

Creating a Linked Profile on Member Landing Page

8 Steps [View most recent version on Tango.us](#) 

Created by

Emilee Mitchell

Creation Date

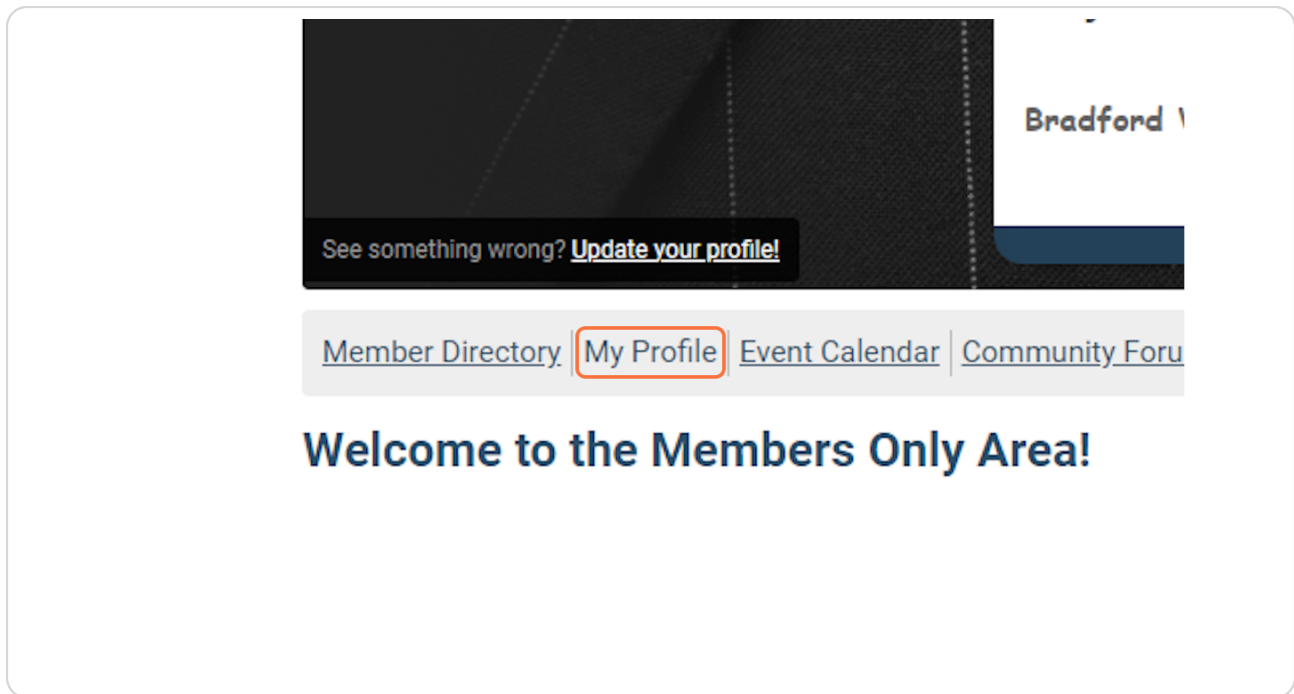
Sep 12, 2024

Last Updated

Sep 12, 2024

STEP 1

Click on My Profile



STEP 2

Click on My Organization

This screenshot shows a user profile page. At the top, there is a navigation bar with tabs: Events, Advocacy, All Mutuals, About, Tradewing Community, and 2024 Sp... Below this is a secondary navigation bar with tabs: Community, My Profile, Connections, My Features, and Inbox. A search box labeled 'Search Directory' is on the right. A blue horizontal bar contains tabs: Profile, Invoices, My Organization (highlighted with an orange box), Forms I've Taken, and Email His... Below the tabs, on the left, is a profile picture of Kelly Reagan-Robery, her name 'Kelly Reagan-Robery CIC PFMM', and a link 'Jump To Profile Details'. On the right, there is a summary box with 'Balance: \$0.00' and a 'View Invoices' link, and 'Member Status: Active'.

