

NAWP.COM USERS GUIDE FOR MEMBERS



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Overview

This guide is to be an assisting tool for members of the National Association of Wedding Professionals in their day to day use of the website at NAWP.com.

As always, the website is a living, changing entity, and therefore parts of this guide might become out of date. This guide will be updates when possible to reflect those changes.

Should you find a change that needs to be made, please contact our webmaster at media@nawp.com. We also welcome polite suggestions in resources that can be made available as well functionality we might add in the future.

The website at NAWP.com has 3 audiences:

- Engaged Couples
- Our Current Member
- Prospective Members

We are continuing to strive to reach all 3 audiences to the best of our ability. If you have contributions to content to reach our wedding couples, please contact the National Board of Directors at NAWPBoard@nawp.com.

Status Updates:

09.16.19 – We are working on the following functionality of the website. Till that time, we apologize for the inconvenience.

- Member Renewals
- Board Vote Submission
- Board Vote Pages
- Blog Submissions / Blog Posts

We are still updating the content to:

- Plan Your Wedding section
- Member Benefits
- Start a new Chapter

Logging In

Each membership to NAWP is given one login to the website. This email address and the corresponding password is the email address that was on file when NAWP.com was transferred to its current platform

Please note that your login email may be different from your email listed on your profile that wedding couples can view on NAWP.com

Changing your log in email

If you are unsure about what email address is connected to your membership, please contact either:

National Treasurer (treasurer@nawp.com)

National Communications Chair (media@nawp.com)

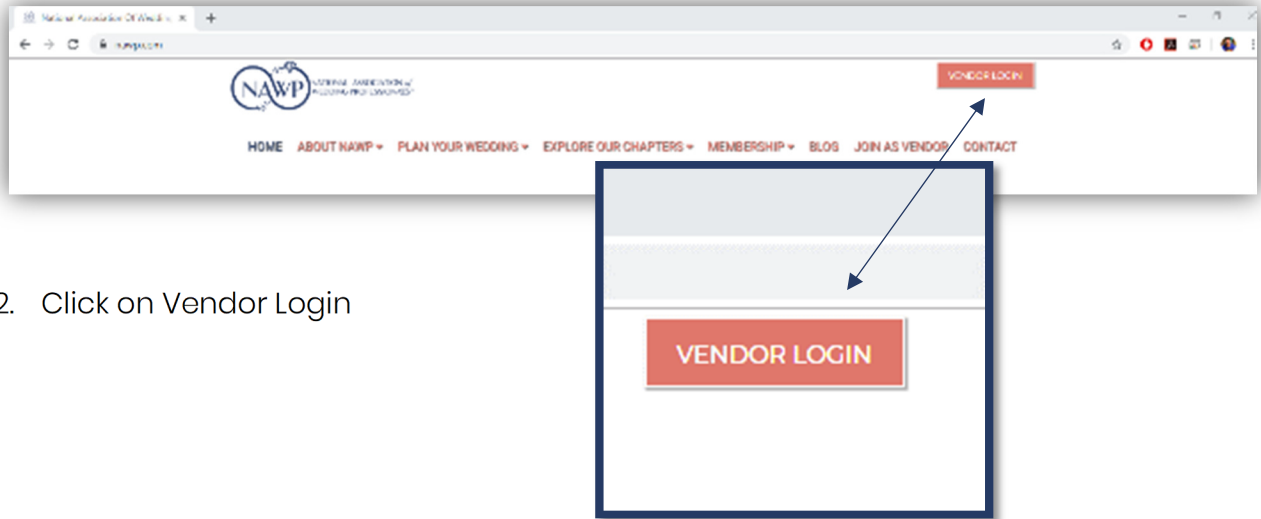
Only Super Admins to NAWP.com can change the login email. **PLEASE NOTE THAT ONCE THE LOG IN EMAIL HAS CHANGED, IT WILL NO LONGER BE AN EMAIL.** Please make sure that whatever you choose to change it to is something UNIVERSAL TO YOUR BUSINESS and not just something central to you.

