

BANFFXchange

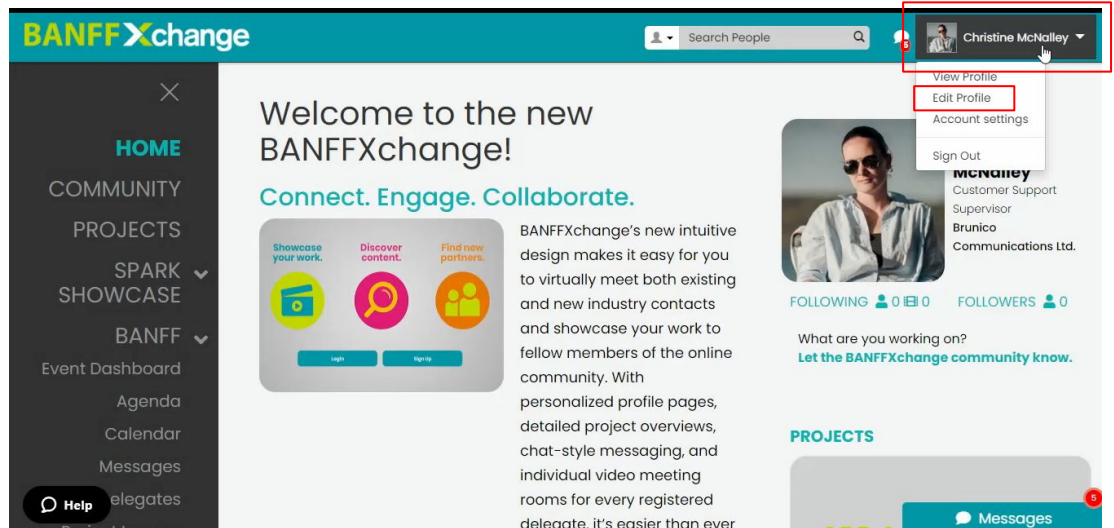
How to edit your account settings



EDIT YOUR PROFILE

Once you have created your basic BANFFXchange profile, you have the option to make changes.

- From the BANFFXchange homepage, click on your name in the top-right corner, followed by **Edit Profile**



The screenshot displays the BANFFXchange homepage. The top navigation bar is teal with the BANFFXchange logo on the left and a search bar on the right. A user profile dropdown menu is open in the top right corner, showing the user's name 'Christine McNalley' and a list of options: 'View Profile', 'Edit Profile', 'Account settings', and 'Sign Out'. The 'Edit Profile' option is highlighted with a red box. The main content area features a welcome message, a navigation sidebar on the left, and a profile card for Christine McNalley on the right. The profile card includes a profile picture, a job title 'Customer Support Supervisor' at 'Brunico Communications Ltd.', and statistics for 'FOLLOWING' and 'FOLLOWERS'. Below the profile card, there is a section for 'PROJECTS' and a 'Messages' button.

EDIT YOUR PROFILE

You have the option to update your contact information, upload a status and bio, change your photo, share your social media profiles, update your interests and keeps tabs on any individuals you are following.

The screenshot shows the BANFF Xchange profile editing interface. The top navigation bar is teal with the BANFF Xchange logo on the left, a search bar in the center, and a user profile icon on the right labeled 'Christine McNalley'. Below the navigation bar is a dark sidebar with a menu: HOME, COMMUNITY, PROJECTS, SPARK SHOWCASE (with a dropdown arrow), Event Home, Agenda, Messages, Delegates, Project Lounge, Speakers, and FAQ. The main content area has a teal header with tabs: Contact (selected), Status + Bio, Photo, Social, Interests, Following, and Badge. The 'Contact' tab is active, showing a form with the following fields: First Name (Christine), Last Name (McNalley), Company (Brunico Communications Ltd.), Job Title (Customer Support Supervisor), Creative (Writer, Animator, Director, Talent, Cine), Address (366 Adelaide St W), City (Toronto), State (ON), Country (Canada), Phone (416-408-2300), Ext (Ext), Cell Phone, and Fax (705-571-0979). At the bottom of the form are 'Update' and 'View Profile' buttons. A 'Messages' button with a red notification badge is in the bottom right corner.

BANFF Xchange Search People Christine McNalley

Contact Status + Bio Photo Social Interests Following Badge

Christine McNalley

Brunico Communications Ltd.

