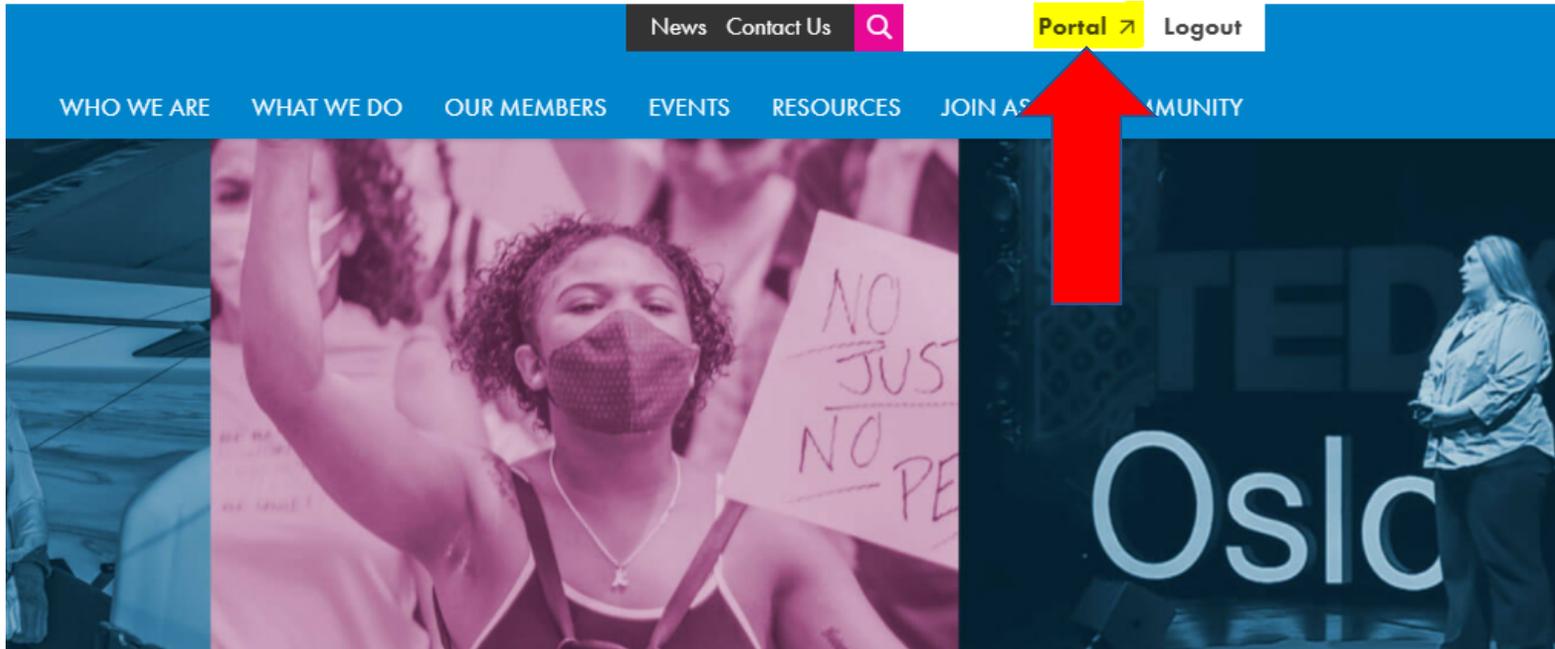


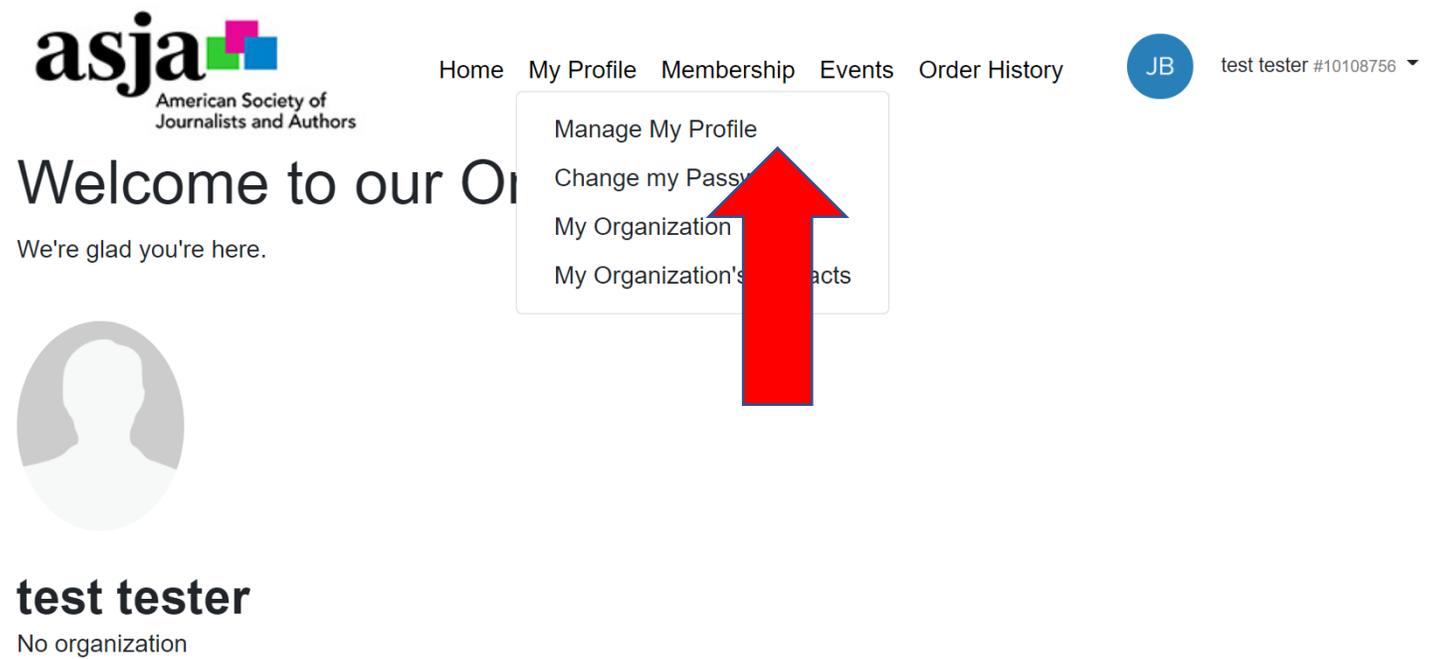
ASJA Member Profile How-to

Step 1: Login to ASJA website, ASJA.org.

Step 2: Click on “Member Portal” in the top right-hand corner



Step 3: Select “Manage My Profile” from the “My Profile” tab



Step 4: Add your contact information. There are two important fields to check on this page. The first, in image two, is an opt-in field for ASJA communications. **You must complete this field in order to receive emails from ASJA.** The second is the Author's Coalition genres.

***Please make sure to complete the author's coalition info as accurately as possible. ASJA receives funding from the Coalition based on these responses from members. For example, if you published a physical book 15 years ago, you would check the box next to 'Paper Print Author.'**

Manage My Profile



Please note changes to your profile may take up to 30 minutes to appear in online directories.

Basic Information



Photo

Email Address

Name*

Salutation:

Mr., Mrs., Dr.

First Name:

test

Middle Name:

Last Name:

tester

Suffix:

Jr., Sr., III, IV

Nickname:

Mobile Phone Number

(xxx) xxx-xxxx

Other Information

Email Address

Email Address2

Gender

Work Information

Organization:

Job Title:

Work Address:

Link to the organization's main address

Work Phone Number:

Link to the organization's main phone number

Additional Info

Home Address

Billing Address

Preferred Address

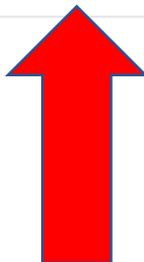
Home Phone Number

Preferred Phone Number Type

Date Of Birth

Select if you agree to receive electronic communications from our organization. (CASL Consent)*

Email Opt Out



Author Coalition Genres Survey

Please check the categories to which you belong, i.e., in which you qualify as a published author.

