



**GA Solar**  
GEORGIA SOLAR ENERGY ASSOCIATION

[Home](#) | [Solar 101](#) | [Solar Policy](#) | [Solar Resources](#) | [Find a Professional](#) | [Community](#)

## How – To Guide

# Making Your Online Experience Easier

## Key Contacts vs Individual Profiles

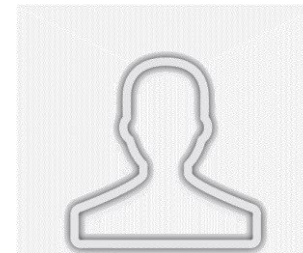


# Key Contact **VS** Individual Profiles

- A **Key Contact** is the person or profile allocated for your company to be the GA Solar account administrator. Only this person can **update** or **pay invoices** on behalf of the company.
- 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.
- **Key Contacts** can update or pay invoices as their *individual profile*, as well by using the *drop-down menu only*.
- To enter the company profile, you must navigate to the “**Your Organization**” drop-down option and using **only** the top menu tabs (see next page).



**VS**



**Login** to your account using your email as the Username and the Password.

The screenshot shows the login page for the Georgia Solar Energy Association. The page has a white background with green and grey accents. At the top, there is a navigation bar with a search icon. 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" field with the placeholder "email@email.com".
- A "Password" field with masked characters "\*\*\*\*\*".
- A checkbox labeled "Keep me logged in".
- A 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 message: "Still having trouble? Contact our business office at [admin@gasolar.org](mailto: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" with a logo for "10<sup>th</sup> 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 by @GASolar retweeted by SolarWakeup (@SolarWakeup).

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

Search our site

Our Sponsors

**10<sup>9</sup>**  
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

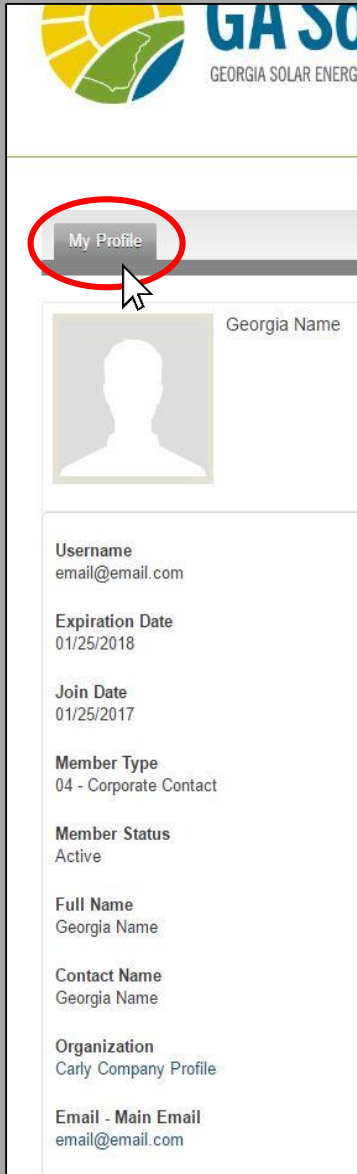
Thu Mar 16, 2017  
[BOD Meeting](#)  
Category: Board Meetings

