

## **INSTRUCTIONS FOR COMPLETING YOUR GCPA WEBSITE PROFILE**

Welcome to GCPA's Website Profile area. By completing your profile, you will be able to register for GCPA events, obtain information re events for which you have previously registered, and download receipts, event registration rosters, and presentations (Note: Only members have unlimited access to event presentations. Non-members will have access to event presentations for 30 days following an event for which they have registered and paid.) Finally, completing your profile will allow you to effectively network with other GCPA members and the attendees you meet at events.

**To set up and complete your profile:**

### **STEP 1: SETTING YOUR PASSWORD**

- Go to [www.gulfc coastpower.org](http://www.gulfc coastpower.org) and click on the Login tab at the top right of the home page.
- Enter the email address you have previously used with GCPA and then click on "Forgotten Password" (in blue script below the Log On button).
- A temporary password will be emailed to you. Retrieve this email and then return to the Login page.
- Enter your email and temporary password and click the blue Log On button.

### **STEP 2: CHOOSING YOUR ACCOUNT SETTINGS (Open to Members & Non-Members)**

Under My Account Settings, you may choose the following:

- ***Publish Information in Member Directory*** - Check or uncheck the box according to your preference. Note: Your information as published in the Member Directory can only be accessed by GCPA staff and GCPA members and is not available to the general public. Allowing us to publish your information will ensure that GCPA members can access your information and contact you.
- ***Event Notification Subscriptions*** - The default position on your screen should have all the boxes checked which means that you will receive email invitations for all Luncheons in Dallas, Austin and Houston plus email invitations for Conferences and other GCPA Supported Events. You may change these preferences if you wish. For example, if you wish to receive email invitations to only Austin Luncheons and also to Conferences, you would check Austin in the top set of boxes and then Luncheons and Conferences in the second set of boxes. You will always have the opportunity to change these preferences in the future by logging in and accessing the profile page.
- ***Publication Subscriptions*** - The default position on your screen will have all boxes checked. You may check or uncheck boxes according to your preference as to what literature you would like to receive. You will always have the opportunity to change these preferences in the future by logging in and accessing the profile page.
- ***Change Password*** - Click on the blue script "Change Password" next to your current password in order to reset from your temporary password to a new permanent password. You will continue to have the opportunity in the future to change your password if you should choose to do so in the future.

### **STEP 3: COMPLETING MY PROFILE INFORMATION (Open to Members with selected fields available to Non-Members)**

Under My Profile Information, Members and Non-Members can:

- ***Edit name*** to reflect how they wish their name to appear in the directory and on name badges for events.
- ***Edit phone number info*** to change or add your direct phone number and mobile number.

For **MEMBERS ONLY**, the following information can be added:

- ***Photo*** - You can upload a thumbnail photo that will appear along with your information in your directory listing.
- ***Personal Links*** - You can add links to your Facebook, LinkedIn account or other media.
- ***Personal Statement/Biography Statement*** - You can add a personal statement (1200 characters max) that reflects your professional history, skills and professional interests, or whatever else you desire to convey.
- ***Dropdown Menus re Position and Interests*** - You can click on the appropriate items in each category which will help us more accurately plan programs and forward information that is of interest to you. You can click on multiple items in each menu by holding down your control key (or command key for Apple).

#### **STEP 4: COMPLETING MY COMPANY/EMPLOYER INFORMATION (Open to Members & Non-Members)**

Under My Company/Employer Information, Members and Non-Members can:

- **Edit Your Company Name Information** - You can edit the field marked Your Company Name to provide the division or subsidiary where you work for the company shown under the field Parent Company. (If you are a member under a Corporate Membership, DO NOT CHANGE THE PARENT COMPANY NAME. Doing so could disconnect you from your corporate membership.)
- **Edit Your Title** - Keep us up to date on any promotions or job changes by editing your title. **If no title is currently shown, please add your title.** We use this information to track the level of attendees at events and thereby tailor our presentation materials.
- **Edit Your Address** - You can edit the address to reflect the location where you are working.
- **Indicate your Company's Industry Sector(s)** - You can click on the appropriate item(s) which will help us more accurately plan programs. You can click on multiple items in each menu by holding down your control key (or command key for Apple).
- **Edit Your Company Telephone Number** - This field should contain the main switchboard number for your company.
- **Edit Your Company Website** - This field should contain the primary website for your company.
- **Edit the Alternate Company Website** - This field is available to include an alternate website address if you work for a division or subsidiary that has a separate website address.

#### **STEP 5: COMPLETING MY PROFESSIONAL HISTORY, EDUCATION & AFFILIATIONS INFORMATION (Open to Members only)**

- **Add University Degrees** - Add the degrees you have received along with the name of the universities.
- **Add Certifications** - Add any professional certifications you have such as PE or CPA.
- **Add Professional Affiliations** - This field can be used to highlight any industry groups with which you are affiliated, board positions, awards received, papers published, etc. that you wish to highlight and/or were not included in your Personal Statement (completed in Step 3).

**You have now completed your profile! By completing your profile, you will maximize the networking value of your GCPA membership and also allow GCPA's Board and Staff to better serve your needs.**

Following is information on the remaining sections in your profile:

**MY ORDER HISTORY** - This section will allow you to:

- View any orders you have placed including a new or renewed membership and events for which you have registered.
- The date you placed the order
- Your payment status
- Download an invoice or receipt associated with the event

**MY EVENTS HISTORY** - This section will allow you to:

- View the events you have attended and events you are registered to attend
- Download an attendance list from an event
- Download presentations from events you have attended (Note: All presentations are available at all times to GCPA members in the Presentation area of the website. For non-members, access to presentations is limited to events for which you have a paid registration. Presentations are only accessible via your profile page for a period of 30 days following the event.)

You can also use the menu items at the top of page: **Manage My Events** to view a calendar and events for which you are registered, **Member Directory** (full access only available to GCPA Members), **Presentations** (full access only available to GCPA Members).