

You've Upgraded Your Company Profile - Now What?

Updating your company profile:

taa
Triangle Apartment Association

About Us Education Events Advocacy Resources Careers

Member Compass™

DASHBOARD STAFF ACCOUNTING EVENTS ORDERS Company Profile

COMPANY NAME
Triangle Apartment Association

If you need to edit your company's name, please contact us.

REFERRED BY

Contact Information

1 * EMAIL: taa@triangleaptassn.org

2 * PHONE: (919)782-1165

FAX: (919)782-1169

3 WEBSITE: http://www.TriangleAptAssn.org

* BILLING ADDRESS: 7920 ACC Boulevard, Suite 220, Raleigh, North Carol, 27617

* SHIPPING ADDRESS: 7920 ACC Boulevard, Suite 220, Raleigh, North Carol, 27617

* COUNTY: Select a county from the list or add a new one

5 **Marketing**

5 FACEBOOK URL: https://www.facebook.com/TriangleAptAssn/

LINKEDIN URL: https://www.linkedin.com/company-beta/1086436/

TWITTER HANDLE: @triangleaptassn

6 COMPANY LOGO: REPLACE FILE REMOVE

7 AREAS OF EXPERTISE: Please limit to 6

8 MEMBER PROFILE: The Triangle Apartment Association is a non-profit trade association serving the multifamily rental housing industry. Our members are comprised of individuals and companies who develop, own, manage, and provide goods and services to the apartment industry in the Raleigh-Durham-Chapel Hill area.

9 Special Offer

SPECIAL OFFER TITLE

SPECIAL OFFER DETAILS

★ SAVE

1 Update your company email. Typically this would be the "general inbox" or main email for the company. Remember, each staff member has their own profile where their email will be listed and displayed.

2 Update your company phone number.

3 Update your company website.

4 Update your company's physical address. This is the address that will have a map attached to it.

5 Update your company's Facebook URL, LinkedIn URL, and Twitter handle.

6 TAA will upload your logo for you. If you haven't done so already, please email your high resolution logo to taa@triangleaptassn.org.

7 Update your company's "Areas of Expertise".

8 Update your company's member profile. This shows as the "Company Overview" in the directory.

9 If applicable, add a Special Offer. This section will only show in the directory if you have it filled out. If left blank, it will not show up. (Example: 10% off for TAA Members, \$100 off when you mention this ad!)

★ Don't forget to click Save!

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Updating your staff:



[About Us](#) [Education](#) [Events](#) [Advocacy](#) [Resources](#) [Careers](#)

Member Compass™

STAFF (1)

DASHBOARD ACCOUNTING EVENTS ORDERS Company Profile

Find a person by name (2) + ADD STAFF

NAME ^	TITLE	PHONE	EMAIL	ACTION
Aby Henneberry	Education Coordinator	(919)782-1165x214	ahenneberry@triangleaptassn.org	(3) Edit Profile Give management access Remove from staff
Candace Patrick	Membership & Marketing Manager	(919)782-1165x3	cpatrick@triangleaptassn.org	Edit Profile Give management access Remove from staff
Dan Patrick				Edit Profile Give management access Remove from staff
Example TAA Staff	Communications Manager	(919)782-1165	communications@triangleaptassn.org	Edit Profile Give management access Remove from staff
Jacob P	Government Affairs Director	(919)782-1165	jacobp@triangleaptassn.org	Edit Profile Give management access Remove from staff
Jesie Eatmon				Edit Profile
Madelaine Gale	Government Affairs Intern	(919)782-1165	mgale@triangleaptassn.org	Edit Profile Give management access Remove from staff
Meg Palumbo	Communications Manager	(919)782-1165	mpalumbo@triangleaptassn.org	Edit Profile Remove management access Remove from staff

1 Click the "Staff" tab in your Member Compass

2 Don't see a staff member listed? Click "Add Staff" to add their them.

3 Use these three options to edit existing staff.

- 1) "Edit Profile" will allow you to edit their info such as email, title, etc.
- 2) "Give Management Access" gives higher access to existing staff. It will allow them to see all invoices for the company, edit company information, and add/remove/edit staff members. Please give this access carefully.
- 3) "Remove from staff" will allow you to unlink a staff member from your company when they no longer work for you.

Questions? Contact Meg Palumbo at
mpalumbo@triangleaptassn.org