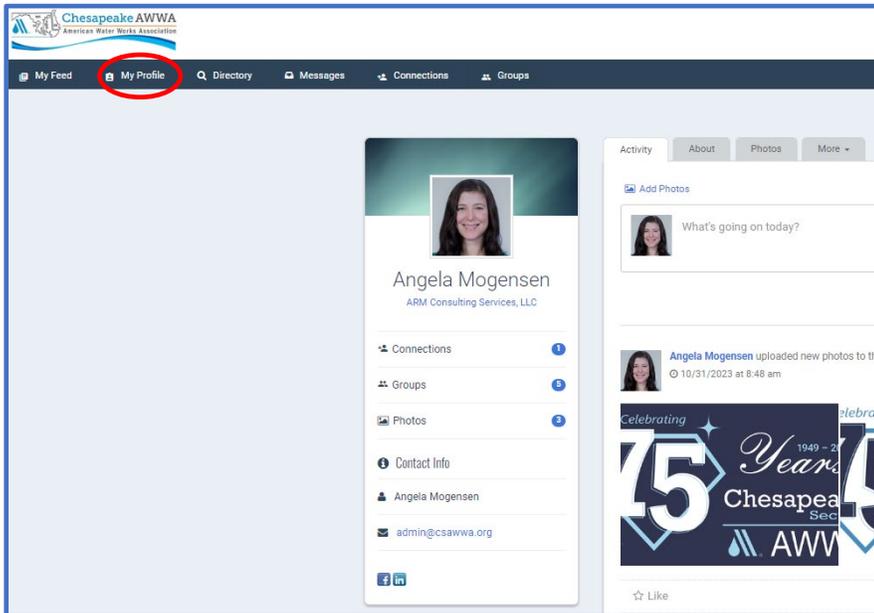
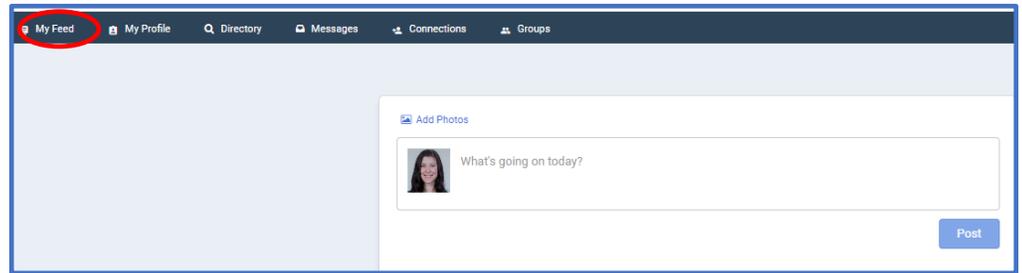


Setting Up Your Profile/Navigating Your Profile Pages

Once you are logged in to your CSAWWA account, use the top navigation bar to access various features of your profile pages.

My Feed

Here you will find any posts you have made, photos you have uploaded, or photos/posts that have been made in the Groups (Committees) that you are a member of.

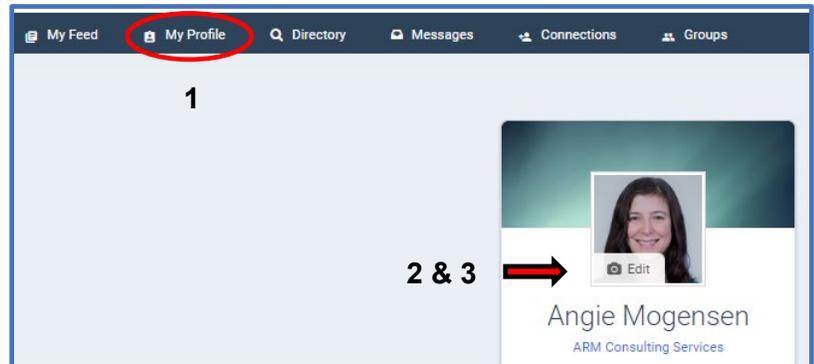


My Profile

The My Profile page is where you can view your visible profile. Here you can add a profile image, post photos to your wall, view your connections, view CSAWWA Committees (called Groups) and view your contact information. **Your profile is also visible to other members who login to the system**, but you can control what content they see, as detailed below in these instructions.

