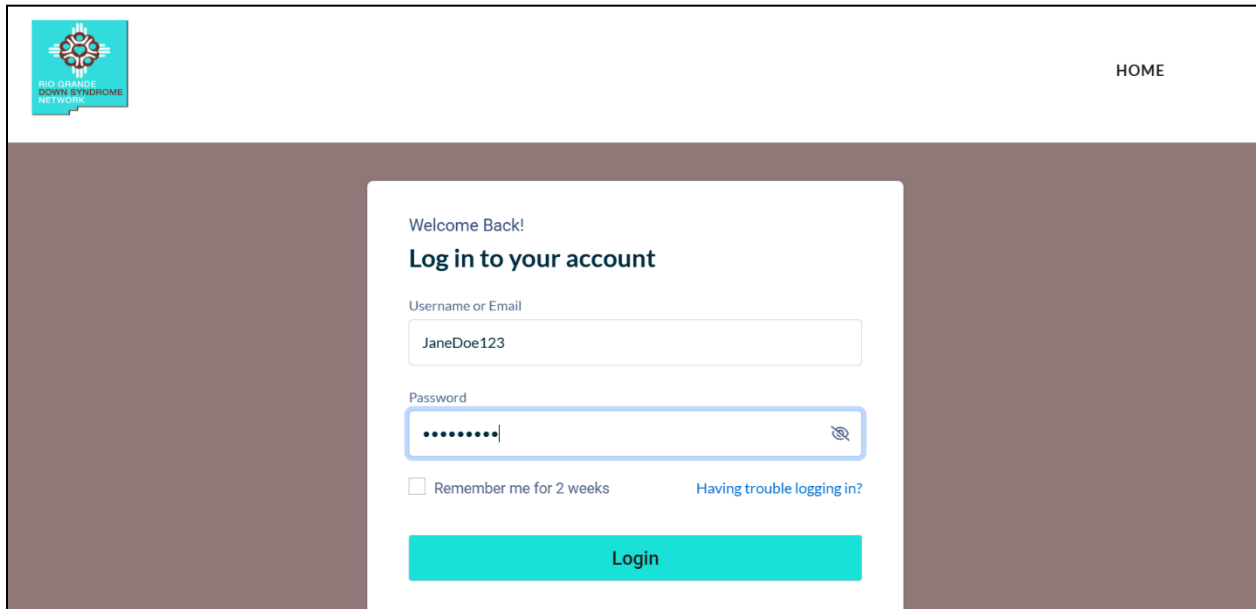


Editing Member Directory Profile/Information

1. Access the online member portal at <https://rgdsn.app.neoncrm.com/login>.
2. Enter your Username/Email and Password and click Login.



Welcome Back!