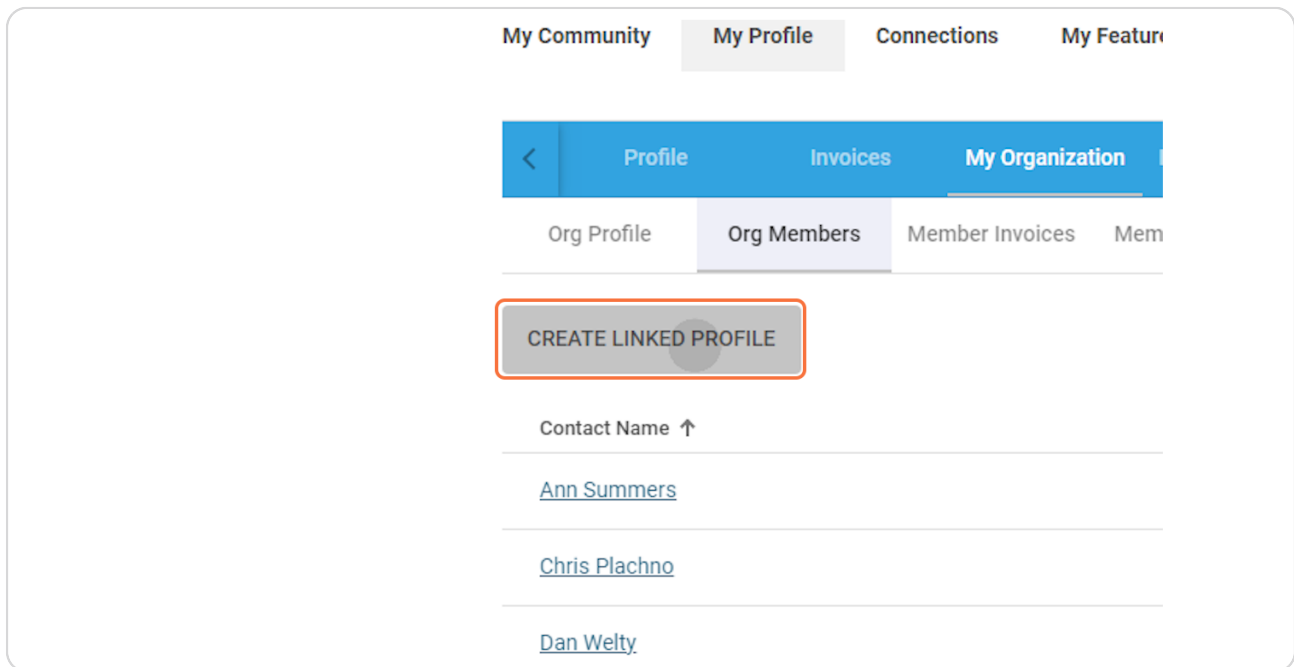
STEP 3

Click on Org Members

This screenshot shows an organization's member page. At the top, there is a navigation bar with tabs: My Community, My Profile, Connections, My Features, and I... Below this is a blue horizontal bar with tabs: Profile, Invoices, My Organization, and Forms I've... Below the tabs, there is a sub-navigation bar with tabs: Org Profile, Org Members (highlighted with an orange box), Member Invoices, and Member Form... Below the tabs, on the left, is the logo for 'BRADFORD VICTOR-ADAMS MUTUAL INSURANCE COMPANY' and the name 'Bradford Victor-Adams Mutual Insurance Co.' with a link 'Jump To Profile Details'. On the right, there is a summary box with 'Member Status: Active'.

