

# NGLA Organization-Member Model Setup

You're a NGLA Key Contact. What's next? **Before registering for the NGLA Annual Conference**, please follow these short steps to update your profile and the organization's profile.

Please direct any questions about being a Key Contact to [registration@ngla.org](mailto:registration@ngla.org).

## Update Key Contact Profile

1. [Log in](#) to your NGLA account.



<a href="#">Home</a>	<a href="#">About NGLA</a>	<a href="#">NGLA Annual Conference</a>	<a href="#">Sponsors</a>	<a href="#">Events &amp; Programs</a>
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Username

Password

Keep me logged in

Login

[Forgot your password?](#) [Forgot your username?](#)

2. Review your profile information. If correct, then skip to Step 4. If incorrect then click the gray 'Edit' button.

**Username**  
conference@ngla.org

**Full Name**  
NGLA Conference

**Contact Name**  
NGLA Conference

**Organization**  
Northeast Greek Leadership Association

**Email - Preferred**  
conference@ngla.org

**Address - Preferred**  
2000 Pennington Road  
209 BSC  
Ewing NJ 08628  
United States

3. Update your information then click the green 'Save' button.

**Username**  
conference@ngla.org

**Full Name**  
NGLA Conference

**Contact Name**  
NGLA Conference

**Organization**  
Northeast Greek Leadership Association

**Email**  
conference@ngla.org

**Phone**  
Phone

**Address**  
2000 Pennington Road  
209 BSC  
Ewing NJ 08628  
United States

## Update Organization Profile

4. Click the purple organization name.

**Username**  
conference@ngla.org Edit

**Full Name**  
NGLA Conference

**Contact Name**  
NGLA Conference

**Organization**  
Northeast Greek Leadership Association

**Email - Preferred**  
conference@ngla.org

**Address - Preferred**  
2000 Pennington Road  
209 BSC  
Ewing NJ 08628  
United States

5. Review the organization profile information. If correct, then setup is complete. If incorrect then click the gray 'Edit' button.

My Profile Search Directory

[Profile](#) | [Change Profile Picture](#) | [Contact Preferences](#) | [Message History](#) | [Invoices](#) | [Submissions](#) | [Individual Profiles](#)



**Organization**  
Northeast Greek Leadership Association Edit

**Email**  
exec@ngla.org

**Address**  
2000 Pennington Road  
209 BSC  
Ewing NJ 08628  
United States

6. Update organization information. Click the green 'Save' button.

The screenshot shows a web interface for updating organization information. At the top, there is a navigation bar with 'My Profile' and a 'Search Directory' search box. Below this is a menu with links: Profile, Change Profile Picture, Contact Preferences, Message History, Invoices, Submissions, and Individual Profiles. The main content area features a large grey box labeled 'Organization Logo'. Below the logo is a form with the following fields:

- Organization:** Northeast Greek Leadership Association
- Email:** exec@ngla.org
- Phone:** Phone
- Address:**
  - 2000 Pennington Road
  - 209 BSC
  - Ewing
  - NJ
  - 08628
  - United States

On the right side of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red border.

7. Now you're ready to [register](#) for the conference.

What if our organization has two Key Contacts?

If you would like to setup multiple Key Contacts for your organization then please email [registration@ngla.org](mailto:registration@ngla.org).