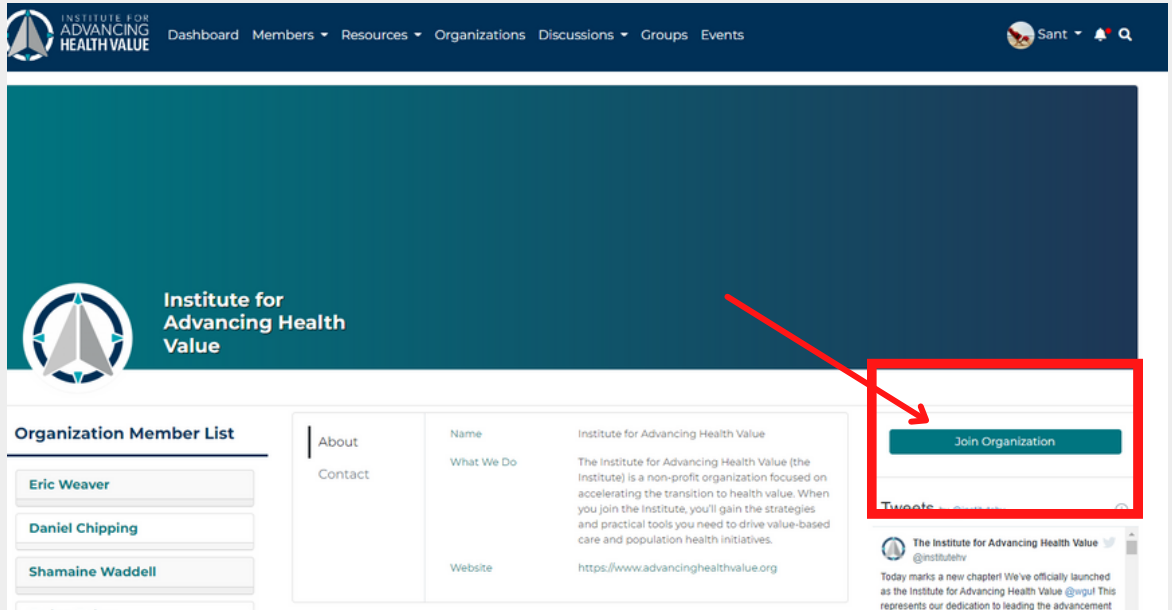

PROFILE PHOTO RECOMMENDED SIZE: 360X360

COVER PHOTO RECOMMENDED SIZE: 1440X360

5

INVITE YOUR COLLEAGUES TO JOIN YOUR ORGANIZATION'S PAGE!

THEY CAN DO SO BY CLICKING THE "JOIN ORGANIZATION" BUTTON UNDER THE COVER PHOTO.

6

AS THE KEY CONTACT AND PAGE OWNER, YOU CAN ACCEPT PENDING REQUESTS TO JOIN THE PAGE BY SELECTING "MEMBER" OR "REJECT REQUEST"