

How to create & update your Member Profile with NASA UK on www.nasauk.org



This guide shows you how to set up your Profile with 4 easy to follow Videos or by following the simple visual cues on Pages 2 - 10. While the system is intuitive and can be navigated easily we **HIGHLY RECOMMEND** watching The Basics Video (4 mins) or following pages 2-6 in this guide.

On our new website you can feature Projects, Portfolios, a Slideshow, Services on offer, Video, Links to your work and more. It also offers a platform for your Know-How, so that bookers, collaborators, and people seeking consultants or specialist acts can find you based on the type of work you make, your portfolio and your unique skills. We want to help you turn the experience you have into the Know-How you are sought out for.

To begin, go to <https://nasauk.org/register/> + fill in the form.
Please DO NOT share this link.

(PLEASE NOTE - The Name you enter on the register page is your @Name. This is visible on your profile to everyone. ***You can not change this*** so choose carefully)

How To Videos

Ready. Get Set. Go...

- **The Basics:** [▶https://youtu.be/RDvi2mfng3g](https://youtu.be/RDvi2mfng3g) ~ 4 mins **HIGHLY RECOMMENDED**
- **How to Update Your Profile:** [▶https://youtu.be/nmk-8H2uCOM](https://youtu.be/nmk-8H2uCOM) ~ 8 mins

More Advanced Stuff

- 3 Ways to Access & Edit your Profile: [▶https://youtu.be/fBTDumKDEfk](https://youtu.be/fBTDumKDEfk) ~ 2 mins
- Upload Your Video + add Links: [▶https://youtu.be/M92PxqHwGNc](https://youtu.be/M92PxqHwGNc) ~ 2 mins

Index

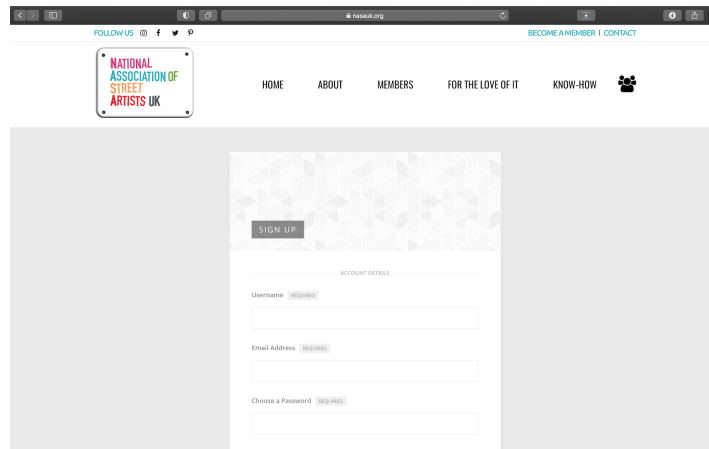
1. This page
2. How to Register & Activate your Profile account
3. ~ continued ~
4. How to Log in
5. Showcase your Know-How. It takes 2 mins & people can find you by your Skill
6. ~ continued ~
7. 3 ways to access & edit your Profile
8. How to customise your Member Profile, pics & Username
9. How to update your Widgets: Portfolios, Services etc
10. How to upload a Video, embed a Link or Log Out

How to create & update your Member Profile with NASA UK on www.nasauk.org

Page 2. How to Register & Activate your Profile account

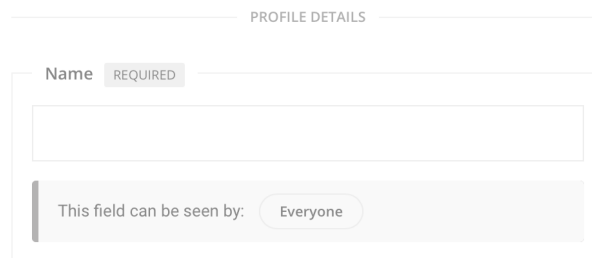
If you haven't yet, go to <https://nasauk.org/register/> + fill in the form.

Please DO NOT share this link.