**Our Tweets**

Tweets by @GASolar

Georgia Solar Energy Retweeted  
SolarWakeup


**Main Page** – Go to the 'My Profile' gray tab and hover to view the drop-down menu.



GA SOLAR  
GEORGIA SOLAR ENERGY ASSOCIATION

**My Profile**

Georgia Name



**Username**  
email@email.com

**Expiration Date**  
01/25/2018

**Join Date**  
01/25/2017

**Member Type**  
04 - Corporate Contact

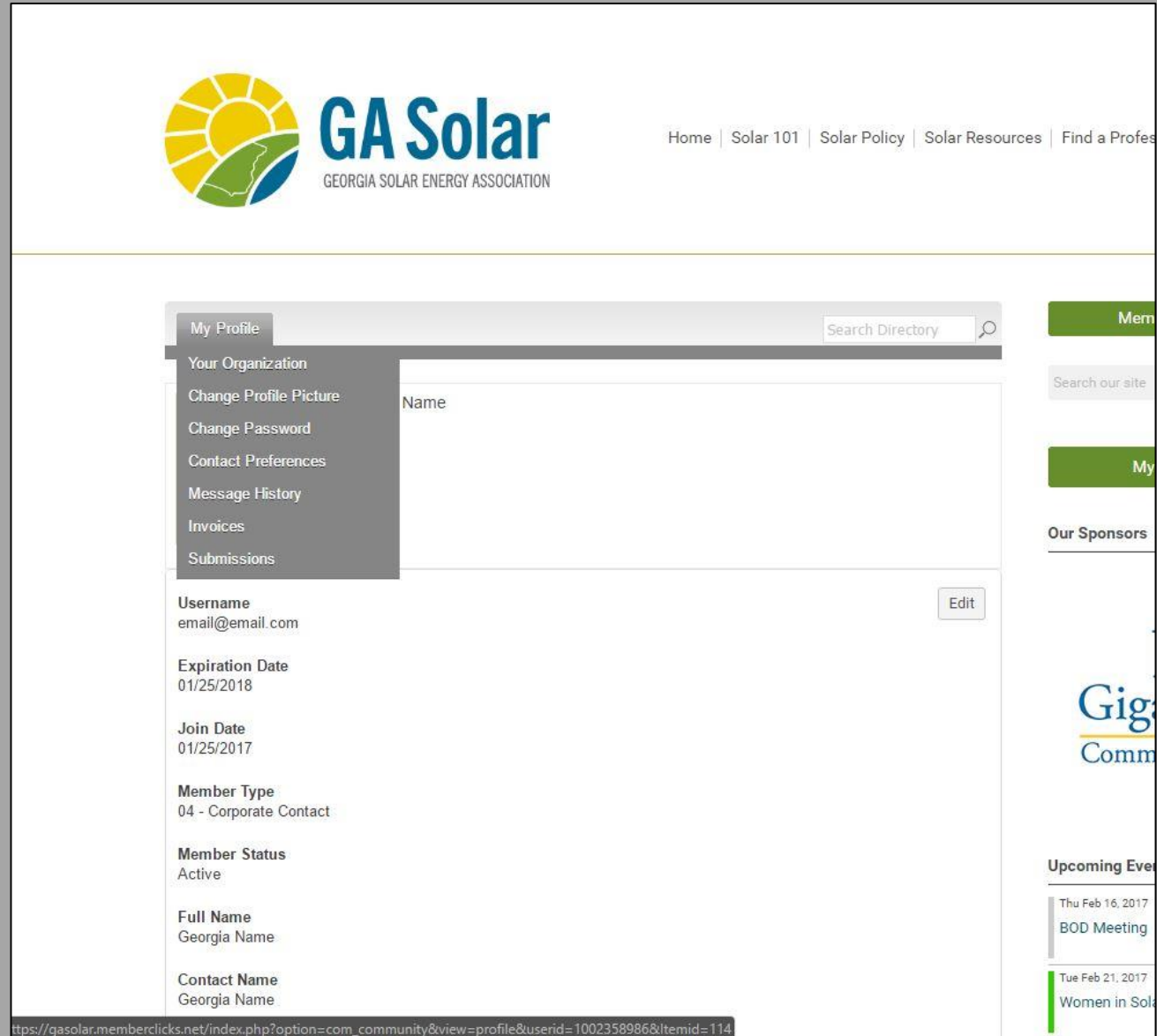
**Member Status**  
Active

**Full Name**  
Georgia Name

**Contact Name**  
Georgia Name

**Organization**  
Carly Company Profile

**Email - Main Email**  
email@email.com



GA Solar  
GEORGIA SOLAR ENERGY ASSOCIATION

Home | Solar 101 | Solar Policy | Solar Resources | Find a Professional

**My Profile** Search Directory

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

Name

**Username**  
email@email.com Edit

**Expiration Date**  
01/25/2018

**Join Date**  
01/25/2017

**Member Type**  
04 - Corporate Contact

**Member Status**  
Active

**Full Name**  
Georgia Name

**Contact Name**  
Georgia Name

Mem  
Search our site  
My  
Our Sponsors  
Gig  
Comm  
Upcoming Eve  
Thu Feb 16, 2017  
BOD Meeting  
Tue Feb 21, 2017  
Women in Sol

[https://gasolar.memberclicks.net/index.php?option=com\\_community&view=profile&userid=1002358986&Itemid=114](https://gasolar.memberclicks.net/index.php?option=com_community&view=profile&userid=1002358986&Itemid=114)

- **Drop-Down Options:**

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

- All edit the *individual profile* but the **Your Organization** option. That takes you to the company.

