



GA Solar
GEORGIA SOLAR ENERGY ASSOCIATION

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How – To Guide

Making Your Online Experience Easier

Key Contacts Only: Creating Company Profiles



Login to your account using your email as the Username and the Password you have previously chosen.

The screenshot shows the login page for the Georgia Solar Energy Association. The page has a white background with green accents. At the top, there is a navigation bar with a search box. The main content area is centered and contains the following elements:

- Welcome to the Georgia Solar Energy Association - Your Resource for Solar Energy in Georgia.**
- A message: "If you do not have an account on our site, [visit our sign up page](#) - we'd love you to be part of our online community."
- A green button labeled "Sign up today!".
- A message: "If you have an account, please log in using your **username (e-mail)** and **password** below."
- A "Username" input field containing "email@email.com".
- A "Password" input field with masked characters "*****".
- A checkbox labeled "Keep me logged in".
- A dark grey button labeled "Login".
- Links for "[Forgot your password?](#)" and "[Forgot your username?](#)".
- A message: "If you're on our mailing list, but are unsure of your password - please reset your password using the link above."
- A message: "Are you having **trouble logging in** and think your membership is expired? Go to the **renewal form** below."
- A green button labeled "Renew Membership Now!".
- A footer message: "Still having trouble? Contact our business office at admin@gasolar.org for assistance!"

On the right side of the page, there is a sidebar with the following sections:

- A green button labeled "My Account".
- A section titled "Our Sponsors" featuring a logo for "10th inmansolar Communications".
- A section titled "Upcoming Events" listing:
 - Thu Feb 16, 2017: [BOD Meeting](#) (Category: Board Meetings)
 - Tue Feb 21, 2017: [Women in Solar Event \(WISE\)](#) (Category: GA Solar Events)
 - Thu Mar 16, 2017: [BOD Meeting](#) (Category: Board Meetings)
- A green button labeled "View Full Calendar".
- A section titled "Our Tweets" showing a tweet from @GASolar retweeted by SolarWakeup (@SolarWakeup) and Greentech Media: SunShot \$1.

Select **'My Profile'** to begin

See something wrong? [Update your profile!](#)

If you are your company's **Key Contact**, you may add and remove **Company Contacts** under 'My Profile'

[My Profile](#) | [Event Calendar](#) | [My Community](#) | [Member Directory](#)

HELLO
my name is

Georgia Name
Carly Company Profile

Member Type : 04 - Corporate Contact
Expiration Date : 01/25/2018

Welcome to your comprehensive solar resource!

Your GA Solar account offers you lots of opportunities to engage with solar professionals and advocates. From this location, you can view your membership profile, locate solar events and sign up to attend, search our directory or update your information in it, find your local legislator, subscribe to our eNews, and engage in topical discussions about solar installation, technology, policy and finance.

Click on the drop-down menus above to begin your search. GA Solar keeps you connected.

Search our site

Our Sponsors

10⁹ GigaWord Communications

Upcoming Events

- Thu Feb 16, 2017
[BOD Meeting](#)
Category: Board Meetings
- Tue Feb 21, 2017
[Women in Solar Event \(WISE\)](#)
Category: GA Solar Events
- Thu Mar 16, 2017
[BOD Meeting](#)
Category: Board Meetings

Our Tweets

Tweets by @GASolar

Georgia Solar Energy Retweeted
SolarWakeup



Select **“Your Organization”** by hovering over the gray Drop-Down Menu.

My Profile

- Your Organization**
- Change Profile Picture
- Change Password
- Contact Preferences
- Message History
- Invoices
- Submissions

Name

Username

Expiration Date
01/25/2018

Join Date
01/25/2017

Member Type
04 - Corporate Contact

Member Status
Active

Full Name
Georgia Name

[Member Logout](#)

[My Account](#)

Our Sponsors



Upcoming Events

Thu Feb 16, 2017
BOD Meeting

Create New Company Profiles

1. Click on Individual Profiles
2. Select Create Linked Profiles

The screenshot shows a user profile page with the following elements:

- My Profile** header with a **Search Directory** input field.
- A navigation bar with links: **Profile**, **Change Profile Picture**, **Contact Preferences**, **Message History**, **Invoices**, **Submissions**, and **Individual Profiles**. The **Individual Profiles** link is circled in red and labeled with a "1." and a mouse cursor.
- A sub-section titled **Individual Profiles** containing a **Create Linked Profile** button, which is also circled in red and labeled with a "2." and a mouse cursor.
- A table with the following data:

Contact Name	Key Contact	Member Type	Unlink
Georgia Name	<input checked="" type="checkbox"/>	04 - Corporate Contact	Unlink
- Footer information: **10** Per Page of 1, Page **1** of 1, and navigation buttons: **First**, **Previous**, **Next**, **Last**.
- Right sidebar with buttons: **Member Logout**, **Search our site** (with **Search** button), **My Account**, and **Our Sponsors**.
- Logo for **Arnall & THORNBURG LLP** in the bottom right corner.

Fill-In the information of the new employee profile. The *User Name* should be the **email address** of the employee.

The screenshot displays the GA Solar Energy Association website with a 'Create Profiles' modal form open. The modal form contains the following fields and options:

- Username:** sample@email.com
- Full Name:** Sam
- Ample:** Ample
- Select a Suffix:** (dropdown menu)
- Email:** sample@email.com

At the bottom of the modal, there are three buttons: 'Cancel', 'Save', and 'Save And Add Another'. The background shows the GA Solar Energy Association logo and navigation links like 'My Profile', 'Member Logout', and 'My Account'.

Contact Name	Key Contact	Member Type	Unlink
Georgia Name	<input checked="" type="checkbox"/>	04 - Corporate Contact	Unlink

Page 1 of 1 | First | Previous | Next | Last

IMPORTANT: New profiles created by the **Key Contact** cannot set the new user's password for security reasons. The new user can set a password the first time they log in by clicking on the “**Forgot Password**” option on the log in screen or emailing GA Solar administrative at admin@gasolar.org.

If you have an account, please log in using your **username (e-mail)** and **password** below.

Username
email@email.com

Password

Keep me logged in

Login

[Forgot your password?](#) [Forgot your username?](#)

If you're on our mailing list, but are unsure of your password - please reset your password using the link above.

Are you having **trouble logging in** and think your membership is expired? Go to the **renewal form** below.

Renew Membership Now!

Still having trouble? Contact our business office at admin@gasolar.org for assistance!

inmansolar
Communications

Upcoming Events

Thu Feb 16, 2017
[BOD Meeting](#)
Category: Board Meetings

Tue Feb 21, 2017
[Women in Solar Event \(WISE\)](#)
Category: GA Solar Events

Thu Mar 16, 2017
[BOD Meeting](#)
Category: Board Meetings

View Full Calendar

Our Tweets

Tweets by @GASolar

Georgia Solar Energy Retweeted

You can create as many profiles as needed.

Here you can also **select the Key Contact** by toggling the switch *on/off*. We suggest at least one management or administrative employee and setting an additional person who will be the day to day contact for larger organizations. You can also **Unlink** or delete old employee profiles.

The screenshot displays a user interface for managing profiles. At the top, there is a 'My Profile' header with a search bar labeled 'Search Directory'. Below this is a navigation menu with options: Profile, Change Profile Picture, Contact Preferences, Message History, Invoices, Submissions, and Individual Profiles. A section titled 'Individual Profiles' contains a 'Create Linked Profile' button. The main content is a table with the following columns: Contact Name, Key Contact, Member Type, and Unlink. The 'Key Contact' column has toggle switches, with a red asterisk above the header. The 'Unlink' column has buttons, with the 'Unlink' button for 'An Other' circled in red. The table contains three rows: 'An Other' (OFF), 'Georgia Name' (ON), and 'Sam Ample' (OFF). Below the table is a pagination control showing '10' items per page and 'Page 1 of 1'. The right sidebar includes 'Member Logout', 'Search our site' (with a 'Search' button), 'My Account', 'Our Sponsors', and 'Upcoming Events' (listing 'Thu Feb 16, 2017 BOD Meeting'). The 'inmansolar' logo is visible at the bottom right.

Contact Name	Key Contact	Member Type	Unlink
An Other	<input type="checkbox"/> OFF	04 - Corporate Contact	Unlink
Georgia Name	<input checked="" type="checkbox"/> ON	04 - Corporate Contact	Unlink
Sam Ample	<input type="checkbox"/> OFF	04 - Corporate Contact	Unlink

Thank you!

If you have any problems, please contact:
admin@gasolar.org

Georgia Solar Energy Association
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