Log in to your account

Username or Email

JaneDoe123

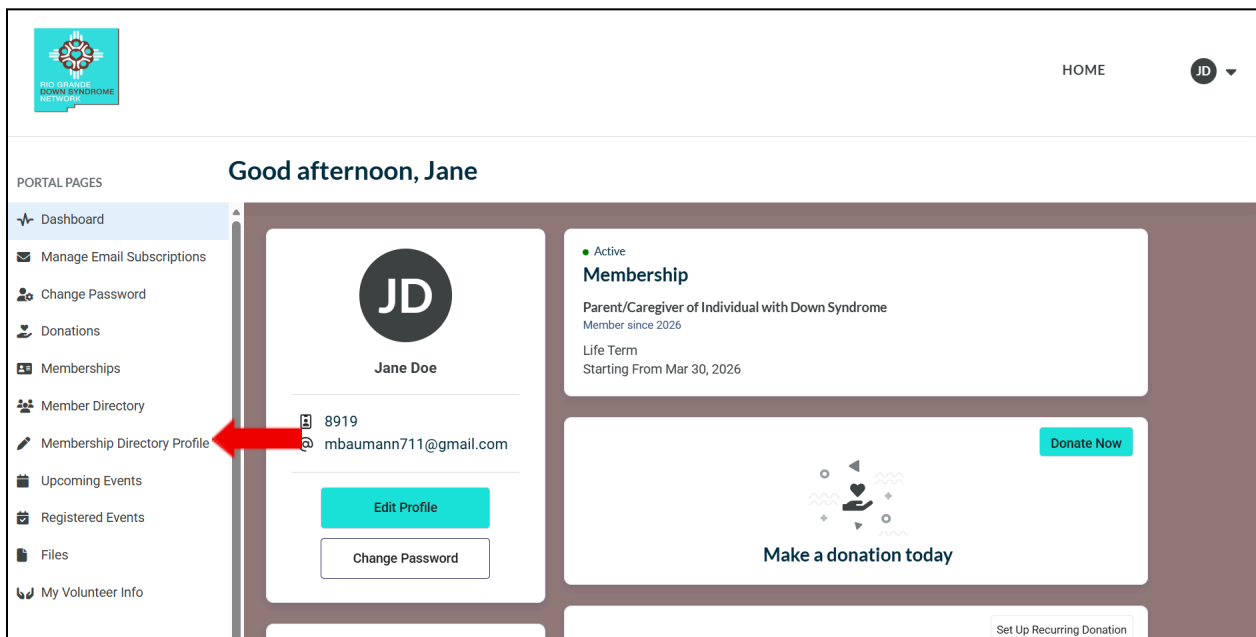
Password

.....

Remember me for 2 weeks [Having trouble logging in?](#)

Login

3. Select the Membership Directory Profile on the left-hand side under Portal Pages.



Good afternoon, Jane

PORTAL PAGES

- Dashboard
- Manage Email Subscriptions
- Change Password
- Donations
- Memberships
- Member Directory
- Membership Directory Profile
- Upcoming Events
- Registered Events
- Files
- My Volunteer Info

