

How to connect with others on Share Plate

How to add another user to your contacts

On Share Plate, you'll likely encounter many other people you'll want to keep in contact with. Fortunately, staying connected with other members is easy.

There are two primary ways to add someone as a contact:


1. Add contact by accessing a user profile


Step 1: Access the profile of the person you would like to connect with

You can access user profiles a number of ways. Generally, wherever a user's name is associated with something - whether it be content they've contributed, an event's attendee list, or community you both belong to - their name is provided as a hyperlink to their profile.

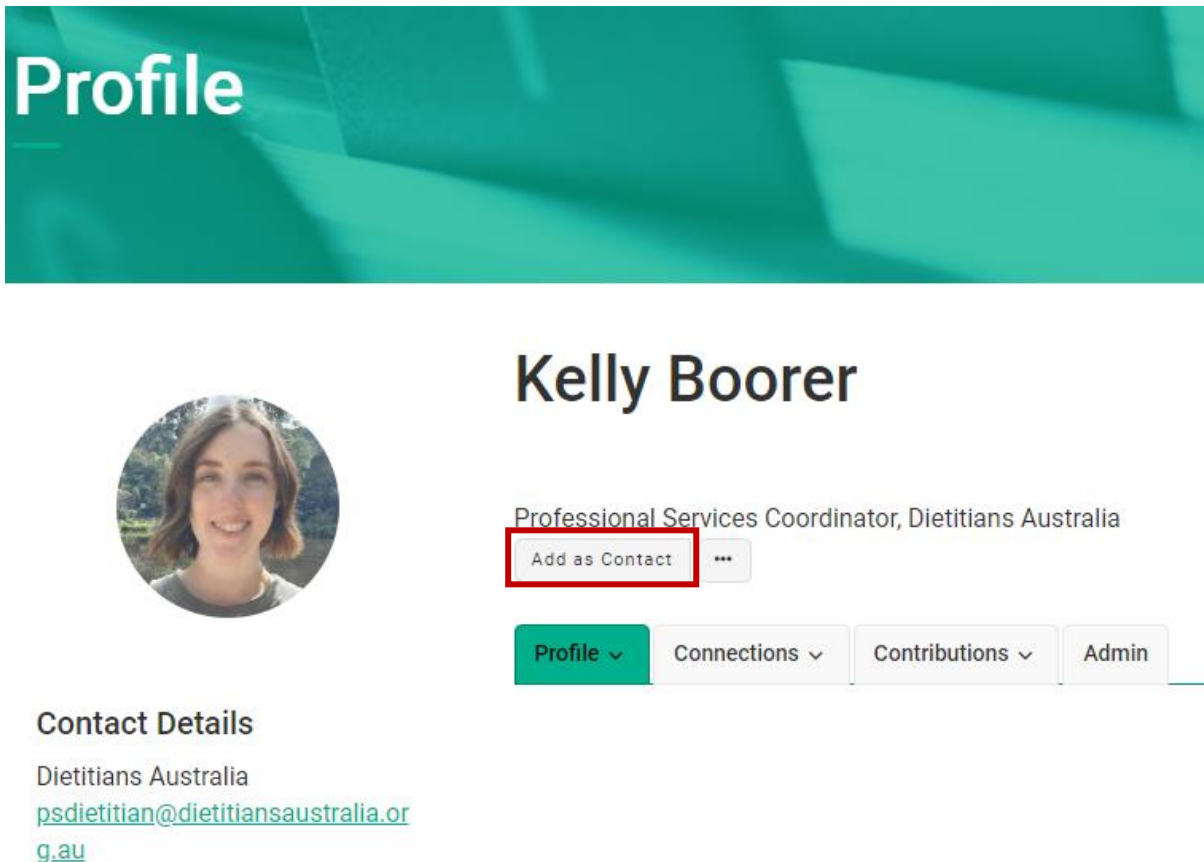
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**Congratulations to the 2022 Dietitians Australia award recipients!**
Posted by: [Robert Hunt](#), 13 days ago
Found in: [News and Views](#)
As Australia's leading voice in nutrition, the Dietitians Australia awards are our recognition of the outstanding efforts and achievements of individuals and teams who drive and support the opportunities ...

**ICU Workforce Minimum Standards EOIs to review**
Posted by: [Kelly Boorer](#), 4 hours ago
Found in: [Nutrition Support Interest Group](#)
Hi all, A document outlining minimum standards for staffing levels and staff

Step 2: Click on 'Add as Contact'



Profile

Kelly Boorer

Professional Services Coordinator, Dietitians Australia

Add as Contact ...

