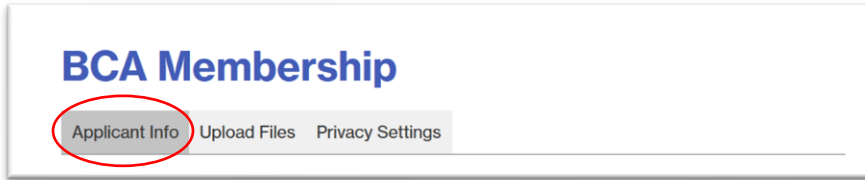


## Detailed Instructions to Populate Your Profile Pages

updated 2023 Aug. 14

- 1) Log in to [www.bca.org](http://www.bca.org) with your member username (your email on record) and password.
- 2) Login takes you to your account page or click on **Member > My Account** in the top navigation menu.
- 3) There are 3 sections/tabs at the top of the “My Account” page:



- a. **Applicant Info:** This is all of your personal information on file.
- b. **Upload Files:** This is where you can upload images and other files.
- c. **Privacy Settings:** This is where you can choose who sees your information.

## My Account Page: Applicant Info

- 4) This section has all the information in your membership profile as maintained by the BCA Office.
- 5) Selected fields under this tab will be used in your Details Page.
- 6) You can check your personal information and update it anytime **except for your email**.
  - a. The email is your official username, so only the Office can change this.
  - b. **Email (6)** is included in the Personal Information at the bottom of the Details Page, if displayed.

A screenshot of the "My Account" page on the BioCommunications Association website. The page is titled "BCA Membership" and has three tabs: "Applicant Info", "Upload Files", and "Privacy Settings". The "Applicant Info" tab is selected. Below the tabs, there is a "Login Credentials" section with a red box around the "Email (Username)" field containing "jhayden@bca.org", labeled with a red "6". Below that is the "Applicant Information" section, which is marked as "Required Fields". It has three input fields: "First Name" (James), "Middle Initial" (E), and "Last Name" (Hayden), all enclosed in a red box labeled with a red "7". At the bottom is a section for "Professional Credentials" with a pull-down menu showing "ASPP", "ATPLM", "BA", "BAcoSc", and "BAcoSc Hon", labeled with a red "8". To the right of this menu is an "Additional Credentials" field with the instruction "Add each credential on a separate line".

- 7) Your **First and Last Name (7)** are used on the Listing Page and your middle initial (optional) is added on the Details Page, at the top of the page and in the lower Personal Information section, if displayed.
- 8) Select your **Credentials (8)** from the pull-down list (optional). They appear on the Details Page.
  - a. Key in additional credentials on separate lines in the “Additional Credentials” field.

- 9) **Position Title (9)** is an optional field, but useful information to define your job. If something is written here, it will appear on the Details Page (general and Personal Information).
- 10) **Company/Institution and Department (10)** are a required part of your work address, but optional if you use a home address.
- This information is shown on the Details Page (top and bottom sections) if included.
  - If you use your home address, Institution and Department are **NOT** required.

<b>9</b> Position Title <input type="text" value="Managing Director"/>	<b>10</b> Company/Institution <input type="text" value="The Wistar Institute"/>
<b>10</b> Department <input type="text" value="Imaging Shared Resource"/>	<b>11</b> *Address Line 1 <input type="text" value="3601 Spruce Street"/>
<b>11</b> Address Line 2 <input type="text"/>	<b>11</b> *City <input type="text" value="Philadelphia"/>
<b>11</b> *State / Province <input type="text" value="PA"/>	<b>11</b> *Zip / Postal Code <input type="text" value="19104"/>
<b>11</b> *Country <input type="text" value="United States"/>	<b>12</b> Phone: Work <input type="text" value="+1 (215) 514-4223"/>
<b>12</b> Phone: Personal <input type="text" value="+1 (215) 514-4223"/>	<b>13</b> Web Site URL <small>Please use the entire URL including https:// or http://</small> <input type="text" value="https://wistar.org/research-discoveries/sh"/>
<b>14</b> Social Media <input style="width: 100%; height: 40px;" type="text" value="Add each account on a separate line"/>	

- 11) A **Full Address (11)** is required, including Street, City, State, Country and Postal Code.
- This can be your home or work and is the official contact address for your account.
  - This is included in your Personal Information at the bottom of the Details Page, if displayed.
- 12) A **Work** and/or **Personal Phone** are optional.
- This is included in the Personal Information at the bottom of the Details Page, if displayed.
  - (12)** The work phone field is the one that will be displayed, so if you prefer to use your personal number as your main contact number, then use it for both work and personal.
- 13) A **Website URL** (optional) **(13)** is included in the top section of the Details Page.
- It is important to include the ENTIRE URL for the website or the hot link will not work correctly.
- 14) **Social Media** Links (optional) **(14)** are included in the top section of the Details Page.
- These sites cannot be hot-linked.

- 15) **Specialties (15)** Check each applicable specialty from the pull-down list. This is useful to search for other members with a particular specialty.
- The first 5 checked specialties will appear on the Listing Page.
  - All checked specialties will appear on the Details Page.
  - This pull-down list is for standardization of specialty names in Search. If you wish to mention another specialty that is not included here, you can include it in your Brief BIO and it will be searchable by Keyword.

