NAWP.com Users Guide

For Members

NAWP

NATIONAL ASSOCIATION *of*
WEDDING PROFESSIONALS™

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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As always, the website is a living, changing entity, and therefore parts of this guide might become out of date.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.
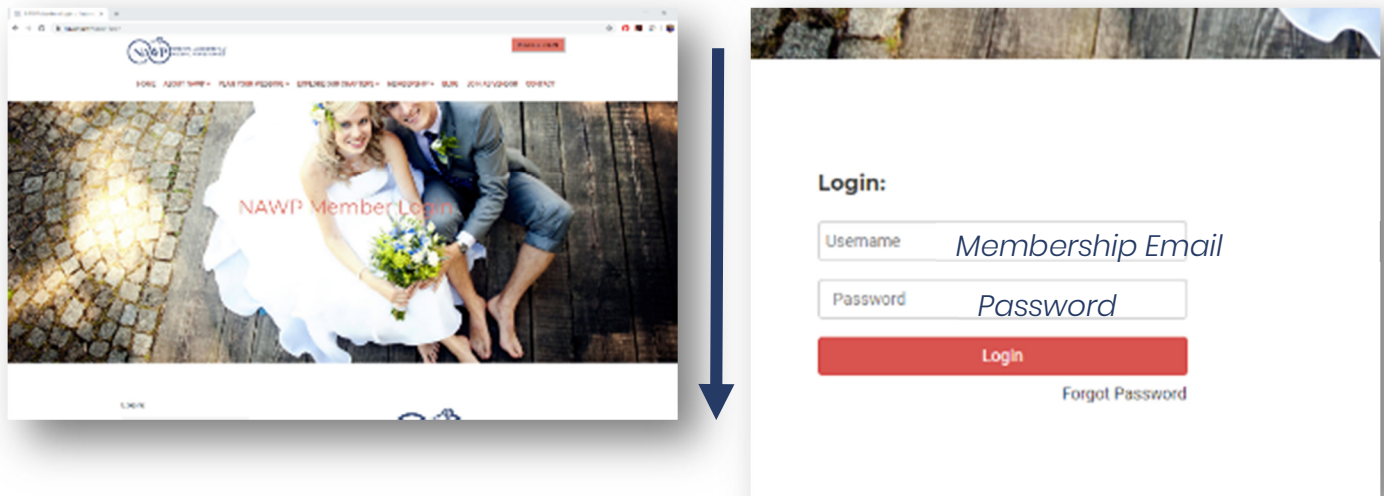
Changing your password

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
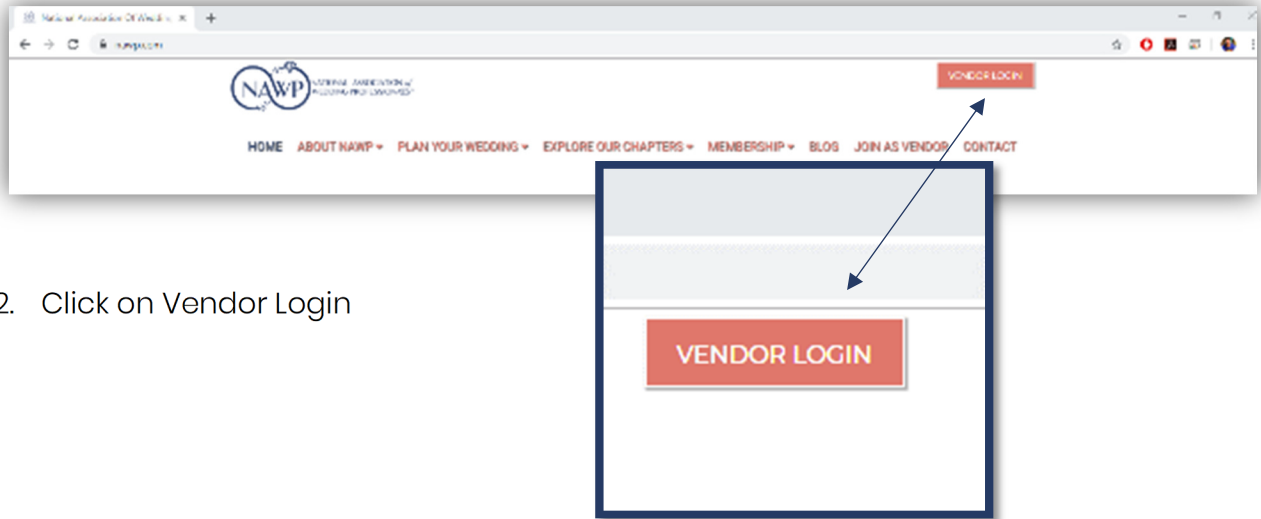
2. Click on Vendor Login

