

NSA-NJ

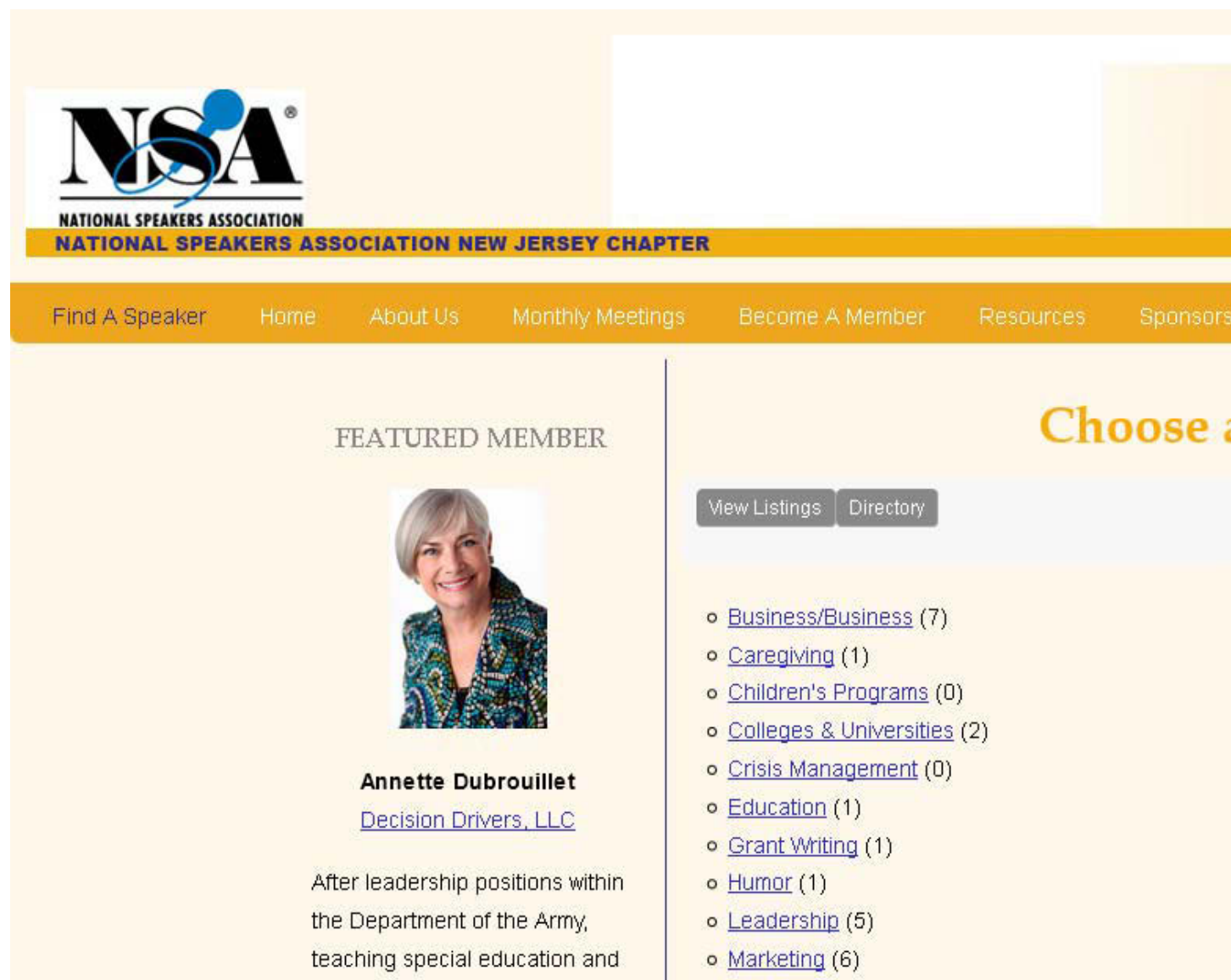
**On Line Directory Instructions for
Members**

Find A Speaker

USER MANUAL

NSA-NJ Find a Speaker (Directory) log in instructions for first time users.