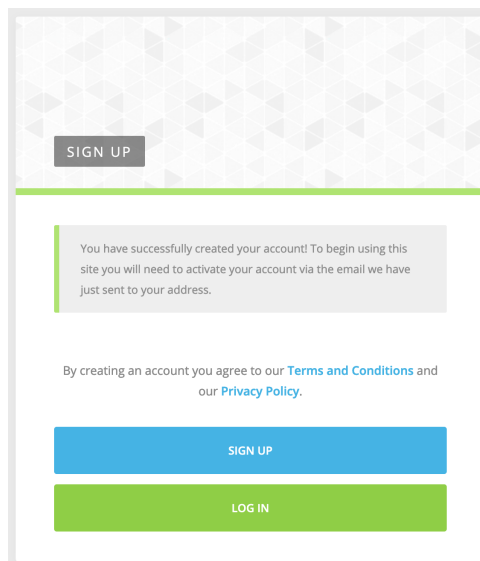
The screenshot shows the registration page on the NASA UK website. At the top, there is a navigation bar with the NASA UK logo on the left and links for HOME, ABOUT, MEMBERS, FOR THE LOVE OF IT, and KNOW-HOW on the right. Below the navigation bar is a large grey area containing a white registration form. The form has a 'SIGN UP' button at the top left. Below the button, the form is titled 'ACCOUNT DETAILS' and contains three input fields: 'Username' (REQUIRED), 'Email Address' (REQUIRED), and 'Choose a Password' (REQUIRED).

(PLEASE NOTE - The Name you enter on the register page is your @Name. This is visible on your profile to everyone. ***You can not change this*** so choose carefully.)



The screenshot shows the 'PROFILE DETAILS' section of the registration form. It features a 'Name' input field with a 'REQUIRED' label. Below the input field, there is a dropdown menu for visibility settings, currently set to 'Everyone'. The text 'This field can be seen by:' is visible to the left of the dropdown.

Enter all details and click on Sign Up. You should now see this:

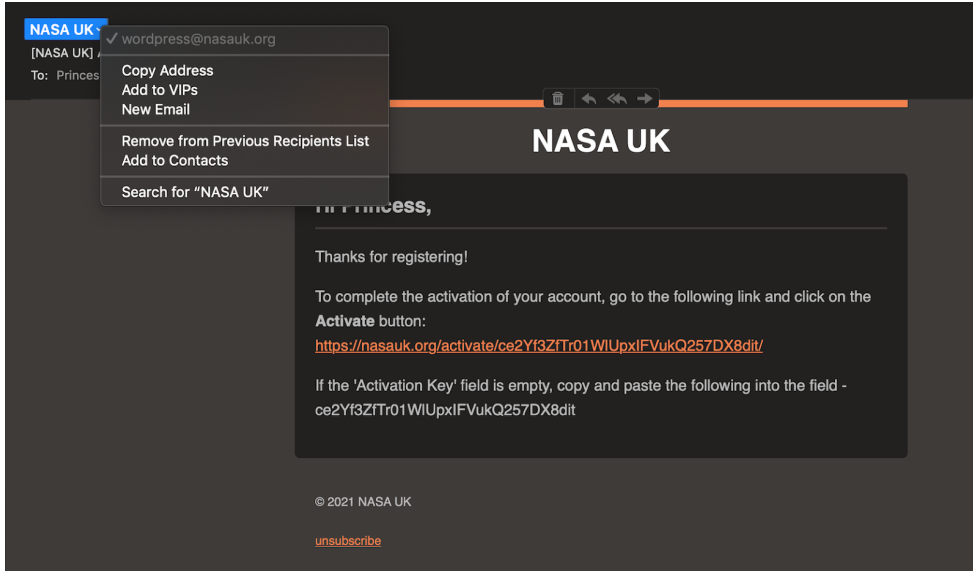


The screenshot shows the confirmation page after successful registration. At the top, there is a 'SIGN UP' button. Below it, a green horizontal line separates the header from the main content. The main content area has a grey background with a white border and contains the following text: 'You have successfully created your account! To begin using this site you will need to activate your account via the email we have just sent to your address.' Below this message, there is a line of text: 'By creating an account you agree to our [Terms and Conditions](#) and our [Privacy Policy](#).' At the bottom of the main content area, there are two buttons: a blue 'SIGN UP' button and a green 'LOG IN' button.