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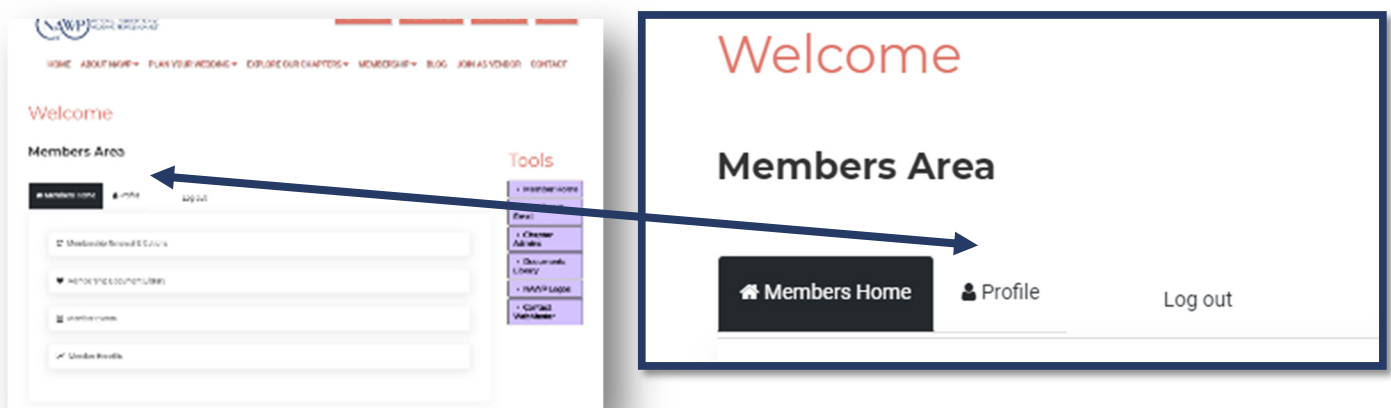
Your profile information is what is also visible to wedding couples and other members and perspective members in various locations throughout NAWP.com

To change the profile information

1. Log into NAWP.com to get to the Members Section
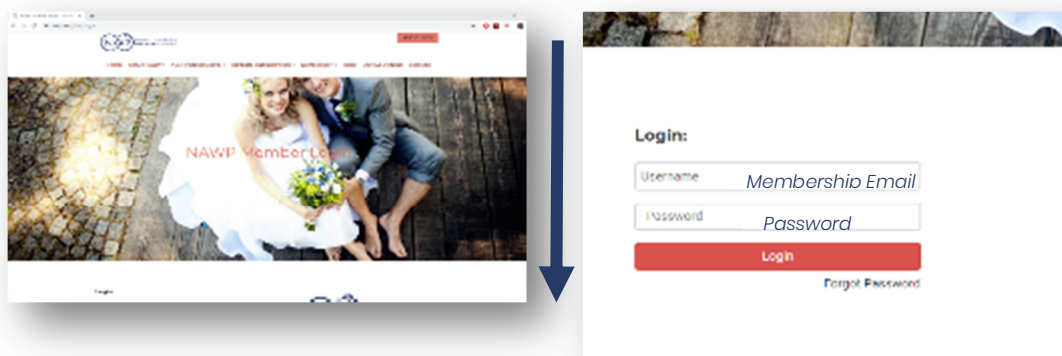
2. Once arriving at the members section, click on the tab that reads *Profile* in the member's area.