Changing your password

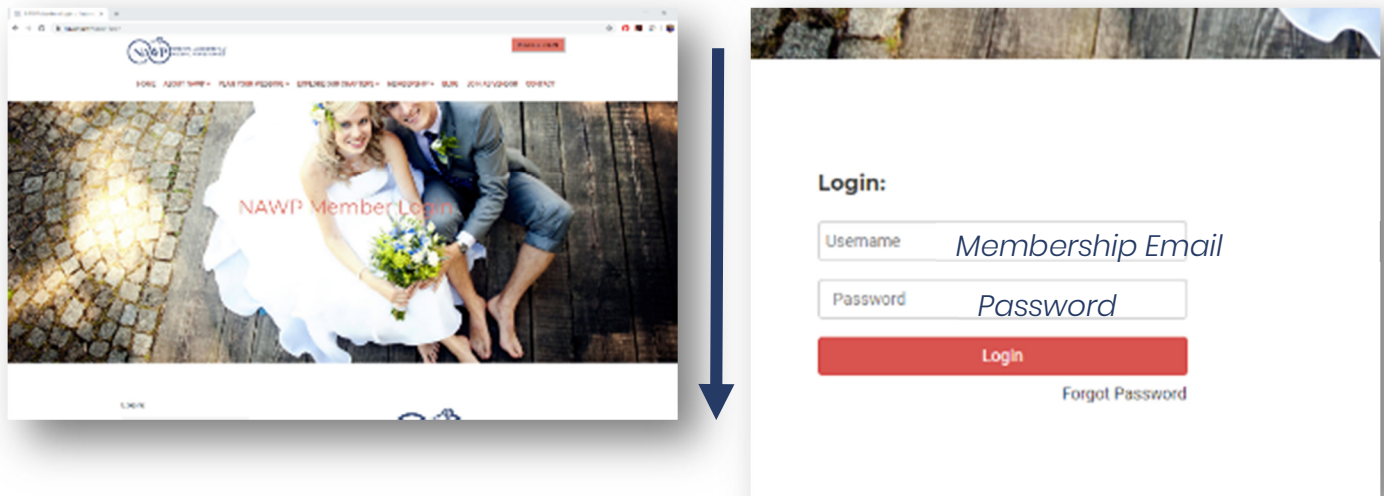
Your password was transferred over from the previous version of NAWP.com. If you are sure of your login email, but are unsure of your password, NAWP.com has an automated password reset feature located on the login screen.

To log into NAWP.com

1. Go to NAWP.com on your web browser



2. Click on Vendor Login



3. Scroll down and enter membership email and respective password
4. Hit Log in. This will take you to the Members Area.



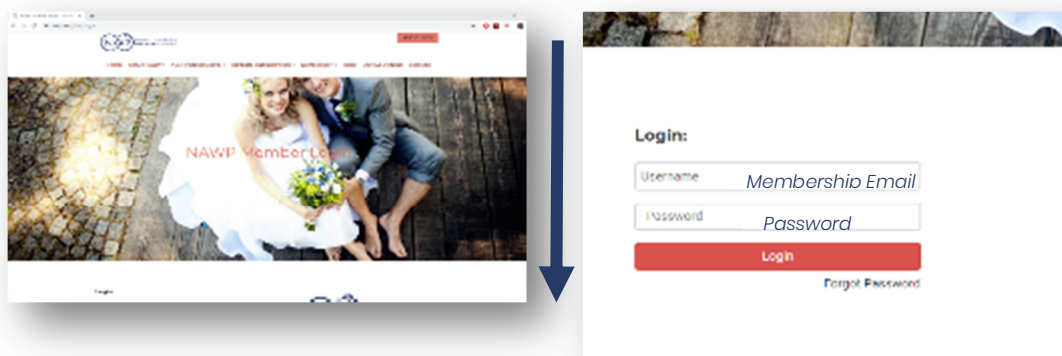
Accessing and Changing Public Profile Information

All information currently in your profile is the information that was on file with the NAWP at the time of launching NAWP.com on the new platform **or** what you submitted if you joined after we launched the new platform.

