

## Member Profile User's Guide www.asidmn.org

### PLEASE NOTE: REGARDING YOUR MEMBER PROFILE INFORMATION

With the April 4, 2011 launch of the updated ASID MN website, much of the information within your existing member profile has been carried over to the new format. However, you will need to log in to your profile page (using your current primary e-mail address and password) to verify existing data as well as to add new information within the expanded content areas and upload any desired images. The new site pages will provide instructional prompts with regard to image sizes and formats, applicable character limits and more. Detailed instructions for updating your profile are provided within this document.

**EXPANDED PROFILE INFORMATION WILL  
BE VISIBLE TO THE PUBLIC ON 4/25/11.**

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**Member Login Area shown at right.**

**Important First Time Login Information:**

By default, each new member's log in ID is their primary e-mail address as provided to the chapter office. For security reasons, there is no default set Password. To receive your Password, click on the "Send New Password" link and follow the instructions provided in the next window. After you enter your e-mail address and hit Send, a temporary Password will be sent to your e-mail's in box.

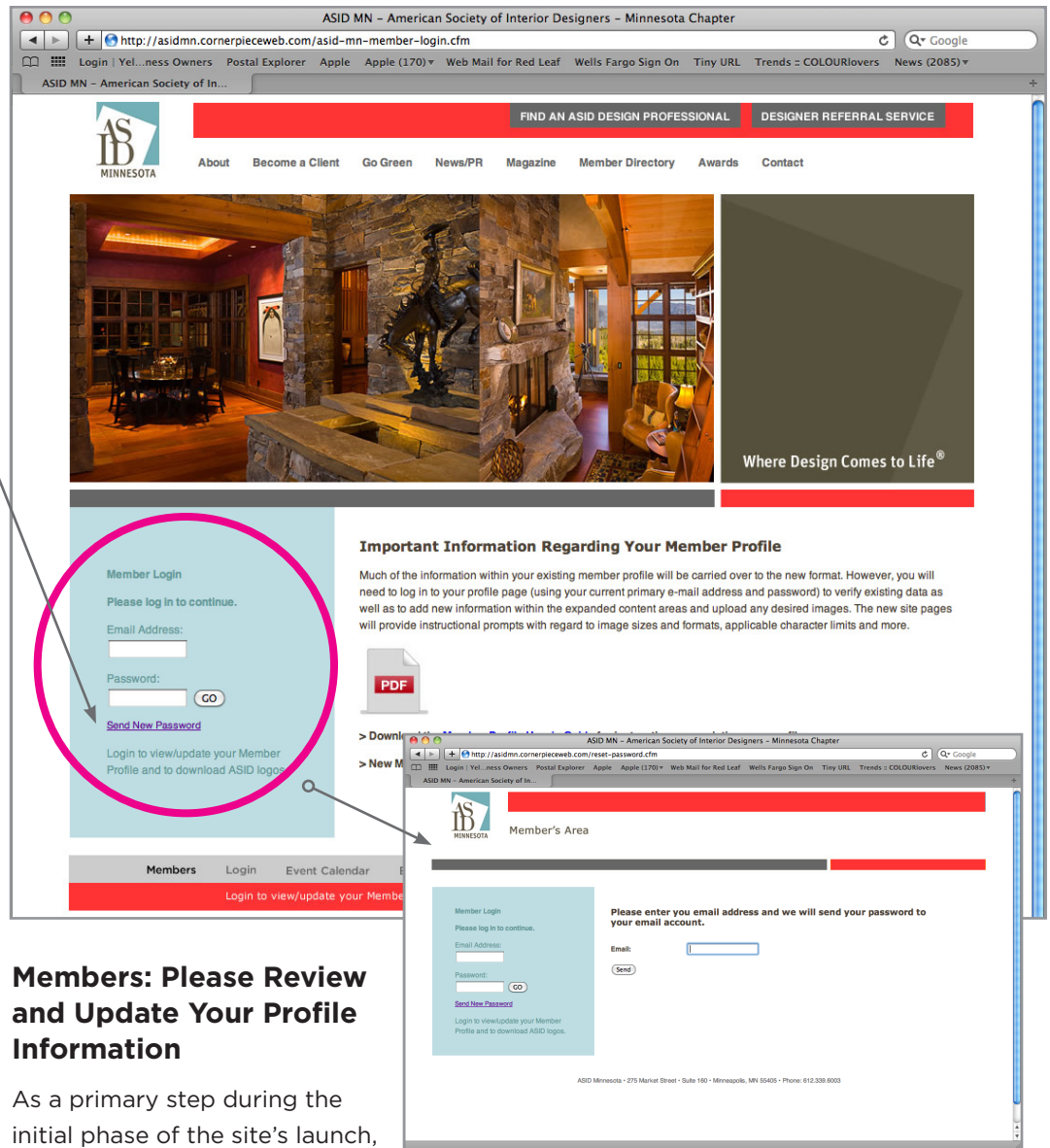
If your primary e-mail address is not found within the site's member database, you will see a message that reads "E-mail address was not found." Contact the chapter office and provide your primary e-mail address. The chapter office will enter the address into the member database and assign a temporary Password, allowing you to login to the member's area. Once you gain access to your Member Profile information, you may change your Password within the appropriate field. (See screen capture shown on next page.)

