

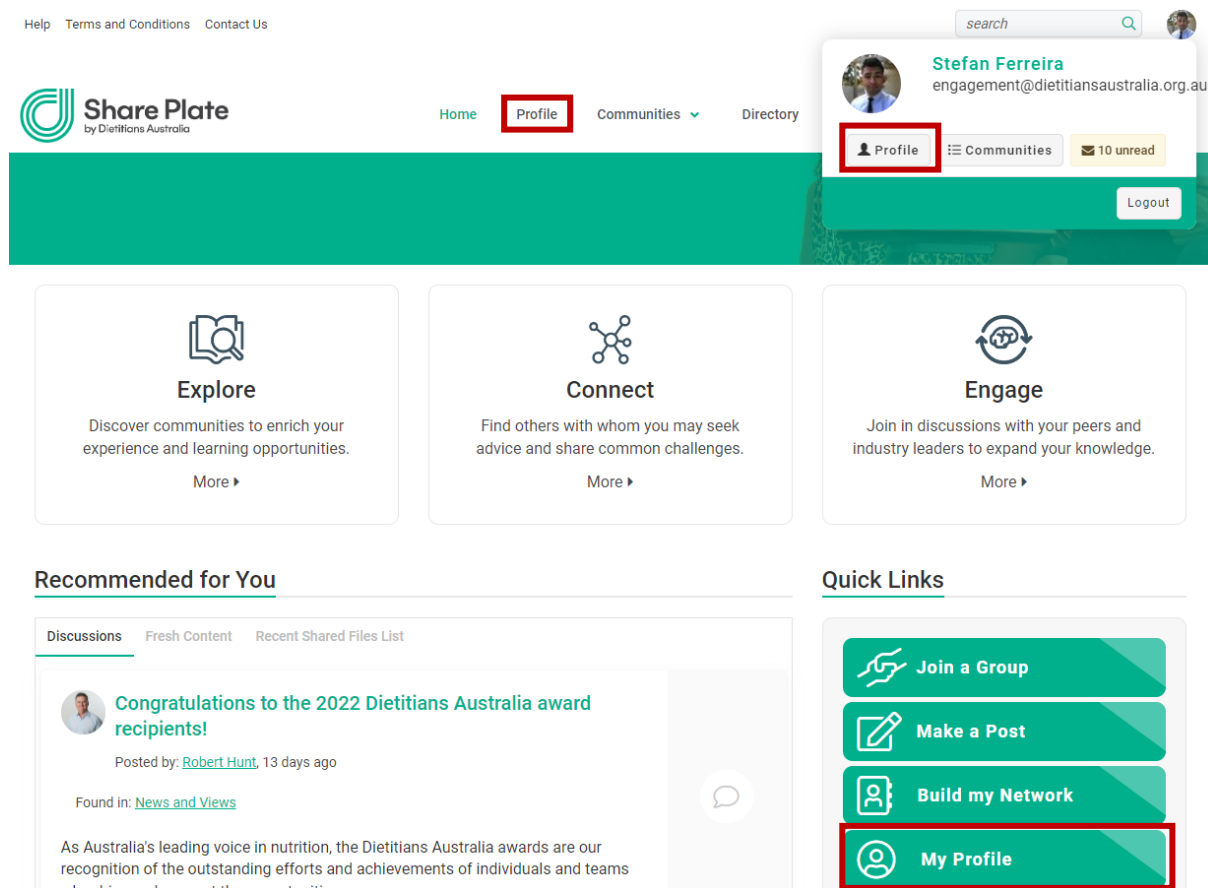
# How to customise your Profile on Share Plate

This guide will cover steps required in building your unique Share Plate profile and performing a number of actions like:

- Accessing your profile
- Updating your profile picture
- Adding profile information

## Accessing your profile

**Step 1:** To access your profile, you have three options. Either click your user menu at the top-right, followed by 'Profile', or click 'Profile' tab in the top navigation menu, or lastly, click 'My Profile' located in the 'Quick Links' section on the home page.



The screenshot shows the Share Plate website interface. At the top, there is a navigation bar with links for Help, Terms and Conditions, and Contact Us. The main navigation menu includes Home, Profile (highlighted with a red box), Communities, and Directory. A user menu is visible in the top right corner, showing the user's name (Stefan Ferreira), email (engagement@dietitiansaustralia.org.au), and a dropdown menu with options: Profile (highlighted with a red box), Communities, and 10 unread. Below the navigation bar, there are three main sections: Explore (Discover communities to enrich your experience and learning opportunities), Connect (Find others with whom you may seek advice and share common challenges), and Engage (Join in discussions with your peers and industry leaders to expand your knowledge). Below these sections, there are two columns: Recommended for You and Quick Links. The Recommended for You section shows a post titled 'Congratulations to the 2022 Dietitians Australia award recipients!' by Robert Hunt. The Quick Links section contains four buttons: Join a Group, Make a Post, Build my Network, and My Profile (highlighted with a red box).