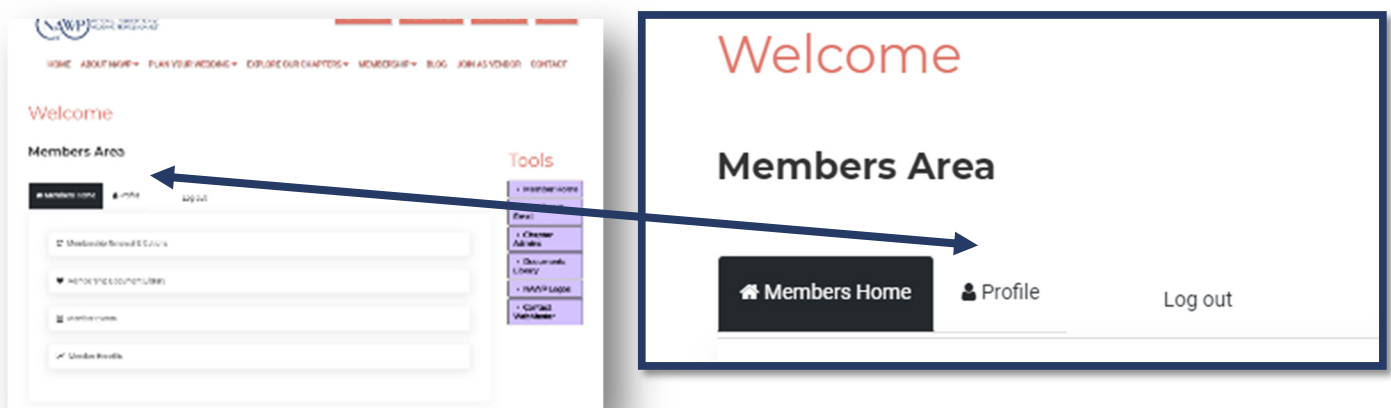
Your profile information is what is also visible to wedding couples and other members and perspective members in various locations throughout NAWP.com

To change the profile information

1. Log into NAWP.com to get to the Members Section



2. Once arriving at the members section, click on the tab that reads **Profile** in the member's area.



3. Edit what information you wish to edit

Members Home Profile Log out

Please note that some of this information will appear as your listing online and should be entered carefully.

Business Name
Madison Children's Museum

Contact Person
J. Belmont

Address
100 N. Hamilton Street

City * Madison **State** Wisconsin **Zip** 53703

Phone
(608) 256-6445

E-mail (This won't change you login email)
rent@madisonchildrensmuseum.org

Website
http://madisonchildrensmuseum.org/parties-and-rentals/

Facebook
https://www.facebook.com/madisonchildrensmuseum/

Twitter

SAVE

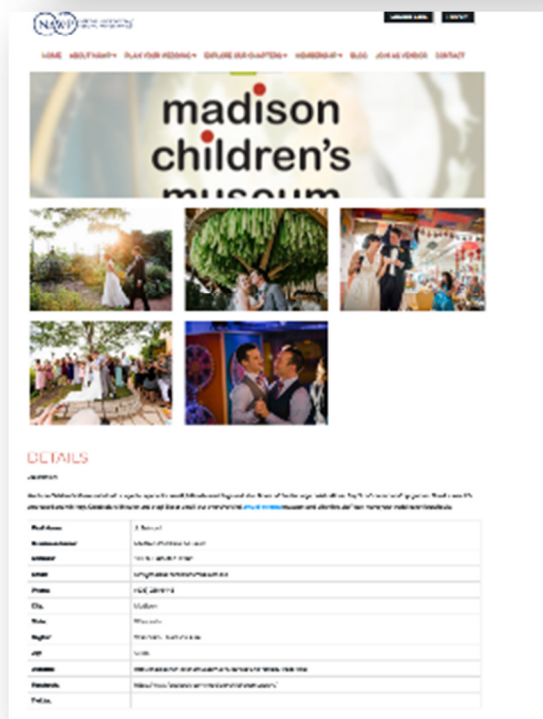
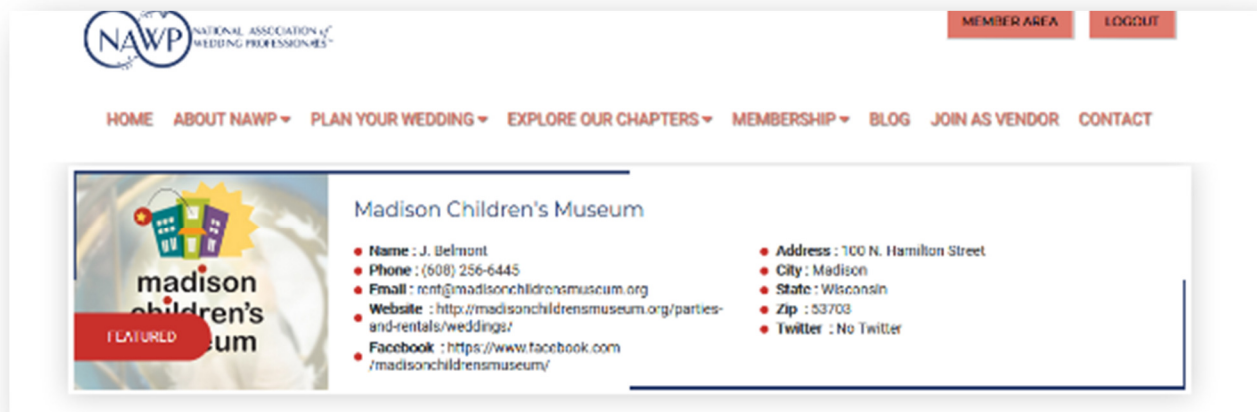
4. Hit Save