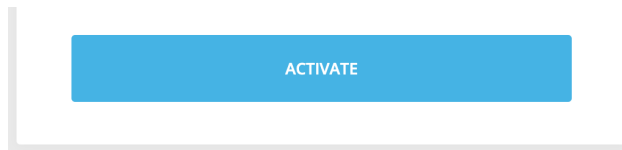
How to create & update your Member Profile with NASA UK on www.nasauk.org

Page 3. How to Register & Activate your Profile account (continued)

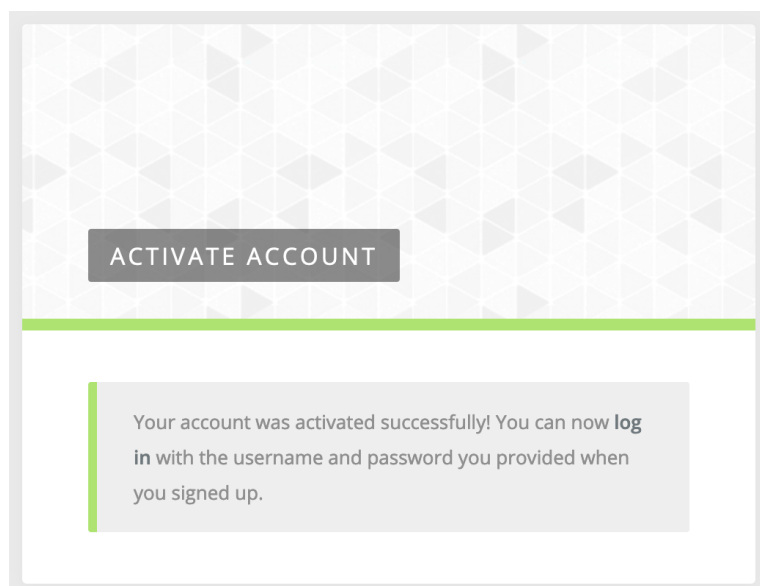
You will receive an email which looks like this from wordpress@nasauk.org.
Click the link which takes you to the NASA UK website & click Activate:



Click through to this and click:



You should now see this:




Click on Log-in (highlighted in text or on the button, up to you).

How to create & update your Member Profile with NASA UK on www.nasauk.org

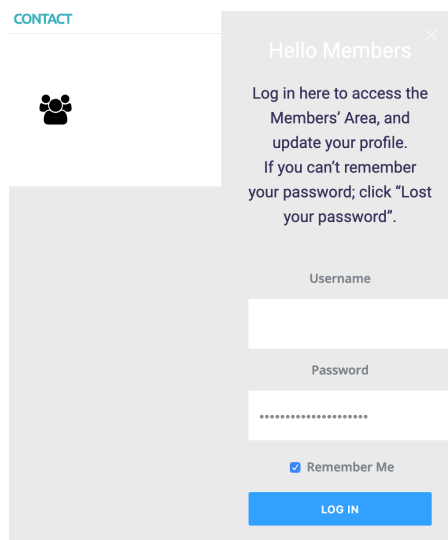
Page 4. How to Log in

Or

Click on the Members icon  up top right. (This is how you Log in on the website.)



This will reveal the Member Log in Pop Up on the right hand side of the page. (*On a mobile/tablet the pop up will appear.)





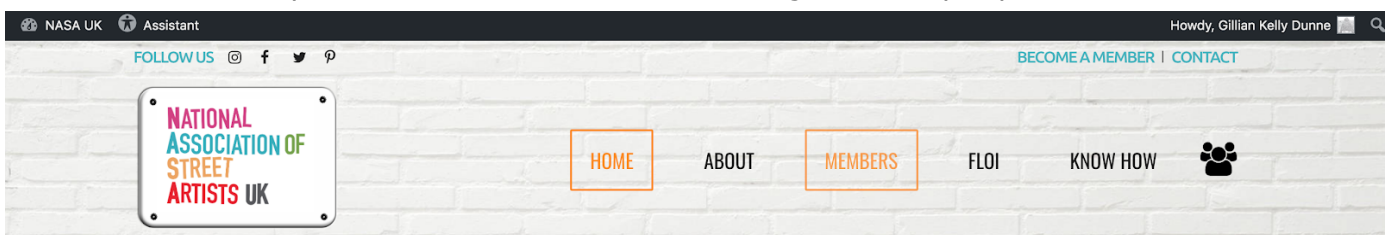
Enter Username (not Name) + Password and Click 'Remember Me' if you like - so accessing the Member Area and profile in the future is super easy. Log in. You are in...

Welcome!