**Note:**

Your User ID, by default, will always be your e-mail address as entered within your Member Profile data. (Screen capture shown on next page.)

**Note:**

Your User ID and Password are not necessarily the same combination you use to access the Member's Area within the ASID National site.



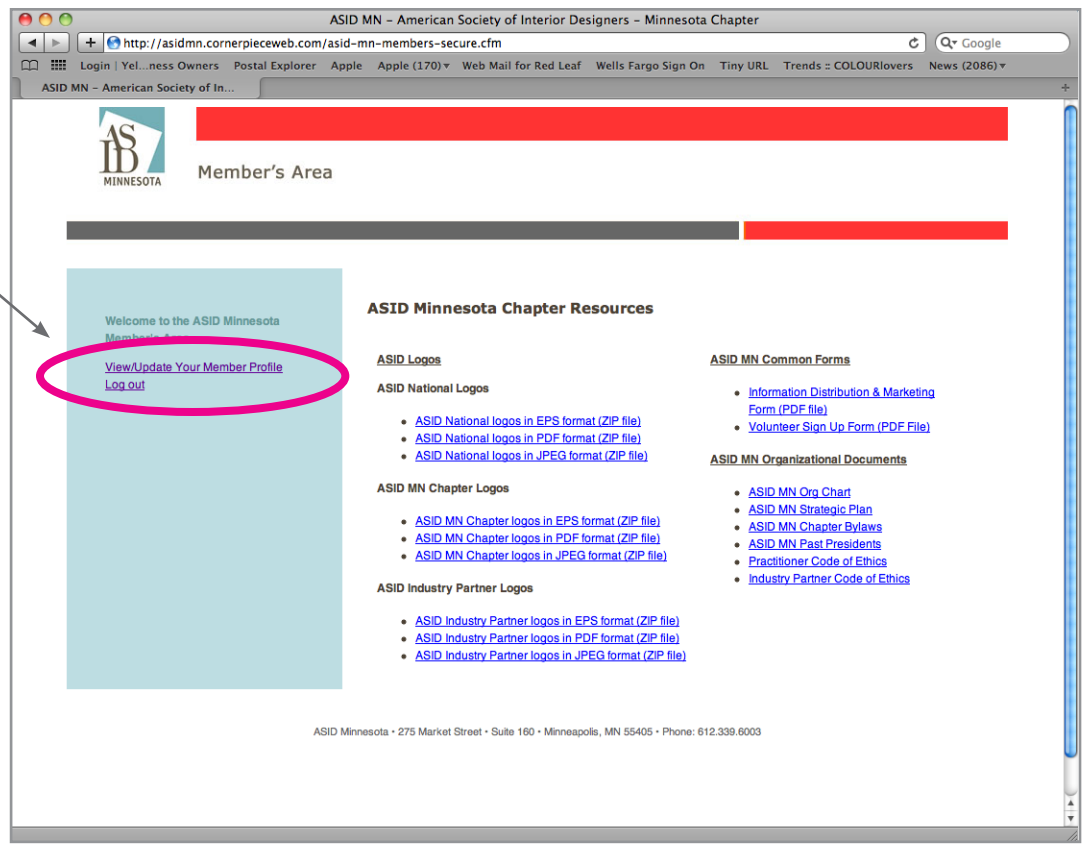
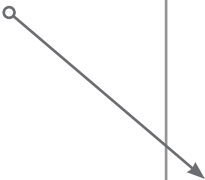
**Members: Please Review and Update Your Profile Information**

