

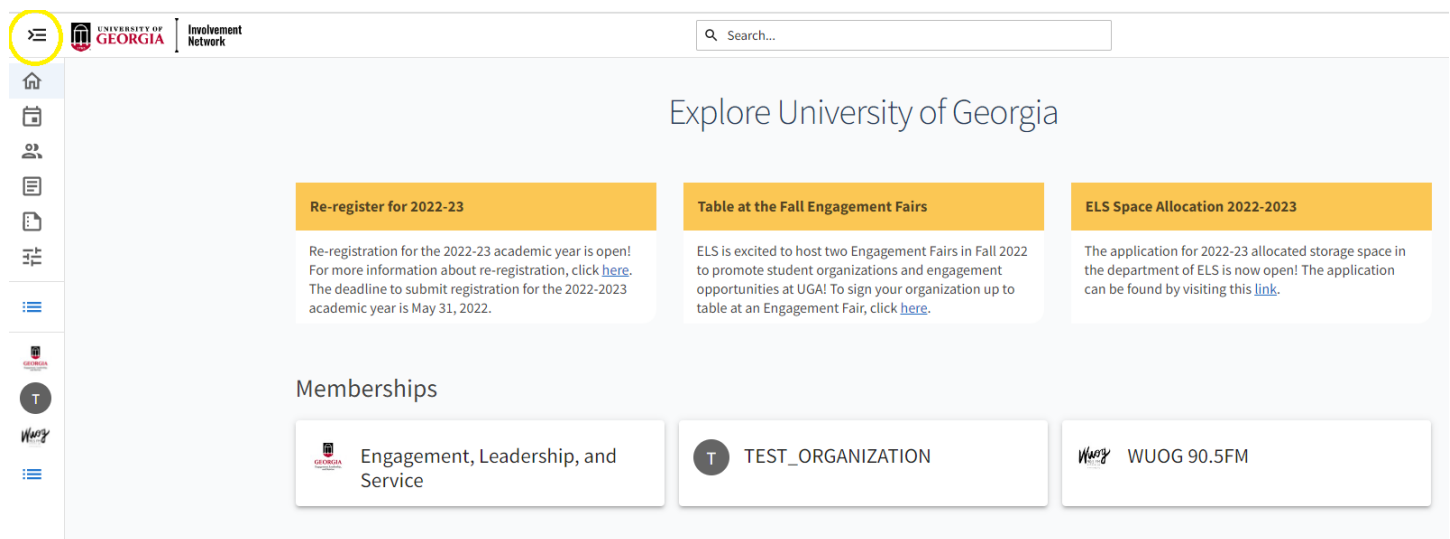
INVOLVEMENT Network

UPDATING ORGANIZATION PROFILE

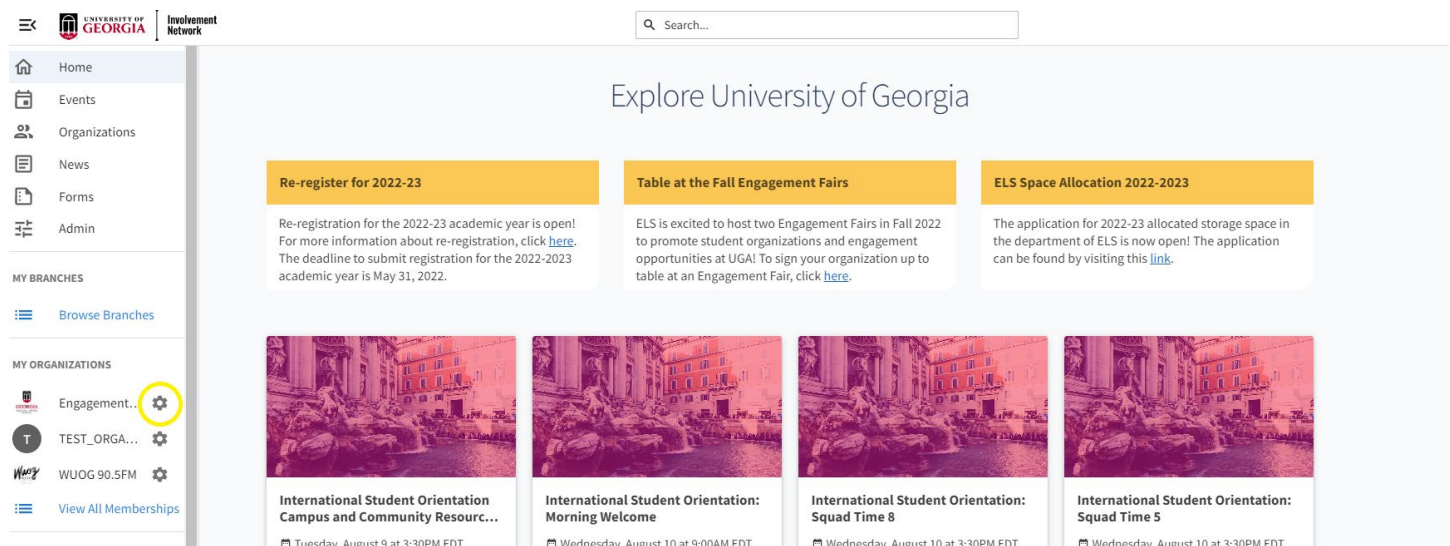
The About feature of your organization page is publicly visible on the organization's Involvement Network page and can be edited by the primary contact.