You are now logged in to the Member Area.
You will see a dark grey bar appear across the top:

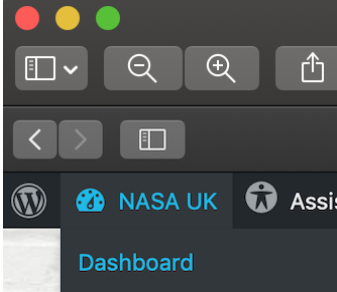
On the left  you will see NASA UK + on the right a Howdy + your Profile Name 



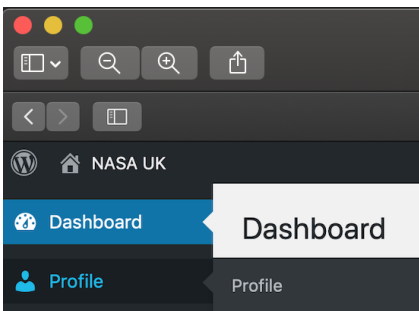
How to create & update your Member Profile with NASA UK on www.nasauk.org

Page 5. Showcase your Know-How

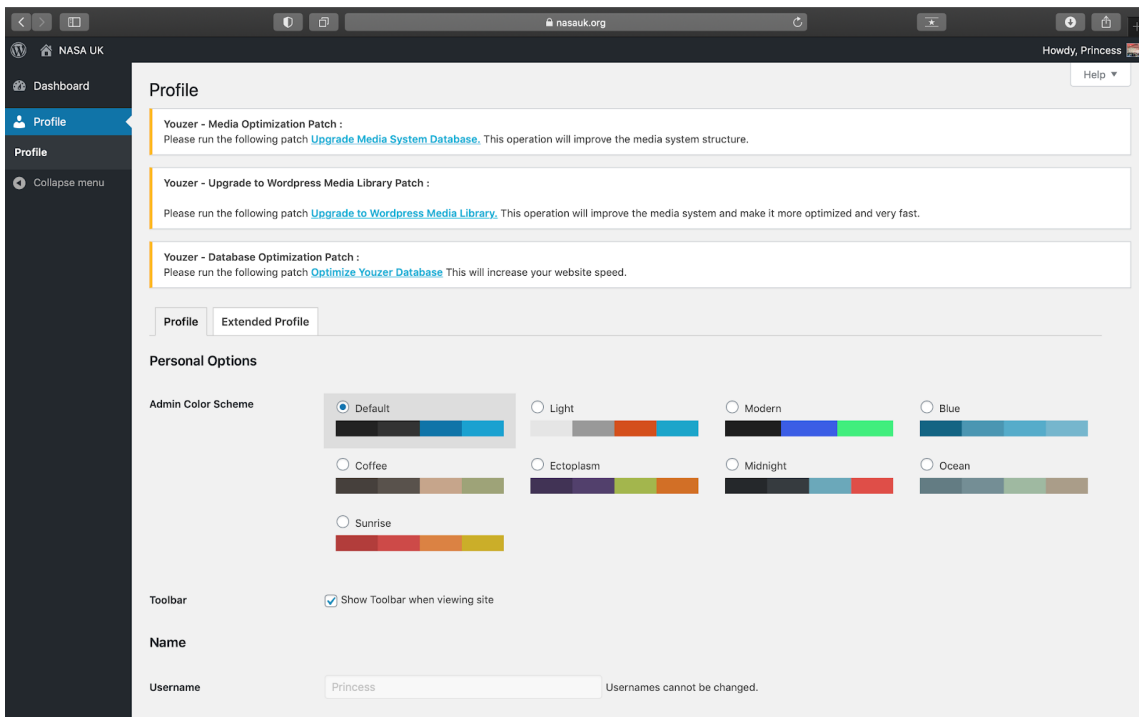
Make your  searchable in Members <https://nasauk.org/members/> at top left.



Click on NASA UK – then Dashboard – then Profile.



