



## STEP BY STEP UPDATING INSTRUCTIONS FOR MEMBERSHIP RECORD – ONLINE FORMAT

*Who's Who in Festivals & Events - 2008-2009 IFEA Membership Directory & Buyers Guide*  
Questions? Contact Julie Parke at [julie@ifea.com](mailto:julie@ifea.com) or 208-433-0950 ext: 810

If you would like to update your IFEA Membership Record online, please follow the instructions below. For inclusion in the ***Who's Who in Festivals & Events - 2008-2009 IFEA Membership Directory & Buyers Guide***, please update your record by Monday, April 7th, 2008. *If we do not hear from you by April 7th, 2008, your information will remain the same as below and will be published as such in the directory.*

### **STEP 1 – LOG IN TO YOUR PROFILE**

- Go to [www.ifea.com](http://www.ifea.com)
- On the "Top Navigation Bar," select the "Members" tab. Enter your IFEA Username and Password.

### **STEP 2 - UPDATE YOUR "PEOPLE INFORMATION" PROFILE**

After you have logged in, you will first have access to the "**People Information**" section in your Membership Record.

- Please verify that all your contact information for you and your organization is accurate, making any changes as necessary.
  - You may make any changes as needed to your information by selecting "**Edit**" at the top right. Follow the instructions listed at the top of the page to complete your edits.
  - Field names that are underlined provide more information about that field when clicked.
- If you would like to change your username and password at this time, you may do so within this section.
- Please Note: *Not all fields listed in your Membership Record can be edited.*
- Be sure to select "**Save**" at the bottom left, before moving to the next tab. (Changes will not be saved if you do not select save after each edit.)

### **STEP 3 – UPDATE YOUR "ORGANIZATION INFORMATION" PROFILE**

Next, please select the "**Organization Information**" tab. All the information listed for your Organization is located in this section.

- Please verify that all of the contact information for you and your organization is accurate, making any changes as necessary.
- If you are part of an organizational or group membership, your company information is shown in this section.
  - If you have an "Individual" membership, your information is primarily listed under the "People Information" section. You will not need to enter an organization name or address under "Organization Information" section. Be sure however to review your "Member Type" and "Description."
- If there is not a description of your organization, or you would like to change the current one, please do so in this section. (25 words or less)
- Please select your "**Member Type.**" This information will appear in the directory. (For Reference see link: [IFEA Directory Category Choices](#))
- Be sure to save any changes.

### **STEP 4 – UPDATE YOUR "DIRECTORY INFORMATION" PROFILE**

Finally, please go to the "**Directory Information**" tab. Here you will be able to enter information on your Organization's that will help member's locate comparable organizations and customers find suppliers. (For Reference see link: [IFEA Directory Category Choices](#))

- Please verify that all your information is accurate, making any changes as necessary. Be sure to save any changes.
- Be sure to select 08-Yes in the Directory Update field to record that your profile was updated even if there were no changes.
- Members whose main focus is putting on an event or events for a single organization are categorized as Event memberships and the fields that most relate to them are: Profit Classification, Budget Range and Characteristics.
- Members whose main focus is to provide supplies and products to the event industry are considered Suppliers. The fields that most relate to them are: Profit Classification, Budget Range and Categories for Buyer's Guide. The Buyer's Guide Category field allows only one selection. However additional categories are available for a fee. Up to 6 categories can be added for just \$195. If interested, please refer to the [IFEA Buyers Guide Category Link](#).

### **STEP 5 – FOR EVENT MEMBERS ONLY - SPONSOR INFORMATION FOR IFEA DIRECTORY**

**Please refer to the Sponsorship Information for IFEA Directory Link.** The information listed on this page is not updatable via the IFEA Member Database on the web, however the information is included in the published version of the Who's Who in Festivals & Events - 2008-2009 IFEA Membership Directory & Buyers Guide. If you could please print the page, complete and return to IFEA, your information would be very helpful.

### **STEP 6 – FOR GROUP MEMBERSHIPS ONLY**

If your organization has a Group Membership, each member has an individual and an organization profile and can only be changed by using their individual Username and Password. Therefore, for ease and consistency when updating your Membership Record, one person might want to update your entire record. Please be sure to:

1. Complete the information for each member in your Group Membership. Please ensure that all information under the "Organization" and "Directory" tabs is consistent.
2. If assistance is needed, please complete the required information in the "People," "Organization," and "Directory" sections, and the IFEA Staff will update the remainder of the information for your entire group.