



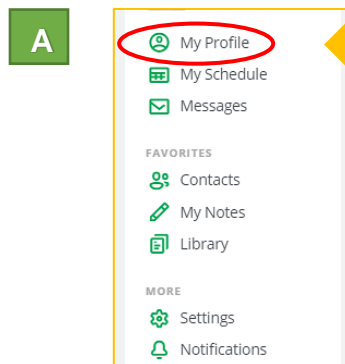
Help Guide - Attendee Profile

The first time you log in to the virtual conference platform, you can set up your personal profile. **Think of your profile as an online business card:** use it to showcase your interests and areas of expertise. You can make changes to your profile at any point after the initial onboarding setup.

The more complete your profile, the better connections you will build with other attendees!

How to access your profile from the virtual conference platform

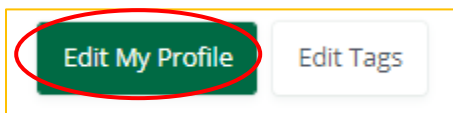
1. Once in the virtual conference platform, there are two ways to find your profile to update. Either way will open a preview of your profile.



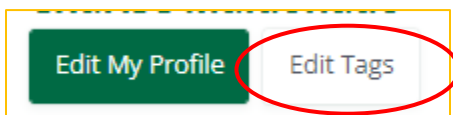
Select "My Profile" from the drop-down in the upper right-hand corner of any page.

The profile sidebar is also on the homepage.

2. Click "**Edit My Profile**" to add a description about yourself, update your headshot or add your social media handles and contact information.



3. Click on "**Edit Tags**" to update the offering and seeking tags you selected when first signing in. These tags help connect you with other attendees based on what expertise you are offering and what expertise you are seeking.



4. Click "Save" at the bottom of the page.