

How to Manage your D.M.A. Membership Listing

- Go to the Duluth Merchants website <http://www.duluthmerchants.com>
- Click on “Members Directory” tab
- Click on “Manage my Membership” button

You will get a login window as shown below. If you have not previously set a password, select “Forgot Password” link.

Authorization required

Authorization is required to access the page you're looking for.
Please login and you'll be taken to the page you requested.

E-mail *

Password *


 Remember me

[Forgot password](#)

When you do this you will get a window that prompts for your e-mail address. This is the address associated with your business listing. Please make sure that you enter the same email address that is shown on your listing. If no email address is shown, please contact the DMA webmaster for assistance.

Click on the “submit” button and you will get a screen like the one below.

Reset password

 Instructions on how to reset your password have been sent to your e-mail. [Back](#)

NOTE: if you are using a SPAM filter, this email could be caught in your filter by mistake. Please check your junk/spam folder if you do not receive this email within a few minutes.

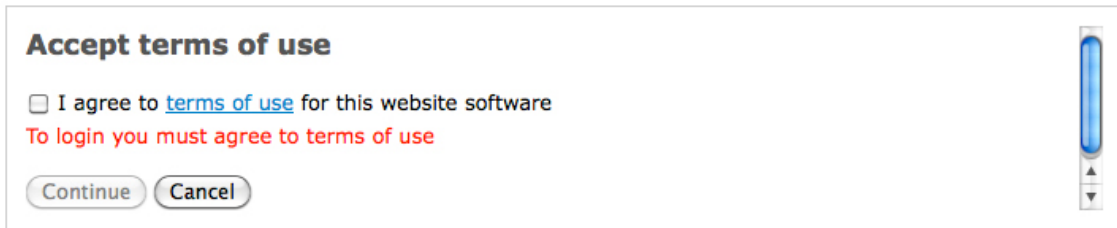
An email will be sent by the system to the email address you entered. Please check your inbox for instructions to re-set password. From the email, click on the appropriate link that will take you to where you have to reset your password. Click “Set new password”.

Reset your password

* New password

* Confirm new password

Accept the terms of use.



Accept terms of use

I agree to [terms of use](#) for this website software
To login you must agree to terms of use

You have to accept and check the box!

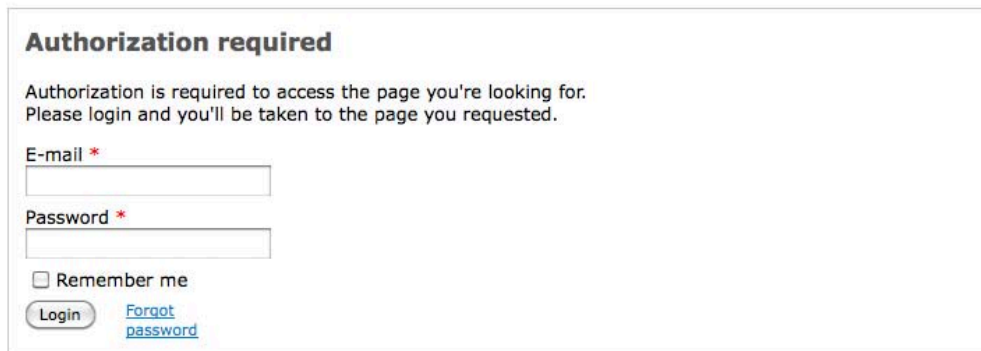


Accept terms of use

I agree to [terms of use](#) for this website software

Click on “Continue”

- Go back to the D.M.A. website and click on “Members Directory”
- Click on “Manage my membership” button
- Log-in into your listing.



Authorization required

Authorization is required to access the page you're looking for.
Please login and you'll be taken to the page you requested.

E-mail *

Password *

Remember me

[Forgot password](#)

- Enter your E-Mail address
- Enter the password that you have just created.

You will get the following window that says “Members Only” Ignore that and click back on “Members Directory” tab.

DMA
Duluth Merchants Association

Community ♦ Integrity ♦ Prosperity

Accomplishing together what no one could do alone

DMA Member Directory Administration Page

Home
About the DMA
Meetings & Events
Gab-rrr Newsletter
Officers & Board
Members Directory
Join Now
Contact Us

Duluth Merchants Association
P.O. Box 559
Duluth, GA 30096

PayPal VERIFIED

Manage your Membership Listing

To manage you listing please Log-In:

Members-only


This page is viewable to members only. For details on controlling who sees what content on the site see:

- [Page access](#)
- [Page visibility](#)
- [Website Pages with Restricted Access](#)

- Click on “Manage my membership”
- You will now be logged-in and you can see your profile.

My Profile

This is your company profile. From here, you can click on “Edit profile” to make any changes to your listing.

