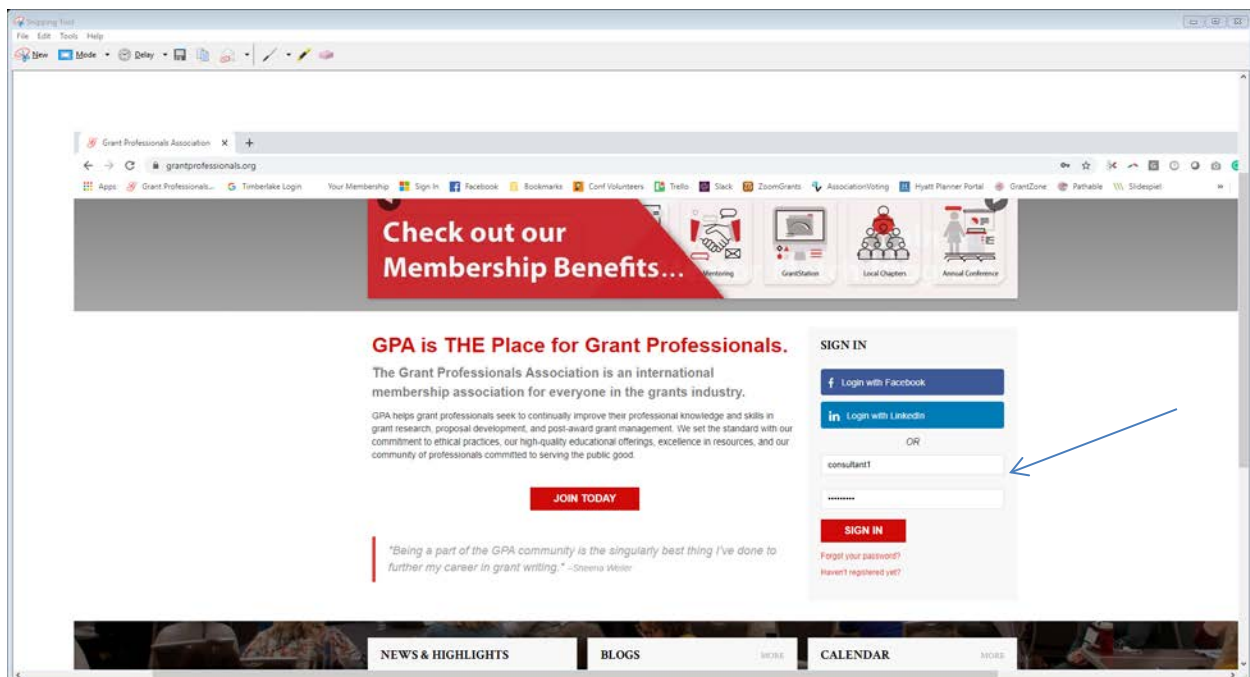


Consultant Directory How To

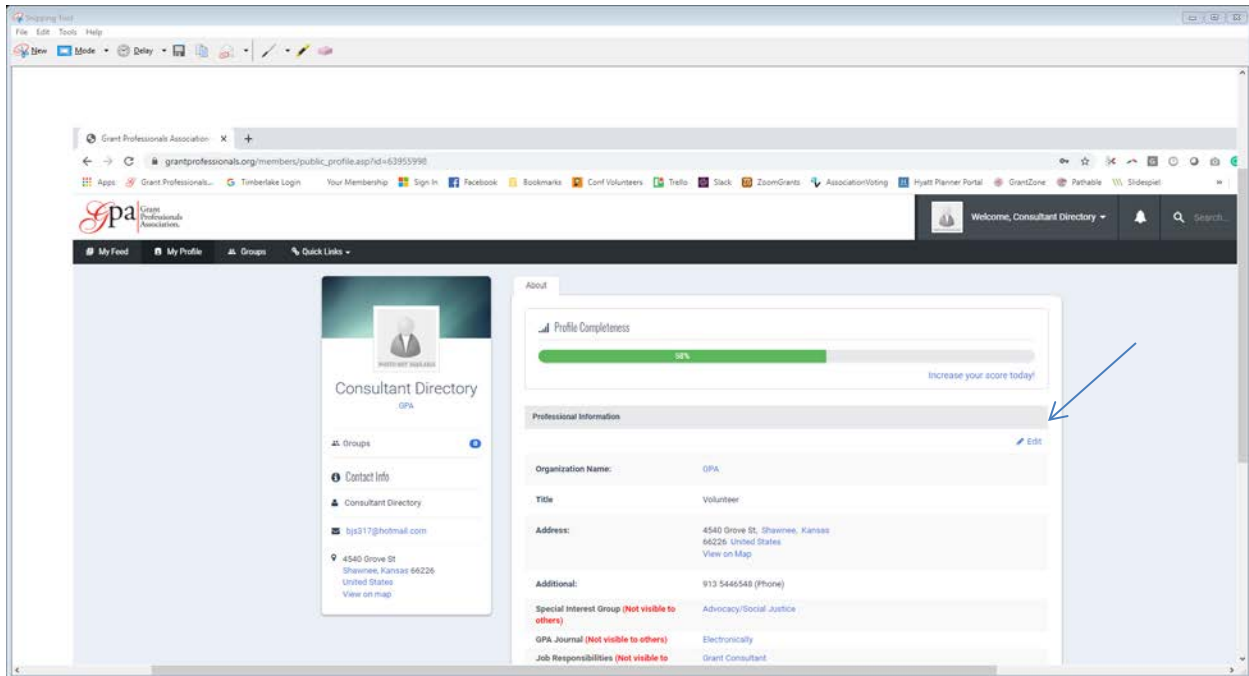
As a membership benefits, GPA Members (professional, legacy, retiree, student and emeritus) can add themselves to the GPA Consultant Directory. The directory is accessible to everyone on the GPA website and