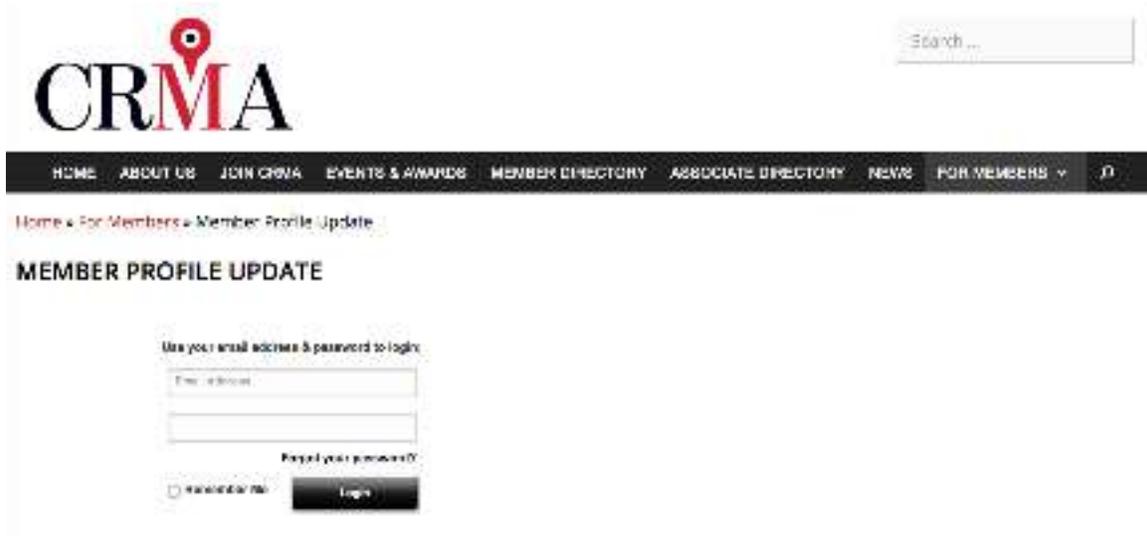


FULL MEMBERS: HOW TO VIEW/UPDATE YOUR DIRECTORY LISTING

NOTE – you must be an admin of your organization to make these changes.

1. Log in to the member profile page at: <http://citymag.org/member-area/member-profile-update/>



CRMA

Search ...

HOME ABOUT US JOIN CRMA EVENTS & AWARDS MEMBER DIRECTORY ASSOCIATE DIRECTORY NEWS FOR MEMBERS

Home » For Members » Member Profile Update

MEMBER PROFILE UPDATE

Use your email address & password to login:

Email address:

Forgot your password?

Remember Me

Login

2. To edit your directory listing, scroll down to the magazine name/image for the publication you want to edit. Click on the red **View Profile/Edit Profile** button.



My Publication/Firm

 The MAGAZINE

ABC TEST MAGAZINE

crma3@mitool.com
555 Broadway Rd
Norwalk, CT

Upload Delete

View Profile / Edit Profile

Employees of ABC TEST MAGAZINE (2)

3. On the next screen, you will see all the information for the publication that is stored in your organization profile including financial transactions, employees, etc. – this is not the listing.