Note: Only users with full Profile access in the organization will be able to create a form. To edit member access to forms, please review the [Managing Rosters](#) guide.

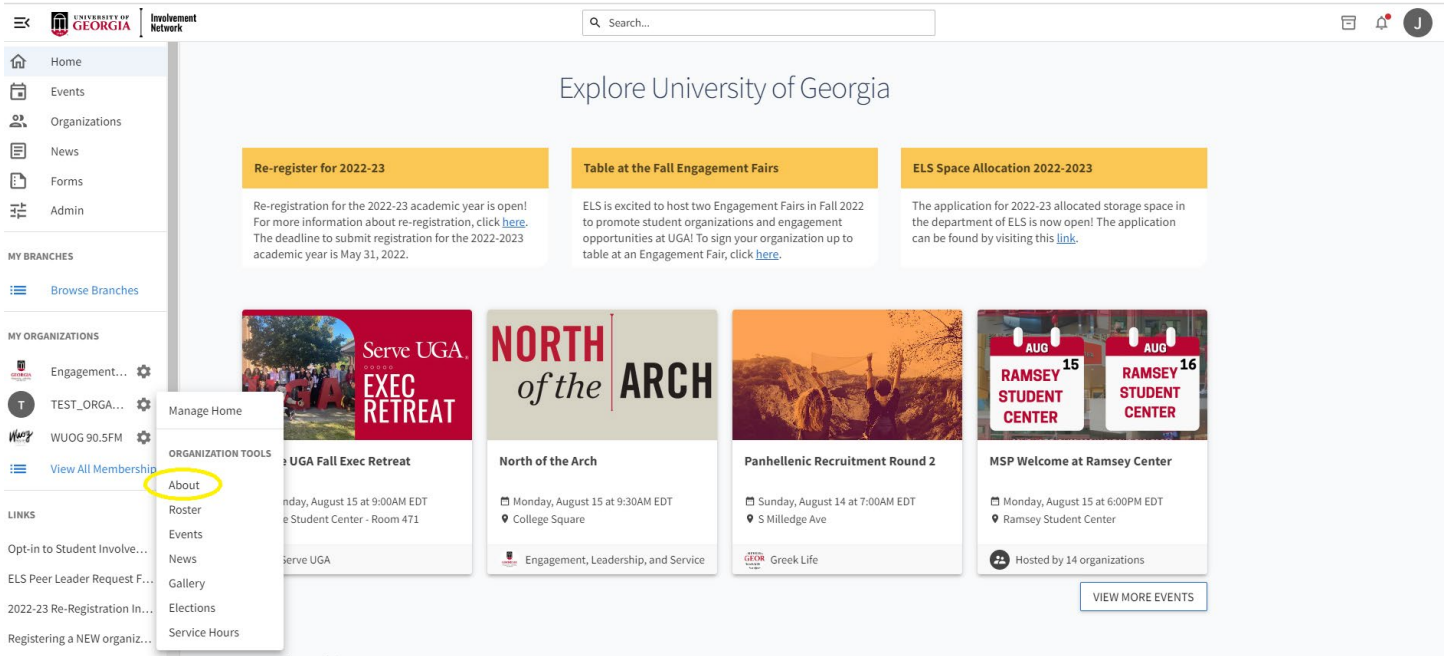
1. Log in to the [Involvement Network](http://involve.uga.edu) at <http://involve.uga.edu>.
2. Select the logo in the Top Left by the University of Georgia Logo:



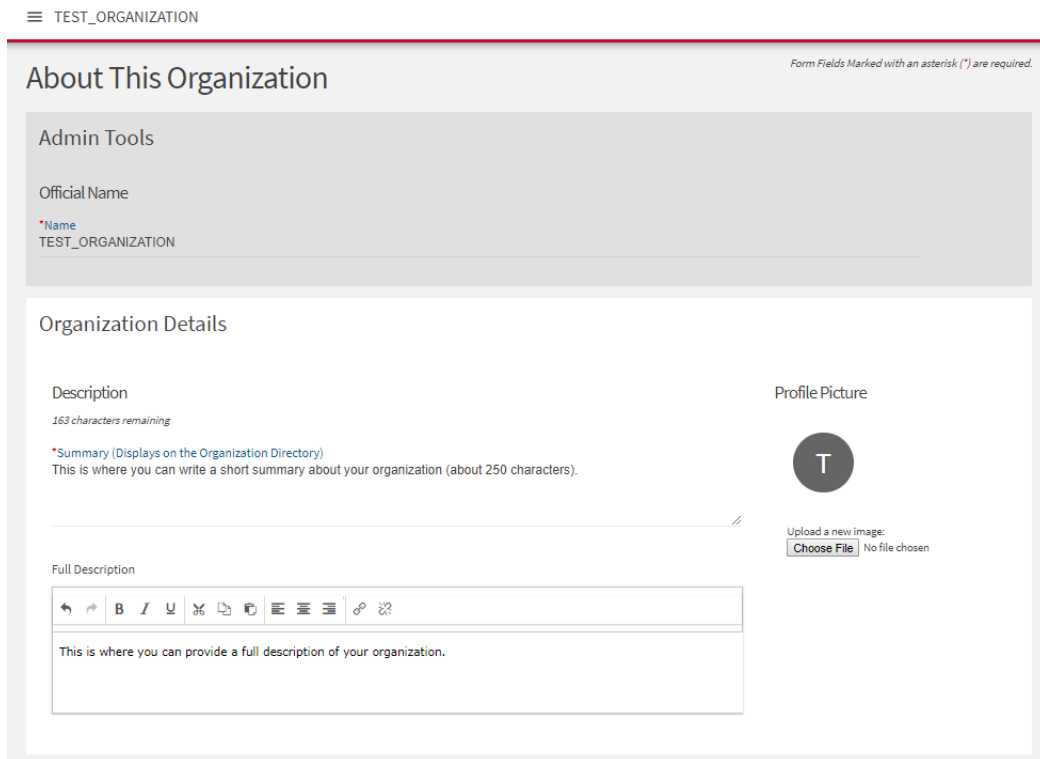
3. Select the Gear symbol next to your organization name:



4. Select “About”



5. From here, you can update information about your organization that will be publicly displayed on the organization’s Involvement Network page.



Contact Information

Please note that the information you enter into the contact fields below will be displayed on your organization's public profile page and visible to anyone in or outside of your community.

In order to avoid potential spam or solicitation messages, you may wish to consider publishing a shared organization address, phone number, or email address rather than using your personal contact information.

Address

Street Address
102 Tate Student Center

Street Address Line 2

City
Athens

State/Province
GA

ZIP/Postal Code
30602

Country

Phone and Fax

Phone Number
(706) 542-6396

Extension

Fax Number

Email

Email
testorg@uga.edu

6. Once you have completed all your changes, be sure to select the blue, "Update" button.

