



Educational Travel Consortium  
*At the crossroads of lifelong learning and travel*

## COMPLETING PROFILES

### 5 steps to accessing member resources!

1. After registering successfully as a member, be sure to complete/update your member and organizational profiles.
2. First time completion of your member and organizational profiles will require under an hour of your time. Updating your profiles annually will take less than ten minutes. **Make sure that you are using Firefox or Google Chrome to update your organizational profiles** as Internet Explorer does not support the Modern Javascript, which is what the ETC profiles and CONNECTS system require.
3. In the <All About Me Tab> on your member dashboard, complete/update your **member profile** and upload a photo. Be sure to complete questions that are marked “required” for your member profile to go to complete status. Annually, it is at your discretion to update your member profile.
4. In the <All About Me Tab> on your member dashboard, complete/update your **organization profile**. Every single question has to be answered for the profile to be complete. This includes the percent questions. If these percentage questions do not apply to you, enter 0%. Annually, you will need to update only a few questions on your **organization profile** (highlighted in purple). You will be reminded when to do so via email.
5. Once you complete your profiles, **log out of your ETC member dashboard**. Click the log out button, and then confirm that you want to log out when a second page appears asking again <Are you sure you want to log out?>. **The system will only update your changes at this point if you perform this two-step log out process.**

You can now log back into your dashboard to access member resources including the CONNECTS scheduler which will show up on your task manager before the annual conference if you are a fully paid member and registered attendee.

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