

NAIW WEB SITE WEBINAR REVIEW

The following are a list of topics that were covered in Part I of the NAIW Web site Webinar.

1. Setting Up and Editing Your “My Profile” Page on the NAIW Web site

To get started using the Social Networking features on the NAIW web site, you will first need to set up your online Profile. ***Please Note:*** All information entered in this area of the web site will be visible to site administrators. Registered members will be able to view any information you enter, unless you uncheck the box(es) next to the field(s) you wish to be hidden. ***Note:*** If you uncheck the box next to "Email Address" your email will not be displayed, but other site members can still contact you by email through the site's email system.

To get started you will first need to log into the NAIW web site ** and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see an **Edit My Profile** link. In this section you will be able to change the information in your profile section.

** If you do not know you log-in for the web site, please contact John McColloch at membership@naiw.org OR at 1-800-766-6249 ext. 26 to obtain this information.

2. Uploading and Managing Photos on Your Profile

Sharing photos with fellow members is a great way to enhance the Social Networking experience.

To Upload a Profile Photo: Log into the NAIW web site and click on the **My Profile** link. If you have not uploaded a profile picture/headshot yet, you will see a “Photo Not Available” caption where a photo should be. To upload your profile picture/headshot, click the **Add Photo** link under the “Photo Not Available” caption. Once you are redirected, click **Browse** to select the photo you wish to upload and then **Submit** to upload your photo.

To Upload Photos to Your Photo Gallery: Log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Photo Gallery** link; click on this. Once in this section, click on the **Upload a Photo** link at the top of the page. Here you follow the instructions listed to upload your photos, add captions and your tag photos. Click **Submit** to finalize the upload.

Manage Your Photo Gallery Albums: You can separate your photos into **Albums** in order to organize photos by event or date (i.e.: 2009 Annual Convention; Region III Conference, etc). To get to this section, you will need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Photo Gallery** link; click on this. Once in this section, click on the **Manage My Albums** link at the top of the page. Here you will be given the option to **Add a New Album** and edit or delete an existing album.

3. Uploading Files and Favorite Web site Links to Your Profile

You can keep a list of favorite web sites and files on your profile, so no matter where you are (home, work, traveling) you can access those important files and web sites.

To do this, you will need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Files and Links** link; click on this. Once in this section, click on the **Manage My Files and Links** link at the top of the page. Here you will be given the option to **Add a New Item**. From here you can select to **File** and/or **URL** (web site) to your profile for easy reference.

4. Defining Your Preferences

Defining your preferences on the web site will allow to you select how often you are notified by e-mail (and for what reasons), as well as what information from your profile is visible to other members.

To do this, you will need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Preferences** link; click on this. Once in this section, you can select the options you prefer. *Please Note:* Checking the box next to a specific preference turns the preference "on".

5. The Search Feature:: Looking Up Individual Membership Information and Searching the Entire Web site for Content

You can search the web site to find other NAIW members and/or specific information on the web site you are looking for (i.e.: NAIW Week, Convention, Underwriting for Non-Underwriters, etc.).

To begin your search, type your search words into the **Community Search** box found at the top right side of your screen. The more specific your search criteria, the more relevant your results will be. If you only know someone's first name, you can still just enter it into the search box and it will pull up all of the members with that first name.

6. Search for Jobs and Manage Your Resume Online

The NAIW Career Center allows members to post their resume, search for jobs in their particular field and apply for positions that fit their qualifications.

Even if you are not currently looking for a new job, you can still post/maintain an anonymous resume online, so if you ever are in the market for a new job, your resume is current and ready to go.

To get started today, visit the Career Center menu button on the left side of the screen. Once you click on this link, there will be a variety of options for you to choose from including:

- Post and/or manage your resume
- Search for jobs
- Set up job alerts so you will be e-mailed when a job meeting your criteria is posted.
- Manage and set up a job seeker account
- Post positions that need to be filled in your company
- Browse the nationwide resume database
- Create an employer account