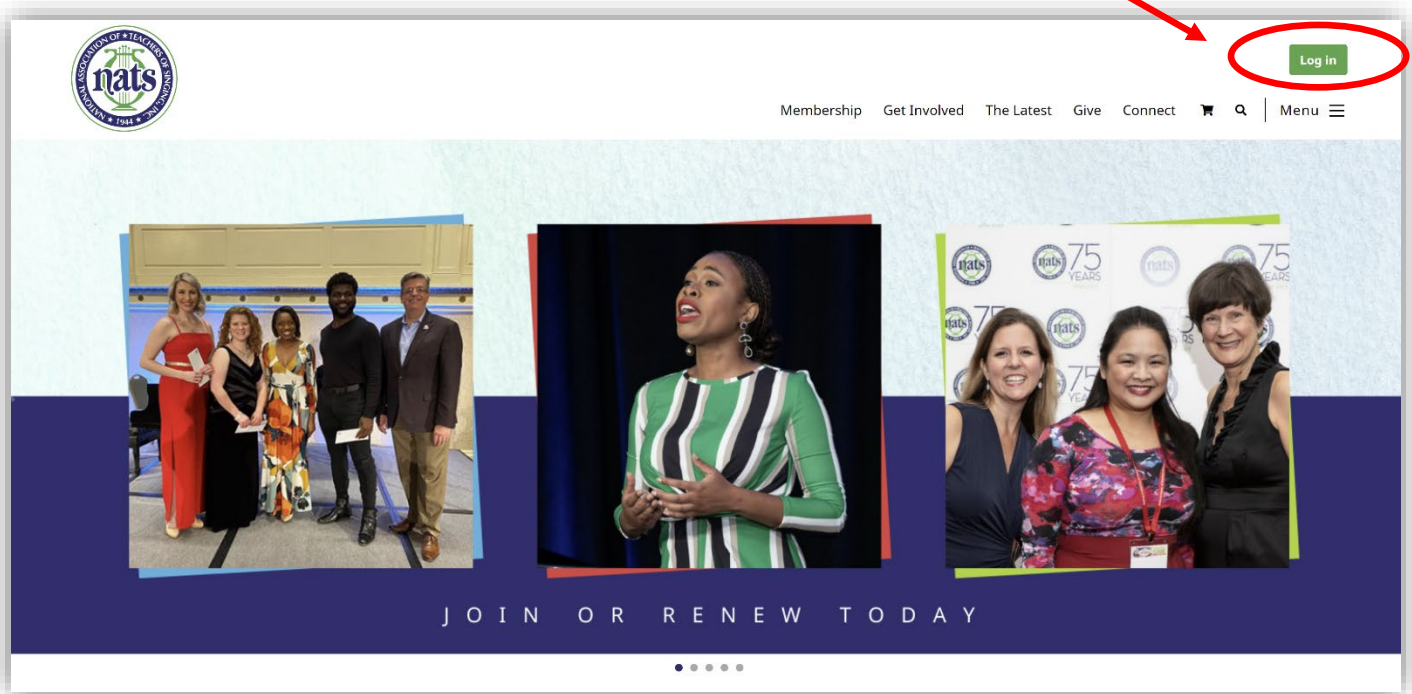