Please note that your type of business (venue, florist, planner, etc.) is not editable through this screen. We note that very rarely businesses change in this way, but should you need to have that change, please contact the Communications Chair at media@nawp.com

Featured Vendor Profile Information

For those members who have selected and paid to be a featured member, your listing on NAWP.com has a few more functions available, including information and pictures.

When a visitor to NAWP.com views a featured member in our search listings, they will see small flag denoting the listing as a feature vendor.



Visitors to NAWP.com can click on any featured vendor listing to have additional information become available on a different page for the viewer. This page includes the information contained in a basic profile, plus a custom description of your business and up to 6 pictures to feature.

All of the Featured Vendor information is editable via an additional tab in the Member's Area that appears for featured vendors.

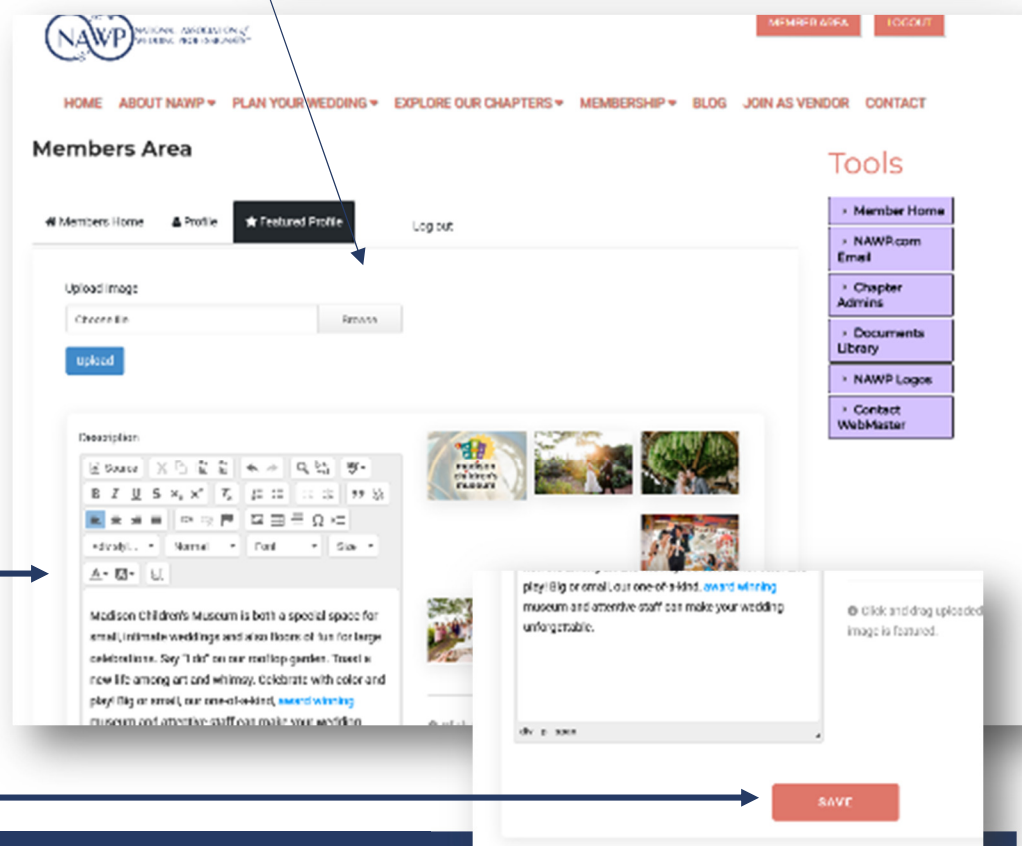
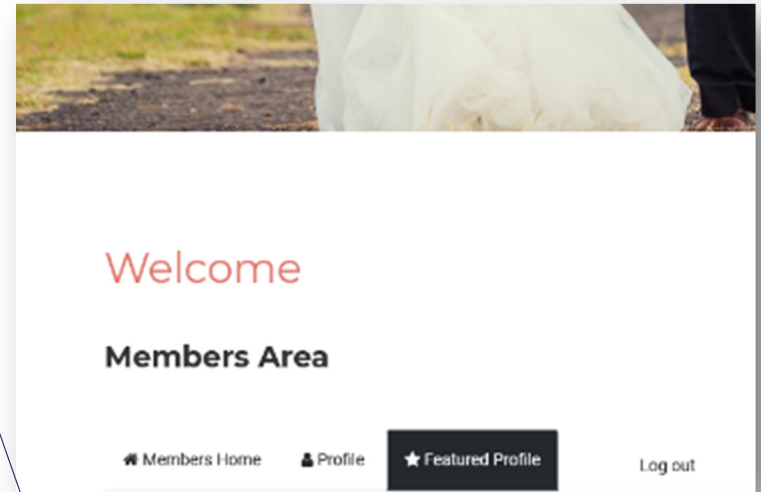
To Change Your Featured Vendor Profile

1. Log into NAWP.com and proceed to member's area
2. Click the tab that reads **Feature Profile**

3. To add pictures, click on the button that says **Browse** and upload a picture from your computer or device. Please note, after you have selected the file, the file name will not appear in the field. Don't worry, it's still there, just hit the button that says **Upload**.

