

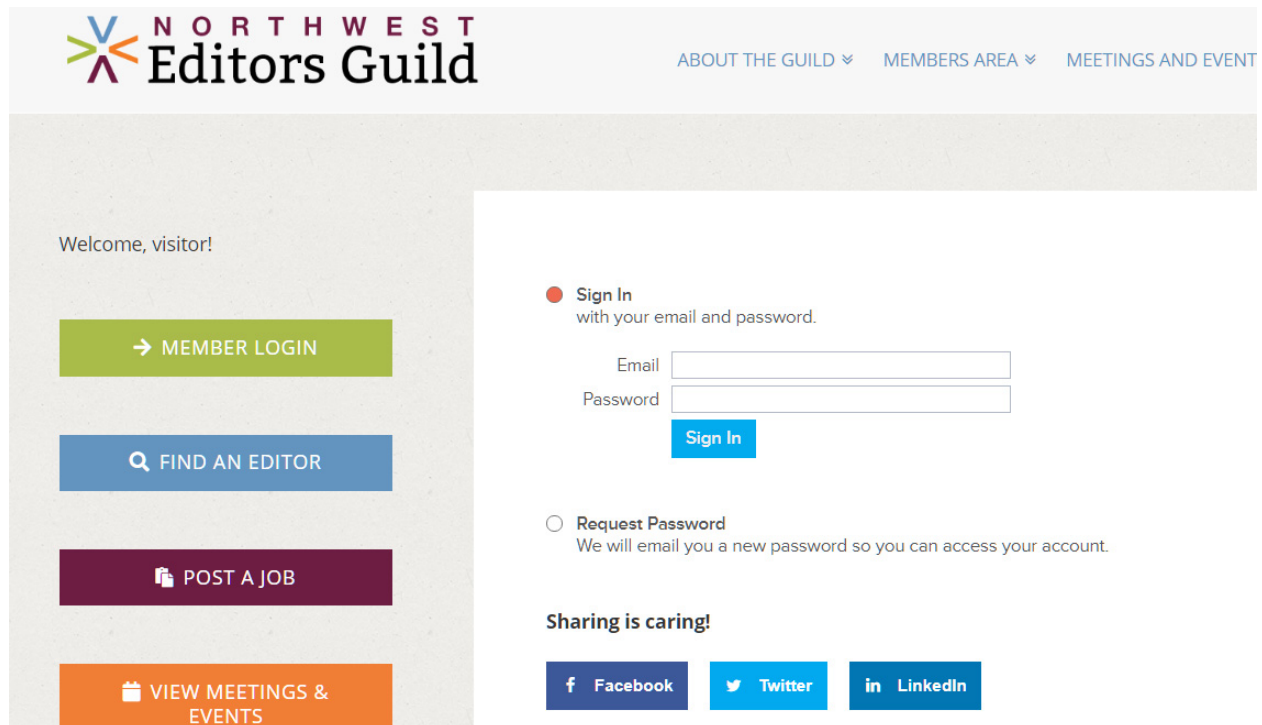
## Our Member Directory

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:

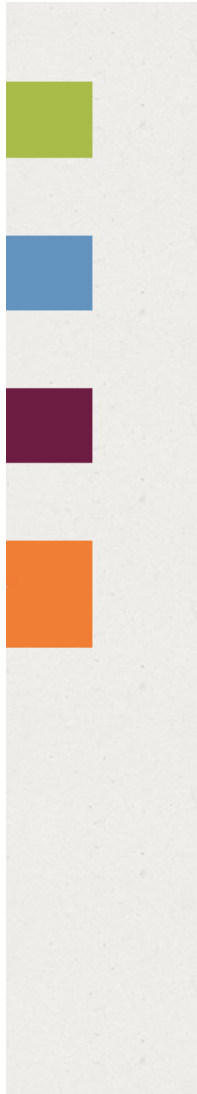


The screenshot shows the Northwest Editors Guild website. The header includes the logo and navigation links: ABOUT THE GUILD, MEMBERS AREA, and MEETINGS AND EVENT. The main content area is divided into two columns. The left column contains four buttons: MEMBER LOGIN, FIND AN EDITOR, POST A JOB, and VIEW 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

