



Upgrading Your Point on the IFEA's PointsMap®

Upgrading your Point on the IFEA's PointsMap is easy to do. Just follow the below instructions:

- Select **Log-In** on the PointsMap.
- Select **New User**
- Select your **Organization Name** from the list
- Enter a **Username** and **Password** you'd like to use to access your Point, then hit Submit. (Your password is case sensitive.)
 - This will take you to **PayPal** to set up your payment method.
 - **IFEA Members**, your Member Discount Code is: **IFEAMDPM**
- Once your payment has been submitted, your upgraded Point on the PointsMap will be activated.
- You can then **go back** to the PointsMap – select **Log-In** again, enter your **Username** and **Password** and just click **Edit** to access and update your Point.
 - Here you can:
 - **Add additional categories** you wish your organization to be listed under (do not change the primary category as that indicates what type of organization you are – and how people find you!
 - **Add a photo** or logo
 - **Enter a description**
 - **Add your website** link and more
- Be sure to **SAVE** your changes!

Questions? Contact Beth Petersen, Director of Member Services at beth@ifea.com or +1-208-433-0950 ext: 1 or Nia Hovde, Director of Marketing & Communications at nia@ifea.com or +1-208-433-0950 ext: 3.

