

Updating Your User Profile

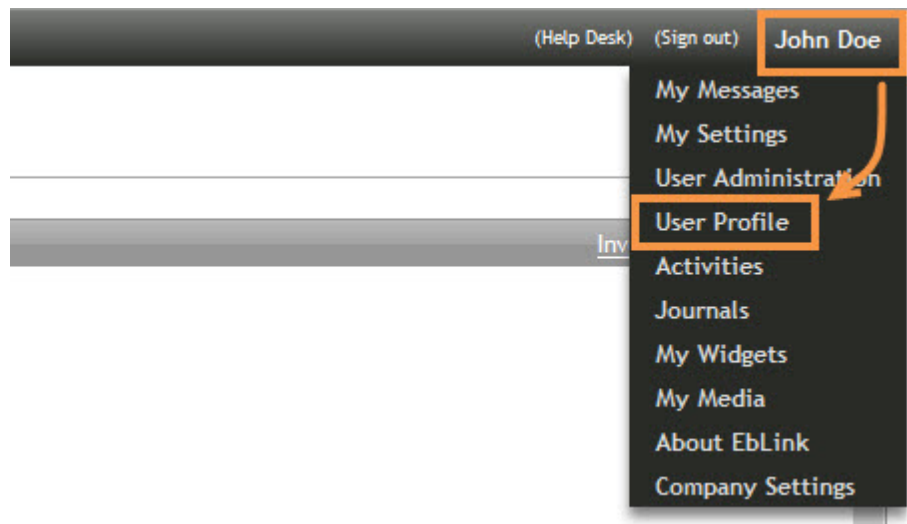
Updated: April 23, 2015

It is important to keep your user profile up to date. This information is used:

- In your address book contact in your company's address book.
- If you are your building's main contact for booking and are a part of a venue network, your name and contact information will be included in the corporate calendar view avails.

To update your user profile:

Hover over your name in the upper right corner of your EB account and click *User Profile*.



- To update your email, please see the “Updating Your Email” article.
- To update your Username or Company, please contact the Support Team at support@eventbooking.com or 865-966-4900.

Updating First Name, Last Name, Password, and Title

To update your First Name, Last Name, Password, or Title:

1. Click on the information you wish to update.
2. A box will appear - delete the old information and enter the new information.
3. Click anywhere in your browser window to close the box and save the information (when changing your password, you must click *Save*).

The screenshot shows a web browser window displaying the user profile page for John Doe on EventBooking.com. The browser's address bar shows the URL <https://go.eventbooking.com/MyAccount/User.aspx>. The page header includes navigation links such as Home, Calendars, Sales, AddressBook, Resources, Invoicing, Reports, My Website, (Help Desk), (Sign out), and John Doe. The main content area displays the user's profile information, which is organized into two columns. The left column contains fields for First Name (John), Last Name (Doe), Address (Mailing: 123 Event St., Event City, ST 12345, USA), and Phone (Voice: (123) 456-7892, Fax: (123) 456-7777). The right column contains fields for Username (johnd), Password ([Has Password - click to change]), Title (Vice President), Company (EB Beta Company), Email (Main: jdoe@ebdemo.com, Primary), and Website (Main: http://www.ebbeta.com). The 'Last Name' field is highlighted with an orange border, and the 'Add Website' link has a green arrow pointing to the right.

John Doe	
First Name John	Username johnd
Last Name Doe	Password [Has Password - click to change]
Address Mailing 123 Event St. Event City, ST 12345 USA [Add Address]	Title Vice President
Phone Voice (123) 456-7892 Fax (123) 456-7777 [Add Phone]	Company EB Beta Company
	Email *Primary Email Address Required Main jdoe@ebdemo.com [Add E-mail Address] Primary
	Website Main http://www.ebbeta.com [Add Website]

Adding an Address, Phone, or Website

You are able to have more than one address, phone number, or website in your profile. To add an additional item:

1. Click the appropriate *Add* button.

The screenshot shows a user profile for John Doe. The profile is divided into two columns. The left column contains fields for First Name (John), Last Name (Doe), Address (Mailing: 123 Event St., Event City, ST 12345, USA), Phone (Voice: (123) 456-7892, Fax: (123) 456-7777), and Website (Main: http://www.ebbeta.com). The right column contains fields for Username (johnd), Password ([Has Password - click to change]), Title (Vice President), Company (EB Beta Company), and Email (Main: jdoe@ebdemo.com, Primary). Three blue 'Add' buttons are highlighted with orange boxes: '[Add Address]', '[Add Phone]', and '[Add Website]'. A green arrow points to the right of the Website field.

2. Choose a *Type* if you wish, add your information, and then click *Save*.

This is a close-up of the 'Add Phone' dialog box. It features a 'Type:' dropdown menu with 'Voice' selected, a text input field for 'Number:', and 'Save' and 'Cancel' buttons. An orange box highlights the 'Type:' dropdown, and another orange box highlights the 'Save' button. An orange arrow points from the 'Save' button to the right. The background shows a blurred view of the user profile page.

To remove an address, phone number, or website

Hover over the row containing the information you wish to delete. A red X will appear. Click the X and then click OK to confirm you wish to delete the item.

[Add Address]	
Phone	
Voice	(123) 456-7892
Fax	(123) 456-7777
[Add Phone]	

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