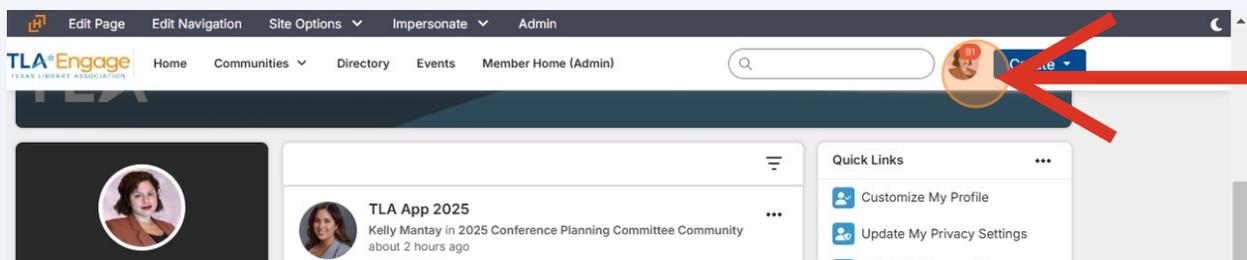


How to Update Your TLA Engage Profile

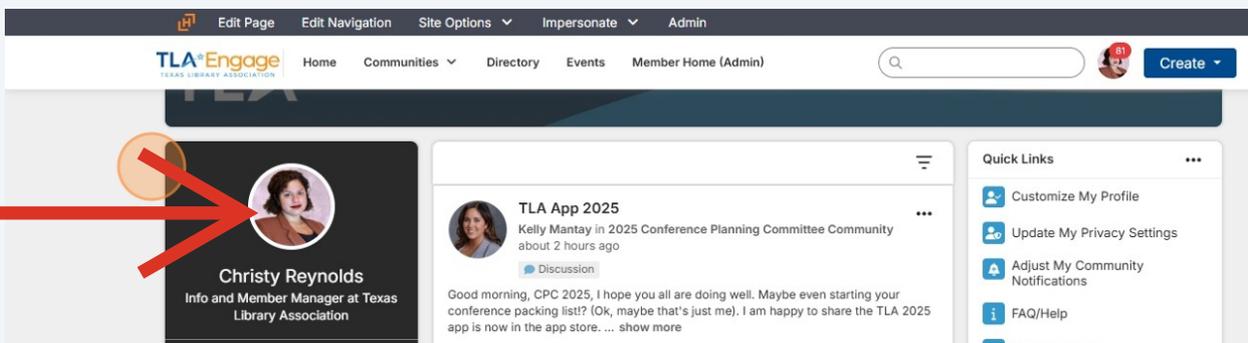
1 Login to TLA Engage with your primary TLA email address and current password.

i Tip! There are three places you can click to quickly adjust your profile settings. See the three options below.

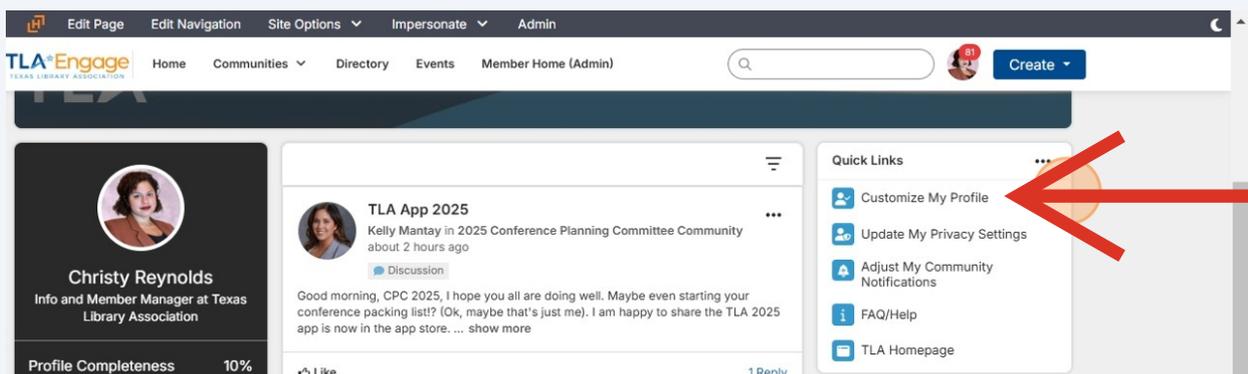
2 Option 1: Click the small circle in the top right corner that has a gray avatar or your old profile picture. Then click "Profile".