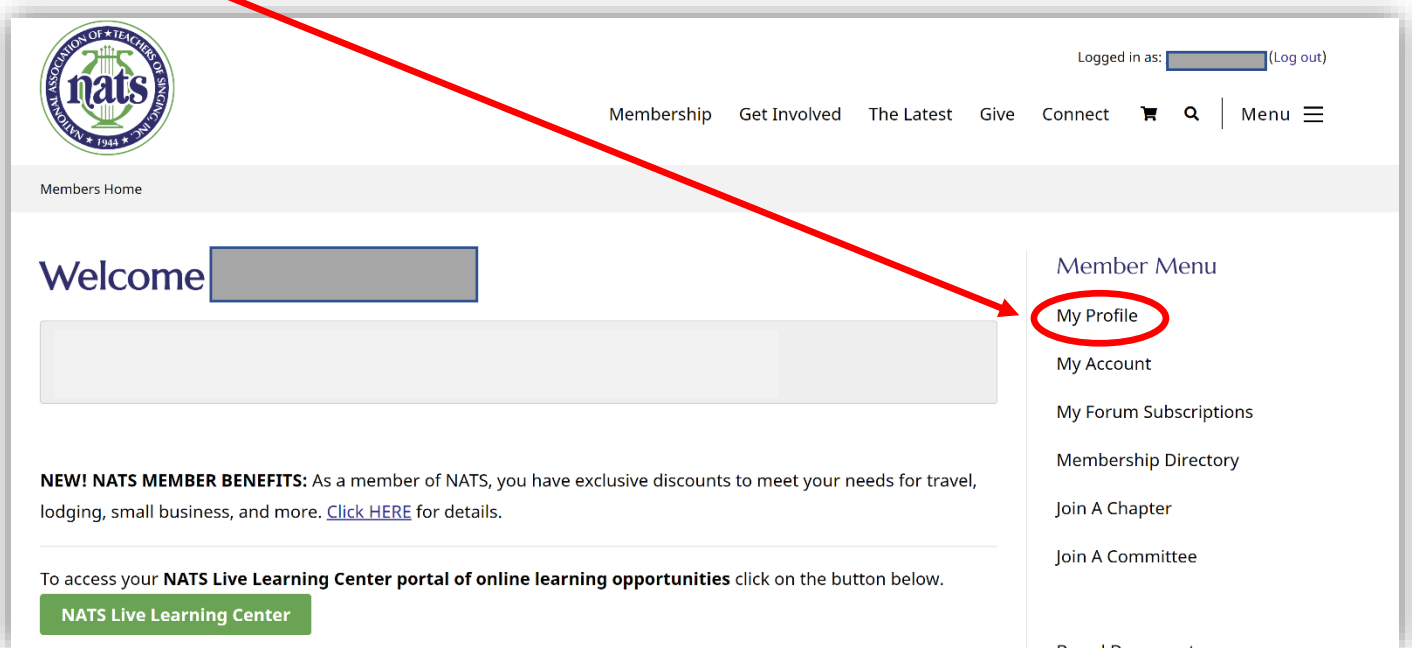# NATS.org User Guide