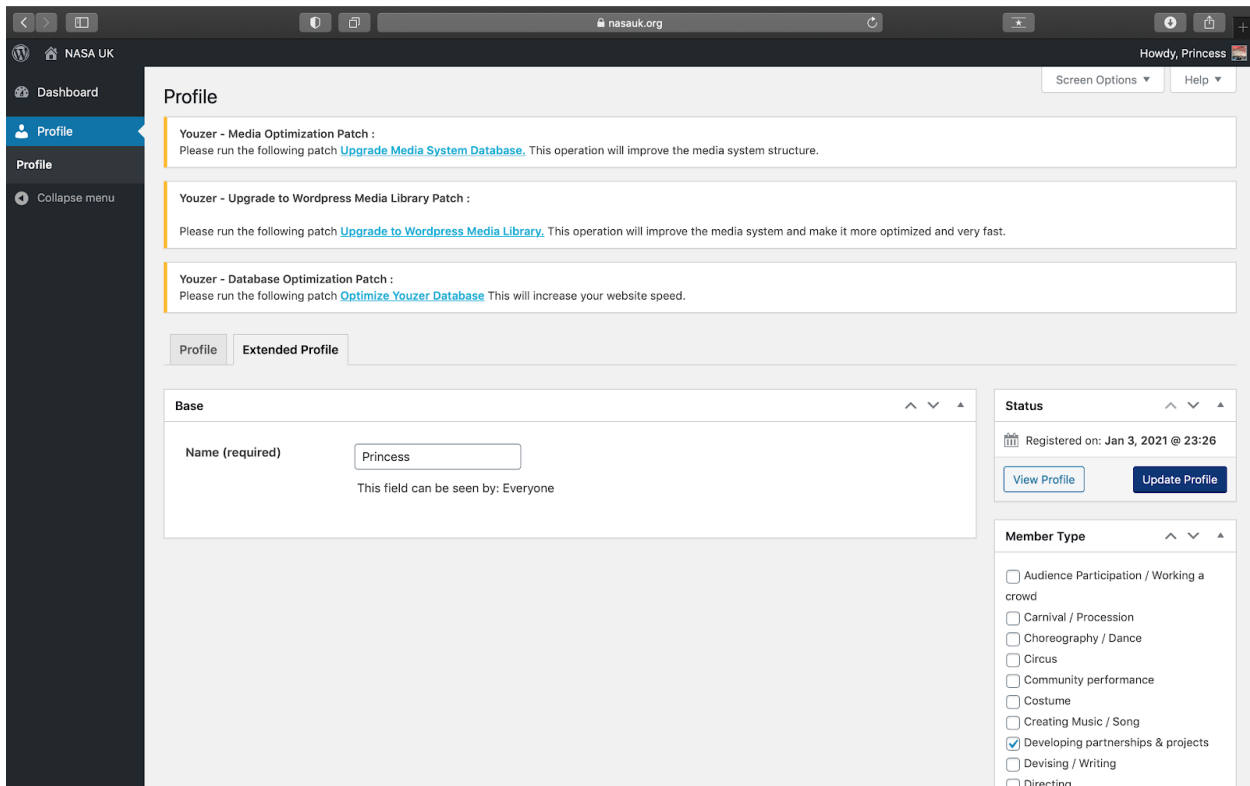
Then click on the Extended Profile tab: Please ignore all other settings.