4. Use the content composer to edit your information (you may include links and other basic formatting)

5. Hit Save



Picture Advice:

- No more than 6 pictures
- Landscape pictures work best
- No more than 1200px wide
- File size no more than 1.5MB

Member's Area Tools

In the members on the **Members Home** tab, there are 4 tools for you to use to assist with your membership.

Membership Renewal

This link will take you to the membership renewal form. It is a simple form requiring a small bit of information that will notify the national treasurer to send a renewal invoice.

Membership

The screenshot shows the NAWP (National Association of Wedding Professionals) Membership Renewal form. The page has a header with the NAWP logo and navigation links: HOME, ABOUT NAWP, PLAN YOUR WEDDING, EXPLORE OUR CHAPTERS, MEMBERSHIP, BLOG, JOIN AS VENDOR, and CONTACT. There are also buttons for MEMBERS AREA and LOGOUT. The main heading is "Membership Renewal".

Membership Information

Business Name: Membership Email: Chapter:

if you wish to change any of the above information please visit your [profile page](#)

Membership Dues

☐ **Featured Member Listing (\$150)**

Premium Listing
Up to 7 pictures
Top listing (per) in your category
Brief description of your business
Ability to update pictures and descriptions online
Highlighted in the Feature Vendor selection on NAWP's homepage

Have a Discount Code?