Address cards for Online Directories

Active NATS members may list their profiles on the NATS.org website. The following instructions will guide you as to how to list your profiles online make updates to that information.

Visit NATS.org and log in using your NATS login and password.


Click on "My Profile"

There are multiple profiles associated with your member record, such as **MEMBERSHIP DIRECTORY, FIND-A-TEACHER DIRECTORY, and SHIPPING ADDRESS. Each profile is correlated with an Address Card.**

With multiple address cards, you are able to determine how much contact information can be seen by NATS administrators, fellow members, or the general public. Most essential for NATS administrators are your preferred mailing address, preferred email address and phone number(s).

Click "Update Addresses" to add and/or update your Address Cards.
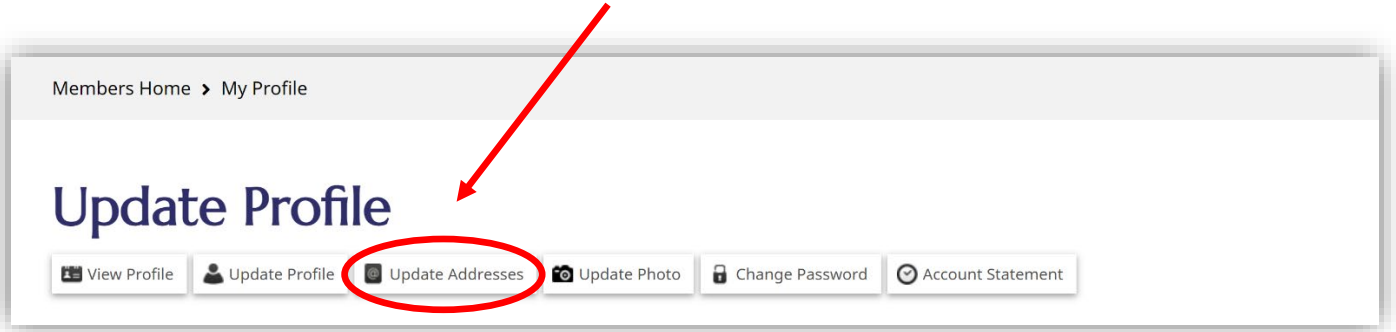
Your Address Card(s) will display. From here you may "Click to update" your existing Address Card(s) or "Add a new Address Card."
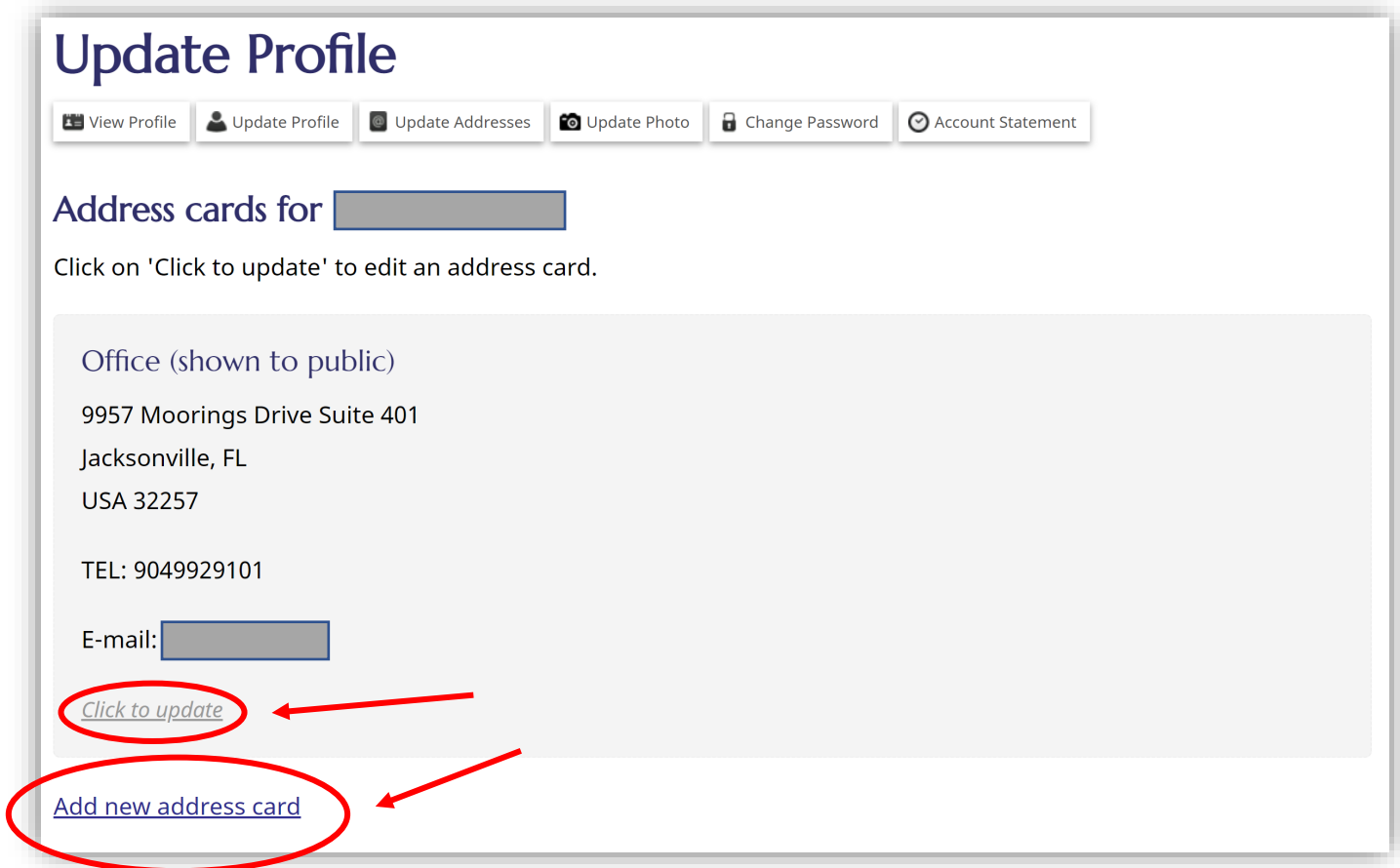
Create your Membership Directory Profile: Office Address Card

