



### Updating your profile is a simple process:

1. Go to <http://www.wildscopa.org/>
2. Select “login” from the upper right hand corner. We have already created an account for you using the email address that receives newsletters and eblasts from us.
3. Type in your email address and select “Forgot Password”. Follow the instructions for password reset that will be emailed to you. If you do not see the email in your inbox within 10 minutes check your spam folder. The email will be coming from [pawildscenter.org/wildapricot.org](http://pawildscenter.org/wildapricot.org)
4. Once you have reset your password and login to the website, access your profile by selecting your name from the upper right hand corner.
5. Once in your profile select edit to update all of your information such as bio/statement, website/blog/etsy shop, photos, awards, etc.

### Helpful Profile Tips:

\*To add photos: Select “Member Photo Albums” and then “Create Album”. It is helpful to viewers to keep your albums organized and up to date with relevant quality images of your work and your process.

\*Your profile will only show information that you enter. So if you do not update a field, the field label will not show as empty on your profile page.

\*There are two ways your profile can be viewed, by the general public (does not require a login) and by fellow Cooperative members (requires membership and a login). Some of the information you provide will not be made available to the general public, instead it is only available to other Cooperative members. As you are completing the information for each profile filed you will see tips listed under the text box, check this area to know if the answer will be for public or member viewing.

A few Artisans have updated their profiles for examples of what is possible while filling out your information.

Profile examples include:

Stephanie Distler

Don Becker

Straub Brewery

Now when you have any new information or new product images you can log on to your account and change everything yourself! Immediate gratification!

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