Total

PLEASE Confirm Your Total Below

Billing Information

Billing Name:

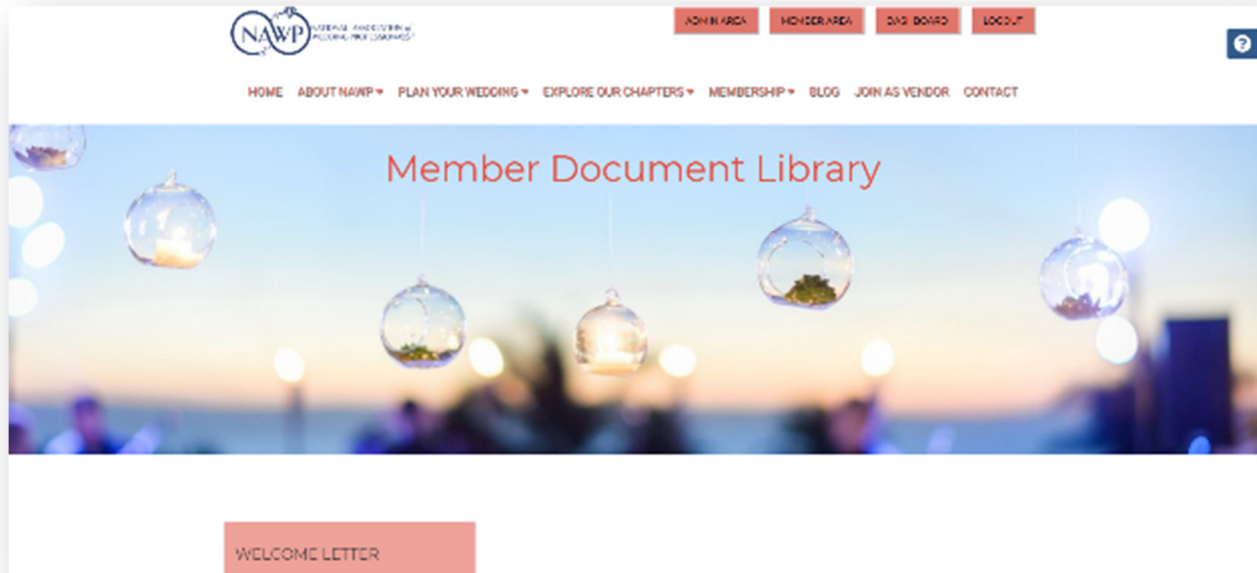
Billing Address:

Documents

Library

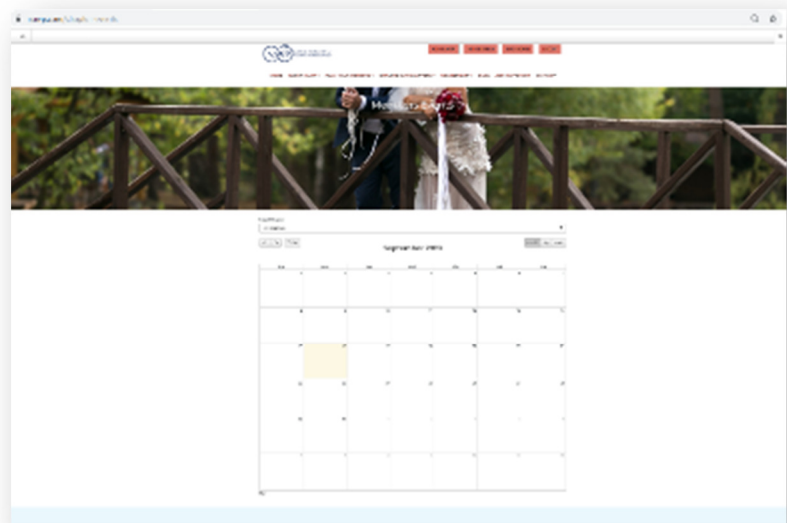
This page is a library of documents made available to all members to assist them with their membership as well as promoting NAWP and possibly recruiting new members.

All documents are pdf that are updated by the national board of directors.