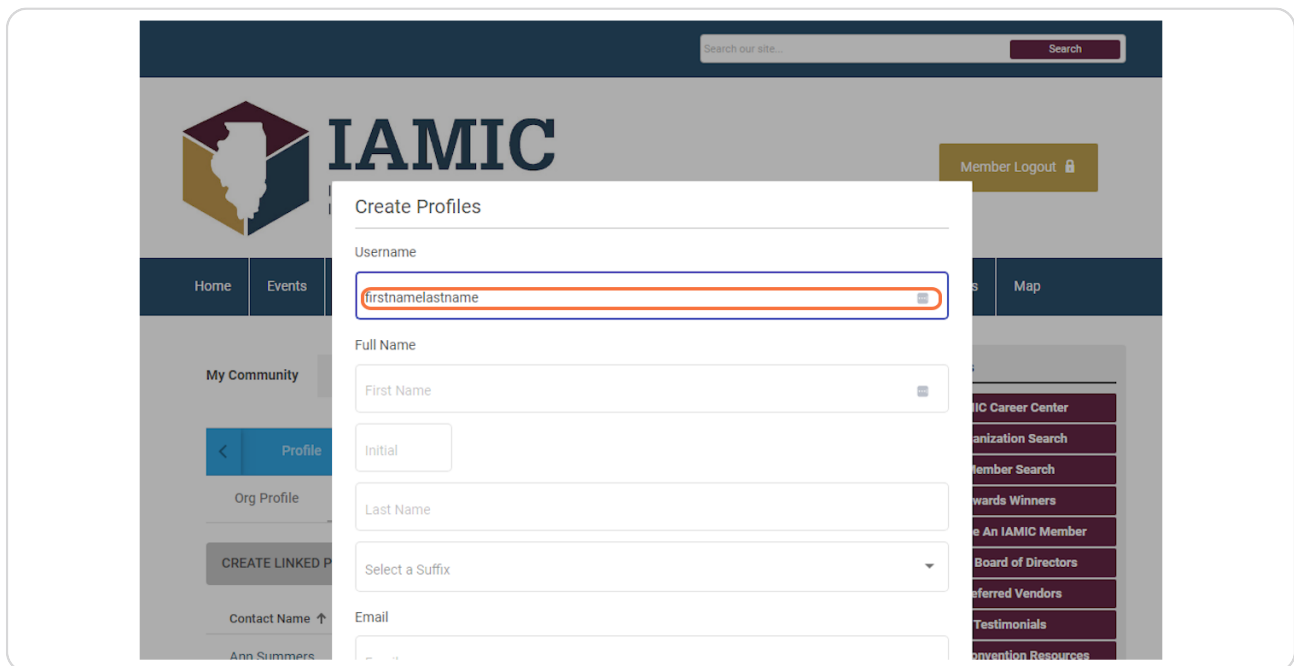
STEP 4

Click on CREATE LINKED PROFILE



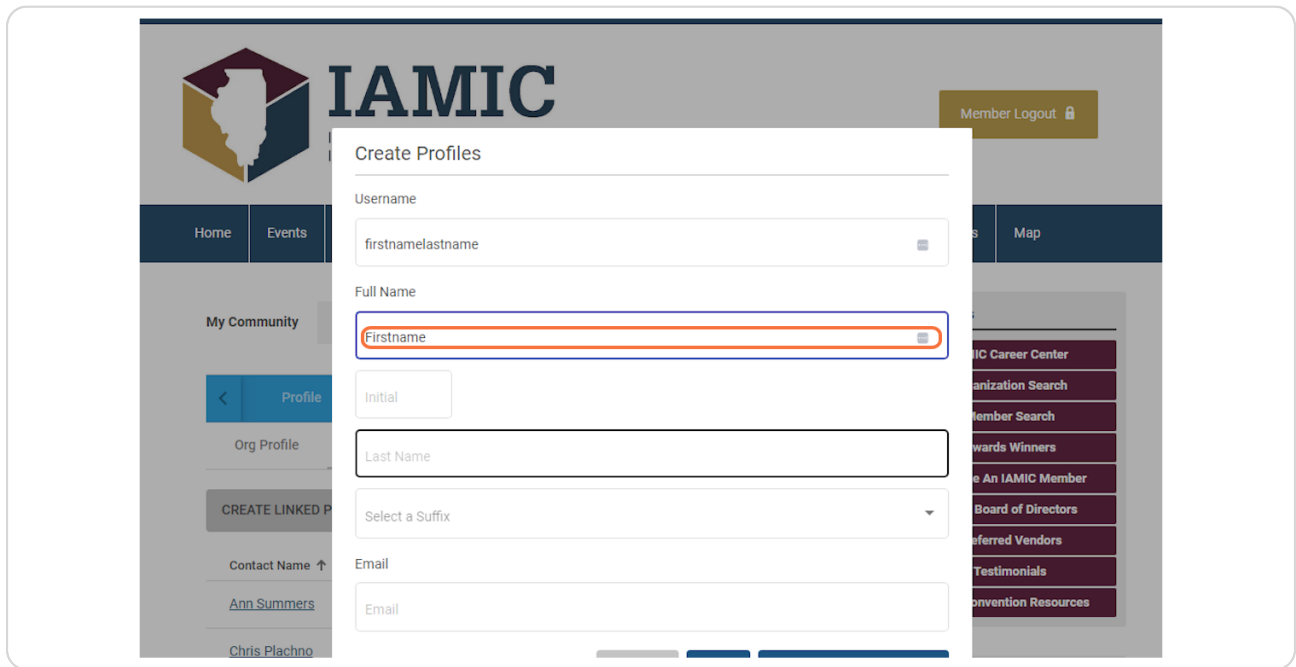
STEP 5

The username will be their first name and last name with no spaces.