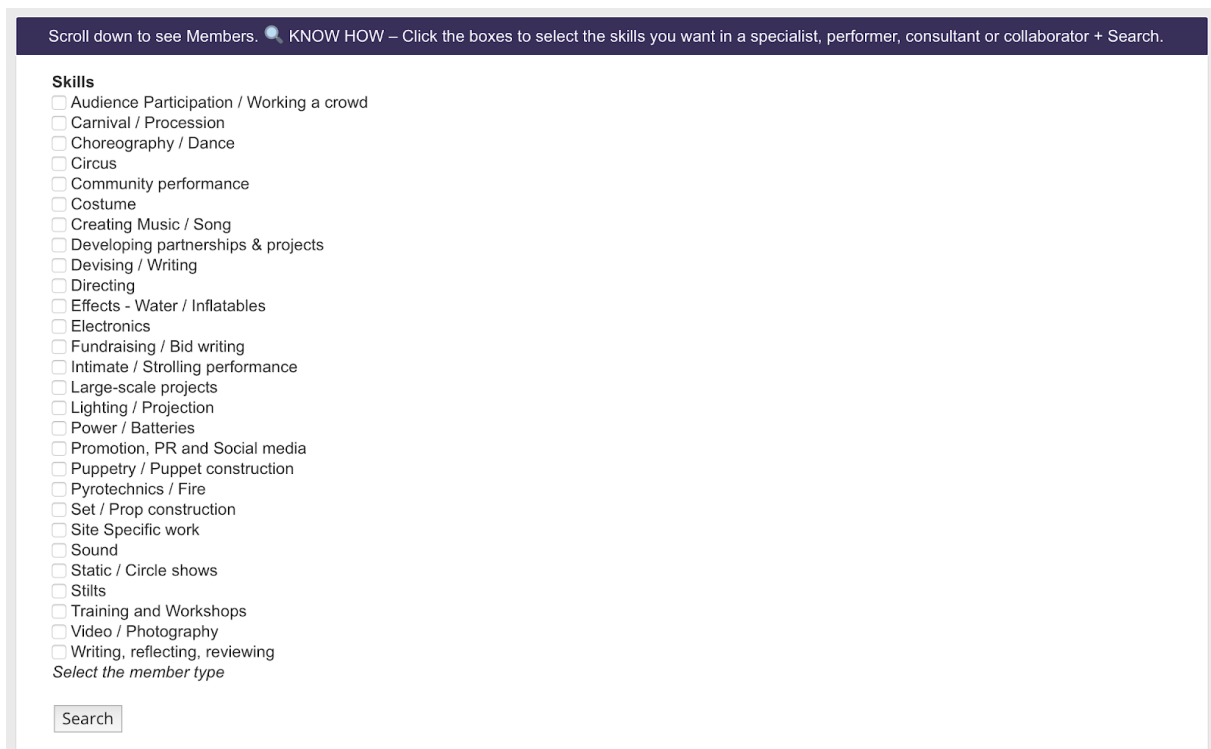
How to create & update your Member Profile with NASA UK on www.nasauk.org

Page 6. Showcase your Know-How (continued)

On the right side you will see the *Member Type* list appear. Scroll down. Tick yours: Click Update Profile when you are done. You can always add to these later.

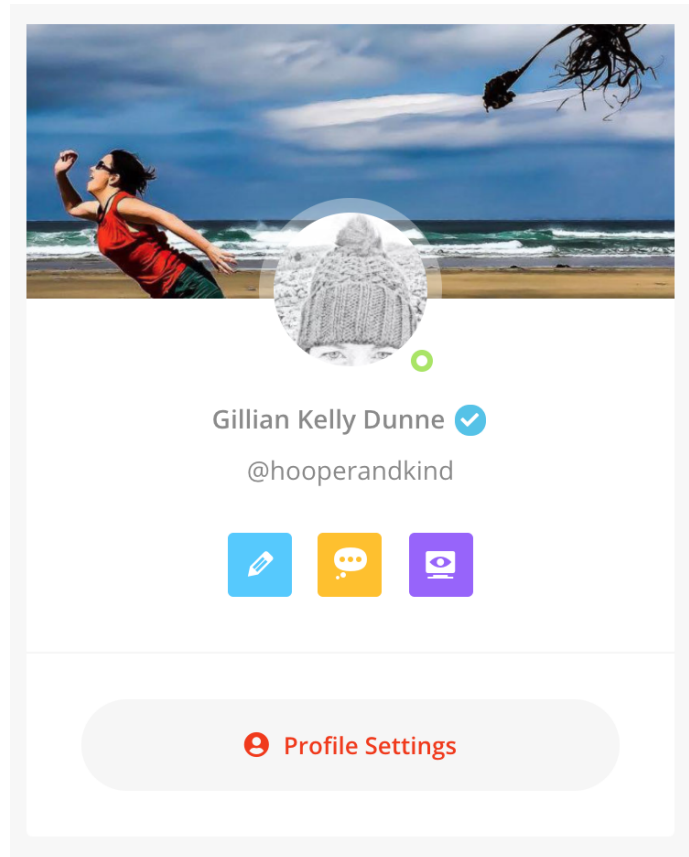



Now people will be able to find you on the KNOW-HOW section of the [Members Page](#). 😊