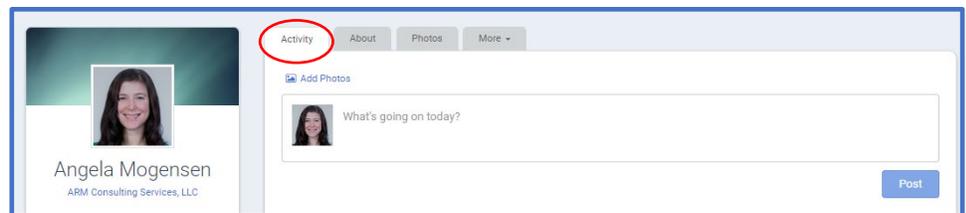
Adding Your Profile Photo

1. Along the blue navigation bar under the CSAWWA logo, select My Profile.
2. Hover over the image box, until the Edit button pops up.
3. Select Edit and upload the photo you would like to use as your profile image.



Activity Tab

This is where you can post additional photos or share your status, info, etc. This will be visible to other members/connections.

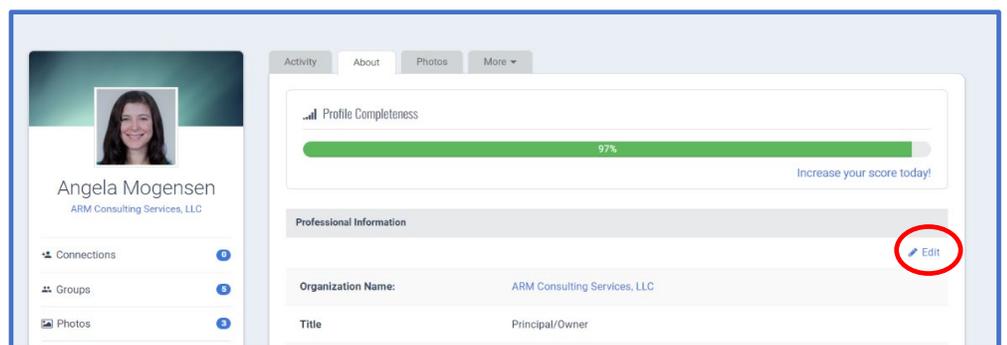


1. If you have not posted any photos or made any status posts, the Activity tab will not appear.
2. Status posts and photo uploads can be made in My Feed.

About Tab

This is where you can view your contact information that is visible to the membership.

Click the Edit button to update your information.



Please note you can only update your nickname and change your password in this database. All contact information comes from your AWWA membership renewal and cannot be updated at the section level. If you need to update your contact info, you can login to your AWWA account here: awwa.org

The red icons (person or lock) indicate what is visible to other members. You can change this by clicking the icon.



Visible only to other members



Private – not visible in profile

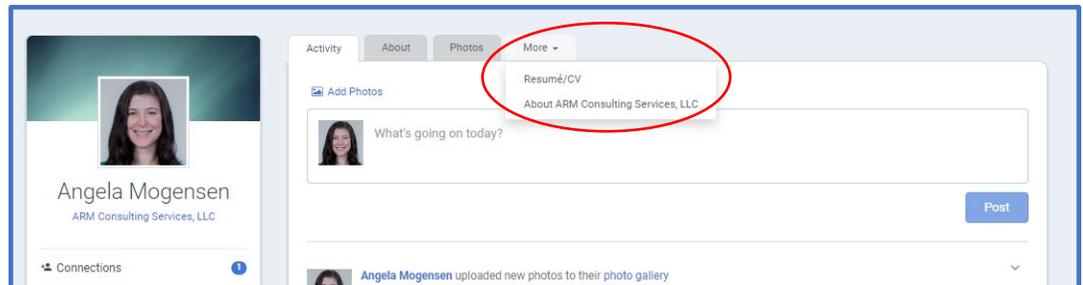
If changing any icons, remember to select Save Changes.

Photos Tab

Here you can upload/delete photos, create albums, and select who can see them and comment on them.

More Tab

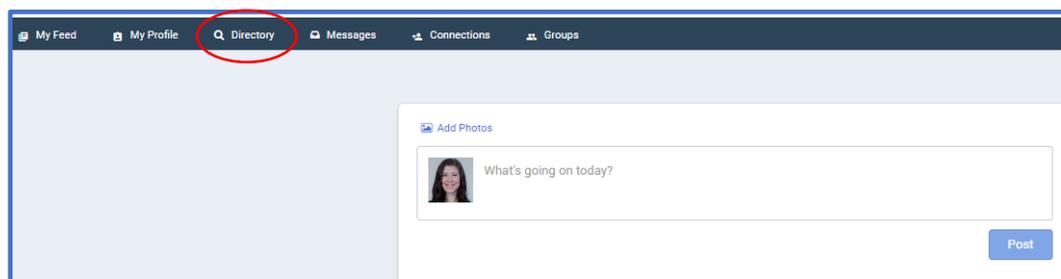
This is where Pages you have added to your profile can be viewed. These Pages can be any information you would like to share, e.g., company profile, a highlight page for a product/service, a hobbies page, etc. If you create and/or upload a CV/Resume, it will also appear here unless you mark it as Private when creating.