Name

Business Name

Address

Email

Phone

Website

Password [Change](#)

**MEMBER**

Standard membership

[Renew, Upgrade or Update Billing](#)

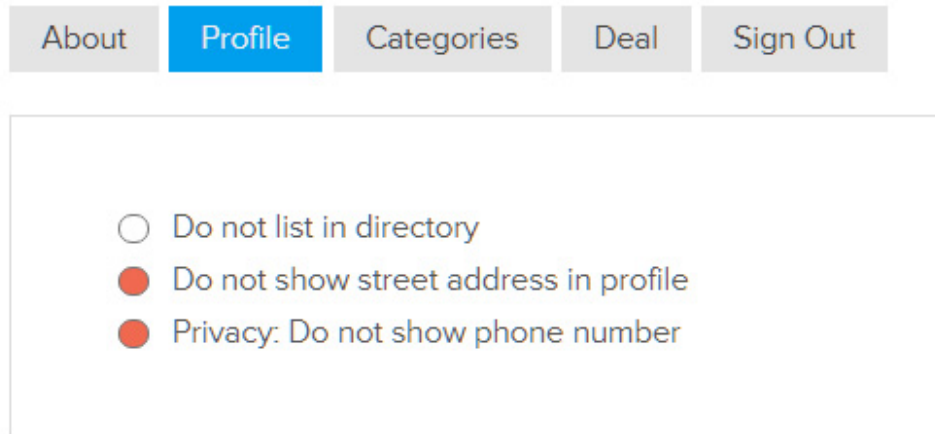
- [✔ Save & Continue](#)
- [Skip](#)

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.

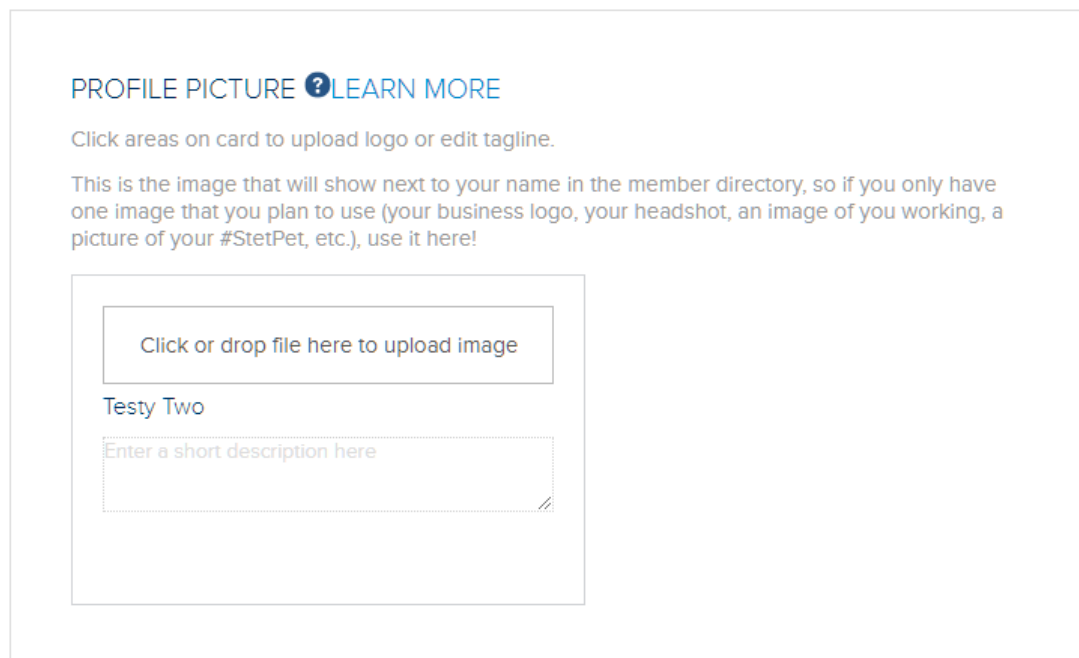


A horizontal navigation bar with five tabs: "About", "Profile" (highlighted in blue), "Categories", "Deal", and "Sign Out". Below the tabs is a white box containing three radio button options:

- 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 Profile Picture and Photo Gallery options.



