

# How To Edit Your Individual Profile in the

# LICENSING INTERNATIONAL

## OFFICIAL LICENSING INDUSTRY DIRECTORY

It is important to note that your Individual Account is separate from your Company or Organization's Account, although both can easily be edited from your Membership Dashboard. See steps below to EDIT Your Individual Account

### STEP 1


Once you've logged in successfully, you will be taken to your Membership Dashboard, which will automatically display your Individual Profile information. From here you can easily edit your INDIVIDUAL Information by clicking on the **[Edit Profile]** button on the land-hand side.

The screenshot displays the Licensing International website's Membership Dashboard. At the top, a dark blue navigation bar contains links for Search, My Account, Logout, and a language selector. Below this, a secondary navigation bar lists various site sections: Directory, Events, Members, Jobs, About, Education, News, and Data. The main content area is divided into several sections. On the left, a 'My Account' sidebar includes links for My Account, Edit Profile (highlighted with a red arrow), My Company, Purchase History, Ask a Question, and My Documents. The central 'Edit Profile' section shows a user profile for #59659, a Broward Football Officials Association member, with fields for address, phone, and email, each with an 'Edit' button. A red banner indicates 'NO ACTIVE MEMBERSHIP', and a blue button at the bottom says 'OPTED-IN TO SHOW IN MEMBER DIRECTORY'. To the right of the profile, there are sections for 'Pay Open Balances' (showing 'No Open Balances') and 'Memberships' (showing 'No Memberships'). Further right, a vertical list of blue buttons provides links to Manage Broward Football Official, Upcoming Events, Your Member Benefits, Join/Renew Membership, Download Reports, Get Certified, and Young Professionals Network. At the bottom right, a chat window for 'Licensing International' is visible, with a message input field and a 'Chat by Drift' button. The footer features the Licensing International logo and the word 'Social'.

## STEP 2

This will take you to your **Profile Settings** of your Individual Profile. You can edit your Individual core details directly from here, by clicking on the buttons next to each field.

Search | My Account | Logout



Directory | Events | Members | Jobs | About | Education | News | Data

My Account | Edit Profile | My Company | Purchase History | Ask a Question | My Documents

Personal Info

Contact Info

Committees

Additional Info

Awards

Change Password

Privacy

Prefix:

First Name: \*Mario

Middle Name:

Last Name: \*Sparacino

Second Last Name:

Preferred First Name:

Suffix:

Title:Self-Employed

Gender:Gender

Preferred Communication Method:Unknown

Job Level:Account Management

Are You a Young Professional?

YPN Member:☐

Would you like to receive Licensing International Updates?

Receive Emails:☒

Business Type Individual:

Company Territory:

Membership Country:Australia

For Students:

Manage Broward Football Official

Upcoming Events


Your Member Benefits

Join/Renew Membership

Download Reports

Get Certified

Young Professionals Network

Licensing International

Hello - how can we help you today?

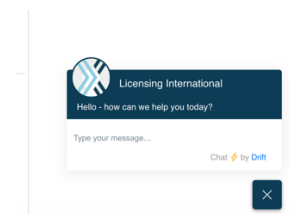
Type your message...

Chat by Drift

In the **Edit Profile** tab you can add or edit additional information relevant to you, such as your business type, whether you want to **Receive Emails** from us, **Job Level / Title**, **Company Territory**, **Are you a Young Professional** in the industry?, as well as what **Membership Office (Country)** you want to be affiliated with.

Be sure to click **SAVE**. Once you do, all your changes will automatically appear in the Licensing Industry Online Directory.

**NOTE: Users can always reach out to the Live Chat feature in the lower-right hand corner anytime!**





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