You will not see this tab in your Profile unless you've added pages or a CV/Resume. Pages and your CV/Resume are added via the Account & Settings feature ([For more information view the Account + Settings Information document in the online Help Section.](#)).

Directory

As a member of CSAWWA, you will be able to use the Directory to search for other members.



Basic Search **Advanced Search**

Please select from the member types and status options available below. Click "continue" to view all available search criteria based on your selection.

Advanced Search: Step 1 of 2

Any Member Status

Member Type*
*Selecting a specific member type will configure your search with optimal criteria

Select: All | None

- Individual
- Non-Member
- Partner Agencies & Institutions
- Service Provider
- Utility

Use the Advanced Search feature versus the Basic Search.

Select "Any Member Status" from the dropdown (default option).

Select All Member Types and Continue.

In Step 2, use the fields shown to search for the individual.

If you want to view the entire member directory, do not input any information into the fields and select only Search.

Note: AWWA's member database is not uniform, meaning when an individual signs up, their organization/company is inputted exactly as they have submitted. E.g., you may find more members from WSSC Water if you search just for WSSC as that is how some members listed their company.

Advanced Search: Step 2 of 2

Name

Company/Employer

Groups
Leave blank to search all groups. Checking multiple groups will return people in any of the groups selected.

- 2023-2024 Board and Committee Chairs
- 2023-2024 Board of Directors - Directors Only
- Committees**
- Admin Test
- Asset Management
- AWWA Training Grants
- Chesapeake Magazine
- Student Chapters**
- UMD

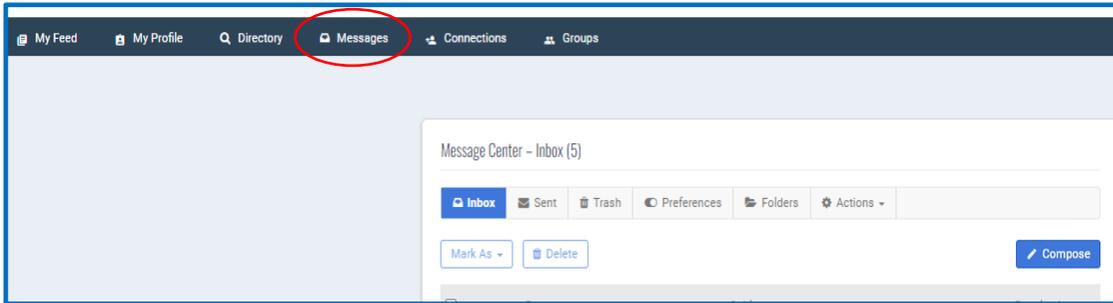
City/Town

Postal Code

Country

Location

Messages

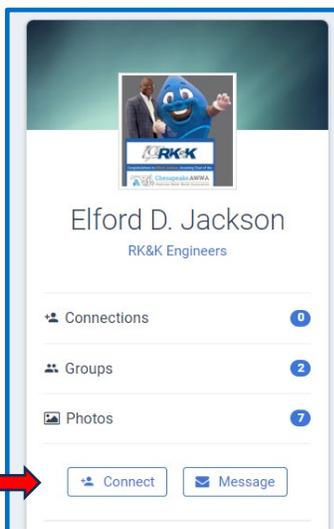
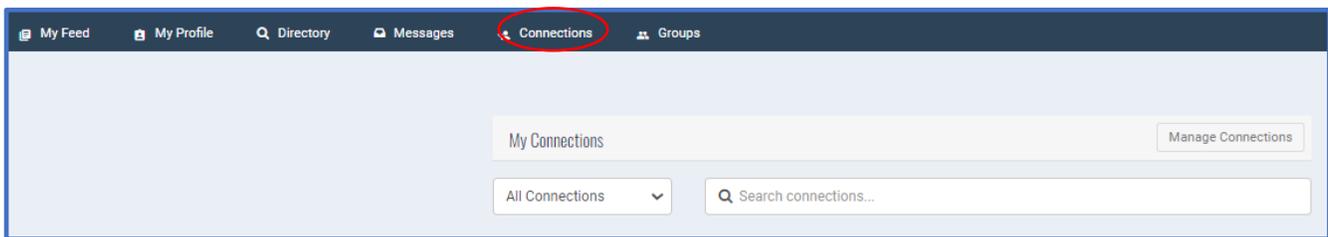


Our system allows you to directly message other members through the system. From here you can create and send messages, review your inbox, etc. You can also set up your email **Preferences**.

