

Helpful Hints About Using the AGPS Website

To join AGPS for the first time, go to www.austingroups.org/become-a-member/ or go to the drop-down menu under “Memberships” and select “Join or Renew”. Choose your membership level, complete the form, and pay dues through the site. You will then be an active member of the organization until one year from the payment date. As a part of this process you will also create a username and password for your website user account.

If you are already a member or have a membership that may have expired in the past year, you should already have a user account on the website. You must log in to the website in order to create a public profile, list a group, update your contact info for AGPS correspondence, or comment on articles in The Voice. Log in at www.austingroups.org/login/ or click on “Member Login” at the very top right-hand corner of the site. If you don’t remember your password, click the “lost password” link and a new one will be emailed to you.

If you are unsure of whether your membership is up to date, log in to the website and click on “My Account” in the upper right-hand corner of the site. If it takes you to a page showing account information, that means you have an up-to-date membership. Otherwise, the site will send you to a page that tells you your membership has expired, and it will give you the option to renew at any of the optional membership levels.

If you are an active member and you would like to update the information that the AGPS website administrators have on file for you, including the email and postal mail addresses that we use for AGPS correspondence, go to www.austingroups.org/your-profile/ or click on “My Account” at the top right of the site, and then halfway down that page click on “Edit Profile” then edit the information on that page and click “update profile” at the bottom when you’re finished editing.

Once you are a member and have an account on the website, if you would like to **create a public profile** that will allow your colleagues and the public to learn about your professional practice, go to www.austingroups.org/public-profile-submission-form/ or go to the dropdown menu under “Memberships” at the top of the website and select “Create a Public Profile” and complete the form.

To edit your public profile, go to the member directory at www.austingroups.org/member-directory/ or go to the drop-down menu under “Membership” and select “Member Directory”. Then pull up your own profile, select “View Details”, and at the bottom of your entry select “Edit Entry”.

After you have created a public profile, you can **list any groups that you offer** by going to www.austingroups.org/submit-groups/ or going to the dropdown menu under “Groups” and select “Submit a Group” then complete that form.

If you would like to speak to a real person for guidance in using the website, you may contact:

Gianna Viola giannaviola@gmail.com (512) 942-7798
Jason Sugg apptwithjason@gmail.com (512) 354-1046 or
Dave Kaplowitz dave.kaplowitz@gmail.com (512) 814-7127