Jane Doe

8919
mbaumann711@gmail.com

Edit Profile

Change Password

Active

Membership

Parent/Caregiver of Individual with Down Syndrome

Member since 2026

Life Term

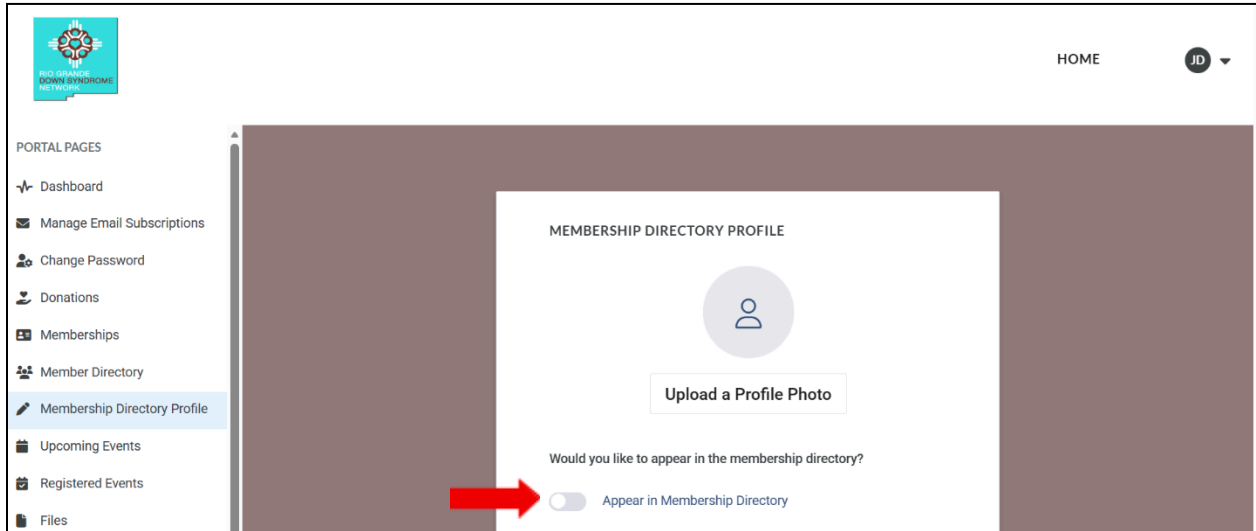
Starting From Mar 30, 2026

Donate Now

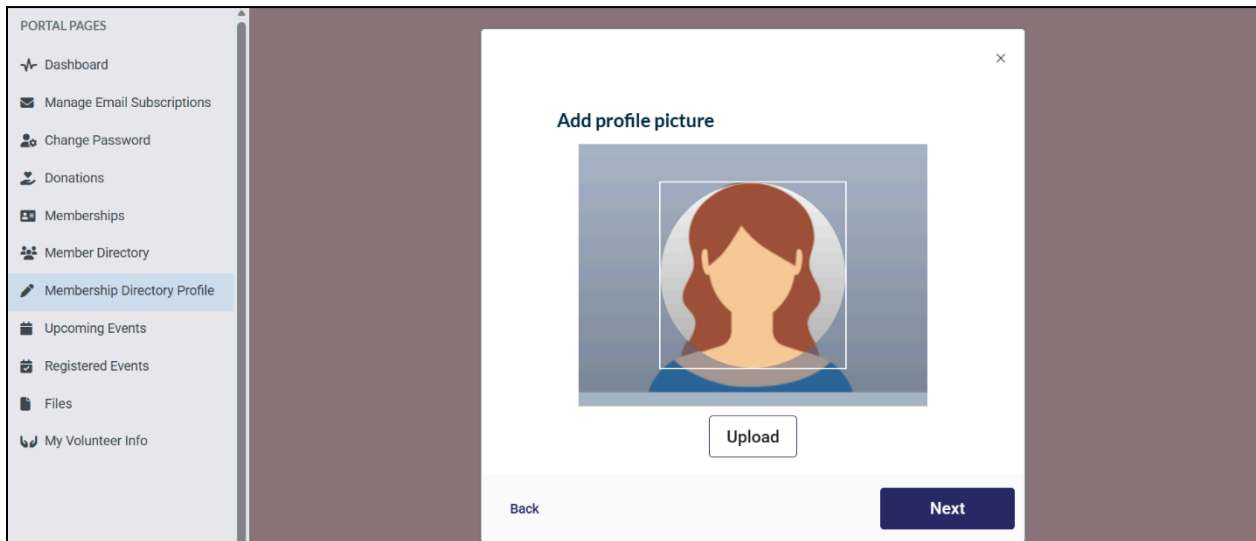
Make a donation today

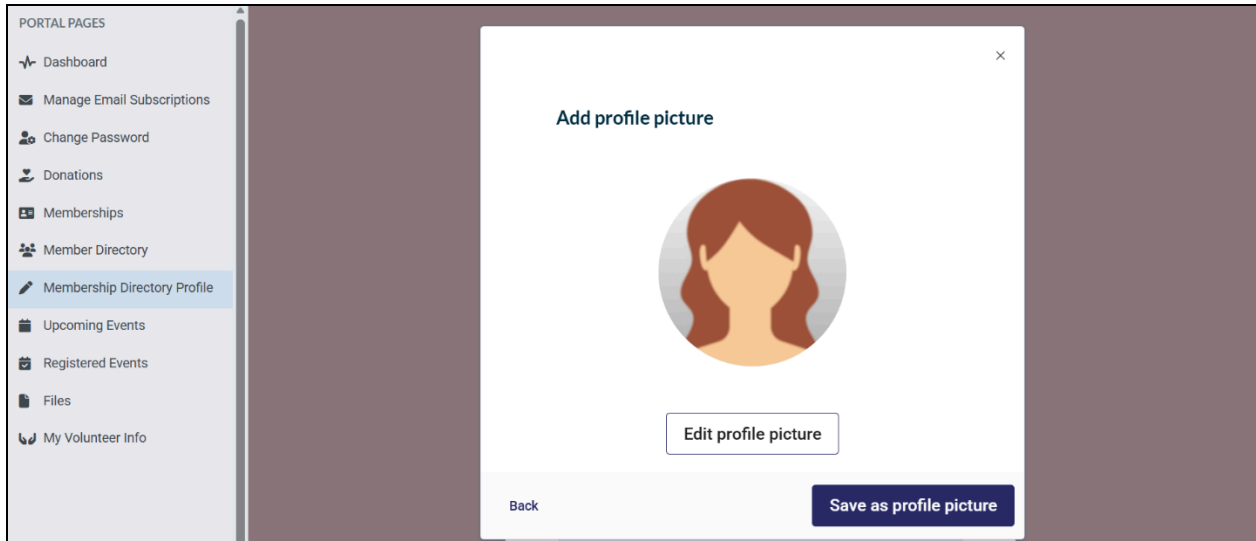
Set Up Recurring Donation

4. If you would like to opt out of appearing in the Membership Directory, turn the Appear in Membership Directory button off, scroll to the bottom of the screen and click Submit.