Profile ▾ Connections ▾ Contributions ▾ Admin

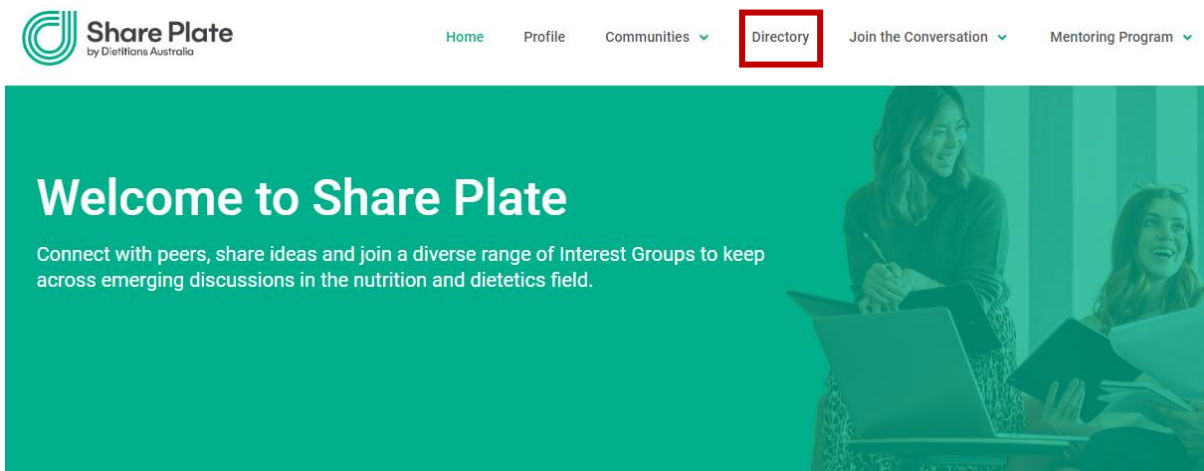
Contact Details


Dietitians Australia
psdietitian@dietitiansaustralia.org.au

The person will receive a connection request notification email to accept.

2. Add contact through the Directory

Step 1: Click 'Directory' in the top navigation menu



 **Share Plate**
by Dietitians Australia

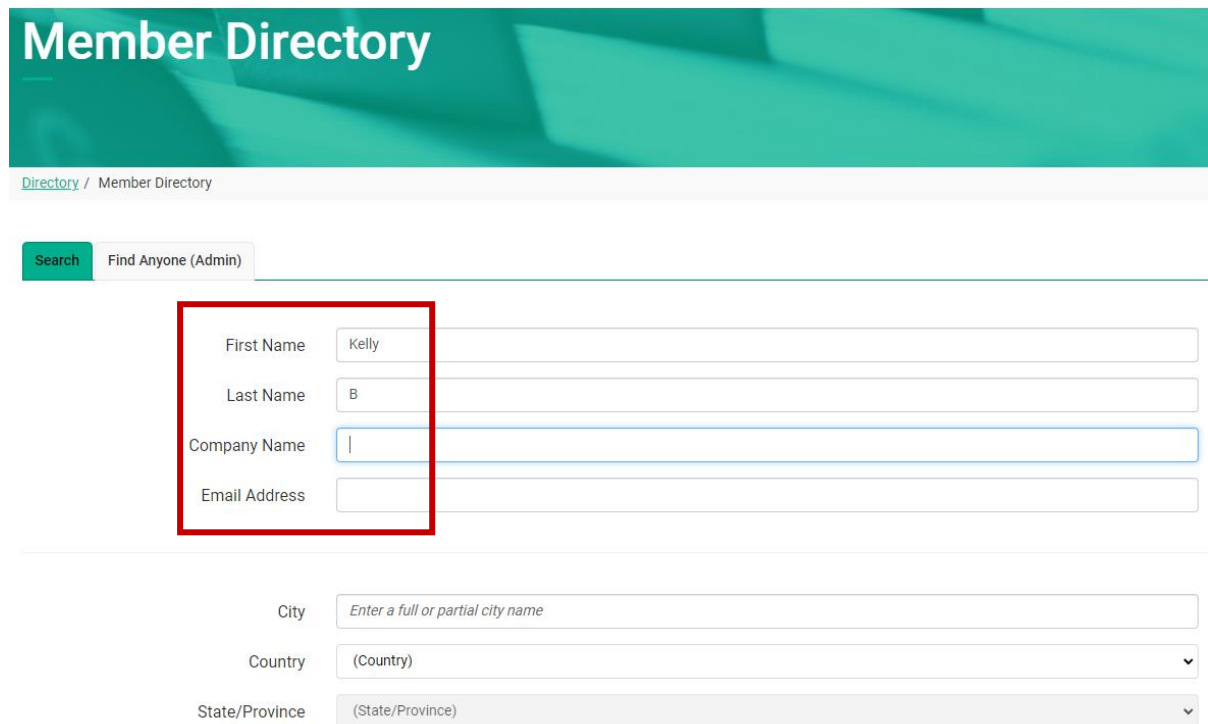
Home Profile Communities ▾ **Directory** Join the Conversation ▾ Mentoring Program ▾