Instructions for logging in to the Find a Speaker page:



The screenshot shows the website header with the NSA logo and the text "NATIONAL SPEAKERS ASSOCIATION NEW JERSEY CHAPTER". Below the header is a navigation bar with links: "Find A Speaker", "Home", "About Us", "Monthly Meetings", "Become A Member", "Resources", and "Sponsors". The main content area is divided into two columns. The left column features a "FEATURED MEMBER" section with a photo of Annette Dubrouillet, her name, and her company "Decision Drivers, LLC". Below her name is a short biography: "After leadership positions within the Department of the Army, teaching special education and". The right column has a "Choose a" section with two buttons: "View Listings" and "Directory". Below these buttons is a list of categories with counts in parentheses:

- [Business/Business](#) (7)
- [Caregiving](#) (1)
- [Children's Programs](#) (0)
- [Colleges & Universities](#) (2)
- [Crisis Management](#) (0)
- [Education](#) (1)
- [Grant Writing](#) (1)
- [Humor](#) (1)
- [Leadership](#) (5)
- [Marketing](#) (6)

Please take the time to log in, change your password, and update your profile.

To login to the directory, **go to the Find a Speaker page** and use the login in the right column.

Your login ID is your e-mail address. Any other ID will result in an error.

Your temporary password will be sent to you via e-mail. Use that to log in for the first time.

Please change that password as soon as possible.

NSA
NATIONAL SPEAKERS ASSOCIATION
NATIONAL SPEAKERS ASSOCIATION NEW JERSEY CHAPTER

Find A Speaker Home About Us Monthly Meetings Become A Member Resources Sponsorship Opportunities Contact Us Bookstore Speaker Academy

FEATURED MEMBER

David Steel
<http://sneeze.it>

As the Chief Viral Officer of marketing agency Sneeze It, David Steel educates companies on how to Attract prospects, Build a lead pipeline, and Convert those leads into customers. Steel is a best-selling author and online marketing expert who has given speaking engagements in the United States and abroad on how to create successful-and lucrative-digital and social marketing campaigns.

Sought after for his marketing

Choose a Category

View Listings Directory Search Listings Advanced Search

- Business/Business (8)
- Caregiving (2)
- Children's Programs (1)
- Colleges & Universities (1)
- Crisis Management (1)
- Education (1)
- Grant Writing (1)
- Humor (1)
- Leadership (7)
- Marketing (6)
- Motivation (11)
- Networking (2)
- Presentation Skills (4)
- Sales (7)
- Speech Coach (1)
- Tax (1)
- Uncategorized (3)
- Career (4)
- Change/Transition (5)
- Coaching (5)
- Communication (3)
- Customer Service (3)
- Event Planning (1)
- Healthcare (5)
- Hypnotist (2)
- Management (5)
- Media (1)
- Negotiation (3)
- Non-Profits (1)
- Productivity (3)
- Small Business Development (2)
- Success (4)
- Team Building (8)
- Work/Life Balance (2)

NSA-NJ Member Only
Login

Username
Password

Remember Me

Log In

[Forgot Password?](#)

Click on **PROFILE** to update your password, The left side of your page will look like the graphic to the right.

Logged in as **Author**

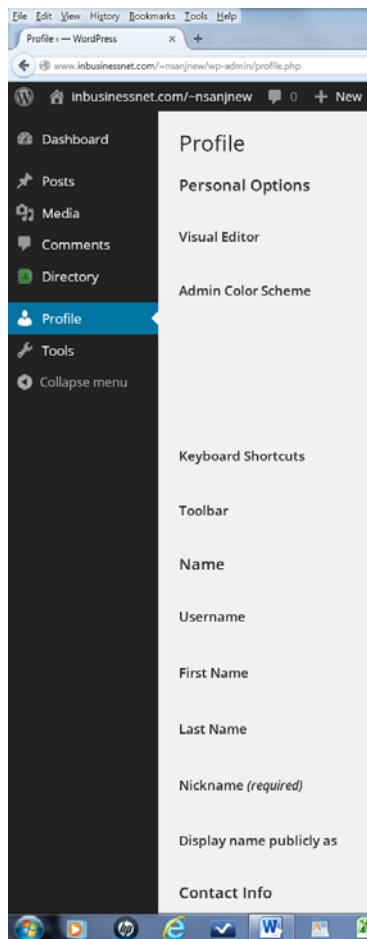
[Dashboard](#) | [Profile](#) | [Logout](#)