3. Edit what information you wish to edit

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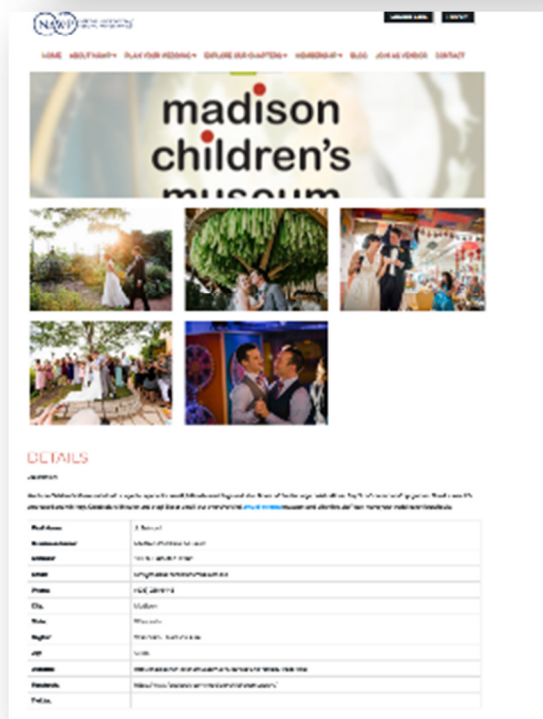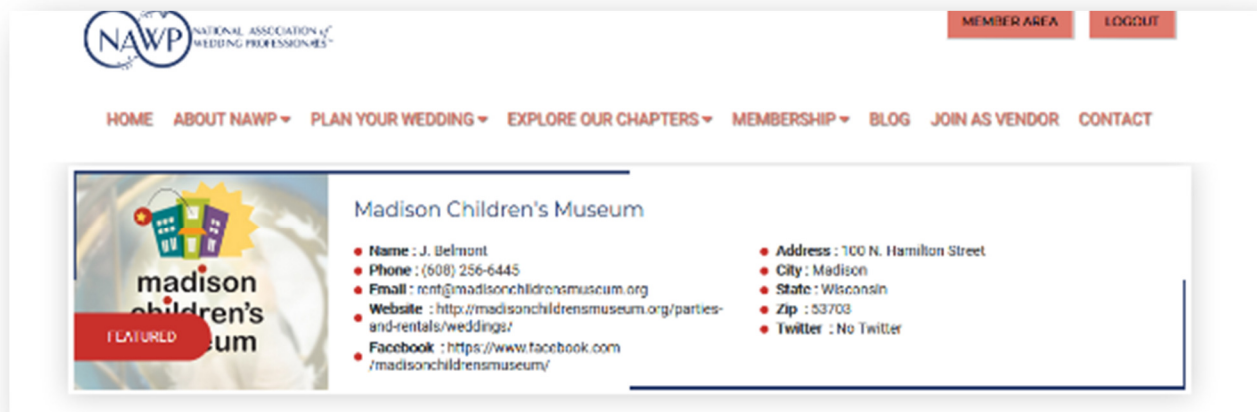
Visitors to NAWP.com can click on any featured vendor listing to have additional information become available on a different page