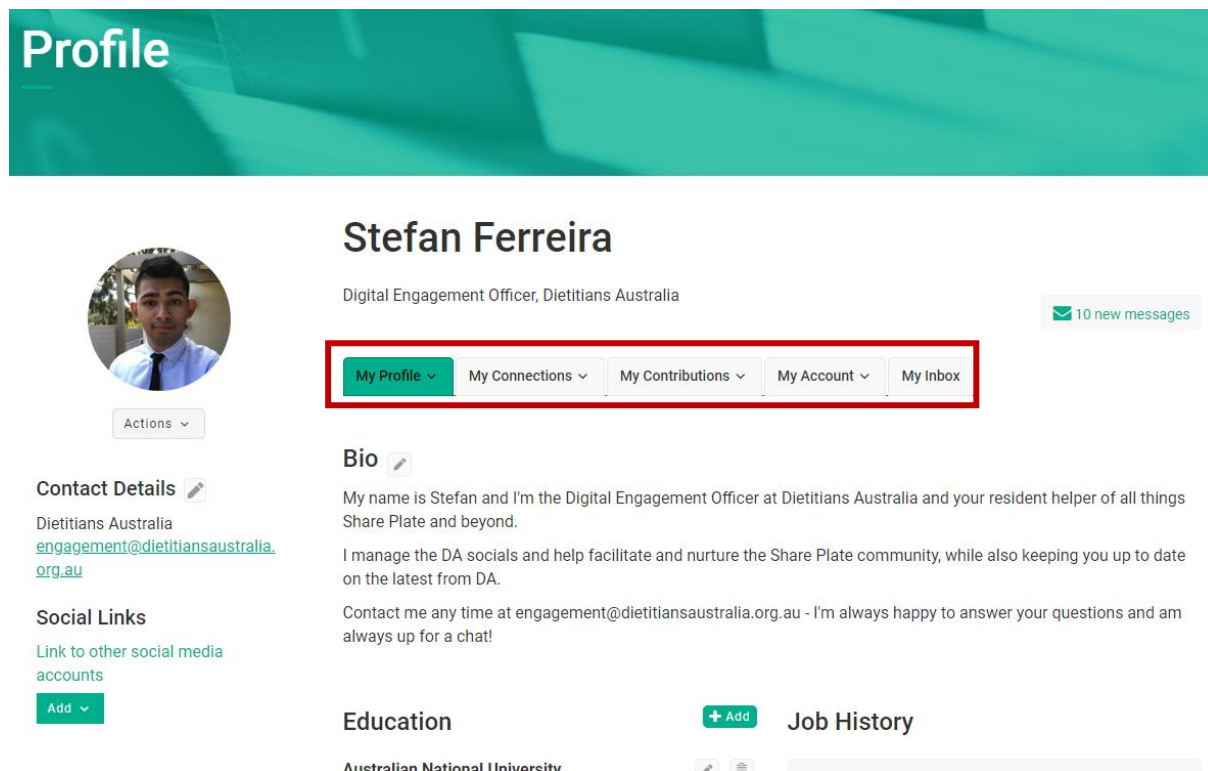
You'll then be taken to your Share Plate Profile page.

A 1/8 Phipps Close, Deakin ACT 2600 | T 02 6189 1200  
E [info@dietitiansaustralia.org.au](mailto:info@dietitiansaustralia.org.au) | W [dietitiansaustralia.org.au](http://dietitiansaustralia.org.au)

Dietitians Association of Australia | ABN 34 008 521 480

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The different areas and account options are separated into the tabs highlighted in the image below.



**Profile**

**Stefan Ferreira**  
Digital Engagement Officer, Dietitians Australia

10 new messages

**My Profile** ▾ My Connections ▾ My Contributions ▾ My Account ▾ My Inbox

**Bio** ✎  
My name is Stefan and I'm the Digital Engagement Officer at Dietitians Australia and your resident helper of all things Share Plate and beyond.  
I manage the DA socials and help facilitate and nurture the Share Plate community, while also keeping you up to date on the latest from DA.  
Contact me any time at [engagement@dietitiansaustralia.org.au](mailto:engagement@dietitiansaustralia.org.au) - I'm always happy to answer your questions and am always up for a chat!

