

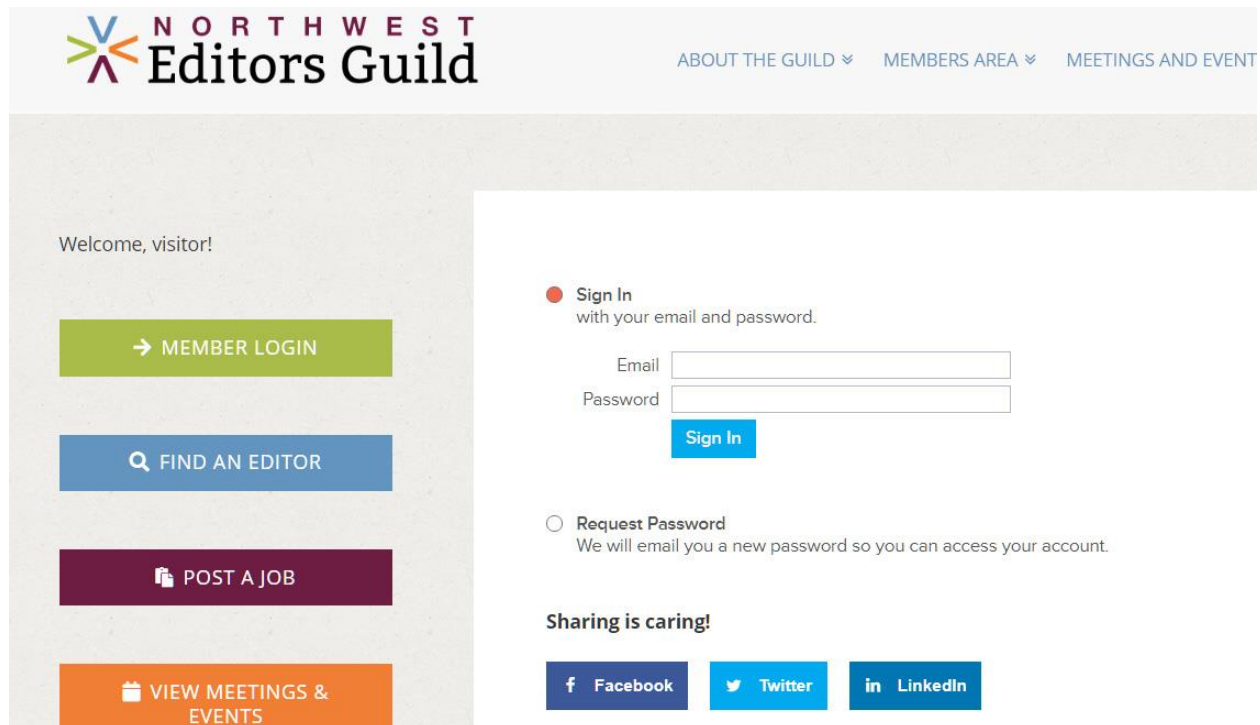
## Our Member Directory

Now that you've received your welcome email, you're ready to set up your new account!

In order to set up your account, go to this URL: <https://edsguild.org/profile-update>

- Tick the circle next to Request Password, and enter the email address that the welcome email this document came with was sent to, in order to request your new password be sent to you.

The page should look something like this:



The screenshot shows the Northwest Editors Guild website. The header includes the logo and navigation links: ABOUT THE GUILD, MEMBERS AREA, and MEETINGS AND EVENT. The main content area is divided into two columns. The left column contains four buttons: MEMBER LOGIN, FIND AN EDITOR, POST A JOB, and VIEW MEETINGS & EVENTS. The right column contains a login form with two radio buttons: Sign In (selected) and Request Password. The Sign In form has fields for Email and Password, and a Sign In button. The Request Password form has a text field for the email address and a Request Password button. Below the forms is a section titled 'Sharing is caring!' with buttons for Facebook, Twitter, and LinkedIn.

NOTE: Chrome users *may* need to use an incognito window to login. If you receive an error message when trying to log in, please try again in an incognito window. That should resolve the issue.

- An incognito window is a window in your browser that doesn't use the same tracking information and remembered logins that you might normally have in your main browser window. In Chrome, it can be accessed by clicking the icon at the far upper right of your browser and selecting "New incognito window" or by pressing Ctrl+Shift+N.

Once you are logged in, you will be taken to the following page:



[About](#) [Profile](#) [Categories](#) [Sign Out](#)

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Name

Business Name

Address

Email

Phone

Website

Password [Change](#)

---

**MEMBER**

Standard membership

[Renew, Upgrade or Update Billing](#)

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[✔ Save & Continue](#) [Skip](#)

1. Please make sure your name is displaying as you would like it to (both first name and last name are required), and then enter the rest of your information.
2. Don't worry – your address, phone number, and email will NOT be shown publicly unless you specifically want them to be!
3. Your address will be used behind the scenes for location-based searches on the website, so it is required. Please enter street address and building or apartment number (if applicable) on the first line, and city, state, and zip code on the second. If you prefer, you can enter only city, state, and zip code.