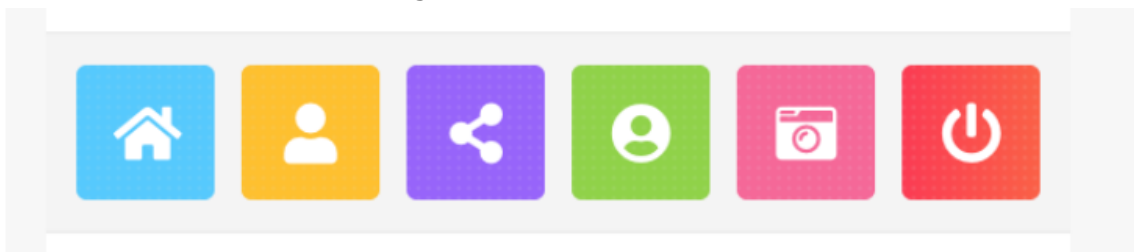
How to create & update your Member Profile with NASA UK on www.nasauk.org

Page 7. 3 ways to access & edit your Profile



1. Find yourself on the Members Page. Your profile will look something like this one. Click on *Profile Settings* under the preview.
2. OR Click on your name in the top right on the dark grey background. Edit profile will appear as a drop down menu option.
3. OR Click on the Members icon up top right  and a pop up window will appear asking for your username and your password.

Once you enter your settings you can begin to build up your profile adding information like SOCIAL links and Profile Images.

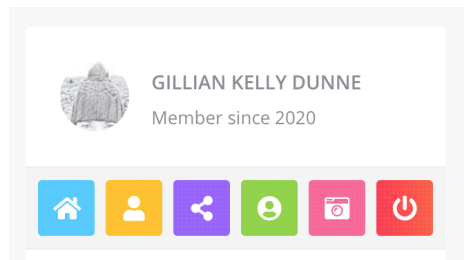


If you move your cursor over the various buttons, you will see they include the following...

[HOME](#) | [VIEW PROFILE](#) | [SOCIAL NETWORKS](#) | [PROFILE AVATAR](#) | [PROFILE COVER](#) | [LOGOUT](#)

How to create & update your Member Profile with NASA UK on www.nasauk.org

Page 8. How to customise your Member Profile, pics & Username

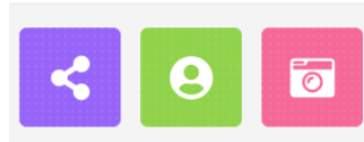


These colour icons take you to these settings:

[HOME](#) | [VIEW PROFILE](#) | [SOCIAL NETWORKS](#) | [PROFILE AVATAR](#) | [PROFILE COVER](#) | [LOGOUT](#)

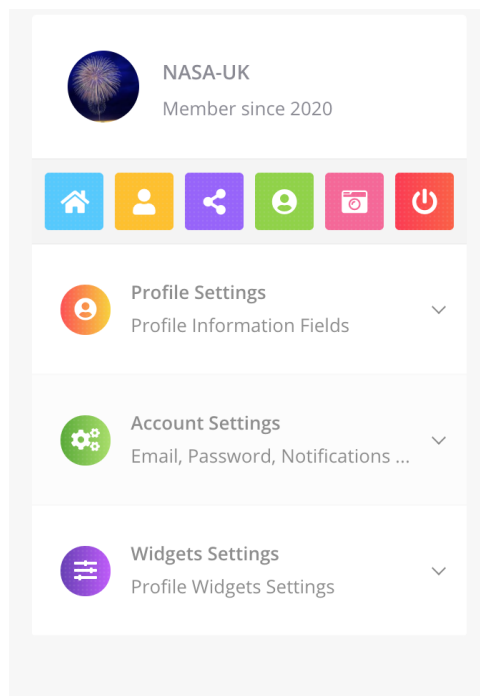
*If you click [HOME](#) you will be redirected to the Home Page.

Once you have updated these 3 buttons:



[SOCIAL NETWORKS](#) | [PROFILE AVATAR](#) | [PROFILE COVER](#)

Account Settings is where you can change Email + Passwords + Export your data.



Go to the **Widget Settings** - here you can add lots of different information including Projects, Portfolios, Video + Links.

