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

Basic Information

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Email Address2</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Select a value</td>
</tr>
</tbody>
</table>

### Work Information

<table>
<thead>
<tr>
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<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Select an organization</td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Work Address</td>
<td>Link to the organization's main address</td>
</tr>
<tr>
<td></td>
<td>Full street address, city and state</td>
</tr>
<tr>
<td>Work Phone Number</td>
<td>Link to the organization’s main phone number</td>
</tr>
<tr>
<td></td>
<td>(xxx) xxx-xxxx</td>
</tr>
</tbody>
</table>

### Additional Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td>Full street address, city and state</td>
</tr>
<tr>
<td>Billing Address</td>
<td>Full street address, city and state</td>
</tr>
<tr>
<td>Preferred Address</td>
<td>Full street address, city and state</td>
</tr>
<tr>
<td>Home Phone Number</td>
<td></td>
</tr>
<tr>
<td>Preferred Phone Number Type</td>
<td>Select a value</td>
</tr>
<tr>
<td>Date Of Birth</td>
<td></td>
</tr>
</tbody>
</table>

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

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
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
- Advertorials
- 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
<table>
<thead>
<tr>
<th>Websites and Social Media</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All URLs must begin with https:// or http://</strong></td>
</tr>
<tr>
<td>LinkedIn Profile URL</td>
</tr>
<tr>
<td>Facebook URL</td>
</tr>
<tr>
<td>Twitter Handle</td>
</tr>
<tr>
<td>Instagram URL</td>
</tr>
<tr>
<td>Website 1</td>
</tr>
<tr>
<td>Website 2</td>
</tr>
<tr>
<td>Website 3</td>
</tr>
</tbody>
</table>

[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.**
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Work 10 Type</td>
<td>Select a value</td>
</tr>
<tr>
<td>Selected Work 10 Publisher/Client</td>
<td></td>
</tr>
<tr>
<td>Selected Work 10 Date</td>
<td></td>
</tr>
<tr>
<td>Selected Work 10 Description</td>
<td></td>
</tr>
<tr>
<td>Selected Work 10 URL</td>
<td></td>
</tr>
<tr>
<td>Selected Work 10 Image</td>
<td>No file chosen</td>
</tr>
</tbody>
</table>

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

Choose File: No file chosen

Save Changes