How to update your Member Profile

Your Member Profile is listed in the Nonprofit Connect Member Directory. Our directory features over 700 organizations in Kansas City. The public uses the directory to find and learn more about local nonprofits.

*Only the Primary Contact can update the Member Profile. Please contact info@npconnect.org for help.

Log in to the Member Information Center, and click **Company Information**

Under **Organization Information**, update your organization’s general information.

Under **Website Information**, update your Social Media links, Hours of Operation and Highlight links.
To update your Categories, contact Nonprofit Connect at info@npconnect.org.

Under Logos, upload your Page Header and Member Logo. Your logo will be incorporated in all job postings, volunteer postings, and member news associated with your organization.

Under Photos, add images that represent your organization.
Under **Videos**, upload a video that represents your organization.

```
Videos

YouTube Video URL:

Example: http://youtu.be/flyoCIzogyY
Example: http://www.youtube.com/watch?v=flyoCIzogyY
```

Under **Map Pin Information**, update directions to your organization.

```
Map Pin Information

Map Service
- None
- Google Maps
- Uploaded Image

Allow my marker and map to display on my member page and in all map search results.

Search Results Pin Placement
- Show on Organization Directory

Based on the selected map service, the map pin information below is eligible to display on the map on your member page and in any map search results.
```

[Map Pin Example]
```
Under **Employees** you can update your list of team members.

All your staff members and board members can use Nonprofit Connect benefits, so please add them.

*Please don’t overwrite old employees with new employees. Instead, use the orange *Deactivate Selected Reps* button to deactivate old employees. Use the orange *Add Employee/Rep* button to add new employees.*

When adding new team members, **make sure to check the box next to Login Access** before saving the Employee/Rep. This ensures that the new team member receives an email invitation to create a login.

To list an employee on your Member Profile page, click on the employee’s name.
Then click the orange **Preferences** button.

Check the box next to **Public**. When checked, this employee is listed on your public Member Profile page.

**Questions**

Contact Nonprofit Connect with any questions about updating your Membership Profile or your membership benefits.

**info@npconnect.org**

816-888-5600

[www.npconnect.org](http://www.npconnect.org)
Example Member Profile with New Format

Update header image.

Update your logo.

Contact Nonprofit Connect to update your categories.

Update contact information, social media, hours of operation and directions.

Upload media and links to web pages.

List main contact(s).

Nonprofit Connect

Mutual Membership Benefit, Nonprofit Member, Board of Directors, Board of Directors

Address:
125 E 31st St, Ste 100, Kansas City, MO 64108-3216

Phone:
(816) 888-5600

Send Email
Visit Website

Hours:
Monday - Friday, 9:00 AM - 5:00 PM

Driving Directions:
We are located inside the KCPT Building at 31st and Main (under the big red tower).

Video Media

Nonprofit Connect: A Resource for No...

Highlights
- Nonprofit Membership
- Business Membership
- Educational Programs
- JobLink
- eLearning Center

Images

Rep/Contact Info

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Send an Email