STEP 6

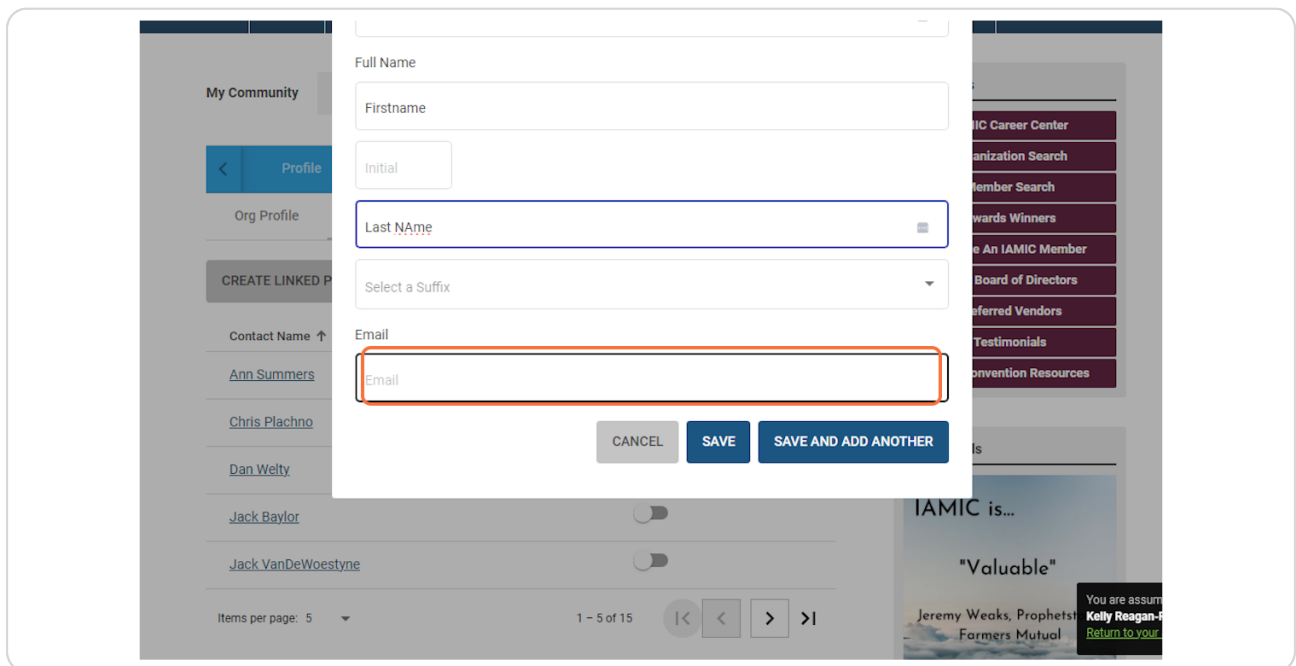
Enter their name



The screenshot shows the IAMIC mobile application interface. A modal window titled "Create Profiles" is open over the "My Community" page. The modal contains several input fields: "Username" (with placeholder "firstnamelastname"), "Full Name" (with a sub-field "Firstname" highlighted by a red border), "Initial", "Last Name", "Select a Suffix" (a dropdown menu), and "Email". The background shows the app's navigation menu with options like "Home", "Events", "Profile", and "Org Profile".

STEP 7

Enter their email



This screenshot shows the same "Create Profiles" modal window as in Step 6. In this step, the "Email" input field is highlighted with a red border. Below the form, there are three buttons: "CANCEL", "SAVE", and "SAVE AND ADD ANOTHER". The background shows the "My Community" page with a list of members, including "Chris Plachno", "Dan Welty", "Jack Baylor", and "Jack VanDeWoestyne".

STEP 8

Click Save

Tango

Never miss a step again. Visit [Tango.us](https://tango.us)