

Creating an Envoy Profile on UUA.org

Basic instructions for new UU-UNO Envoys

Please contact unenvoycoordinator@uua.org if you have any questions or run into difficulties.

1

Create your UUA.org account

www.uua.org/user/register

You may sign in with Facebook or Google, or complete the registration form (you'll need to confirm your email address before continuing).

2

Edit your account to enable messaging

www.uua.org/users/____ (your username!)

When logged in and viewing your account page, click "Edit"
You can add info about yourself here! Under "Account Preferences" in the left-hand menu, be sure to "Enable private messages" so that others can contact you!

3

Add your team to the Envoys map

www.uua.org/un/envoys/map

When logged in, click the red "Share Your Program" box.

Title: "UU-UNO Envoy" or "UU-UNO Envoy Team"

Congregation: Type the name of your congregation

Description: Share a description of the types of work your Envoy team has done in the past or your goals for future action

Pictures/Video: Use this tab to share photos of your Envoy team and any events you've held!

4

Interact with other Envoys

www.uua.org/un/envoys/map

Click to view the other Envoys on the map and click their username to send them a private message.