



User Guide for Profile & Account Administration

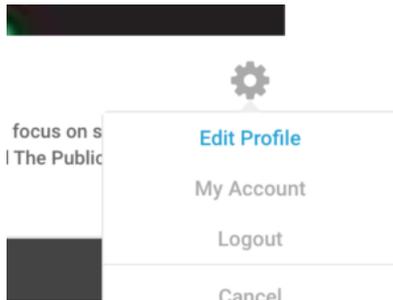
As a GPNP Member Administrator, this guide will direct you in editing your personal profile and creating and editing your organization's profile. Your role allows you the ability to edit your profile, your organization's profile, and it gives you access to the GPNP Member-only sections of our website. Please note that you can only have one registered GPNP Member Administrator account.

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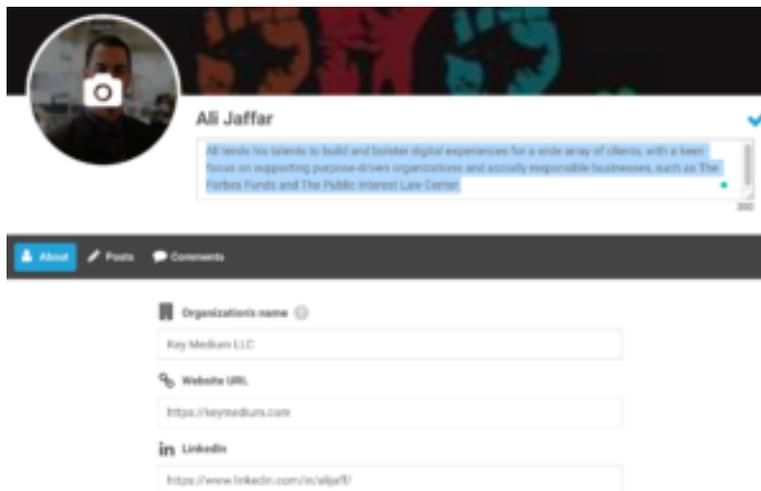
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Instructions on how to update an organization's profile

1. [Login to your account](#). If you don't have an account, be sure to [register here](#)
2. Navigate to the '[My Account](#)' tab. You can change your password, email address, or update your privacy settings here (you can choose to disable your profile from being listed in the Consultant or GPNP Member directory, for example)
3. Please review and ensure your information is up-to-date. If you are logged in, you can view [your public-facing profile here](#)
4. Once you view your profile, click the cogwheel icon (screenshot below) and click 'Edit Profile'



5. Then, enter your organization's name along with the description (or mission statement). 300 characters maximum (see screenshot below)

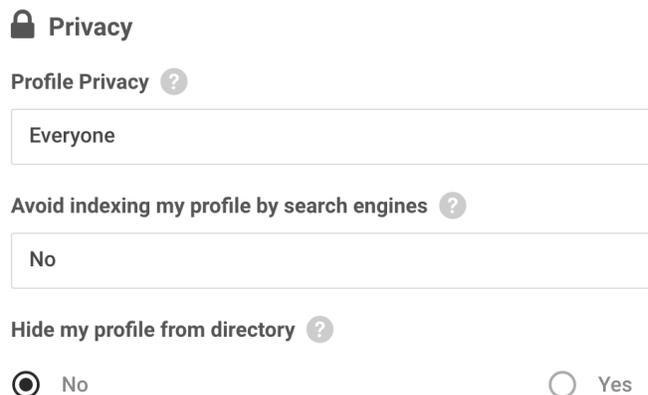


6. Upload your profile photo. Be sure your profile photo or logo (190px width minimum)

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7. Stand out by adding your cover photo (if available)
 8. Don't forget to enter your website URL and company LinkedIn profile (alternatively, you can enter your personal LinkedIn profile). This is important to help your colleagues and prospective partners to connect with you and learn more about your work!