for the viewer. This page includes the information contained in a basic profile, plus a custom description of your business and up to 6 pictures to feature.

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
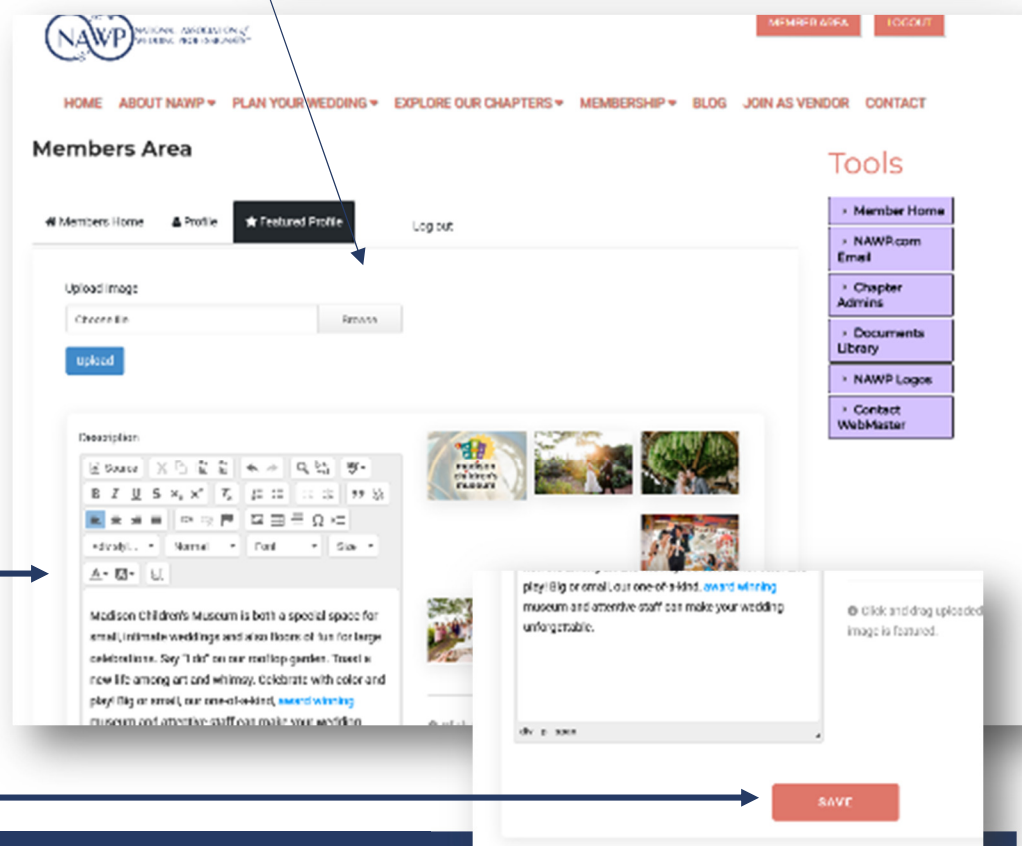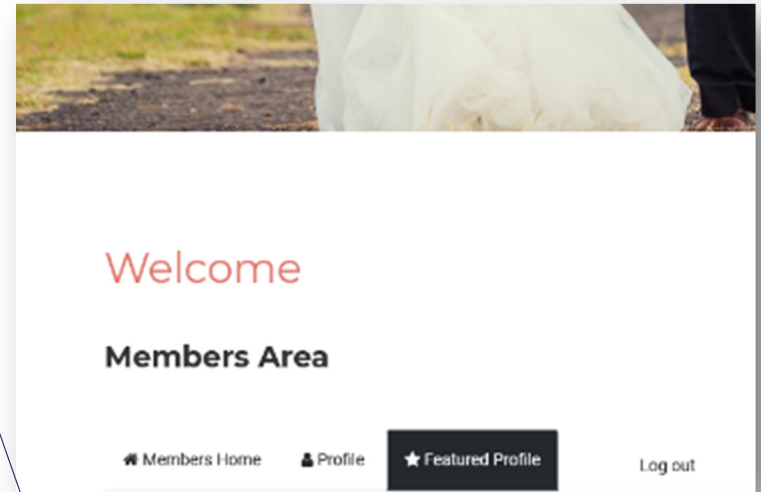
Picture Advice:

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

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.
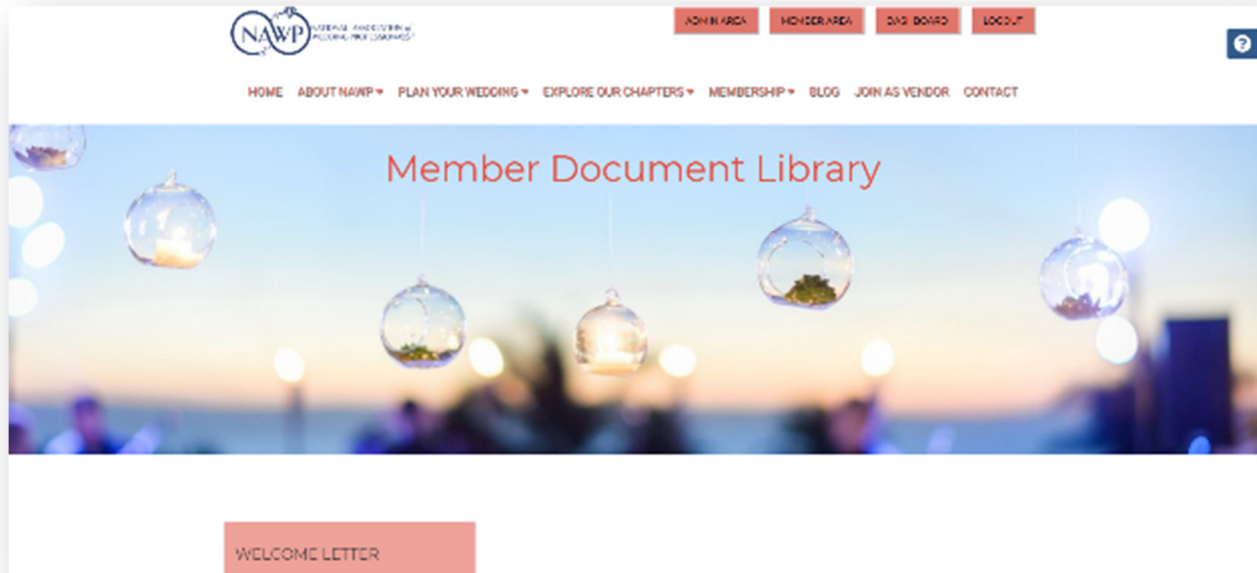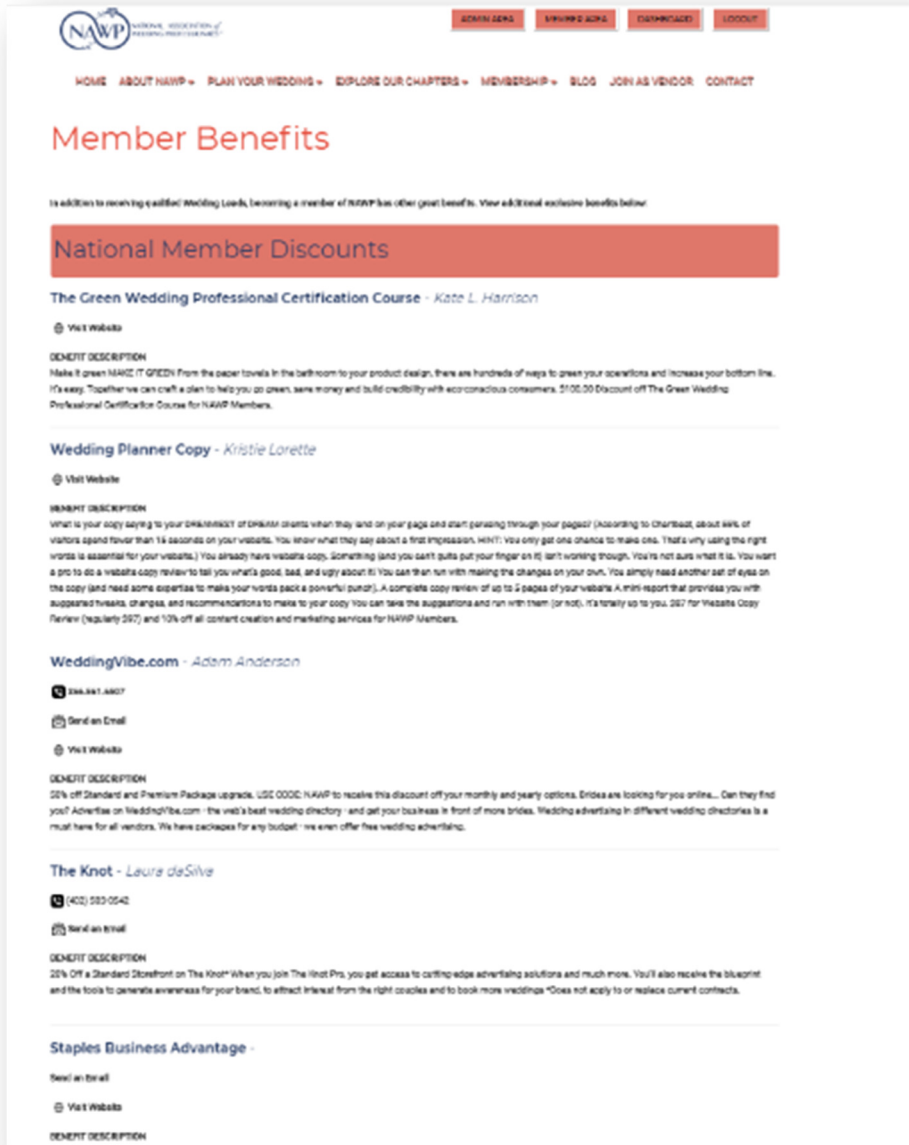
Member Events

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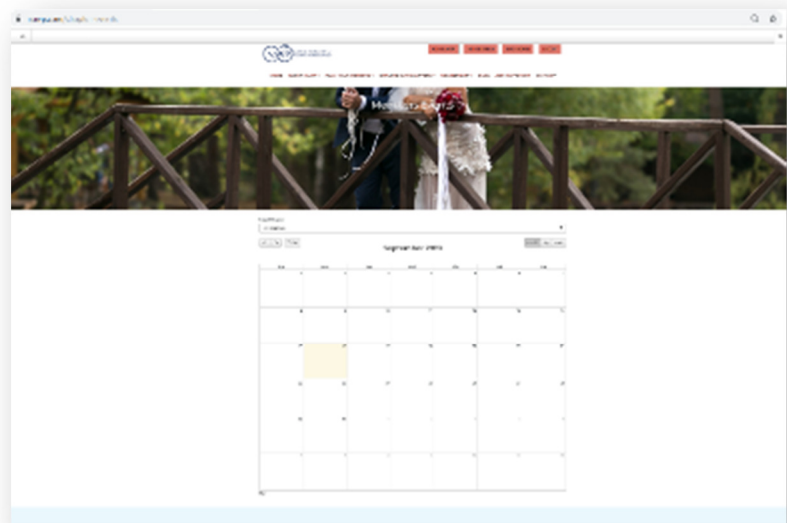
Member Benefits

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

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 it is 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)