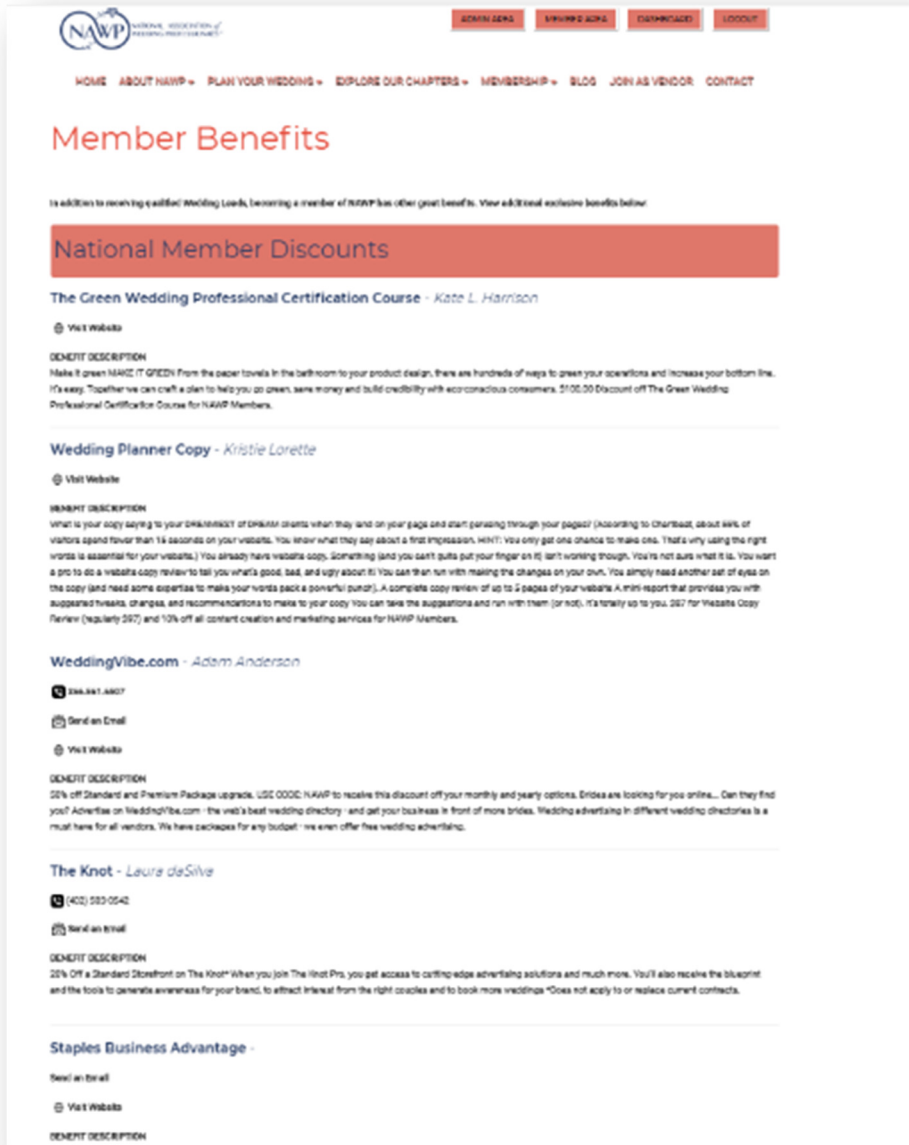
Member Events

This link leads a calendar that shows all chapter events for all of NAWP as well as allowing you to see individual chapter calendars.



Member Benefits

This is a link to the online list of Member Benefits.



The screenshot shows the NAWP (National Association of Wedding Planners) website. The header includes the NAWP logo and navigation links: ADMIN LOGIN, MYWEDDING, DISCOUNTS, and LOGOUT. Below the header is a secondary navigation bar with links: HOME, ABOUT NAWP, PLAN YOUR WEDDING, EXPLORE OUR CHAPTERS, MEMBERSHIP, BLOG, JOIN AS VENDOR, and CONTACT. The main heading is "Member Benefits". A subheading states: "In addition to receiving qualified Wedding Leads, becoming a member of NAWP has other great benefits. Your additional exclusive benefits below:". A red banner highlights "National Member Discounts". The first benefit is "The Green Wedding Professional Certification Course - Kate L. Harrison", with a "Visit Website" link and a "BENEFIT DESCRIPTION" section. The second benefit is "Wedding Planner Copy - Kristie Lorette", also with a "Visit Website" link and a "BENEFIT DESCRIPTION" section. The third benefit is "WeddingVibe.com - Adam Anderson", with links for "Email Alert", "Send an Email", and "Visit Website", and a "BENEFIT DESCRIPTION" section. The fourth benefit is "The Knot - Laura deSilva", with a "Send an Email" link and a "BENEFIT DESCRIPTION" section. The fifth benefit is "Staples Business Advantage -", with a "Send an Email" link, a "Visit Website" link, and a "BENEFIT DESCRIPTION" section.