The image shows a screenshot of a web form with two sections. The first section, labeled '15 Please select your specialties', contains a list of specialties with checkboxes. 'Photomicrography' and 'Confocal Microscopy' are checked and highlighted in green. The second section, labeled '16 Brief BIO', contains a text area with a sample bio: 'James Hayden is the current President of the BCA. He graduated from Quinnipiac College in Hamden, CT in 1983 after creating an independent double major in biology and biophotography. He then turned to the BPA to continue his education and participated in meetings, workshops, and certification programs. Later he published papers, made presentations and led workshops, all as part of BPA/BCA. Hayden served as Chair of the Delaware Valley Chapter, Chair of the Board of Registry, Director of COPE, member of the House of Delegates and member of the Board of Governors throughout the 1990s. He'.

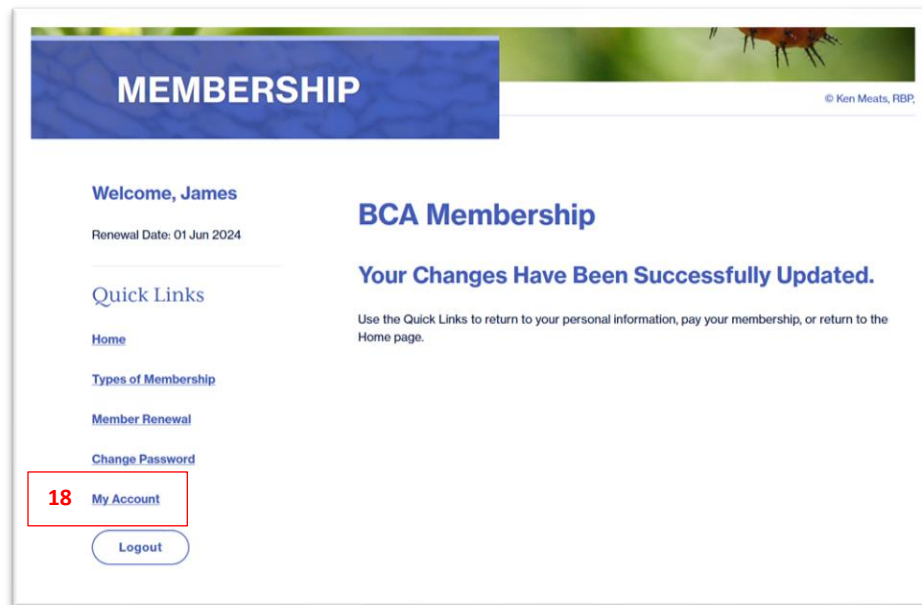
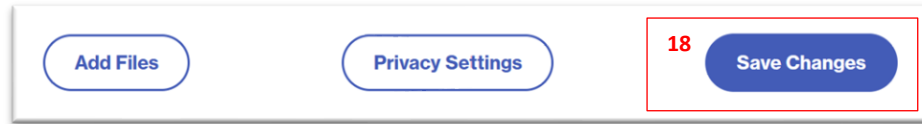
- 16) **Brief BIO (16)** a personal description of you and your career: appears at the top of the Details Page.
- It can be as long or as short as you wish.
  - Leave a space between paragraphs for legibility.
  - We recommend composing your Bio in a separate program, copying the text, and pasting it into the "Brief BIO" field. It is difficult to edit in the small form field.

- 17) **Honors and Awards** is to keep track of any BCA honors that you may have received and the year in which you received them. Key in the year the award was received ONLY.
- These will appear in the "Personal Information" section at the bottom of your Details Page, if displayed.
  - "Fellow" applies to both FBPA and FBCA
  - "Registered Biological Photographer" was an earned certification program administered by the BPA/BCA. Although not specifically an award or honor, it is often used as a credential.

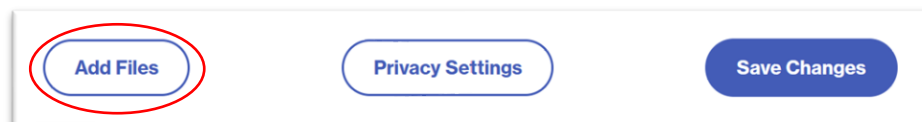
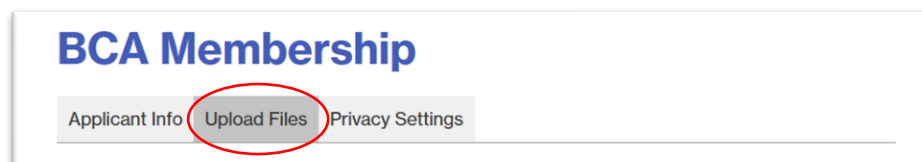
The image shows a screenshot of a web form titled '17 Honors and Awards'. It contains three input fields for years. The first is labeled 'Louis Schmidt Laureate Year', the second 'Fellow Year', and the third 'Registered Biological Photographer Year'. A red arrow points to the bottom of the form.

18) **Save Changes: (18) Do this anytime.** When you reach the bottom of the Applicant Info Page, click on the “Save Changes” button to make sure any updates are locked in. You must do this if you have made any changes or additions to your account information.

- a. When you “Save Changes”, it will take you to a confirmation page.
- b. Click on “My Account” in the left navigation to return to the data pages.



19) **Add Files.** After saving your Applicant Info text updates, you are ready to add images and other files to your Directory Details Page. After returning to the My Account Page, click on the “Upload Files” tab at the top of the page or “Add Files” at the bottom of the Applicant Info page.



[Next: Detailed Instructions to Upload Images and Other Files](#)