**Education** **+ Add** **Job History**  
Australian National University

**Contact Details** ✎  
Dietitians Australia  
[engagement@dietitiansaustralia.org.au](mailto:engagement@dietitiansaustralia.org.au)

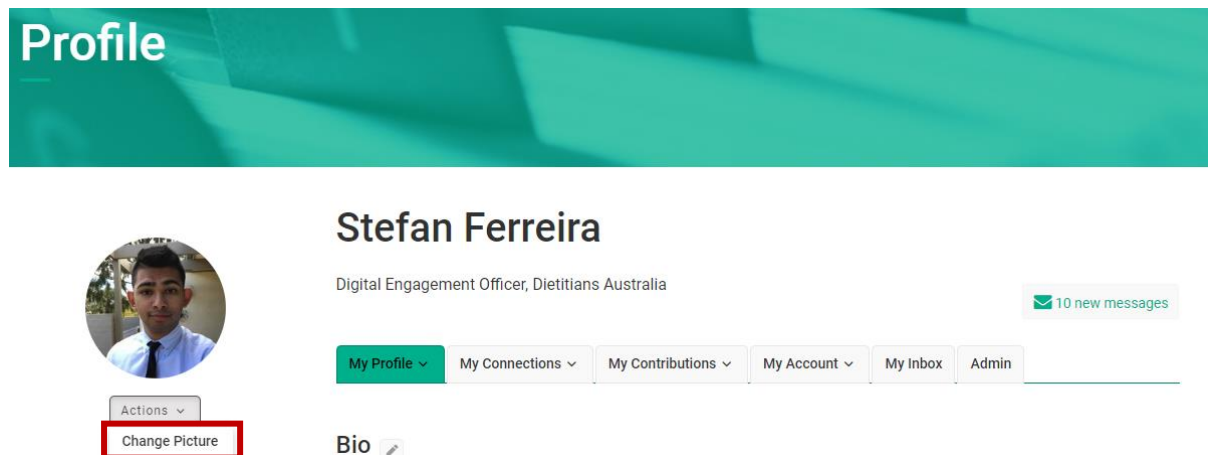
**Social Links**  
Link to other social media accounts  
**Add** ▾

## Upload a profile picture

Uploading a profile picture is highly recommended as it lets other users “put a face to name”. This unique identifier helps you to establish your online persona, giving you stronger connections to your communities.

### Step 1: Click ‘Change Picture’

Click the ‘Actions’ option located below your default profile image. Click ‘Change Picture’ from the drop-down.



**Profile**

**Stefan Ferreira**  
Digital Engagement Officer, Dietitians Australia

10 new messages

**My Profile** ▾ My Connections ▾ My Contributions ▾ My Account ▾ My Inbox Admin

**Actions** ▾  
**Change Picture**

**Bio** ✎

## Step 2: Upload your image.

Browse your computer for your desired image, or use any of the available third-party options (e.g. connect to Facebook, Google Photos, Instagram, etc.).

Once you have selected your desired image, crop it to fit Share Plate's size requirements and then click 'Save'.




## Managing your personal information

From the 'My Profile' page, shape the information about yourself you'd like to share with fellow Share Plate members.

## Step 1: Write a personal Bio Select the 'Add' option and write a short message to introduce yourself and tell your story.

Actions ▾


Contact Details 

Dietitians Australia  
[engagement@dietitiansaustralia.org.au](mailto:engagement@dietitiansaustralia.org.au)

Social Links

[Link to other social media accounts](#)  


Add ▾

Bio 

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Education 

Australian National University

Canberra, Australian Capital Territory, Australia  
Double Degree - Bachelor of Commerce & Bachelor of Economics, 2019  
Marketing, Communications, Economics, Finance, and Management  
2015 To 2019

Job History 

Provide an overview of employment experience

Add

Honors and Awards

List past accolades and recognition

Add

Professional Associations

Relate your professional memberships here

Add

## Step 2: List your Social media links, Job History, Education, and Honors and Awards etc. by providing details to the corresponding sections.

Actions ▾

**Contact Details** ✎

Dietitians Australia  
[engagement@dietitiansaustralia.org.au](mailto:engagement@dietitiansaustralia.org.au)

**Social Links**  
[Link to other social media accounts](#)  
**Add ▾**

**Bio** ✎

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**Education** **+ Add**

**Australian National University**  
Canberra, Australian Capital Territory, Australia  
Double Degree - Bachelor of Commerce & Bachelor of Economics, 2019  
Marketing, Communications, Economics, Finance, and Management  
2015 To 2019

**Job History**

[Provide an overview of employment experience](#)  
**Add**

**Honors and Awards**

[List past accolades and recognition](#)  
**Add**

**Professional Associations**

[Relate your professional memberships here](#)  
**Add**

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