

# How to connect with other people on Share Plate

## How to add another user to your contacts

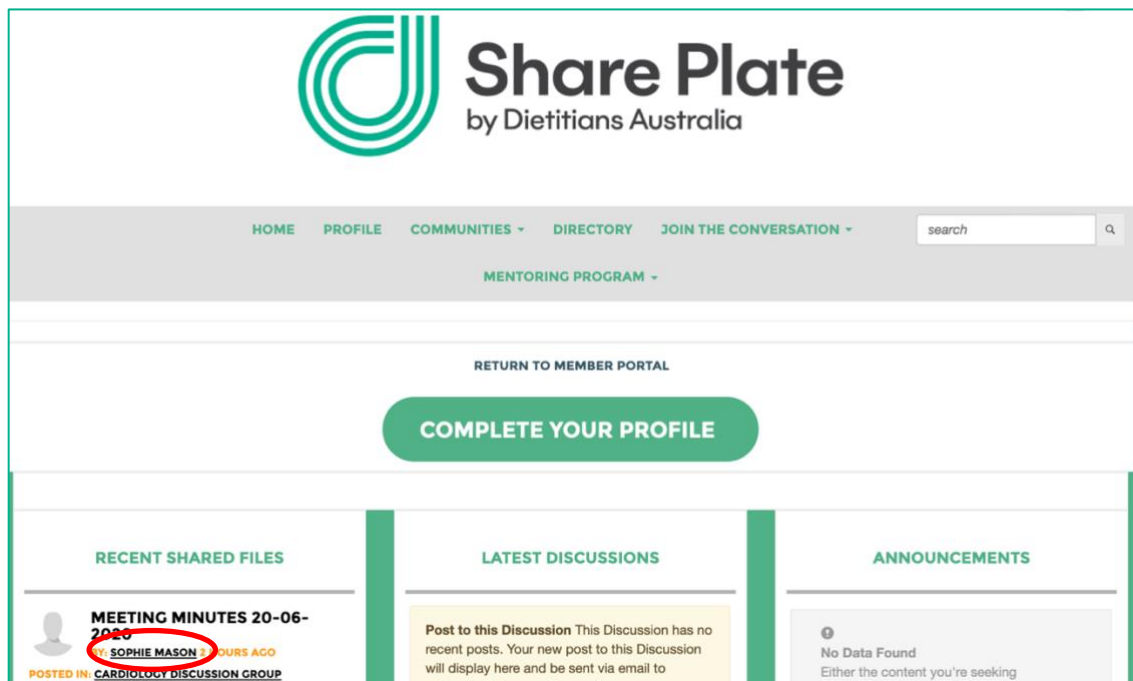
On Share Plate, you'll likely encounter many other people you'll want to keep in contact with. Fortunately, staying connected with other members is easy.

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

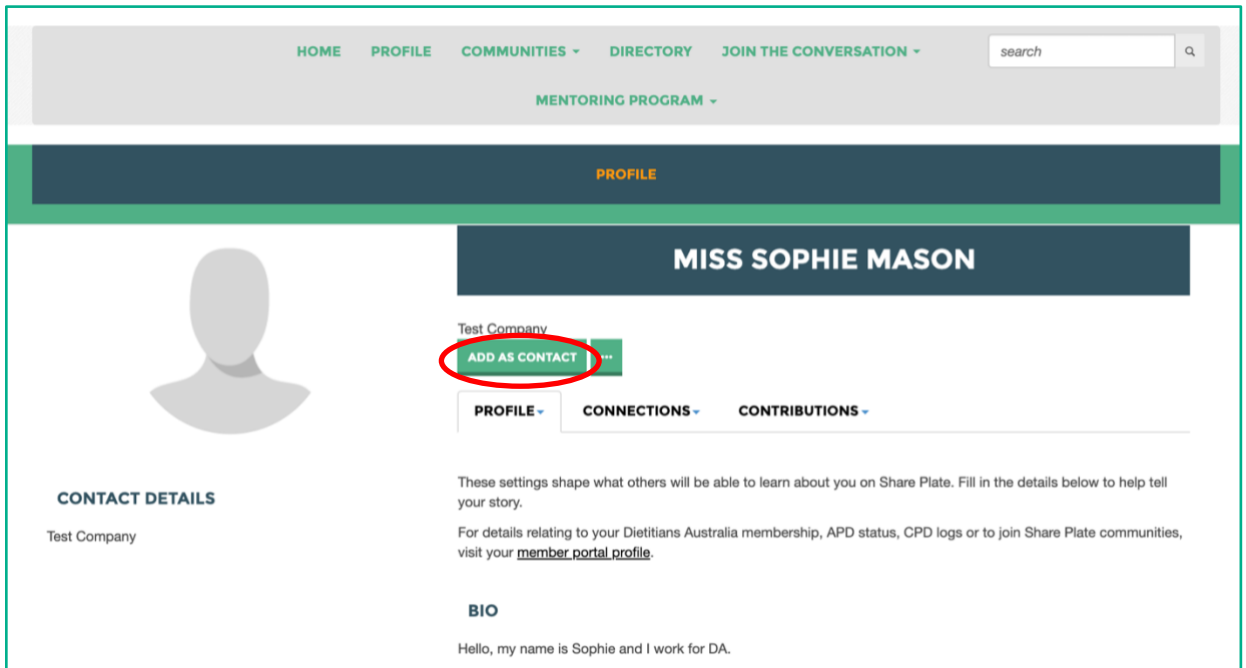
You can access user profiles a number of ways. Generally, wherever a user's name is associated with something - whether it be content they've contributed, an event's attendee list, or community you both belong to - their name is provided as a hyperlink to their profile.



