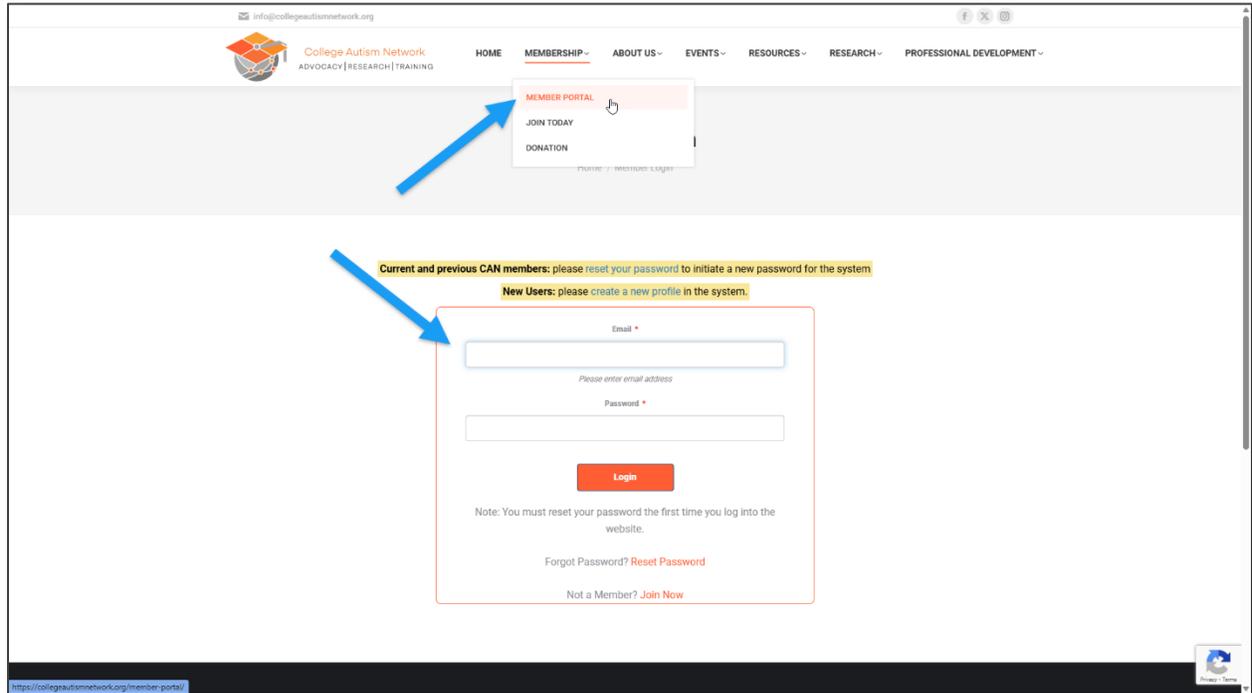


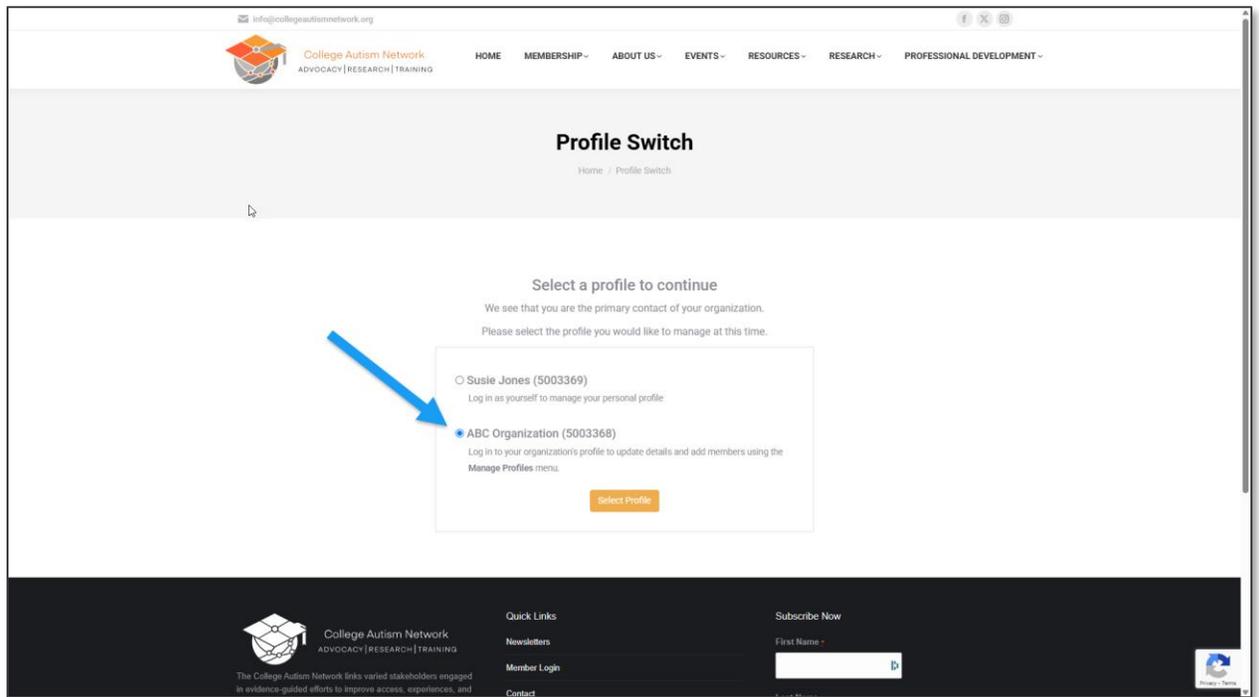
How to add members to your organization using the Member Portal