As a primary step during the initial phase of the site's launch, the chapter office is requesting that each member login to the Member's Area and review and update their Member Profile. Click on "Login" within the member's navigation bar found toward the bottom of each page. Enter your existing E-mail Address and Password combination within the provided fields and click "Go" — a valid E-mail and Password will provide access to the Member's Area. **(See left column for important information regarding first time logins.)**

Within the Member's Area, a "View/Update Your Member Profile" link is located within the left column of the page. Click on the link to access your complete profile information, including contact information, profile photo, company logo, project photos and captions, member bio/company information, and selection information for customer types, design styles and geographic area. (See following page for relevant screen captures.) **Note: It is critical that you review and update your profile information as soon as possible as the selections you make will be utilized for searches performed within the online Member Directory. If you have not reviewed and updated your Member Profile by April 22 — the date at which your expanded profile information will be made visible to the public — visitors to the site will not be able to see your profile photo, extended company/bio information, company logo or project photos.**

**Member's Area screen shown at right.**

Click here to update your Member Profile information or to Log Out.



**See next page for a detail of a sample Member Profile screen.**

## Sample Member Profile screen shown at Right.

Update your current information as need and click the “submit changes” button at the bottom of the page.

Within the right-hand column, select images for your Member Photo, Logo and Project Photos. If needed, you may add captions to your Project Photos.

The Password field shows your login Password. You may edit this.

The E-mail field shows your primary e-mail address, which may be edited or updated. REMEMBER: The e-mail address entered within this field also acts as your login ID. Your login ID must be a valid e-mail address.

Check selections that are appropriate for your business within the Design Styles and Geographic Area settings.

Add your Bio/Company information here.

**DON'T FORGET!!**  
Click on “submit changes” to save the updates to your profile information.

ASID MN – American Society of Interior Designers – Minnesota Chapter

Member's Area

Welcome to the ASID Minnesota Member's Area  
[Member Home Page](#)  
[Log out](#)

**Brian McCashin**  
Profile Last Changed: 2010-06-01 11:24:05.0

Company: Red Leaf  
School:   
First Name: Brian  
Last Name: McCashin  
Street 1: 5407 Excelsior Blvd  
Street 2: Ste C  
City: Minneapolis  
State: MN  
Zip: 55416-2932  
Phone: (952) 303-4285  
Fax:   
Website: http://www.redleafde.com  
Password:   
Email: bmccashin@redleafde.com  
Customers:  
 Residential  
 Commercial  
 New Construction  
 Remodel/Renovation  
Design Styles:  
 Aging & Accessibility  
 Casual  
 Classic  
 Contemporary  
 Global  
 Green/Sustainable  
 Historic  
 Lake Home  
 Modern  
 Retro  
 Traditional  
 Urban  
Geographic Area:  
 Twin Cities  
 Northern Minnesota  
 Southern Minnesota  
 Western Minnesota  
 North Dakota  
 South Dakota  
 Western Wisconsin

Member Photo  
photos should be 120x150 pixels and saved as JPEG at 72 dpi  
PHOTO NOT AVAILABLE

Logo  
logo max size is 135x135 pixels and should be saved as JPEG at 72 dpi

Project Photos (6 maximum)  
max file size is 500 KB per image. All images should be JPEG format in RGB color mode. Upload process will automatically create thumbnails and crop full size images

Add Image Caption 255 character limit Add Image Caption 255 character limit

Add Image Caption 255 character limit Add Image Caption 255 character limit

Add Image Caption 255 character limit Add Image Caption 255 character limit

Member Bio/Company Information  
1,500 character limit

Members Login Event Calendar E-Blasts Become a Member Leadership Volunteer MIDLAC Lobbyist

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