where we refer individuals/organizations that are looking for someone to assist them in the grant process.

Below are the steps to add yourself to the Directory.

Login to the GPA Website

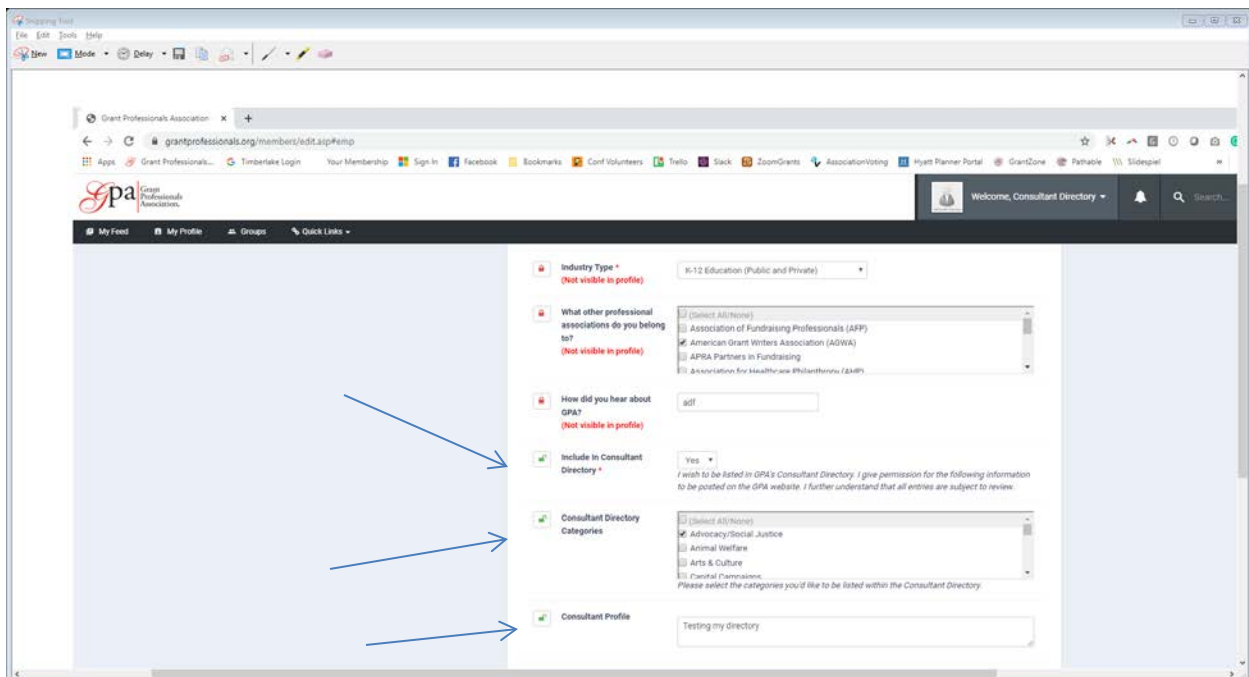


This will take you to your profile within our system. Click Edit to edit your profile.