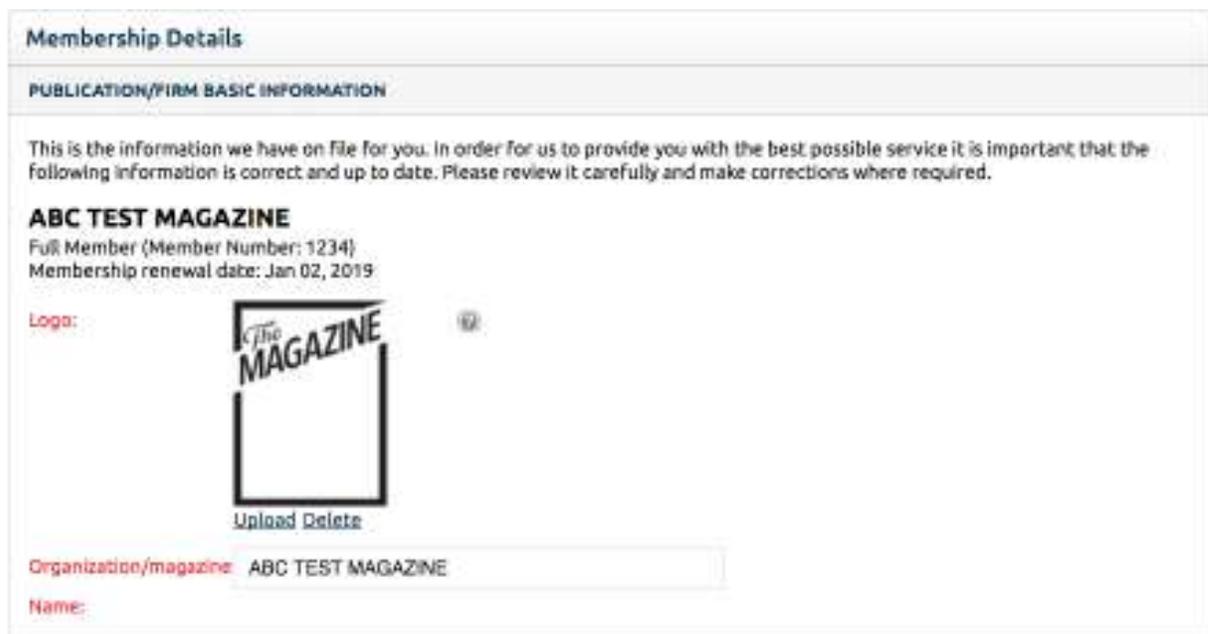
Scroll down to the bottom where you will see Public Directory Listing – click on the “edit” link next to Member Directory.



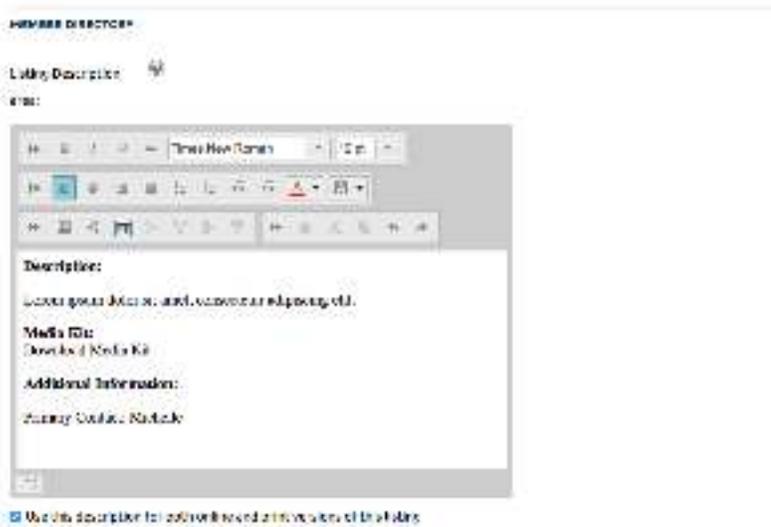
4. The editing section will open below the Member Directory label, you will see the areas that match with what you see in the public directory on the website at <https://citymag.org/member-directory/>

Edit the listing description using the text editor as you would if you were in a desktop editor like Microsoft Word, etc.

A new magazine cover can be uploaded in the logo area to replace the cover you see on the screen. Click on upload to locate a new cover on your desktop for upload.



The Media kit needs to be uploaded on your web server and then you would place a link to it using the +Insert hyperlink on the third row of editing icons.



Edit all the other areas you see the need for modification.

5. When your edits are complete, click on the red **Save Listing** button at the bottom of the editing section. **If you forget to click this button before clicking the Save button below it, your changes will not be saved.**



Finally, click on the Save button at the bottom of the page to accept profile changes and return to the main profile page.

