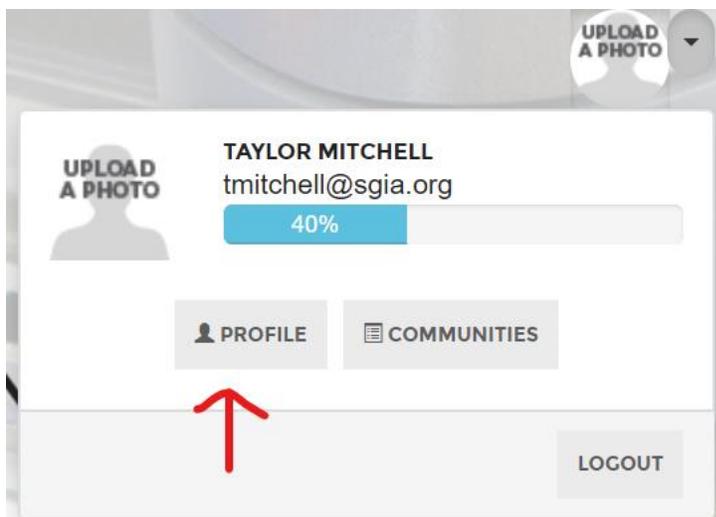


HOW TO INVITE CONTACTS TO PUBLIC COMMUNITY

1. Click on the dropdown button next to your photo in the upper right corner; when your condensed info box appears on the screen press the profile button.



2. You will then be directed to your profile page. From there you will click on the “My Connections” button. Another drop-down menu will appear; you’ll then click on the “contacts” button.



3. When the screen loads, you will notice two sections: People you may know and Contacts. At this point in time, you’ll want to pay attention to the second section “Contacts”. To add new contacts to your profile, you need to click the search directory icon.

TAYLOR MITCHELL

Membership Assistant, Specialty Graphic Imaging Assn

[MY PROFILE](#)

[MY CONNECTIONS](#)

[MY CONTRIBUTIONS](#)

[MY ACCOUNT](#)

PEOPLE YOU MAY KNOW



HEIDI ASHLEY

Director, Member Relations & Engagement
Specialty Graphic Imaging Assn

REQUEST CONTACT

IGNORE



IRENE TONSON

Specialty Graphic Imaging Assn

REQUEST CONTACT

IGNORE



HEATHER NORTZ

Specialty Graphic Imaging Assn

REQUEST CONTACT

IGNORE

CONTACTS

Search Directory You have yet to make any Contacts. Connect with others through the Directory.

SEARCH DIRECTORY

- When the screen loads, you will want to click the advanced search option; in order search the member directory. Once there you will fill out the necessary information and click the search button.

MEMBER DIRECTORY

[BASIC SEARCH](#)

[ADVANCED SEARCH](#)

Fill in any of the criteria below to limit your search. None of the fields are required although you must enter something in at least one of them. Fields like First Name, Last Name, Company Name, etc. will perform a partial match. For example, a Last Name search for "Jo" will find everyone whose name starts with "Jo".

NAME

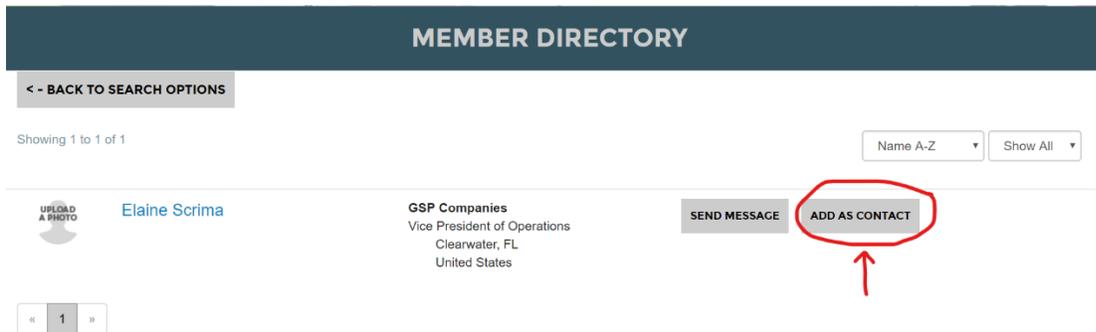
First Name

Last Name

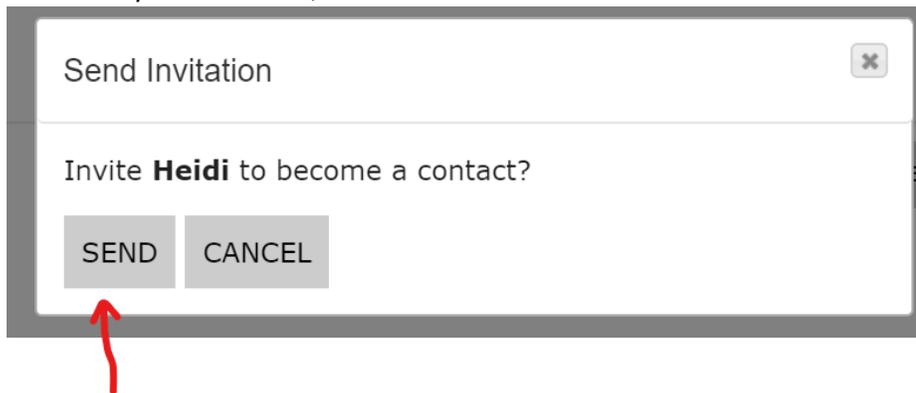
Company Name

Email Address

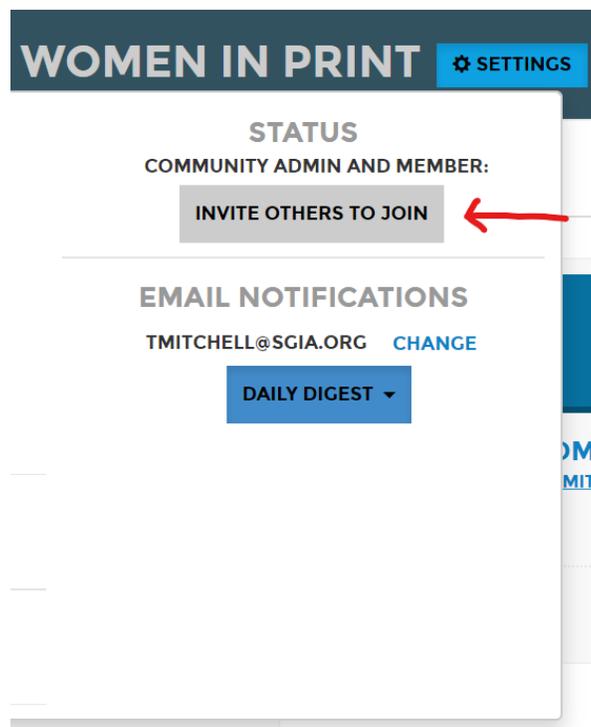
- If the person is on Printerlink, then their name will pop up along with some general information. If that information is correct, you will want to click add as contact.



6. You will get one last pop up message asking if you want to send the person an invite to be a contact. If you are certain, click on the send button.



7. Once the person accepts your contact invite, you can then go back to the public Women in Print community and invite them to join the community.



8. To add more contacts, repeat steps 5 & 6 until you have invited all of the contacts you wish to have.