The screenshot shows a user profile page. At the top, there is a tab labeled "My Profile". Below it is a dropdown menu with the following options: "Your Organization", "Change Profile Picture", "Change Password", "Contact Preferences", "Message History", "Invoices", and "Submissions". To the right of the dropdown menu, the word "Name" is visible. Below the dropdown menu, the profile details are listed: "Username" (email@email.com), "Expiration Date" (01/25/2018), "Join Date" (01/25/2017), "Member Type" (04 - Corporate Contact), "Member Status" (Active), "Full Name" (Georgia Name), and "Contact Name" (Georgia Name). Red arrows point from the list on the left to each of the dropdown menu items.

My Profile

Your Organization

Change Profile Picture

Change Password

Contact Preferences

Message History

Invoices

Submissions

Username  
email@email.com

Expiration Date  
01/25/2018

Join Date  
01/25/2017

Member Type  
04 - Corporate Contact

Member Status  
Active

Full Name  
Georgia Name

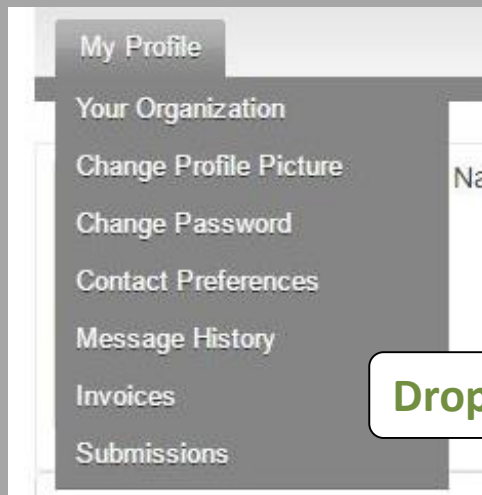
Contact Name  
Georgia Name

[https://gasolar.memberclicks.net/index.php?option=com\\_community&view=profile&userid=1002358986&lt](https://gasolar.memberclicks.net/index.php?option=com_community&view=profile&userid=1002358986&lt)

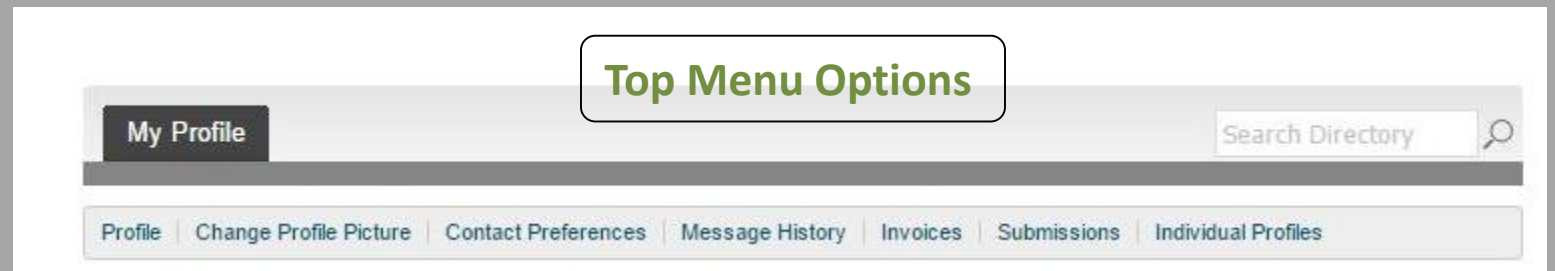
# Drop-Down Menu **VS** Your Organization

## Individual **vs** Key Contacts

- For **Key Contacts**, always use the **top menu buttons** when you are wanting to edit / pay invoices for the company after selecting the Your Organization.
- If you use the gray **Drop-Down** and go to *invoices*, for example, this will only show you the individual profile invoices. Not the company's. Go to **Your Organization** > *Invoices* to access company *invoices*.



**Drop-Down Options**



**Top Menu Options**

You can see who is the **Key Contact** by clicking on the **Individual Profiles** option under the organization's profile:

The screenshot shows a user profile interface. At the top, there is a 'My Profile' tab and a 'Search Directory' search bar. Below this is a navigation menu with options: Profile, Change Profile Picture, Contact Preferences, Message History, Invoices, Submissions, and Individual Profiles. The 'Individual Profiles' option is circled in red and has a mouse cursor pointing to it. Below the navigation menu is a section titled 'Individual Profiles' containing a 'Create Linked Profile' button. The main content area features a table with the following data:

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!**

Please let us know if you have any questions:

**[admin@gasolar.org](mailto:admin@gasolar.org)**

**Georgia Solar Energy Association**

**1199 Euclid Ave, NE**

**Atlanta, GA 30307**