You can also use this page to change your password to something secure only to you.

- Leave the Member section alone for now. You will be able to select online billing, if you wish, at your next renewal date.

Once you have filled out this information, click “Save & Continue” to be taken to the next page of profile creation.

About **Profile** Categories Deal Sign Out

Do not list in directory

Do not show street address in profile

Privacy: Do not show phone number


At the top of this page, you will see the default display settings for your profile. **Unless you specifically want to show your address and phone number, please be sure to select “Do not show street address” and “Privacy: Do not show phone number,” as shown above.** Potential clients will still be able to email you through a “Message” function that we will cover later.

Further down this page, you will see the Business Card and Photo Gallery options.

BUSINESS CARD [? LEARN MORE](#)

Click areas on card to upload logo or edit tagline:

[Click here to delete the current image.](#)

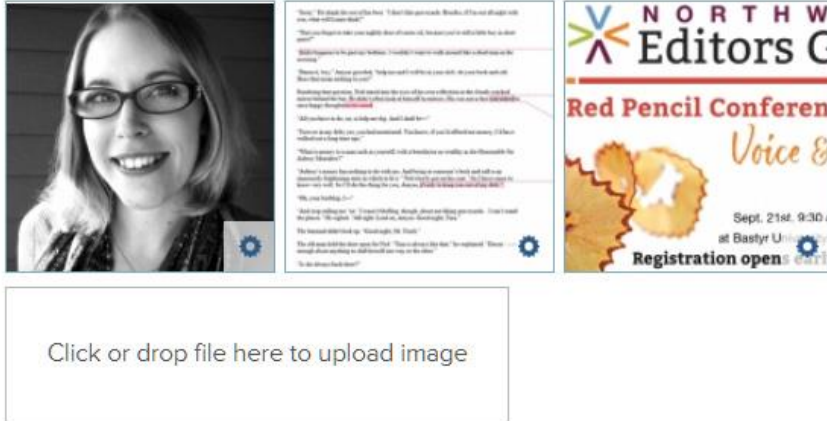
A preview of a business card for Jen Grogan. On the left is a square image of a woman wearing a headset. To the right of the image, the name "Jen Grogan" is displayed above a rectangular tagline box containing the text "Insightful Editing and Writing".

The Business Card allows you to upload a tagline and a logo or picture that works well at thumbnail size, which will be the first thing people see about you on the member directory. Keep the tagline short and sweet, and be aware that the image will be viewed at a small size! Clicking the “Learn More” link next to the question mark icon will pull up a video that explains the use of the Business Card.

NOTE: Images entered in this section will show on the member directory.

## PROFILE GALLERY [? LEARN MORE](#)

Upload pictures to to your profile, or click an image to delete:



The screenshot displays a user interface for a profile gallery. On the left is a professional headshot of a woman with glasses. To its right is a flyer for the 'NORTH W Editors G Red Pencil Conferen Voice & Registration opens' at Bastyr University. Below these images is a large rectangular box with the text 'Click or drop file here to upload image'. A small gear icon is visible in the bottom right corner of the image thumbnails.

The Photo Gallery allows you to upload a number of images that might show off your skills and expertise to potential clients. For instance, you might upload a professional headshot, a screencap sample of your editing, or, if you want, some layout or design work that you've done. Again, the Learn More link will pull up a video tutorial if you're not sure how the feature works.









- Clicking on the gear icon in the bottom right corner of each image will pull up options to delete, expand the image to make sure you've selected the right one, or cancel.

**NOTE: Images entered in this section will NOT show in the member directory!** Please use the Business Card section above for that.

The next section is your profile description.

## PROFILE DESCRIPTION [? LEARN MORE](#)

Describe your products & services:

Edit  **B** *I* U       

I believe in stories, and in working with writers to make their story as clear and compelling as possible, whether that means a bit of copyediting and polish, deep developmental work to find the roots of a manuscript and draw it out to its best end, or something somewhere in between. As a writer as well as an editor, I understand the process of writing, both the pain and the joy. Books are my great passion, and I want them all to be the best they can be.

Currently I serve as the administrator for the Northwest Editor's Guild, where I was previously the secretary on the executive board and a member at large on the board of directors. In the past I've been TA to the editing certificate program at the University of Washington, after graduating the same program. I have degrees in anthropology and English language and literature (with honors) from the University of Washington, where my other coursework included classical and medieval history. I'm a many-year participant and

This is a place to put your bio and any information about yourself that you want potential clients to know.

Lastly on this page, you can enter links to whatever social media accounts you want potential clients to see. Feel free to pick and choose which accounts you want to share – for instance, I've chosen to keep my Facebook somewhat private, so I only entered my LinkedIn and my Twitter profiles here.

## SOCIAL LINKS

LinkedIn	<input type="text" value="www.linkedin.com/in/jengrogan/"/>
Facebook	<input type="text"/>
Twitter	<input type="text" value="twitter.com/EightArmsEdits"/>
BBB	<input type="text"/>
Google+	<input type="text"/>
Yelp	<input type="text"/>
Youtube	<input type="text"/>
Pinterest	<input type="text"/>
Instagram	<input type="text"/>

✓ Save & Continue

Skip

Once you've finished with everything on this page, click "Save & Continue" to be taken to the next page of profile setup, which is called "Categories." This is basically the same as the different tags that you would select in our old system to show what kinds of work and what style guides you prefer to work with.