3 Option 2: Click your large profile picture or gray avatar

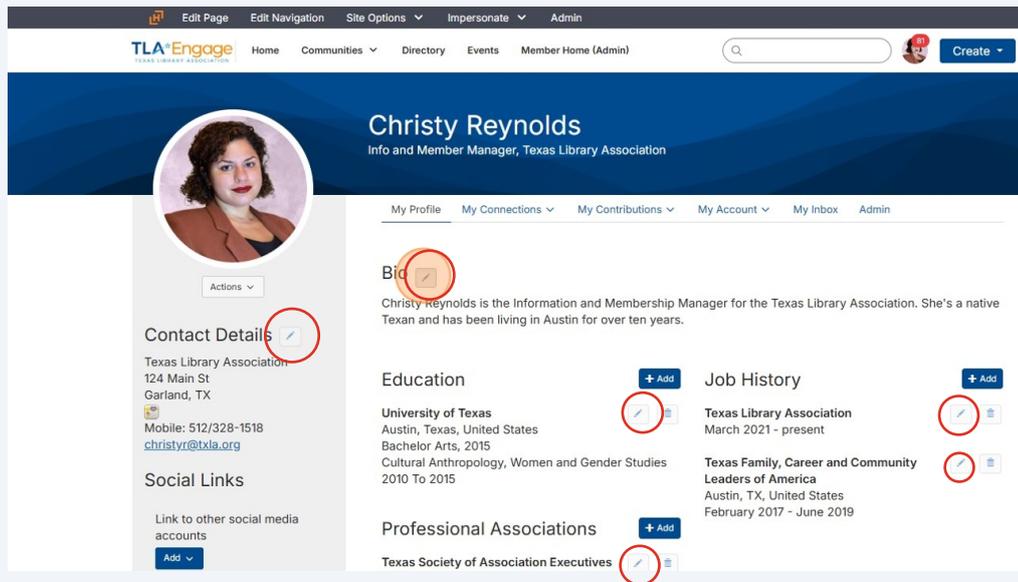


4 Option 3: Use the "Customize My Profile" Quick Link on the right hand side navigation bar.



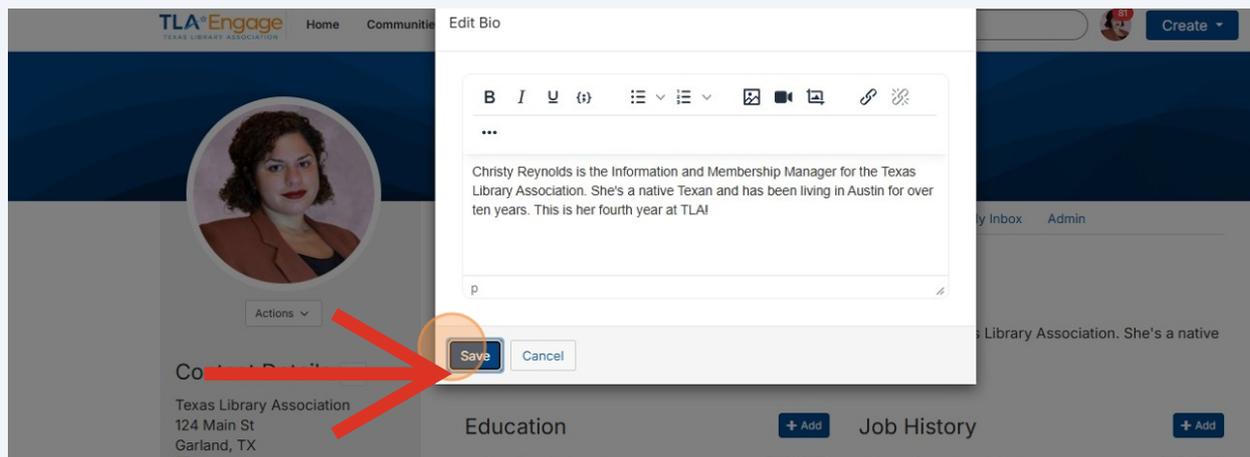
5

To edit each field or your Profile, click the small gray Pencil button next to each block of data.



6

Make your edits and then click the blue Save button to finalize changes.