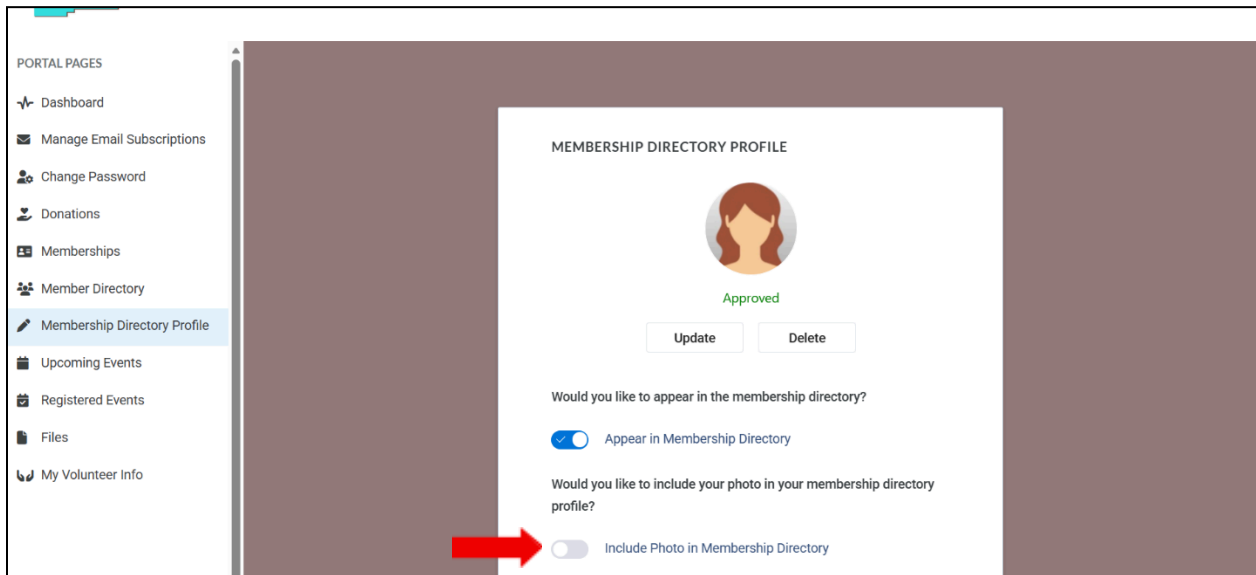


5. If you would like to upload a profile photo (recommended), click Upload a Profile Photo, click Upload to select the desired photo, move the circle to center the picture as desired, click Next and then click Save as Profile Picture.





6. If you would like to have your profile picture viewable in your online portal but not viewable to other members in the Member Directory, turn off the Include Photo in Membership Directory button.



7. Enter and/or remove the following information that will be viewable to others in the Membership Directory:
 - a. First Name, Last Name (required – cannot remove)
 - b. Email (optional – can remove so not viewable in Membership Directory)
 - c. Phone (optional – can remove)
 - d. Company (optional – can remove)

PORTAL PAGES

- [Dashboard](#)
- [Manage Email Subscriptions](#)
- [Change Password](#)
- [Donations](#)
- [Memberships](#)
- [Member Directory](#)
- [Membership Directory Profile](#)
- [Upcoming Events](#)
- [Registered Events](#)
- [Files](#)
- [My Volunteer Info](#)

Would you like to include your photo in your membership directory profile?

Include Photo in Membership Directory

Member Name

Jane Doe

First Name *

Jane

Last Name *

Doe

Email

janedoe1234@gmail.com

Phone

(505) 555-5789

Company Name

8. If you are a Parent/Caregiver of an individual with Down Syndrome, enter the following information (strongly recommended) and click Submit:
- a. Child with Down Syndrome First Name
 - b. Child with Down Syndrome Last Name
 - c. Age of Child with Down Syndrome

PORTAL PAGES

- [Dashboard](#)
- [Manage Email Subscriptions](#)
- [Change Password](#)
- [Donations](#)
- [Memberships](#)
- [Member Directory](#)
- [Membership Directory Profile](#)
- [Upcoming Events](#)
- [Registered Events](#)
- [Files](#)
- [My Volunteer Info](#)