The "PROFILE PICTURE" section includes a "LEARN MORE" link with a question mark icon. Below this is a card with the following content:

Click areas on card to upload logo or edit tagline.

This is the image that will show next to your name in the member directory, so if you only have one image that you plan to use (your business logo, your headshot, an image of you working, a picture of your #StetPet, etc.), use it here!

Click or drop file here to upload image

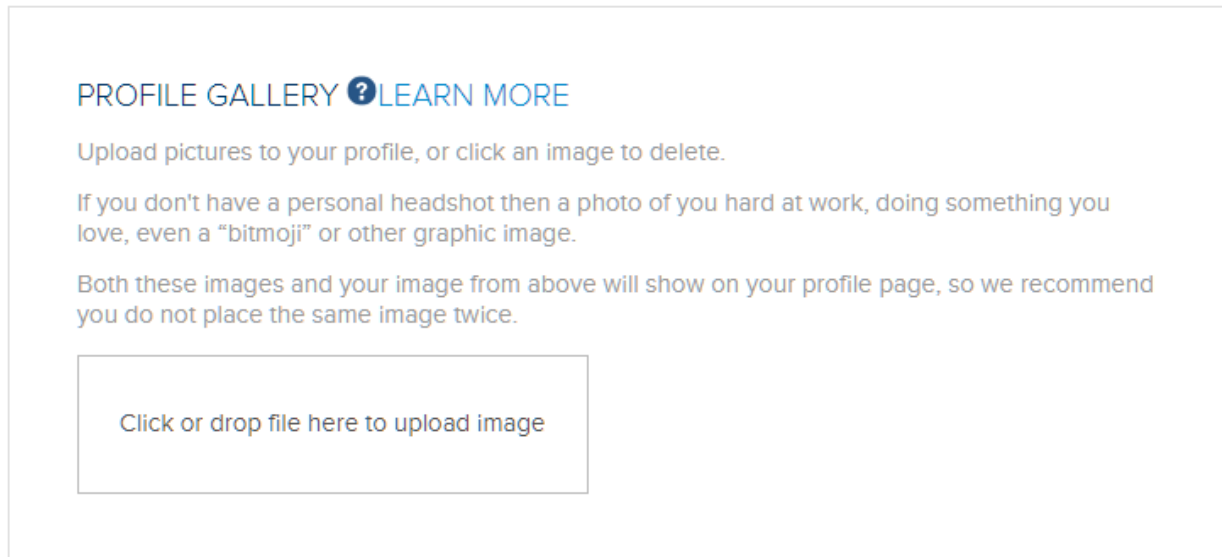
Testy Two

Enter a short description here

The Profile Picture section 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 from our service provider that will explain the use of this section (which they call the “business card”).

NOTE: This image will show next to your name in the member directory! If you only have one image, this should be it, and we highly encourage that all members put something in this section.



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.