More information about your email **Preferences** is covered in the Accounts + Settings Information document.

Connections

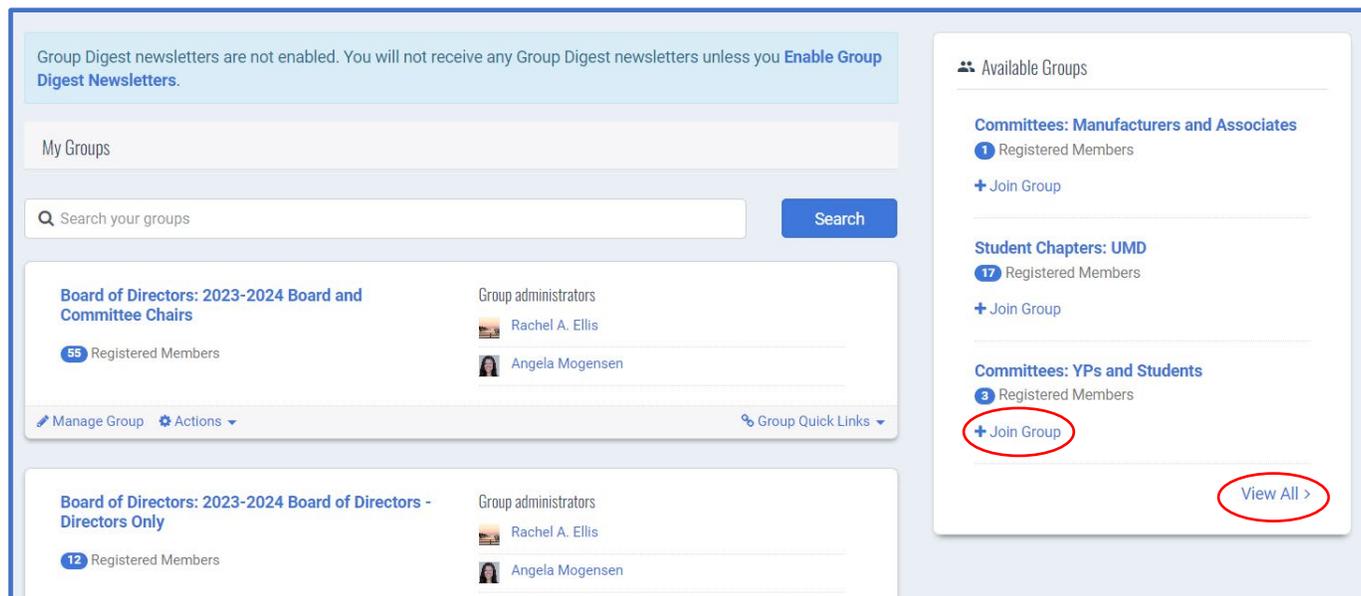
Here is where all the Connections that you have made will appear.



To make Connections, you'll need to use the **Directory** to search for members (see instructions above). Click on a profile and on the left side of their profile under their image, there will be a button to Connect. Once a member has accepted your invitation to connect, they will appear under your Connections tab.

Groups (Committees)

CSAWWA Committees are referred to as “Groups”. If you are a member of a CSAWWA Committee, it will be listed here. You can also request to join a committee that you are interested in. Your request will go to the Committee Chair and Vice Chair for approval.



Group Digest newsletters are not enabled. You will not receive any Group Digest newsletters unless you [Enable Group Digest Newsletters](#).