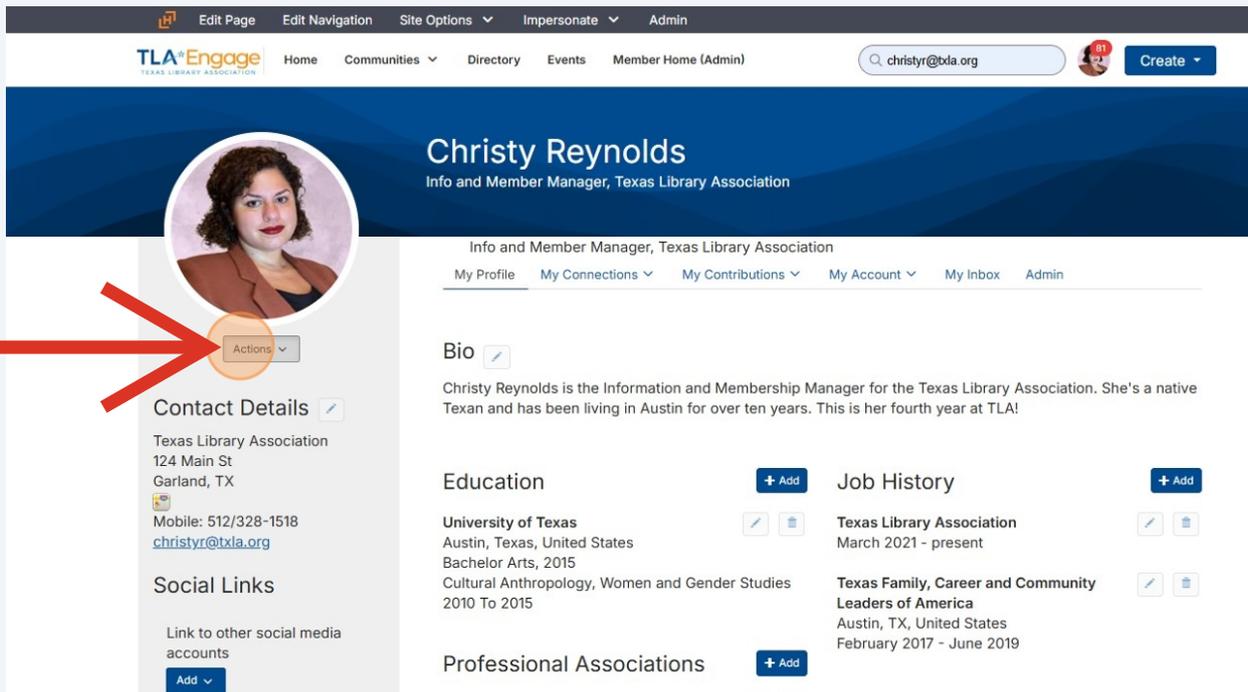


7

Edit each section, being sure to save after each one has been changed. Sections include: Bio, Education, Job History, Professional Associations, Social Links and Contact Details.



8 To edit or add a profile picture, click on Actions below the circle profile avatar



TLA Engage TEXAS LIBRARY ASSOCIATION Home Communities Directory Events Member Home (Admin) christyr@txla.org Create

Christy Reynolds

Info and Member Manager, Texas Library Association

Info and Member Manager, Texas Library Association

My Profile My Connections My Contributions My Account My Inbox Admin

Actions

Contact Details

Texas Library Association
124 Main St
Garland, TX
Mobile: 512/328-1518
christyr@txla.org

Social Links

Link to other social media accounts
Add

Bio

Christy Reynolds is the Information and Membership Manager for the Texas Library Association. She's a native Texan and has been living in Austin for over ten years. This is her fourth year at TLA!

Education

+ Add

University of Texas
Austin, Texas, United States
Bachelor Arts, 2015
Cultural Anthropology, Women and Gender Studies
2010 To 2015