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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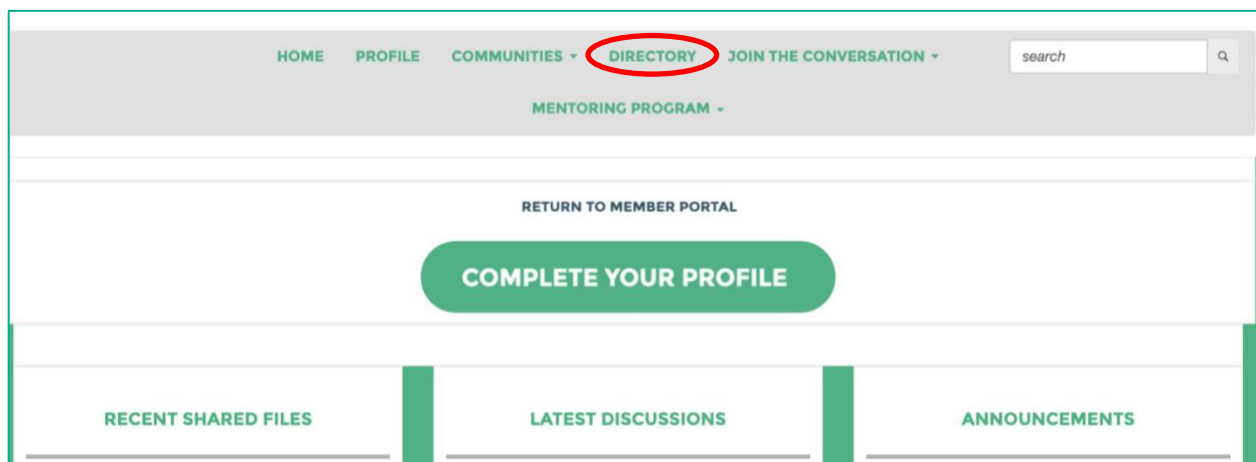
## Step 2: Select 'ADD AS CONTACT'



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

## 2. Add contact through the directory

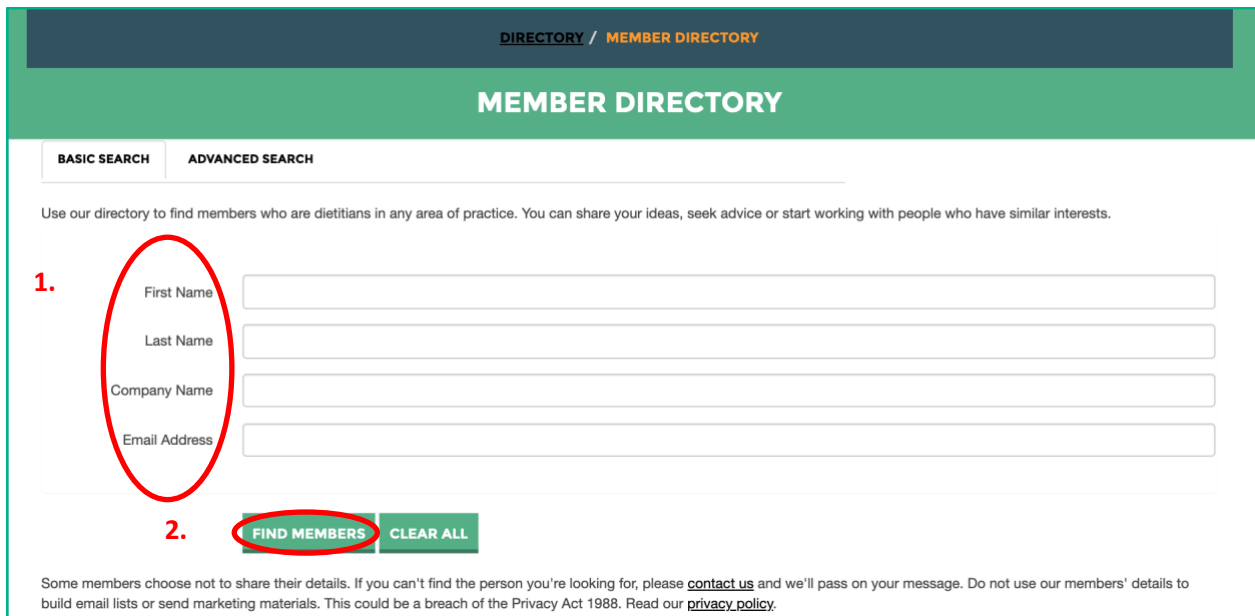
### Step 1: Click 'DIRECTORY' in the top navigation bar