Welcome to Share Plate

Connect with peers, share ideas and join a diverse range of Interest Groups to keep across emerging discussions in the nutrition and dietetics field.

This will divert you to the member directory page where you will be able to perform a search for another user.

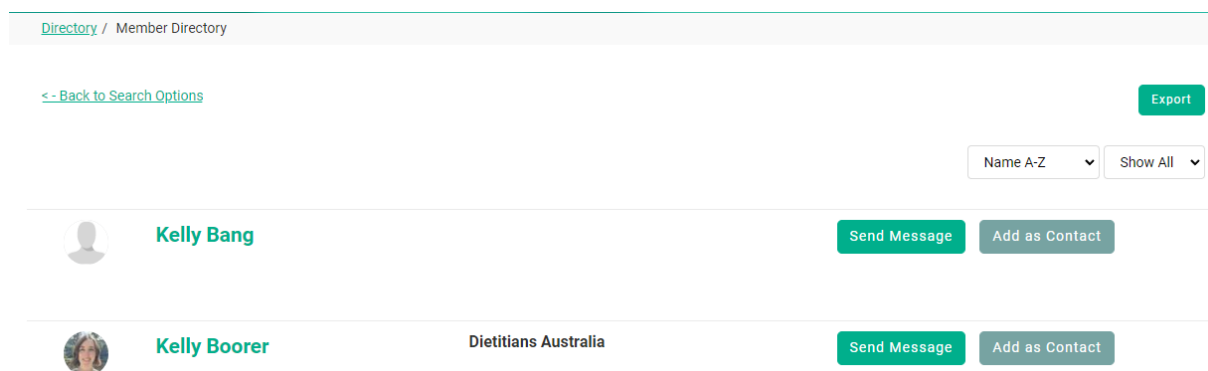
Step 2: Provide the details of the member with whom you would like to connect with



The screenshot shows the 'Member Directory' page. At the top, there's a teal header with the text 'Member Directory'. Below it, a breadcrumb trail reads 'Directory / Member Directory'. A search bar contains the text 'Find Anyone (Admin)'. Below the search bar, there are four input fields: 'First Name' (containing 'Kelly'), 'Last Name' (containing 'B'), 'Company Name' (empty), and 'Email Address' (empty). These four fields are grouped together and highlighted with a red rectangular box. Below these fields, there are three more input fields: 'City' (with placeholder text 'Enter a full or partial city name'), 'Country' (with a dropdown menu showing '(Country)'), and 'State/Province' (with a dropdown menu showing '(State/Province)').

Once you have finished inputting relevant information, click the 'Find Members' button.

Step 3: Click 'Add as Contact'



The screenshot shows the 'Member Directory' page with search results. At the top, there's a teal header with the text 'Member Directory'. Below it, a breadcrumb trail reads 'Directory / Member Directory'. A link '< - Back to Search Options' is on the left, and an 'Export' button is on the right. Below the link, there are two dropdown menus: 'Name A-Z' and 'Show All'. The search results are listed below. The first result is for 'Kelly Bang', with a profile picture icon and buttons for 'Send Message' and 'Add as Contact'. The second result is for 'Kelly Boorer', with a profile picture icon, the text 'Dietitians Australia', and buttons for 'Send Message' and 'Add as Contact'.

The user will receive a connection request notification email to accept.

Congratulations! You're now ready to connect with other people in Share Plate. For other tips and resources visit <https://shareplate.dietitianaustralia.org.au/help>