FIND A PRO / INDUSTRY PARTNER

OPT-IN INSTRUCTIONS

COMPLETED PROFILE EXAMPLE

Stacy Knight
American Society of Interior Designers (ASID)

Edit A-H in the Basic Information section

1. Go to asid.org
2. Login using your username/password. You can refer to your welcome email or contact membership@asid.org.
3. Select Member Home

The American Society of Interior Designers (ASID) believes that design impacts lives. Founded in 1975, ASID is the oldest, largest and only multi-disciplinary professional organization for interior designers, interior design students and the manufacturers and suppliers who support the profession.

The rich, vibrant history of the organization goes back to the founding of its predecessor organizations, the American Institute of Interior Designers (AID) and the National Society of Interior Designers (NSID).

ASID advances the profession and communicates the impact of interior design to enhance the human experience.

We collaborate with others to promote the value of interior design. We prepare our members to excel in a dynamic and evolving profession. We generate, collect, and disseminate applied knowledge. Through education, knowledge sharing, advocacy, community building and outreach, we strive to advance the interior design profession and, in the process, to demonstrate and celebrate the power of design to positively change peoples lives.

We lead interior designers in shared conversations around topics that matter: from evidence-based and human-centric design to social responsibility, well-being, and sustainability. We showcase the impact of design on the human experience and the value interior designers provide.

Join ASID today: https://www.asid.org/belong
Learn about the benefits for companies: https://www.asid.org/belong/industry-partner/benefits
Learn about the benefits for designers: https://www.asid.org/belong/value

STEP BY STEP INSTRUCTIONS

1. Go to asid.org
2. Login using your username/password. You can refer to your welcome email or contact membership@asid.org.
3. Select Member Home
4. Select **Update Find an IP/Pro Information**

5. Select **Basic Information**

You are not opted into the Referral Directory

- Basic Information
- Bio
- Upload Photos
- Opt In / Opt Out
- View My Referral Listing

Want more features to your listing? Upgrade your profile today.

- **Basic Information:** This area is where you input the bulk of your information including company name, contact information, social media links, project types and specialties, and your service areas.

6. Update or verify all contact information. If you want to be searchable by the company you work for then make sure you fill out the company field.
7. Input your social media links (webpage address), select your project types/specialties. You **must enter a zip code in the service area to be searchable by zip code in the database**. Select **Continue** at the bottom of the page.

8. Confirm all desired fields are filled and select **Correct** at the bottom of the page. If changes are needed click **Update**.

### Basic Information
- **Profile:** Stacy Knight
- **Company Name (for Referral Directory Display):** American Society of Interior Designers (ASID)
- **Office Address:**
  - 1152 15th St NW
  - Ste 910
  - Washington, DC 20005-1798
  - USA
- **Phone:** (202) 546-0460
- **Email:** membership@asid.org
- **Facebook:** https://www.facebook.com/ASID7/
- **Twitter:** https://twitter.com/ASID
- **LinkedIn:** https://www.linkedin.com/company/american-society-of-interior-designers
- **Instagram:** https://www.instagram.com/asid_hq/
- **Pinterest:** https://www.pinterest.com/asid7/
- **Service Areas:**
  - **Service Area 1:**
    - City: Washington
    - State: District of Columbia
    - Postal Code: 20005
  - **Service Area 2:**
    - City: New York
    - State: New York
    - Postal Code: 10012
  - Other: Nationwide

*Please confirm the above information is correct by clicking the correct button.*
9. Select **Bio**

You are not opted into the Referral Directory

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Bio</th>
<th>Upload Photos</th>
<th>Opt In / Opt Out</th>
<th>View My Referral Listing</th>
</tr>
</thead>
</table>

**Bio:** This area is where you input a description of yourself or company and the services you provide. If you are paying for an enhanced profile you will add your profile picture here.

**Note:** Profile pictures only show on enhanced profiles. To upgrade click on the “Want more features to your listing? Upgrade your profile today.”

10. Select **Insert New Biography**

**UPDATE FIND AN INDUSTRY PARTNER ACCOUNT**

11. You can add information about the work you do or your company in the biography.

12. You will get a success screen and then click **Return to Referral Main Menu.**

**SUCCESS! Biography Information has been inserted into database.**

Update this Biography
13. Select **Opt In/Opt Out**

You are not opted into the Referral Directory

- Basic Information
- Bio
- Upload Photos
- Opt In / Opt Out
- View My Referral Listing

Want more features to your listing? Upgrade your profile today.

