

## *Instructions for Textile Exchange's Member Portal, The Hub.*

[The Hub](#) is your go-to place for stakeholder resources, learning, connecting and more.

The RLRT Hub is open to all RLRT stakeholders. It's a great place to ask questions about problems you may be facing related to the industry, network or just see who else has joined the RLRT. We're hoping it will facilitate continued relationship building especially after events like our conference. You have your own profile where we hope you will add information about yourself, so other participants can get to know you!

### **Instructions to get you started**

#### **Login for the first time:**

- you will need to enter your email address [here](#) and click the “**Send Password Link**” button.
- **If you are on a private computer, please check the “Remember me” option at login to make it fast and easy to respond going forward.**

#### **Update your profile**

- import your LinkedIn profile (to save uploading your photo and bio again).
- or enter your info on the [profile page](#).

#### **Update Email Preferences**

- Click through to [Your Profile](#) > **My Account** > **Email Preferences** or [this link](#) should take you directly to your email preferences if you are logged in.
- From Email Preferences, you can choose what types of emails to receive from *The Hub*.
- You can choose between three frequency options for community email notifications. We recommend the Daily Digest option as this will send one email with the day's activity.

#### **Update Privacy Settings**

- Click through to [Your Profile](#) > **My Account** > **Privacy Settings** or [this link](#) should take you directly to your privacy settings if you are logged in.
- You can choose to show any of your information to these options: My Contacts, Members Only, Public, or Only Me.

#### **Help/FAQ**

- information about how to use the site if you run into any issues.

**Email Digests directly from *The Hub* come from [DoNotReply@ConnectedCommunity.org](mailto:DoNotReply@ConnectedCommunity.org). Please add this email address to your contacts to ensure delivery.**

Feel free to contact Taylor Bittenbender with any questions about *The Hub* at [taylor.textileexchange.org](mailto:taylor.textileexchange.org).