About Profile **Categories** Deal Sign Out

### SELECT TYPES OF WORK

Please use this section to select the types of work that you specialize in.

- beta reading
- book design
- coaching
- copyediting
- developmental editing
- ebooks
- fact-checking
- formatting
- indexing
- line editing
- manuscript evaluation
- project management
- proofreading
- research
- self-publishing
- sensitivity reading

Simply tick the circle next to each category you specialize in or prefer to work with for each of the sections – Types of Work, Types of Projects, Subjects / Genres, and Style Guides.

- **Please only select the areas you yourself specialize in.** If we discover that some members are selecting all categories, we may need to limit the number of each type that members can select in order to maintain fairness for everyone.

PLEASE NOTE: Unlike in our old member directory, **these categories will not show up publicly in your profile unless you choose to list them manually in the Profile Description section above.** They will, however, be the basis for directory search just as they are today, in addition to a keyword search. So if you select copyediting, as shown above, you will show up in searches when guests to our site search "copyediting," but the word will not be visible on your profile.

In this section, we also have an area where you can opt-in to receive information from our volunteer coordinator about opportunities to volunteer with the Guild. If you do select this option, please allow us as much as a few weeks to get back to you, please!

Once you have selected all the categories appropriate, click "Save & Continue." You're all done!

## What Does the Directory Look Like?

You can view our directory and search for your new profile at <https://edsguild.org/member-directory>. Just enter your first or last name into the “Search for…” box, then click Search, or you can test out search terms like the types of editing you do in the dropdowns below.

The screenshot shows the Northwest Editors Guild website's member directory. The header includes the logo and navigation links: ABOUT THE GUILD, MEMBERS AREA, MEETINGS AND EVENTS, BLOG, and SPEAKERS BUREAU. A sidebar on the left contains buttons for MEMBER LOGIN, FIND AN EDITOR, POST A JOB, and VIEW MEETINGS & EVENTS. The main content area is titled 'MEMBER DIRECTORY' and includes a search bar with a 'Search' button and four dropdown menus for filtering: Search by Location, Search by Type of Work, Search by Type of Project, and Search by Subject / Genre. Below the search bar, there are two rows of member profiles. The first row shows 'Matthew Bennett' and 'Alicia Ramos' with empty profile boxes. The second row shows 'Alison Cantrell' and 'Michael Schuler' with profile pictures and short bios.

Welcome, visitor!

→ MEMBER LOGIN

Q FIND AN EDITOR

POST A JOB

VIEW MEETINGS & EVENTS

## MEMBER DIRECTORY

In order to narrow your search results, please select your options from one search field (example: Style Guide) at a time, hit search, and then narrow further with the next category.

Search for... Search

Search by Location Search by Type of Work Search by Type of Project

Search by Subject / Genre Search by Style Manual

Matthew Bennett

Alicia Ramos

Alison Cantrell  
editing - proofreading: helping your stories grow

Michael Schuler  
Providing editing services that help writers connect with their readers

And your individual profile will look something like this example:

[Tweet](#) [Share](#)



## JEN GROGAN

Insightful Editing and Writing



I believe in stories, and in working with writers to make their story as clear and compelling as possible, whether that means a bit of copyediting and polish, deep developmental work to find the roots of a manuscript and draw it out to its best end, or something somewhere in between. As a writer as well as an editor, I understand the process of writing, both the pain and the joy. Books are my great passion, and I want them all to be the best they can be.

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My hobbies include travel, drawing, acoustic guitar, knitting, crochet, swing and contra dance, and hiking.

### JEN GROGAN

Seattle WA, US

[www.eight-arms.com](http://www.eight-arms.com)

[Send a Message](#)



### JEN GROGAN IS RECOMMENDED BY:



*I'm testing this to see what it looks like when a fellow guild member recommends someone. It seems like I could write an essay here! Is there a character limit?*

Erin Cusick on Wed Apr 3 2019



*I'm testing to see what this will look like if a non-member recommends someone!*

A Random Person on Wed Mar 20 2019

[Recommend Jen Grogan](#)

Above, you can see the “Business Card” and gallery that I created in the profile setup section, my bio, and then, beneath that, the fact that only my city and state and website show publicly, because I selected the options to hide my email and my address on the directory. Potential clients can still email me, though, by clicking the “Send a Message” link!



They can also visit my LinkedIn and Twitter profiles, because I set those up under social media.

The last section is something we're trying out – right now, we have the option for members or visitors to recommend people on their profile pages. As you can see, if you leave a recommendation as a logged-in person, your name and profile picture will show next to the recommendation and the date. If the person is not logged in, they can enter their name, or leave it as anonymous, but it will show the date of their recommendation. If we find that this works well for members, we'll leave it up. If we find that it gets spam or is misused, we can easily remove it.