
MEMBER LOG-IN DIRECTIONS



Here are some simple instructions on how to update your MWN profile on www.mainewomensnetwork.com

LOGGING IN:

If you are an existing MWN member or non-member, your username is now your email address that you originally registered with Maine Women's Network. Your password is the same password you had from the previous site.

WHEN LOGGED IN:

When you are successfully logged in, you will see a page that displays your Member Profile details. This is what the public will see. Only members will get to see your full profile. To edit anything (including a longer profile) look below the blue sidebar on the left side of this page. You will see your name and a link that says "View Profile." Click on that link. You will now see a page that says "My Profile." Click on the button "Edit Profile."

TIPS:

TEXT

- Update/edit all of your current contact info.
- Check off any and all business categories that apply to your business to make it easier for people to find you.
- Below that, add any details about whether you offer Member-to-Member discounts for MWN members. (This is a great way to sell your product or service and we regularly feature Members on our website who offers this discount.)
- Below that, add details to your biography. Add a few personal details but keep this section professional and use it to really sell yourself and your business. Use lots of keywords that will help people find you on the website. (Pick about five that best describe your business and either use it in your bio or list it below such as:
 - ABC Company: yoga, fitness, nutrition, wellness, health
- Spell check everything! A misspelled bio with grammatical errors does not put your best face forward.
- MAKE SURE YOU SAVE ALL CHANGES!! This is the button directly at the bottom of the page. You must click this button for every change you make or it will not save!

PHOTOS

- ☑ To change or add your profile picture, go back to the link that says "View Profile." Click on that link. You will now see a page that says "My Profile." Click on the button "Edit Profile." At the top, under your name and organization fields you will see a "Logo" field. You can either upload a personal pic or a professional logo in this field, which will show up in the public directory. Hint: Make sure the picture is not high-resolution or it will probably be too big to upload.

- ☑ To add a photo album that only Members can see, you will see a link below your "Edit Profile" button that says "Member photo albums." Click on that link, and then click on the "Add album" button. Add pictures of yourself interacting with your clients or other photos of your products or services that will enhance your business.

MWN SEARCH BY KEYWORD

How To Find ANY Business on The Site, Including Your Own!

It's a question we frequently get from new members. "How do I find a business not listed in your website's pre-set categories?" Or how do I get people to find mine?"

Follow these simple instructions!

All you have to do is go to our home page and click on "Public Member Directory." Under a listing of professions by Industry you will see both an "Advanced search:" link as well as a "Search field." Use the basic Search field to type in the person's name or business name if you know it. If you are looking for a range of businesses, click on "Advanced search." Scroll all the way to the bottom. There it will give you a custom search and you may search by keyword. (This is why providing specific keywords in your bio is necessary.)

STILL NEED HELP?

Please follow all of these directions first. If you have problems logging in, please let us know by emailing us at info@mainewomensnetwork.com . We have taken several steps to avoid any login issues but please be patient with as we all adjust to working with this new site!