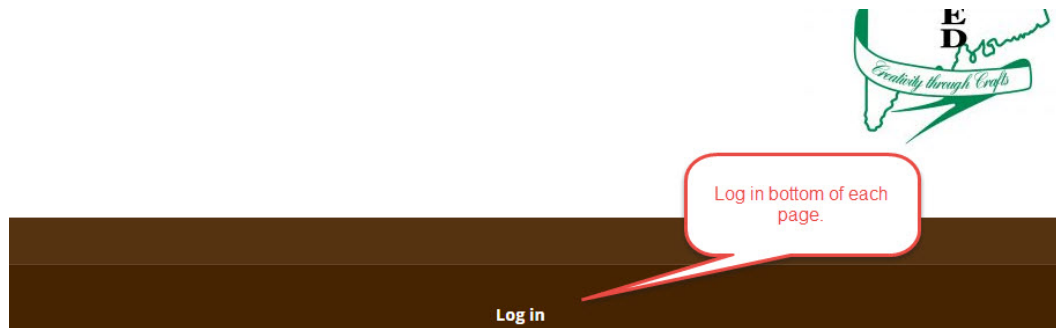


Instructions for members to edit their profiles and listings.

1. Log in using the link at the bottom of the www.unitedmainecraftsmen.com website.



United Maine Craftsmen

[Home](#) [About](#) [Shows](#) [Members](#) [Membership](#) [I](#)

Login

Username

Password

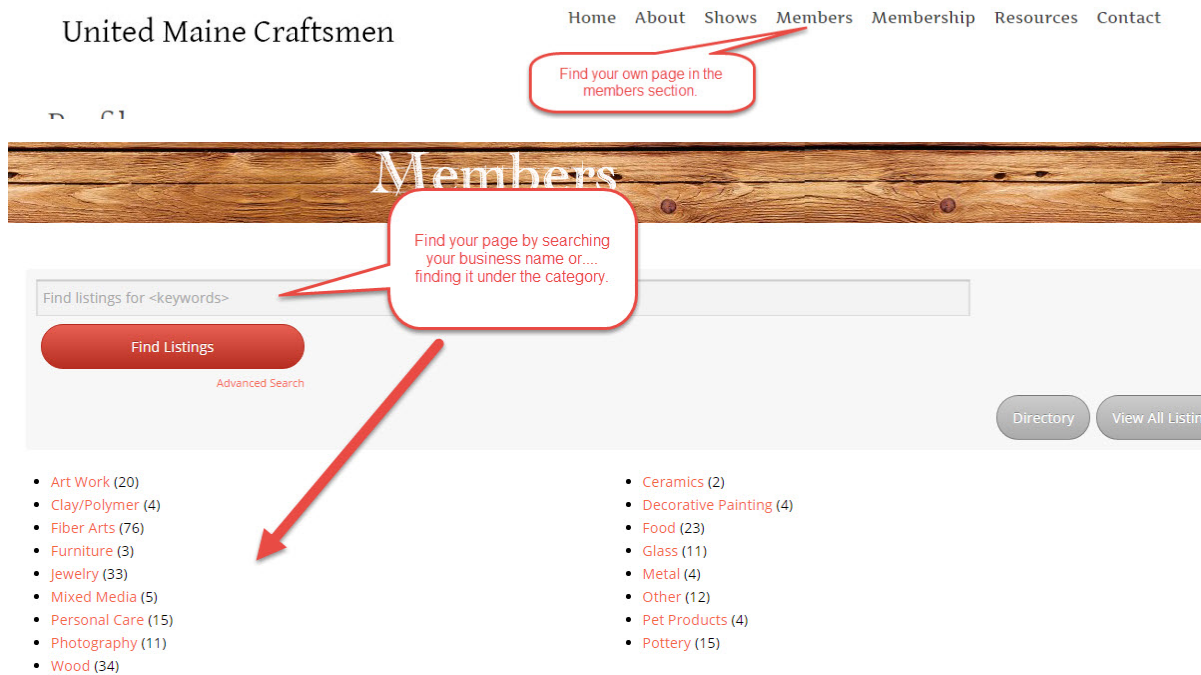
Remember Me

2. Once logged in, you can edit your profile and password. Please keep passwords strong for overall server security and don't forget to log out if you're on a public computer.

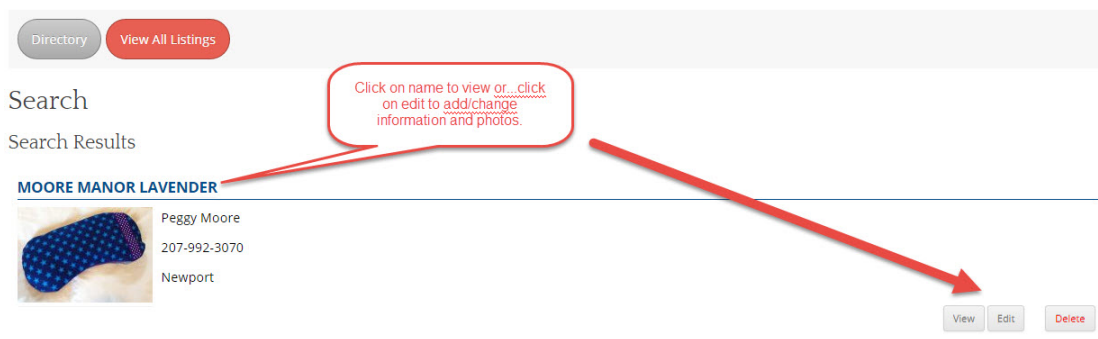
Profile

The image shows a user profile page. At the top left is a circular profile picture placeholder. To its right, the name 'Peggy' is displayed in red, followed by '(Edit Account)' in a smaller red font. Below the name is the text 'This is a short bio'. A red speech bubble callout points to the '(Edit Account)' link with the text 'Go to edit account only to change basic information or password.' Below the profile information is a tab labeled 'Overview'. Underneath, the section is titled 'Primary' and contains several fields: 'Username: peggy', 'Email: ', 'First Name: ', 'Last Name: ', 'Nickname: ', 'Display Name: ', and 'Description: This is a short bio'.

3. In order for you to edit your listing, you need to find the listing. Go to 'Members' and either do a name search or click on the category that you're under and find it.



4. Once you find it, you can click on the 'View' or 'Edit' button. There are only a few of the fields that show publicly for now. First and last name, and tags do not show publicly.



5. Short description shows up on the directory summary page and long description shows when the public is viewing your individual listing.

Edit Your Listing

1 - Listing Information

* Indicates required fields.

Business Name

*

MOORE MANOR LAVENDER

Member Name

Peggy Moore

First Name

Business name is required. Other optional fields may not show on public listing. Short description shows on the multiple listing page. Long description shows on your own single page. Click Continue at bottom of page to add/edit images.

6. Images are limited to 3 for now. Click 'Continue' button at bottom of page to add images. Note the image size requirements. Click 'Continue' again in order to save the images.

Edit Your Listing

2 - Listing Images

Current Images



Delete Image

Set this image as the listing thumbnail.



Delete Image

Set this image as the listing thumbnail.

Note image requirements. Max. 3 images. Please resize your images to max. 500 px. wide before trying to upload. Drag into box or click to open up windows explorer.

Upload Images

Drop files here
or
Select images from your hard drive

Click continue to finish updating your page.

Image slots available:

1 / 3

File size:

0 - 10 MB

Image width:

0px - 500px

Image height:

0px - 500px

Continue