How to Create and Update Your CCAL Directory and CAI Exchange Profile

- 1. Visit https://exchange.caionline.org/network/ccal-directory
- 2. Select "Sign In" at the top right-hand corner of the webpage.

community ASSOCIATIONS INSTITUTE			CONTACT US	CODE OF CONDUCT	CAIONLINE.ORG	Sign in
HOME COMMUNITIES	DIRECTORY BROWSE -	PARTICIPATE -			search	Q
College of Co	ommunity Asso	ciation La	awyers (CCA	L) Directo	ry	
Browse All CCAL Members						
First Name						
Last Name						

3. Log in using your CAI credentials, if you are unsure of your log in, use the "Forgot your Password?" feature or contact our member service center at (888) 224-4321.

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ľ	vilat is your e-mail autress?
E	-mail address is required.
C	oo you have a CAI account?
	Yes, and my password is
	Remember me on this computer
	\bigcirc No, but I would like to create an account
	Forgot your password?
	Sign In

4. Click the photo Icon (or your picture if already added) to access your profile.

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community Associations Institute		Megan Megan	Newman @caionline.org		
HOME COMMUNITIES - DIRECTORY - BROWSE - PARTICIPATE -	2.	S Profile	5%		
College of Community Association Lawyers	(CCA			Sign Out	
Browse All CCAL Members					

5. Once you've reached your profile, the easiest way to update your information is to import your Linkedin profile if you have one. After you select "Import Your Info" You will be prompted to sign in to your Linkedin account and then select the information you would like to import.

	Ms. Megan Newman Government Affairs Analyst, Community Associations Institute
	My Profile MY CONNECTIONS - MY CONTRIBUTIONS - MY ACCOUNT -
Actions •	Bio
Contact Details	Share information about yourself - your work life and personal interests Add
Community Associations Institute 6402 Arlington Blvd Ste 500 Falls Church, VA PRIMARY: (703)970-9282 mewman@caionline.org	Import From LinkedIn
Social Links Actions -	Update your information from Linker'n®
_	Education Job History + Add

6. If you don't have a Linkedin profile to import, you can add the information you would like to feature on your profile by selecting the green add buttons.

	Ms. Megan Newman Government Affairs Analyst, Community Ass	sociations Institute	
	My Profile MY CONNECTIONS -	MY CONTRIBUTIONS - MY ACCOUNT -	
Actions -	Bio		
Contact Details	Share information about yourself - your w	ork life and personal interests	
Community Associations Institute 6402 Arlington Blvd Ste 500 Falls Church, VA E PRIMARY: (703)970-9282 mnewman@caionline.org	Import From LinkedI	n	
Social Links Actions -	Update your information from LinkedIn®	-	
_	Education	Job History	+ Add

7. To add or change your picture, select the "Actions" button and then the "Change Picture" button. You will then have the option to upload a photo from your computer or various social media and photo sharing platforms.

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	*	Select Files to Upload
		or Drag and Drop, Copy and Paste Files
Actions - 1.		
2. Change Picture		

8. Get Social! To add links to your social networks, click on the "Actions" drop down menu. Select the network you would like to link, you will then be prompted to either log into your account or provide a link to your profile depending on the social network.



9. To access your privacy settings, click the "My Account" drop down menu and then select "Privacy Settings."

	Ms. Megan Newman Government Affairs Analyst, Community Associations Institute	
	My Profile MY CONNECTIONS - MY CONTRIBUTIONS -	
	Bio	INBOX PRIVACY SETTINGS
Actions -		RSS FEEDS
Contact Details	Share information about yourself - your work life and personal interest:	COMMUNITY NOTIFICATIONS
Community Associations Institute		

10. Review your profile's privacy settings. You need to opt in to be included in the directory (highlighted below). You also need to make your "City, State, Zip" and "State Bar Admission" public so that the CCAL search features can find you. Make sure to save any changes made to your privacy settings by clicking "Save Changes" at the bottom of the webpage.

Attens +	Ms. PJ Lepp Community Associations institute My Profile MY CONNECTIONS+ My ACCOUNT- MY INBOX Privacy Settings Vary profile may be accessed through the member directory and community rosters. You have control type if the others see on your profile.	
Contact Details	I would like to be included in the member directory and community rosters. Yes	
Community Associations Institute 6402 Artington Bivd Ste 500 Falls Church, VA	Picture •	
PRIMARY: (703)970-9220 piteop@calonline.org	My Networks My Contacts	
Social Links	Company Information Public •	
Link to other social media accounts Add -	Job Title and Department Public	
	Address Lines Public	
	City, State, Zip Public •	

- 11. Link to your profile. To get the link to your CCAL profile for your firm website, e-mail signature or other uses
 - a. Return to the home/search page: <u>https://exchange.caionline.org/network/ccal-directory</u>.
 - b. Search for yourself and go to your profile.
 - c. Select your URL and copy it to the link on your website or email signature.

+ https://exchange.caionline.org/n	network/members/profile?UserKey=9940e0c9-5f86-46b7-98b0-e98989287126
🔢 Apps 🔺 Bookmarks 🐧 CAI Login Required 🚺 Micro	osoft Office Horr 🙋 Engage 🌾 Gaggle M Gmail 🔚 LinkedIn 🎐 Twitter 🔜 The We
community Associations institute	CONTACT US CON
HOME COMMUNITIES - DIRECT	TORY - BROWSE - PARTICIPATE -
	Mr. Lincoln Hobbs Esq.
	Add as Contact
Contact Details	Profile CONNECTIONS - CONTRIBUTIONS -
Hobbs & Olson Carpenter Hazlewood	

12. Any questions? Contact us at <u>government@caionline.org</u> or the member service center at (888)224-4321.