You will be led to the [member directory](#), where you'll be able to perform a search for another user.

How to connect with other people

## STEP 2: Provide the details of the member with whom you would like to connect.



DIRECTORY / MEMBER DIRECTORY

### MEMBER DIRECTORY

BASIC SEARCH    ADVANCED SEARCH

Use our directory to find members who are dietitians in any area of practice. You can share your ideas, seek advice or start working with people who have similar interests.

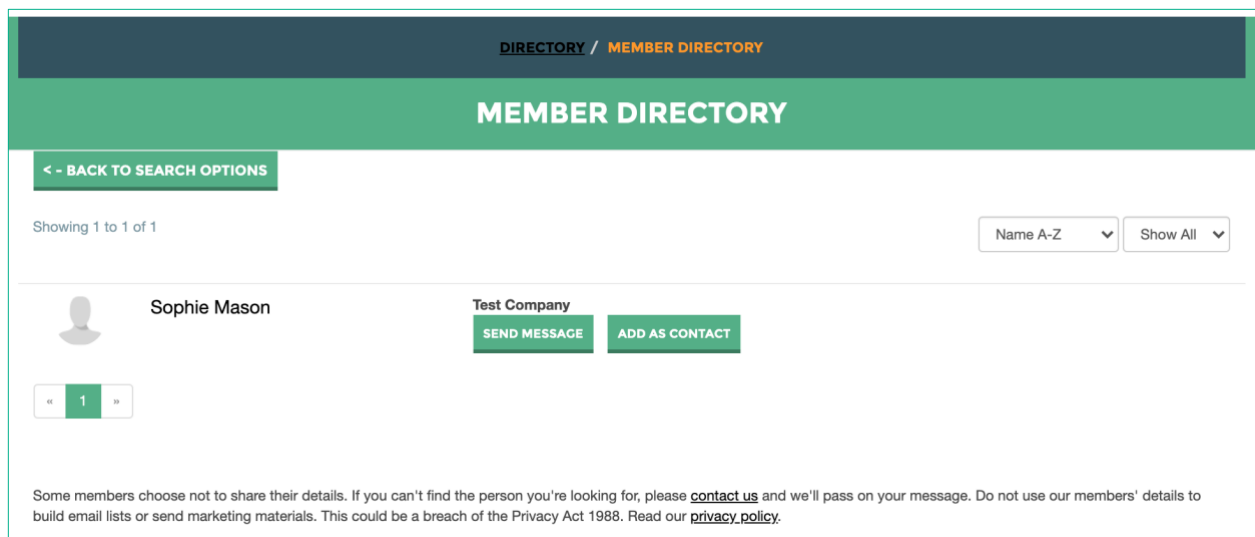
1. First Name   
Last Name   
Company Name   
Email Address

2. **FIND MEMBERS** CLEAR ALL

Some members choose not to share their details. If you can't find the person you're looking for, please [contact us](#) and we'll pass on your message. Do not use our members' details to build email lists or send marketing materials. This could be a breach of the Privacy Act 1988. Read our [privacy policy](#).

Once you have finished, click 'FIND MEMBERS'

## STEP 3: Click 'ADD AS CONTACT'




DIRECTORY / MEMBER DIRECTORY

### MEMBER DIRECTORY

< - BACK TO SEARCH OPTIONS

Showing 1 to 1 of 1

Name A-Z    Show All

 Sophie Mason    Test Company

SEND MESSAGE    ADD AS CONTACT

« 1 »

Some members choose not to share their details. If you can't find the person you're looking for, please [contact us](#) and we'll pass on your message. Do not use our members' details to build email lists or send marketing materials. This could be a breach of the Privacy Act 1988. Read our [privacy policy](#).

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.dietitianastralia.org.au/help>

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