14. Select all **desired fields to be displayed**, Select **YES** and Click **Update**

Pinterest: https://www.pinterest.com/asid7/
Twitter: https://twitter.com/ASID

**Ready to Publish**

Are you ready for your information to be displayed? Check yes to make your listing public. Otherwise, click Update to save a draft of your work.

- **Yes**

15. Some features (bio and pictures) take time to load. Your complete listing will be published **within 24 hours**. Click **View My Referral Listing** to see how it looks and repeat the above steps if changes are needed.

You are not opted into the Referral Directory

- Basic Information
- Bio
- Upload Photos
- Opt In / Opt Out
- View My Referral Listing

**Upload Photos**: This area is where you can add photos, show off your portfolio, or display products you sell. Detailed instructions are listed under “Enhanced Profiles Only” starting on page 6.

**Note**: Images in the “upload photos” section **will only appear in your profile if you upgrade to an enhanced profile**. Enhanced profiles can be purchased for $200 annually. If you would like to upgrade, follow the steps online or contact membership@asid.org to set this up.
ENHANCED PROFILES ONLY

You are not opted into the Referral Directory

- Basic Information
- Bio
- Upload Photos
- Opt In / Opt Out
- View My Referral Listing

Want more features to your listing? Upgrade your profile today.

ADDING IMAGES

1. You need to decide how you your images to be laid out.
   
   **Option A:** You can have all images scroll through in one large gallery.

PROJECTS

Project Title: Photo Gallery

Upload Photos: This area is where you can add photos, show off your portfolio, or display products you sell.

**Note:** Images in the “upload photos” section will only appear in your profile if you upgrade to an enhanced profile. Enhanced profiles can be purchased for $200 annually. If you would like to upgrade, follow the steps online or contact membership@asid.org to set this up.

**Size and Resolution of Images:**
ASID recommends that images be sized to 753x565 pixels. The recommended resolution is 72 dpi, but not required. Images larger than the size specified may load slower.
Option B: Images split into separate smaller galleries; you can split the images up by theme, project, brand, or product: ex) Kitchen, living room, bathroom would each be a gallery; or ex) Lighting, ranges, faucets could be used for product galleries.

2. The image description (and gallery name if used) would display like this on the website.

3. Click on Upload Photos from the Referral Main Menu. Scroll to the bottom of the page and click Upload.

You are not opted into the Referral Directory
4. Select the image you want to upload from your files. You can add a title and description of the image, only the description will show on the website. If you want to split images up into galleries you need to add the name in the tag box. If you want 5 photos to appear in one gallery called “Conference room” then all 5 photos must have Conference room in the tag field.

5. Repeat steps 3 and 4 until all of your files are uploaded.

6. To change the display order of the images, use the dropdown at the top of each image to select a new display order. Notice that each gallery starts with 1. Click Re-Order at the bottom of the page to publish the change.

Return to Referral Main Menu
MAKING CHANGES

Change Project Title or Group Images in Portfolio
Login to your account on asid.org, click Update Find a Pro Information, select Upload Photos link, under photo, click Edit. In the box labeled “Tags (comma-separated)” type your preferred title. Each portfolio image must be tagged in order to be placed under a specific project.

Rearrange Galleries
This feature is not available at this time. We are currently working on adding this feature to a future update.

MORE ENHANCED PROFILE FEATURES AND INSTRUCTIONS

Enter multiple Awards (Designers only)
Enhanced Find a Pro members can enter multiple awards into the Award section of your profile by simply separating each award with a comma. You also can enter the HTML page break symbol “</br>” after each award which will place each award on a new line.

Service Area Descriptor
Enhanced Profiles subscribers may add a second service area and service area description if interested. To do this, all you have to do is log into your account, under your name, click Update Find a Pro Information, click on Basic Information and then scroll to Service Area 2 and enter a second state and zip-code. For the service area descriptor you can put words like “Nationwide”, “All of Florida”, “Entire West Coast”, “National and International”, “USA and Canada.”