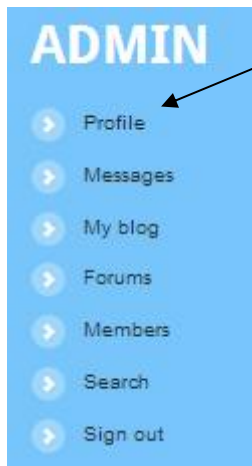


STEP 1: UPDATE YOUR PROFILE

- TASK 1 – UPDATE PROFILE

1. Select PROFILE from the ADMIN menu.



2. Select EDIT from the menu.



3. Update fields and SAVE

Home > Dr James Pratt

DR JAMES PRATT

View Edit Invitations My follow links

Username *
 ← **Change your USERNAME to your name.**
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

Current password
 ← **Only enter if you want to change your password or e-mail address.**
Enter your current password to change the E-mail address or Password. [Request new password](#)

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password
 Password strength: ← **Only enter if you want to change your password.**
Confirm password

To change the current user password, enter the new password in both fields.


▼ **Locale settings**

Time zone
 ← **Choose your time zone.**
Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Picture

Delete picture
Check this box to delete your current picture.

Upload picture ← **Upload your photo.**
 No file chosen
Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.



Name *

Please enter your full name

Job Title *

Please enter your job title

▼ Comment follow-up notification settings

Receive content follow-up notification e-mails
Check this box to receive an e-mail notification for follow-ups on your content. You can not disable notifications for individual threads.

Receive comment follow-up notification e-mails
All comments ▼
Check this box to receive e-mail notification for follow-up comments to comments you posted. You can later disable this on a post-by-post basis... so if you leave this to YES, you can still disable follow-up notifications for comments you don't want follow-up mails anymore - i.e. for very popular posts.

Business Name *
JamesPratt.com
Please enter your business or company name

Country *
New Zealand ▼
Please select your country

▼ Private messages

Receive email notification for incoming private messages

▼ Contact settings

Personal contact form
Allow other users to contact you via a [personal contact form](#) which keeps your e-mail address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.

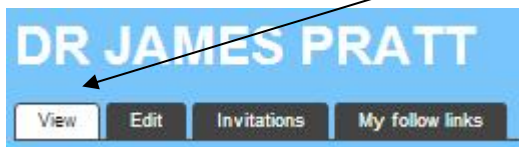
Terms and Conditions of Use

Accept [Terms & Conditions](#) of Use *

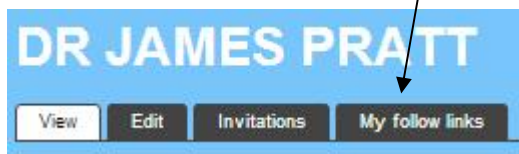
SAVE

Callouts:
- Comment notification.
- Private messages and contact form.
- When you have finished, click SAVE.