Click "Add a new address card." Address cards are categorized by "Type" and "Privacy." In the "Type" drop-down menu, choose "office." In the "Privacy" drop-down menu, choose "members." This profile is only visible to NATS members who are logged in to NATS.org. Additional instructions are provided under "Tips."

Update Profile

⊞ View Profile	👤 Update Profile	@ Update Addresses	📷 Update Photo	🔒 Change Password	⊘ Account Statement

Address cards for ▭

Tips

- Most fields are optional. Enter only what you need to.
- You can provide multiple address cards - for example, one for home and one for office. You do not have to put all your contact information into one form.
- Privacy settings determine who is allowed to see the information on this address card: website administrators, fellow members of your organization, or members of the general public.
- You can have multiple address cards with different privacy settings. For example, one entry for administrators with full contact information, and another entry for the public, with only your city/country and website.

close ×

Update Contact Information

Type *
[office ∨]

Privacy (determines who can view this information)
[public ∨]

Create your "Find-A-Teacher" Directory Profile: Studio Address Card

The Find-A-Teacher directory is a benefit that is provided with your membership. Click "Add a new address card." In the "Type" drop-down menu, choose "studio". In the "Privacy" drop-down menu, choose "public." Because "Find-A-Teacher profile is accessible to the general public, you may choose to limit your contact information to city, country, and your website. If a member has not created a Studio Address and they have selected to appear in the Find-A-Teacher directory, they are prompted to add a Studio Address upon login.
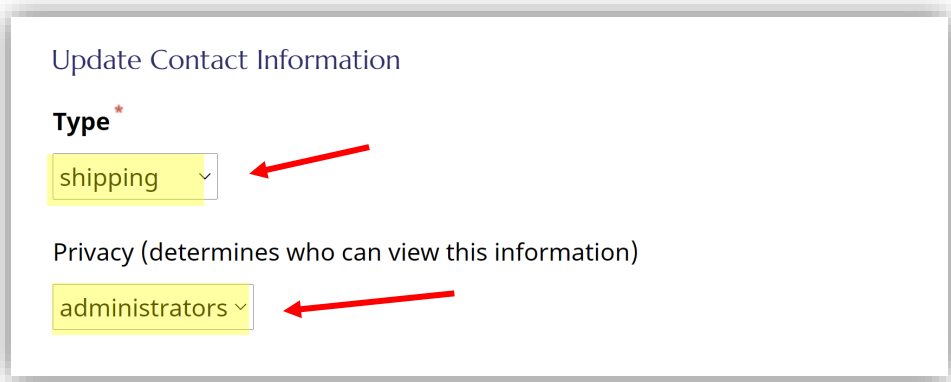
Type *
[studio ∨]

Privacy (determines who can view this information)
[public ∨]

Create your Shipping Address Profile: Shipping Address Card

Having a unique Shipping address card ensures that the NATS Office has your accurate, preferred mailing address. Click "Add a new address card." In the "Type" drop-down menu, choose "shipping". In the "Privacy" drop-down menu, choose "administrators." This profile is accessible only to NATS administrators.

Questions?

If you have additional questions or need assistance, please contact the NATS Executive Office at 904-992-9101 or email info@nats.org