Customer Support Supervisor Creative (Writer, Animator, Director, Talent, Cine)

366 Adelaide St W Ste 100

Toronto ON Canada

416-408-2300 Ext 705-571-0979

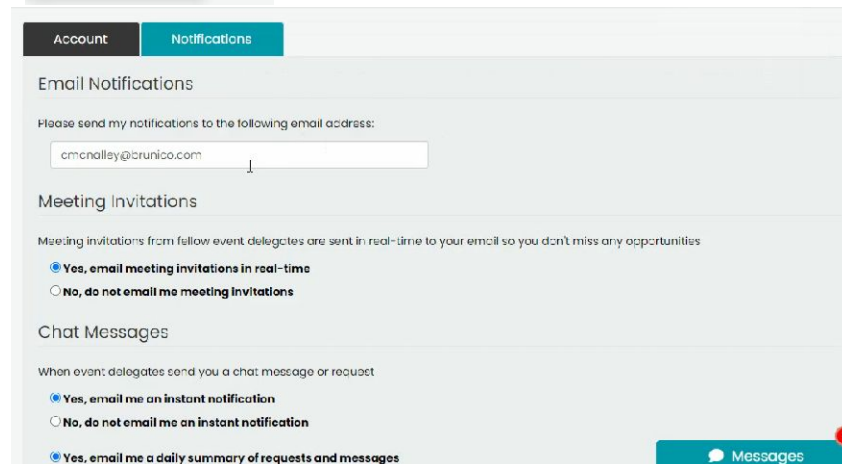
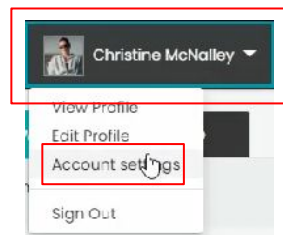
Cell Phone Fax

[Update](#) [View Profile](#) Messages

EDIT YOUR NOTIFICATION SETTINGS

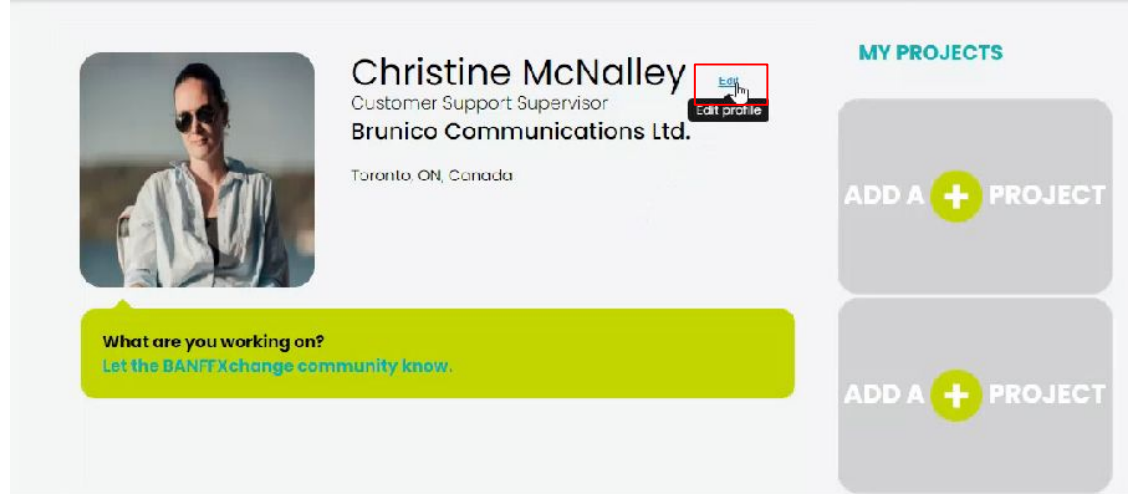
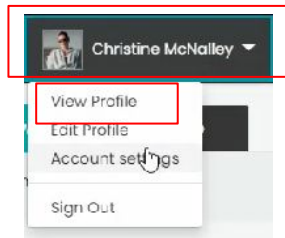
- Click on your name in the top-right corner, followed by **Account settings**
- Add your email address where you wish to receive notifications under the **Notifications** tab
- Update your preferences for receiving notifications

NOTE: If you select “No” to receiving notifications on any of these options, you will need to login to BANFFXchange to find out if delegates have sent you meeting invitations or chat messages.



VIEW YOUR PROFILE

- To view your profile as seen by other delegates, click on your name in the top-right corner, followed by **View Profile**
- Click **Edit** to make any changes

A user profile card for Christine McNalley. On the left is a profile picture of a woman wearing sunglasses. To the right of the picture, the name "Christine McNalley" is displayed in a large font, followed by "Customer Support Supervisor" and "Brunico Communications Ltd." in smaller fonts. Below this is "Toronto, ON, Canada". A red box highlights the "Edit" and "edit profile" buttons. To the right of the profile information is a section titled "MY PROJECTS" with two buttons, each labeled "ADD A + PROJECT". At the bottom of the profile card is a green callout box with the text "What are you working on? Let the BANFFXchange community know."

BANFF Xchange

For more information, please visit our [FAQ page](#).