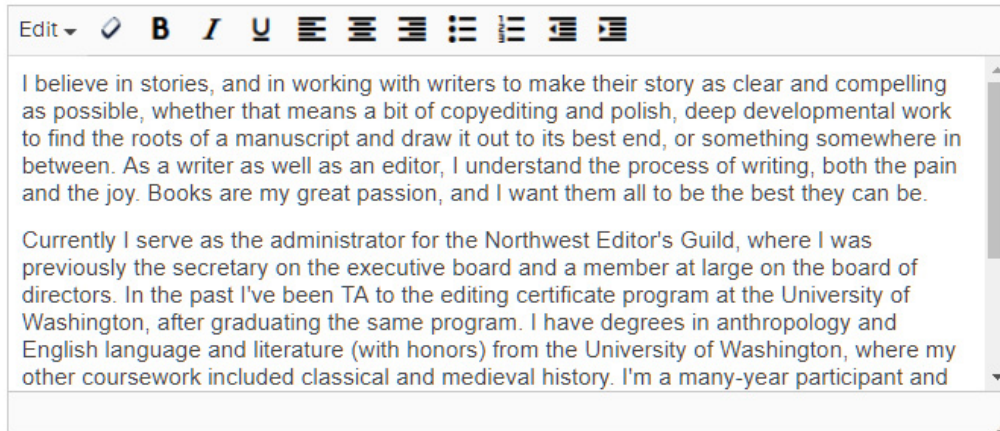
- Clicking on the gear icon in the bottom right corner of each image will pull up options to delete, expand the image to make sure you’ve selected the right one, or cancel.

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

The next section is your profile description.

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

Describe your products & services:



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons: an 'Edit' dropdown, an eraser, bold (B), italic (I), underline (U), left-align, center-align, right-align, bulleted list, numbered list, link, and unlink. Below the toolbar is a text area containing two paragraphs of text. The first paragraph discusses the author's philosophy on editing and writing. The second paragraph details their professional roles and education. A vertical scrollbar is visible on the right side of the text area.

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. Have fun with this — it's a great way for clients to get to know you before they start a real conversation! You might include talking about why you edit, how you view the process, your philosophy of editing, testimonials from past clients, and more.

As you can see above, standard formatting options like bullets, numbered lists, indented text and paragraph alignment are available. If you copy text in from another document, you may want to use the eraser icon (second from left) to clear the source's formatting.

The last section on this page allows you to enter links to any social media accounts you want potential clients to see. Feel free to pick and choose which accounts you want to share – for instance, our administrator wanted to keep my Facebook profile somewhat private, so she only lists her Twitter and LinkedIn profiles.

## 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: 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 “coypediting,” 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 page. At the top left is the logo for Northwest Editors Guild. To the right of the logo is a navigation menu with links: ABOUT THE GUILD, MEMBERS AREA, MEETINGS AND EVENTS, BLOG, and SPEAKERS BUREAU. Below the navigation is a sidebar with four buttons: MEMBER LOGIN, FIND AN EDITOR, POST A JOB, and VIEW MEETINGS & EVENTS. The main content area is titled "MEMBER DIRECTORY" and includes a search instruction: "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." Below this is a search interface with a "Search for..." input field, a "Search" button, and four dropdown menus: "Search by Location", "Search by Type of Work", "Search by Type of Project", "Search by Subject / Genre", and "Search by Style Manual". The directory displays four member profiles in a grid. The first two are Matthew Bennett and Alicia Ramos, each with a large empty box below their name. The last two are Alison Cantrell and Michael Schuler, each with a small profile picture, their name, and a short bio. Alison Cantrell's bio is "editing + proofreading: helping your stories grow". Michael Schuler's bio is "Providing editing services that help writers connect with their readers".




And your individual profile will look something like this example (our administrator's profile):

ABOUT THE GUILD ▾ MEMBERS AREA ▾ MEETINGS AND EVENTS ▾ BLOG ▾ SPEAKERS BUREAU ▾ 🔍


VIEW MEETINGS & EVENTS

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 profile picture and gallery that she created in the profile setup section, her bio, and then, beneath that, the fact that only her city and state and website show publicly, because she selected the options to hide her email and address on the directory. Potential clients can still email her,



though, by clicking the “Send a Message” link shown beneath her website. The two social media pages she included in her profile show below that as logos.

Be aware that certain social media sites (like Goodreads) do not currently have logos available in the system — this is unfortunately something that is managed by our 3rd party directory provider and not something the Guild can update. They will still link correctly, though!

The last section, titled Recommendations, 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, it will be removed.