My Groups

Search your groups

Board of Directors: 2023-2024 Board and Committee Chairs
55 Registered Members
Group administrators: Rachel A. Ellis, Angela Mogensen
[Manage Group](#) [Actions](#) [Group Quick Links](#)

Board of Directors: 2023-2024 Board of Directors - Directors Only
12 Registered Members
Group administrators: Rachel A. Ellis, Angela Mogensen

Available Groups

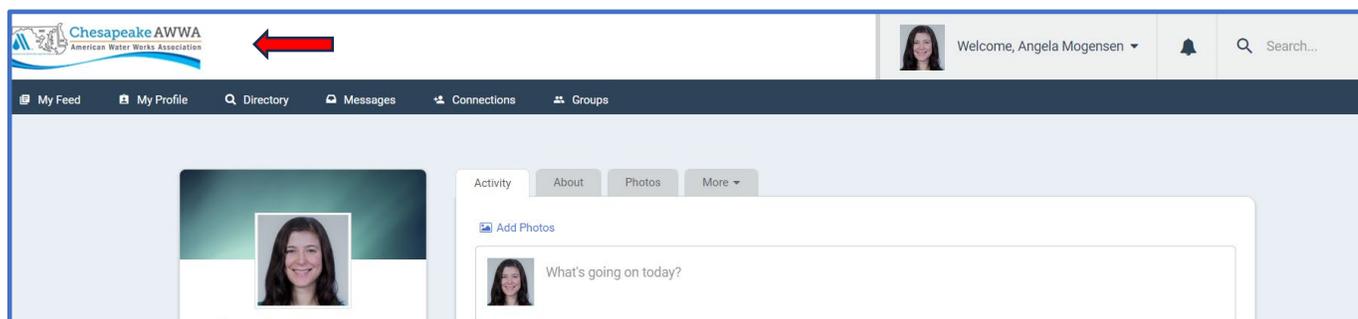
- Committees: Manufacturers and Associates**
1 Registered Members
[+ Join Group](#)
- Student Chapters: UMD**
17 Registered Members
[+ Join Group](#)
- Committees: YPs and Students**
3 Registered Members
[+ Join Group](#)

[View All >](#)

Usage of Groups within YM is at the discretion of the Committee Chair and Vice Chair. Some may take advantage of this communications tool, and others may not – we do not require it. So, it is a good idea that if you are interested in joining a committee that you also request to join through our website, which is monitored by staff who will forward your outreach to the appropriate Committee Chair directly:

<https://chesapeakeawwa.regfox.com/committee-signup>

CSAWWA Logo



Chesapeake AWWA American Water Works Association

Welcome, Angela Mogensen

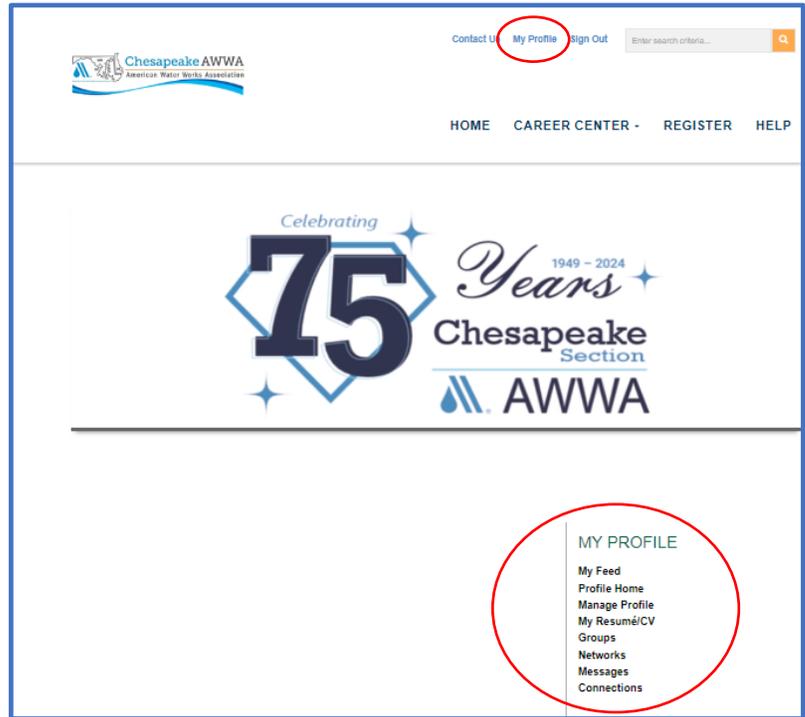
My Feed My Profile Directory Messages Connections Groups

Activity About Photos More

Add Photos

What's going on today?

To return to the Profile pages while in the Member Portal, select My Profile or a specific page along the right under My Profile.



Welcome, Name Dropdown

More information on the features in the Welcome, Your Name Dropdown can be found in the Account + Settings Information document.

