

## Profile Editors on the Center's Website

This visual guide will help Profile Editors navigate through updating changes in your organization's personnel.

### Step 1: Find your user profile & list of contacts

North Carolina  
Center for Nonprofits

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1: Login and click "My Account"

Home > [Redacted]

Profile Editor Username

View **Coordinate Contacts** Edit Orders

FIRST NAME: [Redacted]  
LAST NAME: [Redacted]  
ORGANIZATION: Onslow County Farmers Market  
JOB TITLE: Treasurer  
PREFERRED PHONE: [Redacted]

ONslow COUNTY FARMERS' MARKET

MEMBER FOR 3 months 3 days

2: To see a list of users affiliated with your organization on our website, click the "Coordinate Contacts" tab.

### Step 2: Tidy Up the List of Contacts – Promote, Demote, Remove

Profile Editor username

View **Coordinate Contacts** Edit Salesforce activity Shortcuts Track page visits Orders

Member Contacts Access Requests

Organization: [Redacted]

As a Profile Editor, you have the ability to remove anyone from the list of contacts associated with your organization by clicking the "Coordinate Contacts" tab on your profile. You can also promote another user to be an additional profile editor. Assigning and changing these roles is at your discretion.

Name	Email	Profile Editor	Actions
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]		Promote   Remove
[Redacted]	[Redacted]	Yes	Promote   Remove
[Redacted]	[Redacted]	Yes	Demote   Remove