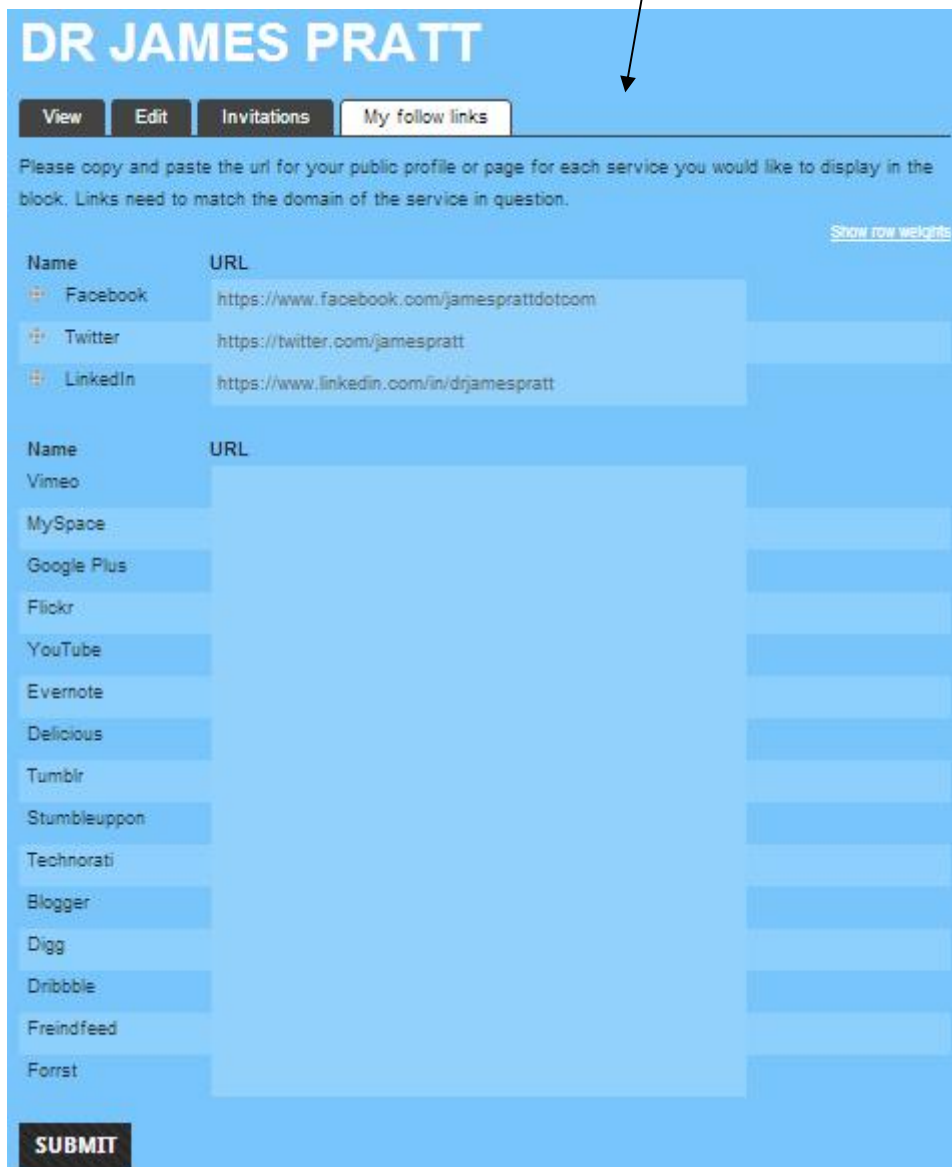
4. Select VIEW to preview your profile.



5. ADD your SOCIAL MEDIA links.



6. ADD your links including http:// then select SUBMIT.



A screenshot of the 'DR JAMES PRATT' profile header with the 'My follow links' form highlighted. The form has a title 'DR JAMES PRATT' and buttons for 'View', 'Edit', 'Invitations', and 'My follow links'. Below the buttons is a text box with the instruction: 'Please copy and paste the url for your public profile or page for each service you would like to display in the block. Links need to match the domain of the service in question.' There is a link for 'Show row weights' on the right. The form contains a table with columns 'Name' and 'URL'. The first three rows are filled with data: Facebook (https://www.facebook.com/jamesprattdotcom), Twitter (https://twitter.com/jamespratt), and LinkedIn (https://www.linkedin.com/in/drjamespratt). Below this are several empty rows for other services: Vimeo, MySpace, Google Plus, Flickr, YouTube, Evernote, Delicious, Tumblr, Stumbleupon, Technorati, Blogger, Digg, Dribbble, Freindfeed, and Forrst. A 'SUBMIT' button is at the bottom left of the form.

Name	URL
Facebook	https://www.facebook.com/jamesprattdotcom
Twitter	https://twitter.com/jamespratt
LinkedIn	https://www.linkedin.com/in/drjamespratt
Vimeo	
MySpace	
Google Plus	
Flickr	
YouTube	
Evernote	
Delicious	
Tumblr	
Stumbleupon	
Technorati	
Blogger	
Digg	
Dribbble	
Freindfeed	
Forrst	

7. Your SOCIAL MEDIA links will look like this.

