



Oregon Chapter, ASID Members:

We need your participation to update the Designer Profile Database on our Oregon Chapter, ASID website!

New Site Features...

Designers & Students Can Now:

- Have your name appear in the rotating Designer listing on the home page
- See your project images included in the rotating photos featured throughout the site
- Manage your own Designer Profile Page which will be seen by potential clients through the "Instant Designer Search"
- Write a brief description about you and your company
- List your contributions to our Chapter (If you haven't served the chapter, this sub-heading won't appear)
- Upload your own project photos and company logo

Here are the steps to update/create your Designer Profile:

1. Go to www.asidoregon.org & click on "Members"
2. In the Member Log-In area, enter your Username and Password
 - a. Your Username is your first and last name together, (no spaces, all lower case)
 - b. Select the "I Forgot" button if you can't remember your password
 - c. Your Password is your ASID member number (or your new password if you have reset it)
3. Click "Log-in"
4. Click "Edit My Account", then:
 - a. Review your contact information to make sure it is accurate.
 - b. Click the "On" buttons to turn include your address and email on your completed Profile page
 - c. Enter any Chapter positions you've held (i.e. Board or Committees positions)
 - d. Select your specialty categories
 - e. Enter/Update the number of years you've been practicing
 - f. Enter your external website
 - g. Change your password (if desired)
 - h. Enter your Secret Question/ Answer to help if you forget your password
 - i. Write a brief description about your company in the "Describe Your Services" box
 - j. Click "Submit Changes" when done
5. Make sure 'Your Profile' is "On"
6. Click the "View My Profile" button to preview your Member Profile Page

The screenshot shows the 'Member Profile Edit' page on the ASID Oregon website. The page has a navigation bar with 'Members', 'Students', 'News & Events', 'Resources', 'About', and 'Contact'. Below the navigation bar, there are sections for 'ASID Oregon Member' (Welcome Julia!), 'Downloads', and 'Designer Search'. The main content area is titled 'Member Profile Edit' and includes a sub-header 'Edit Your ASID Oregon Profile'. The form contains several sections: 'Personal Information' (Last Name, First Name, Address 1, Address 2, City, State, ZIP, Phone, Fax, Email, Name of Current Employer), 'Describe Your Services' (a text area with a rich text editor), 'Describe Your Oregon Chapter Board or Committee Participation (if any):' (a text area), 'Check only categories in which you are currently practicing (Limit = 4)' (checkboxes for Residential, Commercial, Commercial Facilities Management, Government Institutional, Healthcare, Hospitality/Restaurant, Office, Retail/Store Planning), 'Years Practicing Interior Design:' (a text input), 'Does Designer Have a Personal Website?' (a checkbox and URL input), 'Change Password:' (password and confirm password inputs), and 'Secret Question:' (a dropdown menu and text input). The page also has a 'Cancel' button and a 'Submit Changes' button.

To add project photos & logo:

ASID OREGON

Members Students News & Events Resources About Contact

Member Log-In | Event Calendar | NCIDQ Exam | ASID STEP | Legislation | Board of Officers | '08-'09 Strategic Plan

Member Profile Edit

Change Photos

Profile Photo 1 1a

No Photo

Profile Photo 2

No Photo

Logo or Personal Image 1b

(Optional), upload a company logo or personal image to go with your profile

No Photo

1c

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1. Click **“Change My Photos”**
 - a. Upload up to 2 project images by selecting the “Browse” buttons and selecting images from your files
(Note: Photos must be smaller than 2 MB’s and saved in .jpeg format)
 - b. Upload your company logo by selecting the “Browse” button and selecting image from your files
(Note: Logo must be smaller than 2 MB’s and saved in .jpeg format)
 - c. Click the **“Submit Changes”** button when finished
2. Go back to **“Edit My Account”** & click the **“View My Profile”** button to preview the photos & logo on your Member Profile Page

NOTES

Log-in again at any time to update your information! **For Technical Issues:** Contact the Chapter Website Chair