How to create & update your Member Profile with NASA UK on www.nasauk.org

Page 9. How to update your Widgets: Portfolios, Services etc

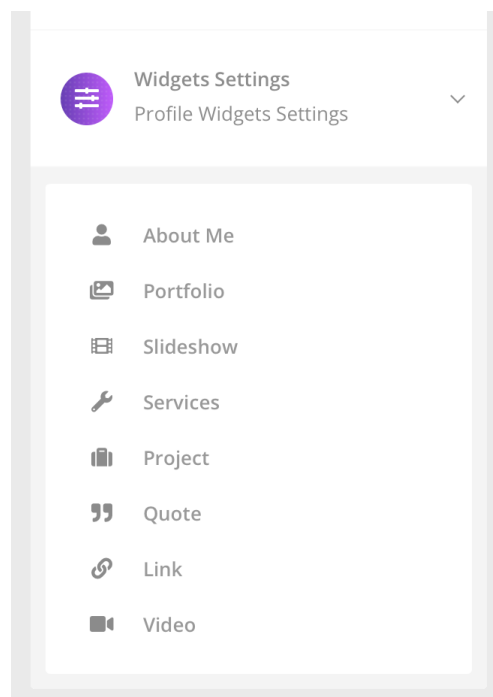
Maybe update the **About Me** section first? Add your Title followed by a description or Biog. Always remember to **click SAVE after you edit.**

The screenshot shows a form for updating a member profile. It has three main sections:

- Title:** A text input field containing "NASAUK".
- Description:** A text input field containing "Administrator".
- Biography:** A rich text editor with a toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Link, Unlink, Table, Table of Contents, Undo, Redo) and a text area containing "I am the administrator of this website! I might be Garth...".

You can now update the various settings listed below Widgets:

- Add a Portfolio of images each with its own link.
- Create a slideshow.
- Add services on offer +emoji (visible here rather than Know-How searchable).
- Add a recent or featured Project.
- A favourite quote, review or lyric.
- Link your website (NB the logo or image gets a bit lost on this).
- And a video link - embedded from YouTube / Vimeo etc.

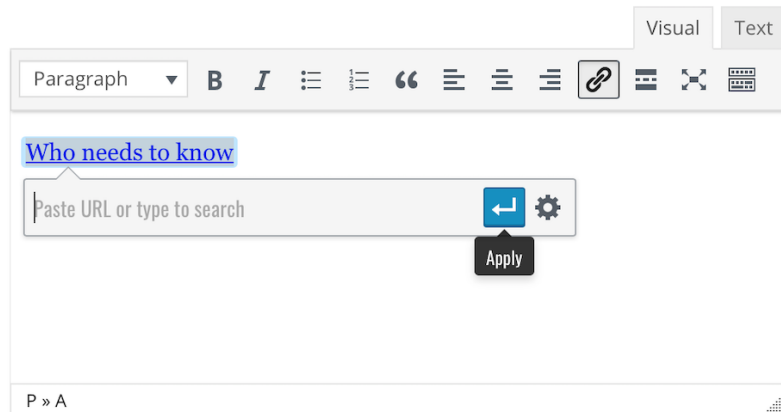


How to create & update your Member Profile with NASA UK on www.nasauk.org

Page 10. How to upload a Video, embed a Link or Log Out

Biography

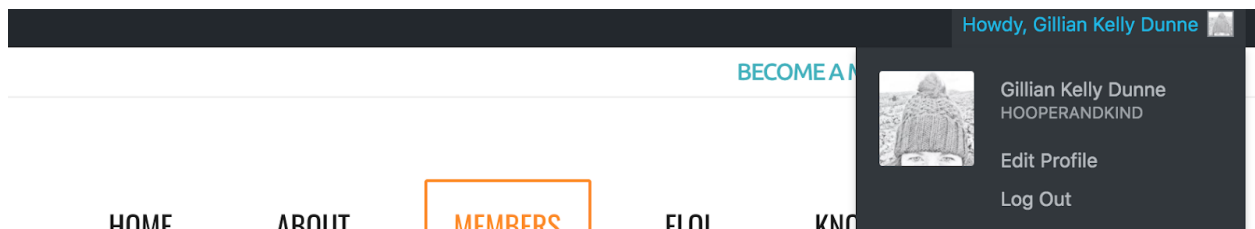
Add your biography




To add a link: 👉 click on the chain icon above the text box.
Paste your link + click apply.

Over & Out

Once you have updated your Profile - remember to **LOGOUT** by going to the top right hand corner of the website and click Log Out.



You can always Log in again by clicking on  in the upper top right corner.

Do let us know how you think we can improve the website, if you have any problems, or if we can help you with anything: missioncontrol@nasauk.org

This is your NASA UK Member Profile. We hope you enjoy it.
From all the Space Cadets at Mission Control.