janedoe1234@gmail.com

Phone

(505) 555-5789

Company Name

Child with Down Syndrome First Name

Johnny

Child with Down Syndrome Last Name

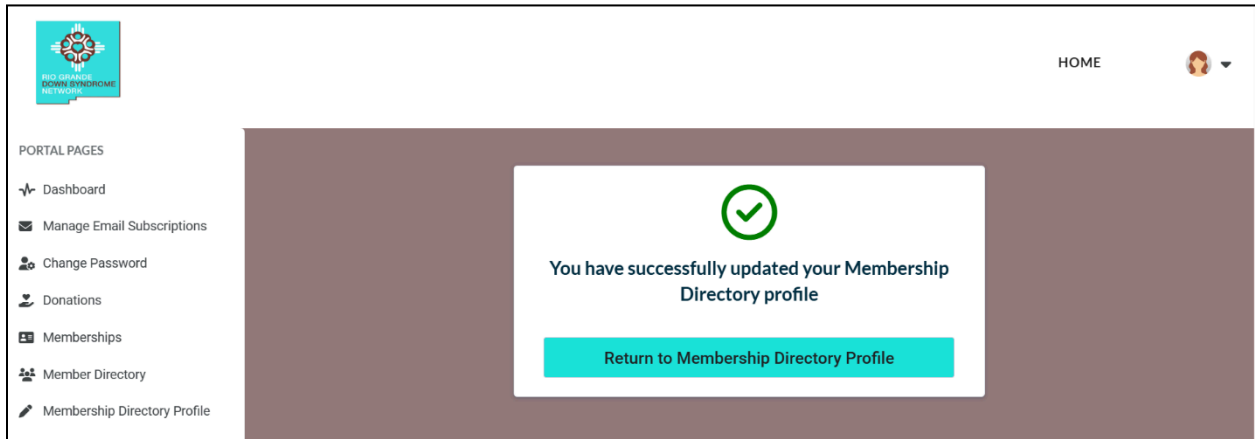
Doe

Age of Child with Down Syndrome

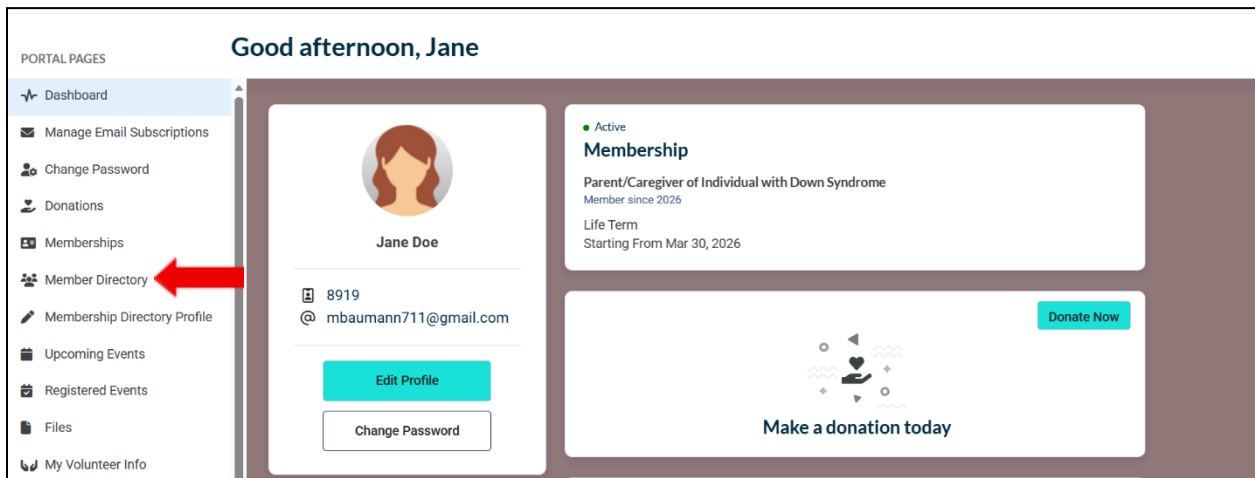
6-11 Years Old


Submit

9. You will receive a confirmation note that you have successfully updated your Membership Directory profile.





10. To access the Member Directory, click on Member Directory on the left-hand side under Portal Pages.



11. The directory will appear in List View by default. This can be changed to Grid View by selecting the Grid View icon  at the top right-hand side of the page.





RGDSN MEMBER DIRECTORY

View:  

Search by Name or Membership

Sort by: Last Name A-Z

First Name Last Name Company Name Age of Child with Down Syndrome

MEMBER NAME	EMAIL	PHONE	CHILD WITH DOWN SYNDROME FIRST NAME	CHILD WITH DOWN SYNDROME LAST NAME	AGE OF CHILD WITH DOWN SYNDROME
 Carla Domenici	cprando505@comcast.net	(505) 235-4706			
 Lauren Holguin	lauren.trujeque@yahoo.com	(505) 730-2472	Josiah	Holguin	
 Alexandra Lucero	alnlucero@gmail.com	(505) 377-7487			
 Michelle Mares	mbaumann711@gmail.com	(505) 280-5909	Jude	Mares	2-5 Years Old

12. The Membership Directory is searchable by member First Name, Last Name, Company Name and/or Age of Child with Down Syndrome.