How your profile information will be used and made accessible to the public (and how to hide it)

1. If you are a GPNP Member, your information will be listed among the [GPNP Member Directory](#) on your public profile. If you are a Consultant, your public profile will be in the [Consultant Directory](#)
2. Next, you can hide your profile from being listed in your respective directory by logging in, clicking My Account, and [selecting the 'Privacy' tab](#) and changing the settings as appropriate (listed below), and save it by clicking 'Update Account'
 - a. Profile privacy
 - b. Search engine indexing
 - c. Directory Listing



The image shows a screenshot of the LinkedIn Privacy settings page. At the top, there is a lock icon followed by the word "Privacy". Below this, there are three settings sections, each with a question mark icon to its right:

- Profile Privacy**: A dropdown menu currently set to "Everyone".
- Avoid indexing my profile by search engines**: A dropdown menu currently set to "No".
- Hide my profile from directory**: Two radio button options, "No" (which is selected) and "Yes".

3. The Member directories may be searchable by organization name and geography, for the GPNP Member Directory, and by sectors and experience areas in the Consultant Directory
4. For more information, see our [privacy statement](#).

Access member-only GPNP page with links and resources to benefits online

1. Please [login](#) to your account
2. You can then [access your member benefits on this page](#) (such as online event submission to our calendar, and linked to CANDID FDO, and more)

Access tax-deductible receipts

1. If you paid during February 4th, 2021 or today, you can [navigate to the Donor Dashboard here](#)
2. If you had been a paid member on or before February 3rd, 2021, then your receipts may simply be requested by emailing your GPNP Program Manager, Emily Francis (Emily@ForbesFunds.org)

Request an invoice for GPNP Membership

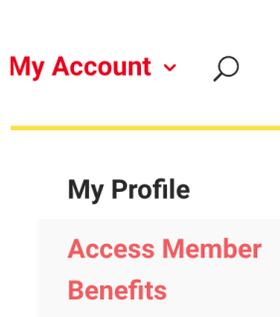
1. Should you need to request an invoice to remit member dues, you may simply request an invoice by emailing your GPNP Director, Colleen Young (Colleen@ForbesFunds.org).

Submit a resource to The Forbes Funds/GPNP network

1. Simply navigate to the Contact Form, and scroll down to the [‘share a resource’ form](#).
2. Fill out the form, and be sure to include accurate information and allow us to publish it. Your resource can be provided via a website link, and it can also be submitted with an attached PDF, or both, depending on your specific resource. It will then be reviewed, and if approved, added to our [Resource Library](#), included in our e-blast to nearly 2,000 leaders, and shared via our social media platforms.

Submit an event to The Forbes Funds/GPNP network

1. You'll first need to be logged in
2. Navigate to the Access Benefits page (top right tab under 'My Account')



3. Scroll down until you see the 'Add events to The Forbes Funds' calendar' tab. Then, fill out your event's Title and Description fields

A screenshot of a form for adding an event. The "Title" field contains "30th Annual Gala". Below the title field is an "Add Media" button. To the right of the media button are "Visual" and "Text" tabs. Below these is a rich text editor toolbar with options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, and Table. The description field contains the text "Join us for our monumental anniversary to celebrate three decades of...". A red circle with the number "1" is in the bottom right corner of the description field.

4. On the right side (or below in mobile), you will see 'Event Links'. If you would like to create a page on forbesfunds.org/events/ – skip the top 'Event Link' and fill in the 'More Info' link to your event registration form, Zoom registration, or similar. Below it, add a short (less than 5 words) call to action text. This will then show up as a button on the page (it will default to a More Information button)

Event Links

Event Link

eg. <http://yoursite.com/your-event>

If you fill it, it will replace the default event page link. Insert full link including http(s)://

More Info *

<https://eventbrite.com/linkherefolks>

Attend the Gala

- Next, include your event’s date and time and relevant options as listed. If you want to share a note with prospective event attendees, add it in the ‘Notes on the time’ field

Date And Time

Start Date

Start Date

8 : 00 AM

End Date

End Date

6 : 00 PM

All-day Event

Hide Event Time

Hide Event End Time

Notes on the time

It shows next to event time on the Single Event Page. You can enter notes such as timezone in this field.