Authors Coalition Genres - Electronic

- Electronic academic author
- Electronic arts & crafts designer
- Electronic critic
- Electronic designer
- Electronic fiction author/translator
- Electronic journalist
- Electronic music author
- Electronic newspaper editor
- Electronic nonfiction book author
- Electronic nonfiction book translator
- Electronic other author
- Electronic photographer
- Electronic technical editor
- Electronic textbook author
- Electronic visual artist

Authors Coalition Genres - Paper

- Paper print academic author
- Paper print arts & crafts designer
- Paper print critic
- Paper print designer
- Paper print fiction author/translator
- Paper print journalist
- Paper print music author
- Paper print newspaper editor
- Paper print nonfiction book author
- Paper print nonfiction book translator
- Paper print other author
- Paper print photographer
- Paper print technical editor
- Paper print textbook author
- Paper print visual artist

Step 5: Click “next” at the bottom of the contact page or click the Directory Profile bubble at the top of the page. This is where you’ll fill out your profile information: bio, subject specialties, writing credits etc. Below are screenshots of the fields that you will complete. This information will be displayed in your member profile, which will eventually be searchable by other members, clients, agents, and editors.

Manage My Profile



General Info

Bio

Edit View Insert Format Tools Table Help

← → **B** *I* U ~~S~~ Helvetica 14px Paragraph [Alignment icons] [List icons] ...

P 0 WORDS

Writer Type

- Author
- Journalist
- Content Marketing

Show location on profile

Show location as

Input "Central Florida" to override city/state on membership directory

Other Memberships

Writing Info

General Subjects

- Arts & Culture
- Business & Finance
- Education
- Fitness & Nutrition
- Food & Drink
- Government & Politics
- Health & Medicine
- Lifestyle
- Nature & Environment
- Parenting
- Pets
- Religion & Spirituality
- Science
- Sports & Games
- Technology
- Travel
- Wellness

Select all that apply

Specialty Subjects

1 / 100 words

Skills

- Advertisorials
- Annual reports
- Awards submissions
- Blog posts
- Books
- Brochures
- Case studies
- Communications strategy
- Conference coverage
- Content marketing
- Curriculum
- Donor communications
- E-books
- Editing
- Essays
- Event production
- Feature writing
- Fundraising appeals
- Ghostwriting
- Government relations
- Graphic design
- Grant writing
- Ideation
- Infographics
- Investigative reporting
- Marketing personas
- Media relations
- News
- News releases
- Op-Ed
- Photography
- Podcasts
- Podcasting
- Profiles
- Project management
- Publication management
- Publicity
- Q&A
- Radio
- Scripts
- Scriptwriting
- SEO
- Social media
- Speechwriting
- Technical writing
- Television
- Web copy
- White papers

Select all that apply

Writing Credits

Book Credits

Edit	View	Insert	Format	Tools	Table	Help																
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Awards & Recognition

Edit	View	Insert	Format	Tools	Table	Help																
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P																						0 WORDS

Websites and Social Media

All URLs must begin with https:// or http://

LinkedIn Profile URL

Facebook URL

Twitter Handle

Instagram URL

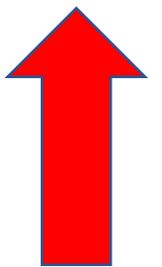
Website 1

Website 2

Website 3

Back

Next



Step 6: Click Next at the bottom of the page or the Selected Works bubble at the top of the page. These sections will allow you to display the work that you're most proud of, whether it's an article, a book, or a branded content piece. You can feature up to 10 works, and these will display on the final member profiles. **Be sure to click the save button at the bottom of the page to save all of your work. If you fail to click the save button you will lose everything you have input.**

Manage My Profile



Featured Work

Selected Work to feature on your directory profile

Select a value

Select one option from the list

Selected Work 1

Selected Work 1 Title

Selected Work 1 Type

Select a value

Selected Work 1 Publisher/Client

Selected Work 1 Date

Selected Work 1 Description

Selected Work 1 URL

Enter URL to full article. URLs must begin with https:// or http://

Selected Work 1 Image

Choose File

No file chosen

Use URL

Selected Work 10 Type

Selected Work 10 Publisher/Client

Selected Work 10 Date

Selected Work 10 Description

Selected Work 10 URL

Enter URL to full article. URLs must begin with https:// or http://

Selected Work 10 Image