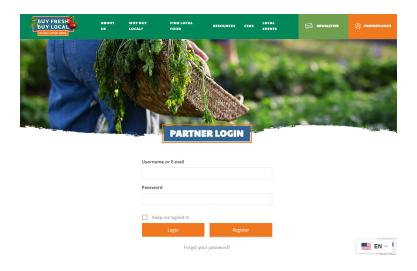
Is your profile missing or not updated?

To update your profile:

- 1. Go to buylocalqlv.org
- 2. Click on the **partner login button** in the top right corner of the page.



3. Type in your old **username/email and password** and click login. **If you forget your password, click "Forgot your password?"** which will send you an email to update your password. (If you do not get the email, please let me know so I can assist in resetting your password.) Your usernames cannot be changed, and I have access to all those, so let me know if you can't remember.



4. Once in your profile (*you may have to click view profile*), click on the little gear symbol and click edit profile to begin editing the profile sections. Once you make all desired edits, click the "Update Profile" button at the bottom.



There are a couple sections requesting contact information. The "Primary Contact" section is a section only I can see from the backend, so please be sure to fill that out with whichever contact info is best for me to use when trying to get in touch with you. We are working on updating the backend with some more instructions so things like this are more clear. Thank you!

For Local Foods Guide publication:

- We are pulling some of this updated information for the Local Foods Guide publication. To help with this process, please try and keep the first paragraph of your description to about 45 words and with the most important info so we can focus on pulling that for the print. Feel free to expand in other paragraphs on the website profile.
- If you are happy with the last guide, let us know.
- Please be sure to indicate whether you accept SNAP and purchase wholesale.
- 5. Make sure you hit "Update Profile" at the bottom of the page or the check at the top to save changes. Refresh the page and return to your profile to see updates from the front end (how consumers/other people will see it).

6. Please, <u>let me know when you have updated your profile</u>, so I can mark you off as complete or if you're having any trouble.

Thank you! My contact info:

Email: madeline@nurturenaturecenter.org
Cell (txt before calling please): 484-895-5789

Office: 610-253-4190