- Be sure to include the cost under ‘Event Cost’ (enter 0 if it is free)

The screenshot shows a form section titled "Event Cost" with a red asterisk indicating it is a required field. Below the title is a single-line text input box containing the placeholder text "Cost".

7. Next, should you have a visual graphic or photo, upload it as the 'Featured Image'

The screenshot shows a form section titled "Featured Image". Below the title is a dashed blue border containing the text "No file chosen", indicating that no image has been uploaded.

8. Next, add your event's location. You can insert your own location, or select Remote / Online if it is virtual / Online if it is virtual

The screenshot shows a form section titled "Event Main Location". It features a dropdown menu currently set to "Hide location" with a blue question mark icon to its right. Below the dropdown is a red-bordered text input field. A dropdown menu is open, showing the following options: "Hide location", "Insert a new location", "HomeWood Brushton", and "Remote / Online". To the right of the input field, there is a "t page" label and a note: "Addition to main location if you like."

9. Now scroll up and review your event. When it all reads and looks good to you, simply hit Submit! You can also send The Forbes Funds / GPNP staff a private note (e.g. to coordinate logistics of a slide deck), in the optional 'Note to Reviewer' field.

The screenshot shows a form section titled "Note to Reviewer" with a large text area for input. Below this section is a black button with the word "SUBMIT" in white capital letters.

FAQs – GPNP Members

Can my organization have more than one account for its staff members?

1. You can only have one registered GPNP Member Administrator account.

I am registering on behalf of a company. How do I become a GPNP Corporate Member?

1. Please pay your [corporate membership dues here](#), which will process your dues via credit card, or you may select the 'Mail a Check' option if you will remit a check
2. If you aren't logged in already or don't have an account on our new site, please be sure to keep 'Create Account' checked and you will receive a welcome email
3. We will review your account to ensure it meets our [Operating Procedures](#), and you will receive an email notifying you of approval, so long as your dues were processed
4. Note that you can also explore [corporate sponsorship options](#) separately.

I am a current paid-up GPNP Member and I can't access my account. What should I do?

1. We switched our membership system on February 4th, 2021. If you had been a paid member on or before February 3rd, 2021, then you need to [create your new account here](#)
2. Once you have created your new account, please email your GPNP Program Manager, Emily Francis (Emily@ForbesFunds.org), who will review your account to ensure it meets our [Operating Procedures](#) and also confirms that your dues are fully paid.

I don't have an account on the new forbesfunds.org website. How can I renew my membership and access my account?

1. Please select your tier and [pay your dues using this form](#), which will process your dues via credit card, or you may select the 'Mail a Check' option if you will remit a check
2. If you aren't logged in already or don't have an account on our new site, please be sure to keep 'Create Account' checked and you will receive a welcome email
3. We will review your account to ensure it meets our [Operating Procedures](#), and you will receive an email notifying you of approval, so long as your dues were processed.

Why do I need an account on forbesfunds.org to make a comment on news and posts?

The Forbes Funds and GPNP regularly publishes summaries and digests of prior Community Solutions Calls and they are made available on our [News page](#). In addition, we have Archived Resources, such as past Tropman Reports and tools, and Research & Publications coming up in the near future to engage with. You are welcome to [login to your account](#), find a post you have an observation or comment about, and submit your ideas. If any sessions have been of value to you, please do comment, and share!

2 Comments



Ali Jaffar on July 13, 2021 at 2:23 pm ([Edit](#))

[Reply](#)

Excellent community solution call, I learned a LOT! I'm wondering: will deadlines will be extended for ACCEL, Dr. Hannah?



Hannah Karolak on July 16, 2021 at 4:25 pm ([Edit](#))

[Reply](#)

Yes, we extended ACCEL until the end of the week, Friday, July 16th! I hope you and those in your network have gotten the chance to register. If not, [feel free to email me here](#) if you had difficulties accessing the Google Form to register.

Submit a Comment

Logged in as Hannah Karolak. [Log out?](#)

Comment

Submit Comment

I have another question and need help still. Who should I get in touch with?

Please use the form below to reach your GPNP Program Manager, Emily Francis (Emily@ForbesFunds.org) with any account or billing questions. You can also submit feedback