

Creating an Envoy Profile on UUA.org

Basic instructions for new UU@UN Envoys

Please contact unenvoycoordinator@uua.org if you have any questions or run into difficulties.

1

Create your UUA.org account

www.uua.org/user/register

Enter your email address, then check your inbox for the link to verify and complete your registration.

2

Edit your account to enable messaging

[www.uua.org/users/_____\(your_username!\)](http://www.uua.org/users/_____(your_username!))

When logged in and viewing your account page, click "Edit"

- Under "Account settings & preferences," find the "Contact settings" box. Check "Personal contact form" so that others can contact you!
- You can add info about yourself in the "Name, picture, biography" and "Affiliations" boxes.

3

Add your team to the Envoys map

www.uua.org/un/envoys/map

When logged in, click the red "+ Share your program" box.

Title: "UU@UN Envoy" or "UU@UN Envoy Team"

Congregation: Type the name of your congregation

Description: Share a description of the types of work your Envoy team has done in the past or your goals for future action

Picture/Video: Use this tab to share photos of your Envoy team and any events you've held! ...and don't forget to click **Save!**

4

Interact with other Envoys

www.uua.org/un/envoys/map

Click to view the other Envoys on the map. Click their username then the "Contact" tab to send them a private message.