Job History

+ Add

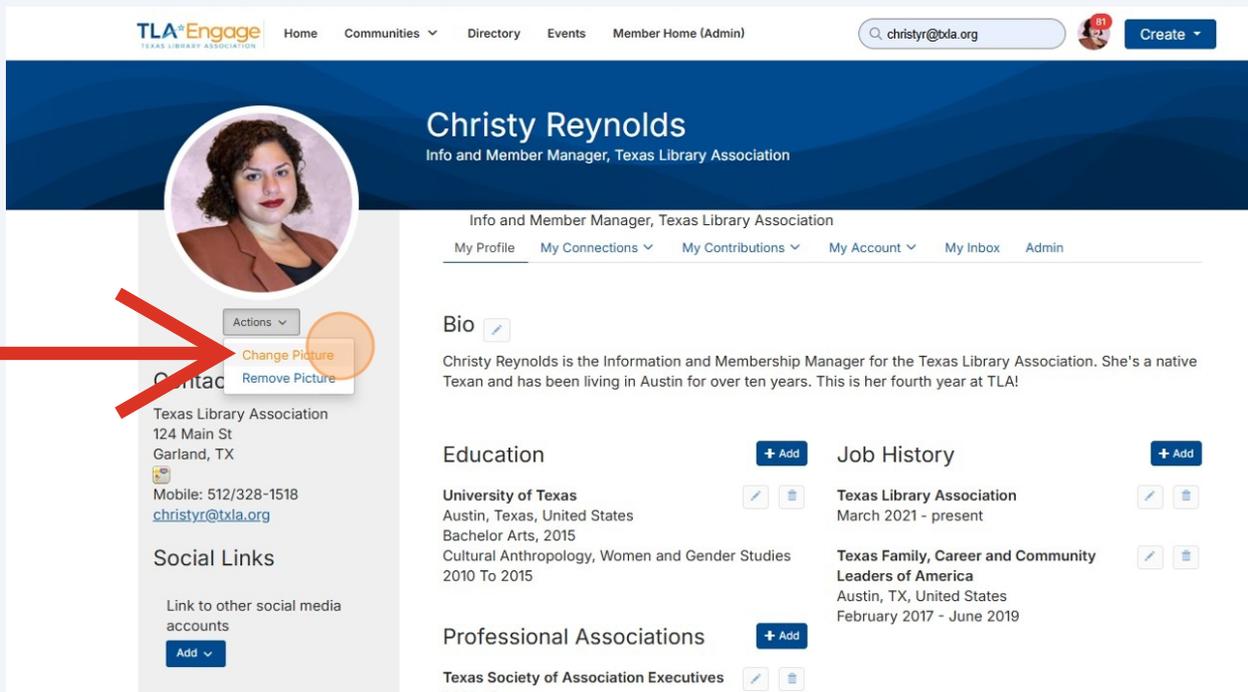
Texas Library Association
March 2021 - present

Texas Family, Career and Community Leaders of America
Austin, TX, United States
February 2017 - June 2019

Professional Associations

+ Add

9 Click "Change Picture"



TLA Engage TEXAS LIBRARY ASSOCIATION Home Communities Directory Events Member Home (Admin) christyr@txla.org Create

Christy Reynolds

Info and Member Manager, Texas Library Association

Info and Member Manager, Texas Library Association

My Profile My Connections My Contributions My Account My Inbox Admin

Actions
Change Picture
Remove Picture

Contact Details

Texas Library Association
124 Main St
Garland, TX
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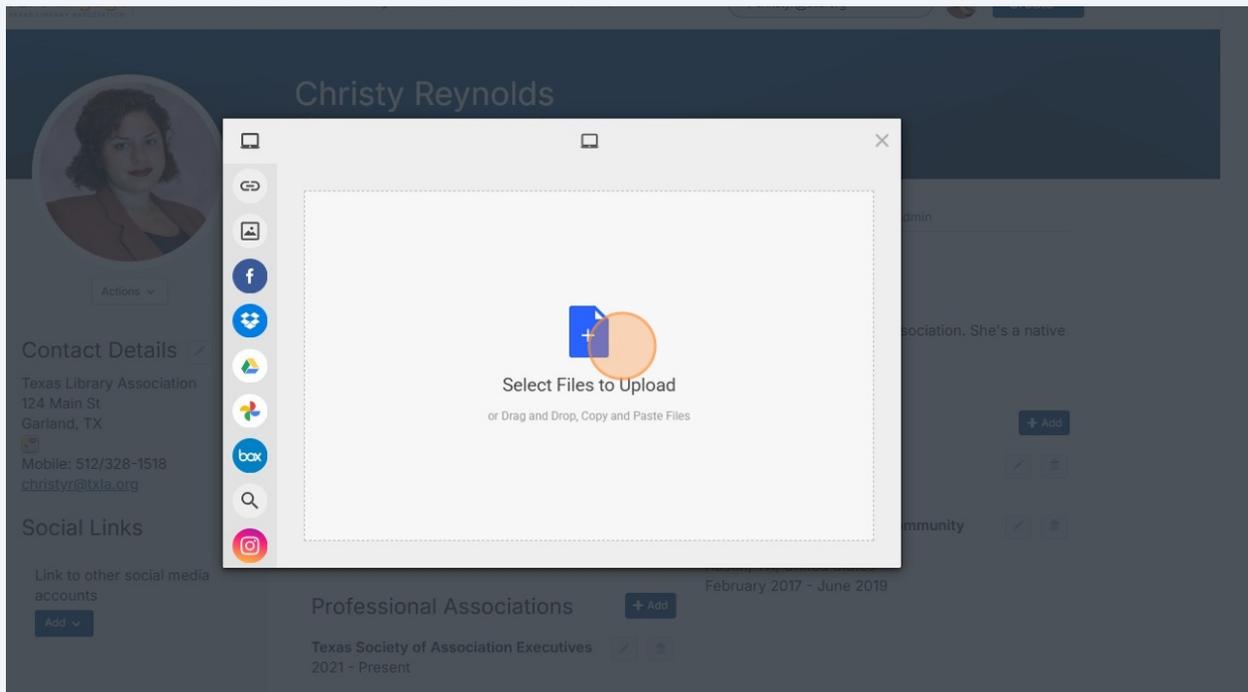
Texas Family, Career and Community Leaders of America
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Professional Associations

