

NARA

How to edit organization staff with organization profile in MemberClicks database

Go to [My NARA](#) and sign in.

Start by hovering over red **MY NARA** tab and select the dropdown tab of **My Profile**.

A new set of tabs will appear. Select the **My Profile** (#1), select **My Organization** (#2).

Another new set of tabs will appear, select **Org Members** (#3) to view a list of your staff.

The screenshot shows the NARA website interface. At the top, there is a navigation bar with links: Home, Membership », Career Center, Education », Resources », Events », My NARA », and About NARA ». Below this, a dropdown menu is open under 'My NARA', with 'My Profile' circled in red and labeled '1'. A secondary navigation bar is visible with 'Profile', 'Invoices', 'My Organization' (circled in red and labeled '2'), 'Forms I've Taken', and 'Email H'. Below this, another set of tabs includes 'Org Profile', 'Org Members' (circled in red and labeled '3'), 'Member Invoices', and 'Member Forms'. A red arrow points to a 'CREATE LINKED PROFILE' button. On the left side, there are sections for 'My NARA' (with links like My Profile, Community Forum, etc.) and 'Upcoming Events' (listing a 'Mid-Year Board Meeting' on Jan 14, 2023).

- To create a new profile, select "**Create Linked Profile**"
- To remove a profile, select: **unlink** on the right side of the screen next to each person's name.
- The Key Contact toggle to identify two individuals: 1) leadership member (full member benefits), and 2) one administrative support staff (no member benefits). [View the organization level benefits](#) regarding leadership and admin support staff.