Primary Contacts for an organization can add members by following these steps:

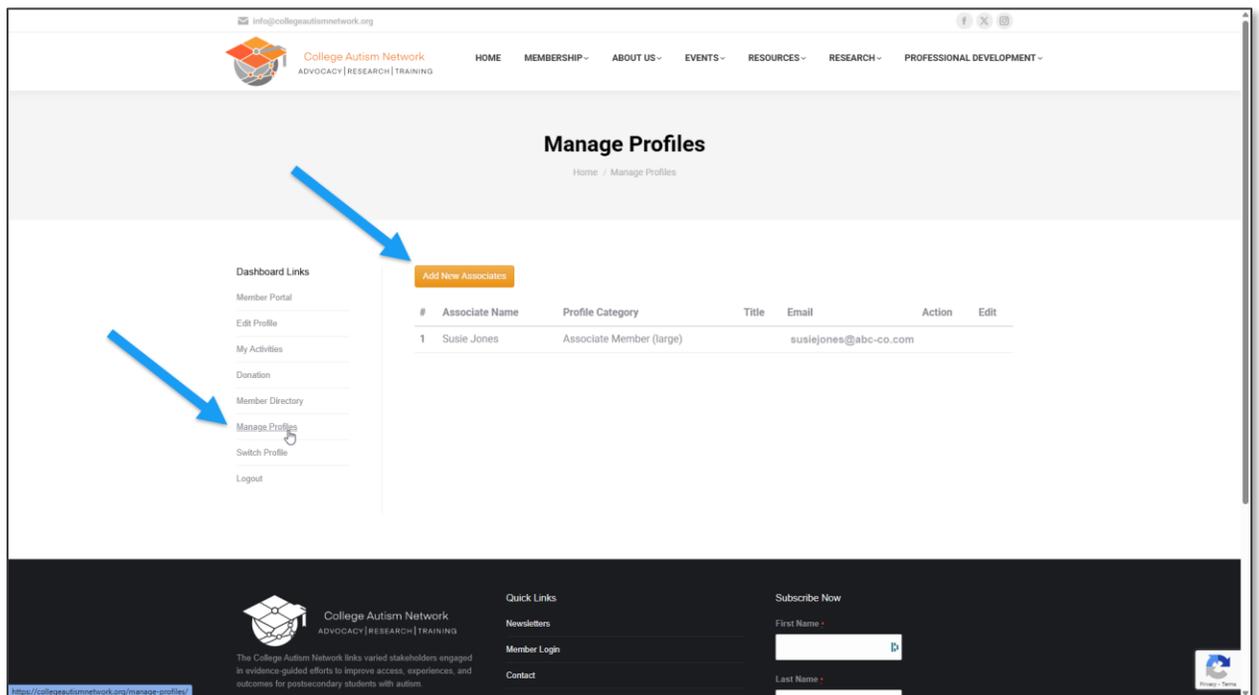
1. Visit <https://collegeautismnetwork.org/>.
2. Navigate to **Membership > Member Portal**.
3. On the login screen, enter your email and password, then click **Login**.



- Choose to log in as your organization by selecting the radio button next to your organization's name, then click **Select Profile**.



- In the left-side navigation menu, select **Manage Profiles**.
- Click **Add New Associates** to add new members to your organization.



7. Enter the new member's name, title, and email, then click **Add Associate**.

The screenshot shows the 'Manage Profiles' page on the College Autism Network website. The page has a navigation bar at the top with links for HOME, MEMBERSHIP, ABOUT US, EVENTS, RESOURCES, RESEARCH, and PROFESSIONAL DEVELOPMENT. The main heading is 'Manage Profiles' with a breadcrumb trail 'Home / Manage Profiles'. On the left, there is a 'Dashboard Links' sidebar with options like Member Portal, Edit Profile, My Activities, Donation, Member Directory, Manage Profiles, Switch Profile, and Logout. The main content area features a form titled 'Please provide the Associate Information' with an 'Add New Associates' button. The form includes input fields for First Name*, Last Name*, Title*, and Email*. A blue arrow points to the 'Add Associate' button. Below the form is a table with the following data:

#	Associate Name	Profile Category	Title	Email	Action	Edit
1	Susie Jones	Associate Member (large)		jeff@joynams.com		

The footer contains the College Autism Network logo and tagline, 'Quick Links' (Newsletters, Member Login, Contact), and a 'Subscribe Now' form with fields for First Name and Last Name.