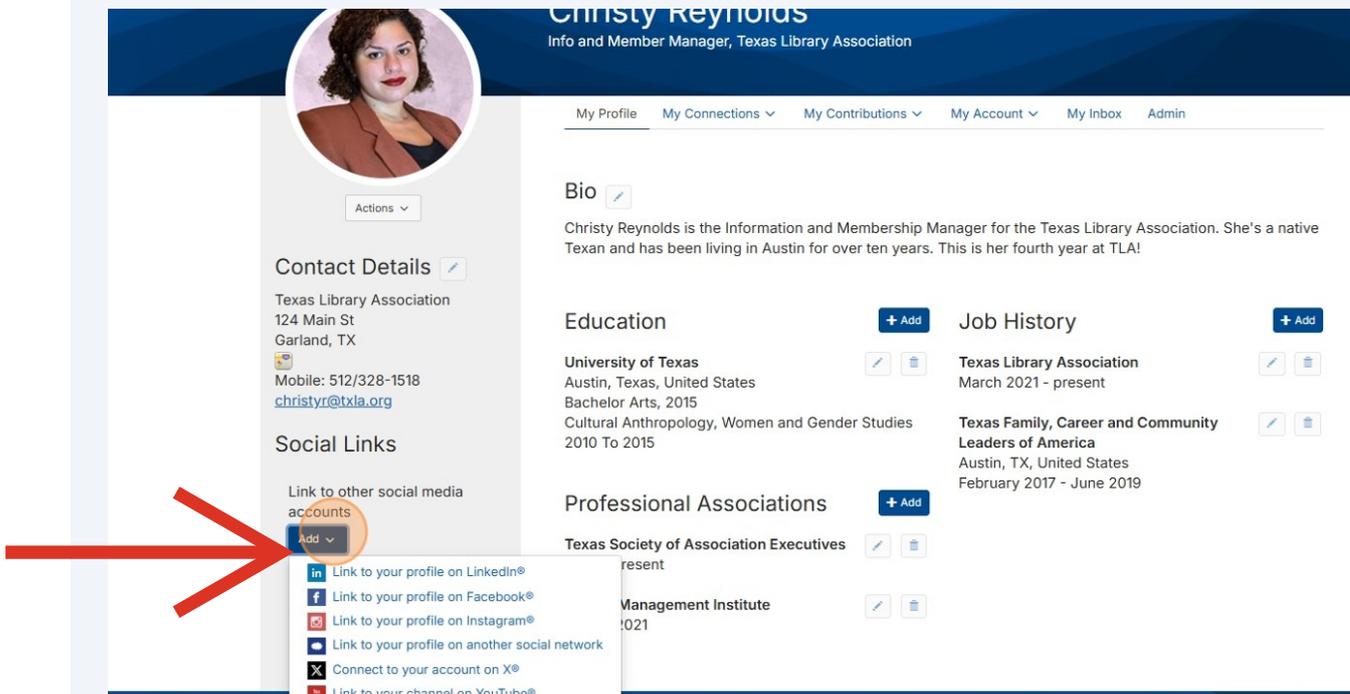
+ Add

Texas Society of Association Executives
2011 - Present

10 Find the new picture file from your files and click Upload.



11 To add social media links to your TLA Engage profile, click the blue Add button and then add the URL of each of your social media accounts. Click Save after each one you add.



For questions regarding TLA Engage, contact tla@txla.org