You are now able to edit your profile. The key pieces you need to update are at the bottom of the page:

- Include in Consultant Directory
- Consultant Directory Categories
- Consultant Profile



Complete the Following Sections:

Include in Consultant Directory

- Toggle this to Yes to include yourself in the Directory

Consultant Directory Categories

- Choose the Categories that you would be willing to be contacted about
- This is a multi-select section so choose as many or little as you would like

Consultant Profile

- Add a description of your services. This is limited to 2000 characters.

The screenshot shows a web browser window displaying the Gpa Consultant Directory profile update form. The form is titled "Gpa Grant Professionals Association" and includes a navigation bar with "My Feed", "My Profile", "Groups", and "Quick Links". The main content area contains several sections:

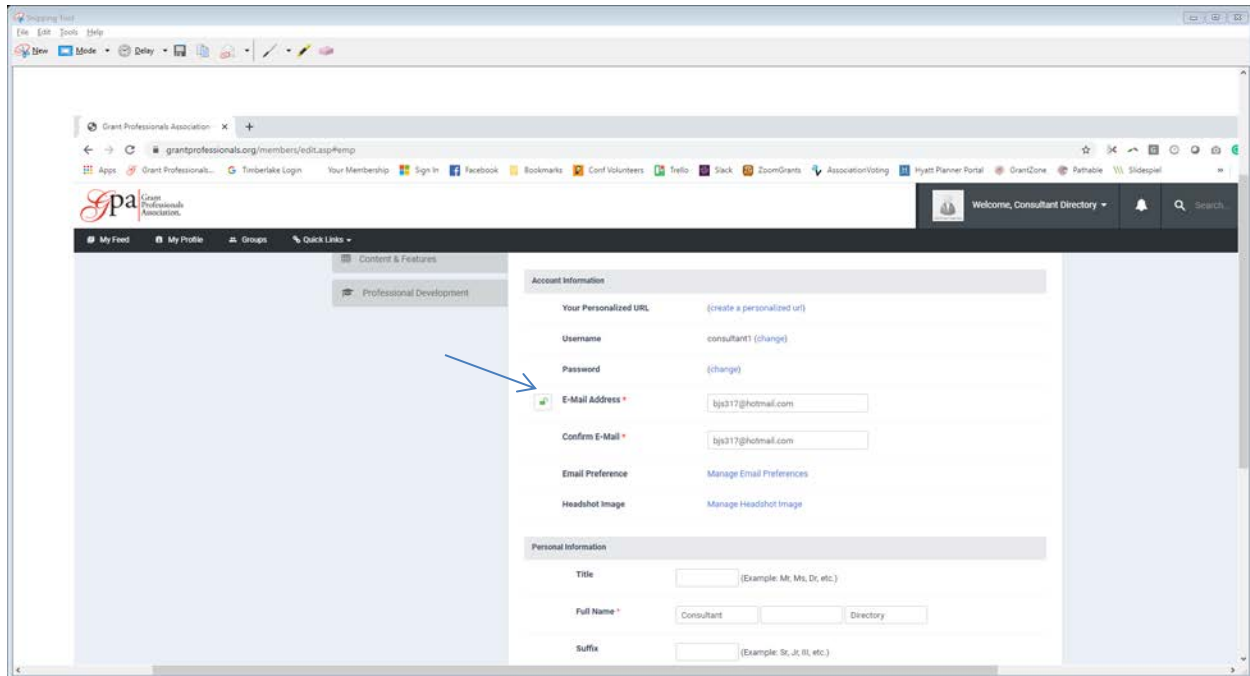
- Industry Type *** (Not visible in profile): A dropdown menu set to "K-12 Education (Public and Private)".
- What other professional associations do you belong to?** (Not visible in profile): A multi-select list with options: "Select All/None", "Association of Fundraising Professionals (AFP)", "American Grant Writers Association (AGWA)", "AFRA Partners in Fundraising", and "Association for Healthcare Philanthropy (AHP)".
- How did you hear about GPA?** (Not visible in profile): A text input field containing "adf".
- Include in Consultant Directory ***: A dropdown menu set to "Yes". Below it is a consent statement: "I wish to be listed in GPA's Consultant Directory. I give permission for the following information to be posted on the GPA website. I further understand that all entries are subject to review."
- Consultant Directory Categories**: A multi-select list with options: "Corporate Grants", "Criminal Justice", "Development & Physical Disabilities", "Early Childhood Education", and "Economic Development". Below the list is the instruction: "Please select the categories you'd like to be listed within the Consultant Directory".
- Consultant Profile**: A text input field with the placeholder text "This is where I would put the information I want everyone to know!" and a green checkmark icon.