NAWP NATIONAL ASSOCIATION OF WEDDING PLANNERS

ADMIN LOGIN MYWEDDING DISCOUNTS LOGOUT

HOME ABOUT NAWP PLAN YOUR WEDDING EXPLORE OUR CHAPTERS MEMBERSHIP BLOG JOIN AS VENDOR CONTACT

Member Benefits

In addition to receiving qualified Wedding Leads, becoming a member of NAWP has other great benefits. Your additional exclusive benefits below:

National Member Discounts

The Green Wedding Professional Certification Course - Kate L. Harrison

[Visit Website](#)

BENEFIT DESCRIPTION

Make it green NAACP IT GREEN From the paper towels in the bathroom to your product design, there are hundreds of ways to green your operations and increase your bottom line. It's easy. Together we can craft a plan to help you go green, save money and build credibility with eco-conscious consumers. \$100.00 Discount off The Green Wedding Professional Certification Course for NAWP Members.

Wedding Planner Copy - Kristie Lorette

[Visit Website](#)

BENEFIT DESCRIPTION

What is your copy saying to your DISCOVERY of DISCOVER clients when they land on your page and start perusing through your pages? (According to Chartbeat, about 66% of visitors spend fewer than 14 seconds on your website. You know what they say about a first impression, RIGHT? You only get one chance to make one. That's why using the right words is essential for your website.) You already have website copy. Something (and you can't quite put your finger on it) isn't working though. You're not sure what it is. You want a pro to do a website copy review to tell you what's good, bad, and ugly about it! You can then run with making the changes on your own. You simply need another set of eyes on the copy (and need some expertise to make your words pack a powerful punch!). A complete copy review of up to 4 pages of your website A mini report that provides you with suggested revisions, changes, and recommendations to make to your copy You can save the suggestions and run with them (or not, it's totally up to you. 267 for Website Copy Review (regularly 300) and 10% off all content creation and marketing services for NAWP Members.

WeddingVibe.com - Adam Anderson

[Email Alert](#)

[Send an Email](#)

[Visit Website](#)

BENEFIT DESCRIPTION

25% off Standard and Premium Package upgrade. USE CODE: NAWP to receive this discount off your monthly and yearly options. Brides are looking for you online... Can they find you? Advertise on WeddingVibe.com - the web's best wedding directory - and get your business in front of more brides. Wedding advertising in different wedding directories is a must-have for all vendors. We have packages for any budget - we even offer free wedding advertising.

The Knot - Laura deSilva

[Send an Email](#)

BENEFIT DESCRIPTION

25% Off a Standard Blueprint on The Knot When you join The Knot Pro, you get access to cutting-edge advertising solutions and much more. You'll also receive the blueprint and the tools to generate awareness for your brand, to attract interest from the right couples and to book more weddings *Does not apply to or replace current contracts.

Staples Business Advantage -

[Send an Email](#)

[Visit Website](#)

BENEFIT DESCRIPTION

If you have suggestions for any addition information or tools that could be made available to members, please email your polite suggestions to the national communications chair at media@nawp.com.

Chapter / Board Administration

NAWP.com is offering both its national boards and its chapter boards a great many new tools in managing membership, chapter presence, and more.

Access

Access to several of the Administrative functions offered by NAWP.com will be limited to those on the National Board of Directors, the Board of Governors, and the social media chairs of each chapter.

Please note, as your board of director roster changes, it is imperative that you inform NAWP of the change.

Access will be granted to those board of director members listed on the public facing chapter webpages on NAWP.com. Please make sure that your chapter's board of directors is up to date. (If it's not, feel free to use the **Submit a Change to your Board** feature described later in this guide).

Access is tied to your membership log in email. If you have questions about access, please contact the communications chair (media@nawp.com)