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/

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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 ABC TEST MAGAZINE <u>crma3@mitodi.com</u> 555 Broadway Rd Norwalk, CT	
Upload Delete		View Profile / Edit Profile

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.

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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 Miscrosoft 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.

Membership D	etails
PUBLICATION/FIR	M BASIC INFORMATION
This is the inform following informa ABC TEST M. Full Member (Mei Membership rene	ation we have on file for you. In order for us to provide you with the best possible service it is important that the otion is correct and up to date. Please review it carefully and make corrections where required. AGAZINE mber Number: 1234} wal date: Jan 02, 2019
Loga:	MAGAZINE
Organization/maj Name:	pazine ABC TEST MAGAZINE

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.