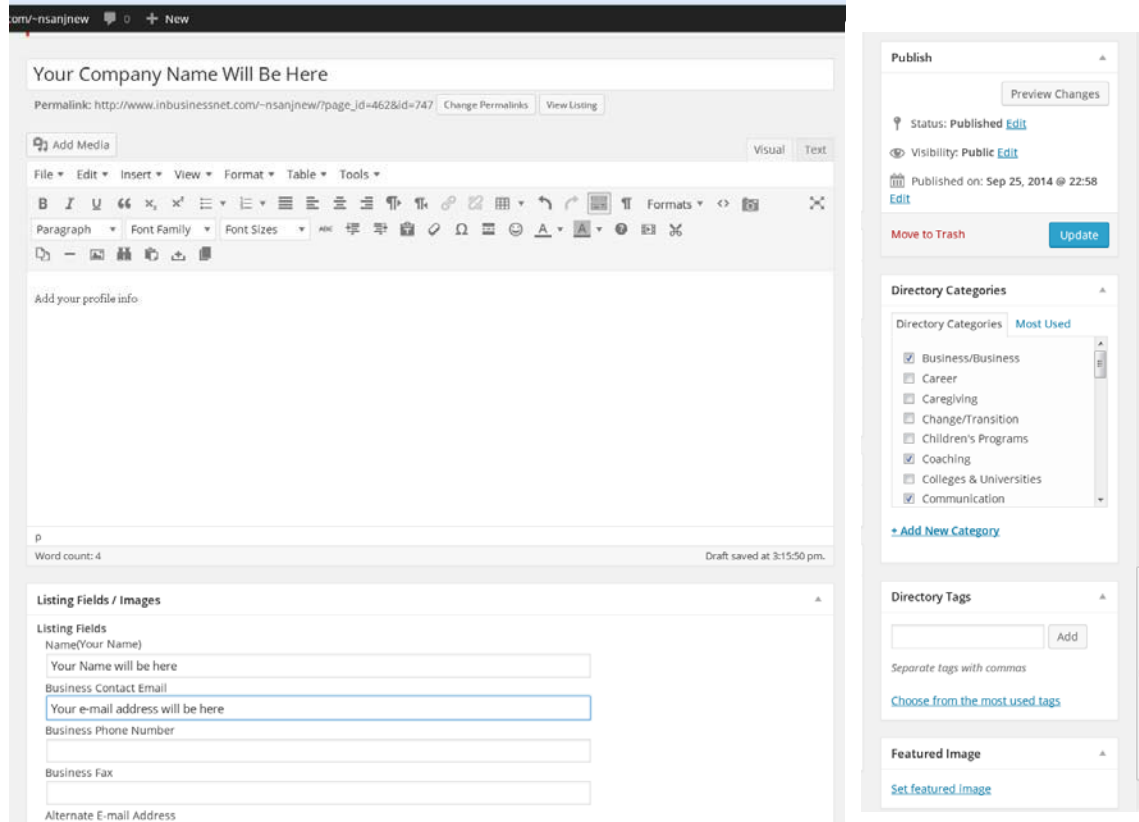
3:54 PM
12/15/2014

Don't forget to click on Update Profile when you are done.

Please Note: You do not enter any other information on this page because the Directory stores all further data.

Next, **click on Directory in the left column**. Only your Directory Profile page will be listed. Place your cursor on your business name and click on **edit**.





New members will need to upload their photo (be sure it is 72 dpi or it will not upload properly), and fill in the missing information. You can select the category (multiple) you want to be listed under. You can add a logo, and add more contact information.

Established members you can update your profile, add or change photos, add a logo, and add or change categories from the category list in the right column.

Do not change Custom Community Settings. Doing so can cause problems when your page displays.

Don't forget to click **UPDATE** in the right column when you are done.