At the bottom of the form are "Save Changes" and "Cancel" buttons.

Additional Information to Consider/Update

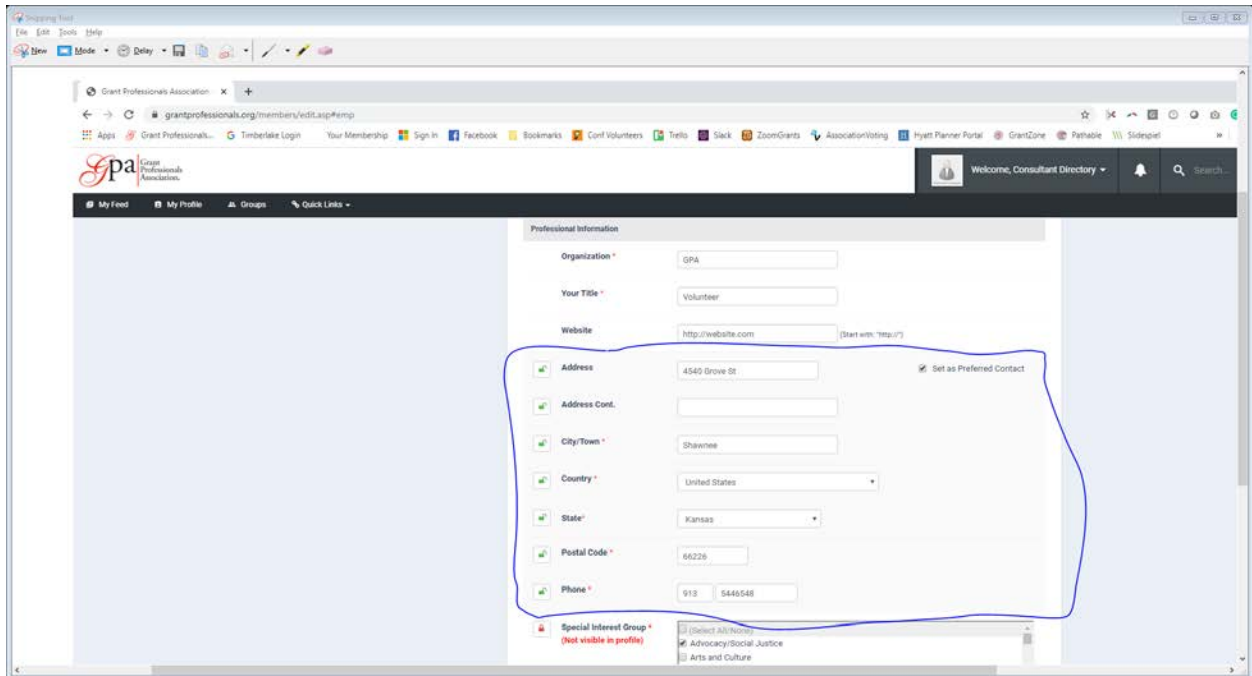
Under Account Information:

- Email Address
 - Your email address will show in the directory unless you change the view
 - Click on the lock icon and choose who you would like to be able to view
 - Public (Visible to Everyone) – Viewable in the Directory
 - Members Only (Visible Only to Members) - Viewable in Directory to other members
 - Private (Not Visible in Profile) – Will not be shared at all in the directory



Preferred Contact Information

- Whichever address you have set as preferred (either under Personal Information or Professional Information) will show in the directory unless you change the view
- Click on the lock icon beside each portion of the address to update the view
 - Public (Visible to Everyone) – Viewable in the Directory
 - Members Only (Visible Only to Members) - Viewable in Directory to other members
 - Private (Not Visible in Profile) – Will not be shared at all in the directory



If you have shared your mobile phone number with us, it will also be shared unless you lock it down.

Once you have made all your changes, click Save. This will add you to the Directory!