How to Add Your Biography

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1. Login to your HBA Account

2. Click on Edit Profile

	Hello,
[∧] Edit Profile ⊘ My Company My Events	KEY STATISTICS Your company has 28 members worldwide. VIEW MORE
My Invoices	
Shopping Cart	Voluptooring with the UPA
Store	volunteering with the HBA

3. Scroll down to the bottom of the screen and click on "SPEAKER BIO (ENTER A LINK/URL TO YOUR BIO)". Please note that this section can only take URL links such as LinkedIn bios, or company website bio pages.

STUDENT O YES ® NO		
My Communication Preferences		
INCLUDE IN ONLINE MEMBERSHIP DIRECTORY Yes No 		
My Dietary Preferences		
DIETARY RESTRICTION		
N/A - No Food Allergies		
OTHER DIETARY RESTRICTION	FOOD ALLERGY	
My Speaker Bio		<u>~</u>
SPEAKER BIO (ENTER A LINK/URL TO YOUR BIO)		
SAVE CHANGES TO PROFILE		

4. Once your bio is listed, click "Save Changes to Profile"

N/A - No Food Allergies
OTHER DIETARY RESTRICTION
My Speaker Bio
SPEAKER BIO (ENTER A LINK/URL TO YOUR BIO)
SAVE CHANGES TO PROFILE

**Please note that their are other required fields on this page that may need to be filled in before you are able to save the changes to your account.