My profile 

[Edit profile](#) [My directory profile](#)

Profile [Privacy](#) [E-mail subscriptions](#) [Member photo albums](#)

Membership details

Membership level	DMA Membership (\$60.00 (USD)) Subscription period: 1 year, on: January 1st Automatic renewal: no
Membership status	Active
Member since	7 April 2011
Renewal due on	1 January 2012

[Renew until 1 January 2013](#)

Member ID	4207995
First name	John
Last name	Doe
Organization	ABC Company
Upload Logo or Photo	
E-Mail	john@aol.com
Phone	
Fax	
Password	Password is not shown for security reasons. You can change it when editing your profile.

Personal information

Job title	
Website	

Contact data

Address	
City	
Postal code	
State	

Additional information

About this company	test company
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[Change password](#)
[Logout](#)

Editing your profile

This is the edit screen of your profile. You can change any of the items on the boxes. You can also “Upload Logo or Photo” Please note that the system will resize the logo or photo to a certain size. Make sure you click “Save” after your changes.

My profile

[My directory profile](#)
Profile [Privacy](#) [E-mail subscriptions](#)

* Mandatory fields

Member ID 4207995 This field is generated automatically and cannot be changed

First name

Last name

Organization

Upload Logo or Photo
Max size 110 x 110 pixels, larger images will be resized.

E-Mail

Phone

Fax

Password
Leave blank to keep current password

Confirm password

Personal information

Job title

Website

Contact data

Address

City

Postal code

State

Additional information

About this company

[Change password](#)

Managing your Privacy Settings

The screen below displays your privacy settings of your listing. If you do not want some information revealed in your listing, click on “Edit Profile” button.

My profile Print

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [E-mail subscriptions](#) [Member photo albums](#)

✔ Allow to show profile

Details to show
(In member directories, forum and blog posts)

	Anybody	Members	No access
Photo album			
Send message form			
Membership level			✘
Member ID			✘
First name			
Last name			
Organization			
Upload Logo or Photo			
E-Mail			
Phone			
Fax			
Job title			
Website			
Address			
City			
Postal code			
State			
About this company			

[Change password](#)
[Logout](#)

Editing your privacy settings

This is your Privacy settings editing screen. Click on the radio buttons to select your privacy options. Anything checked as “no access” will not display on the website.

My profile

[My directory profile](#)
[Profile](#) [Privacy](#) [E-mail subscriptions](#)

Allow to show profile

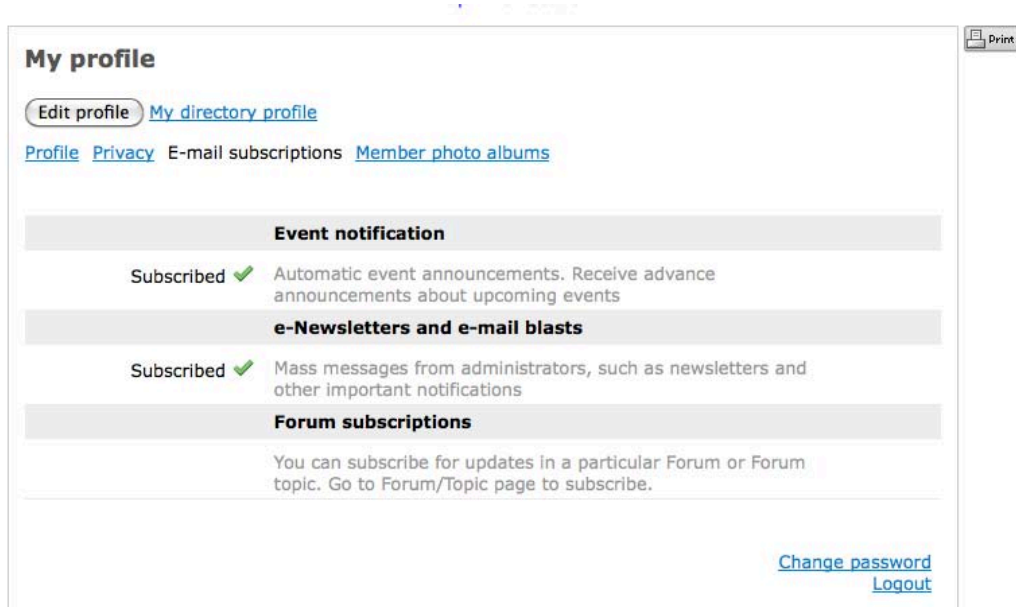
Details to show
(In member directories, forum and blog posts)

	Anybody	Members	No access
Photo album	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership level	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Member ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Upload Logo or Photo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fax	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Website	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
City	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Postal code	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
State	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
About this company	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Change password](#)
[Logout](#)

Make sure you click “Save” after you make changes.

Managing your E-Mail Subscriptions



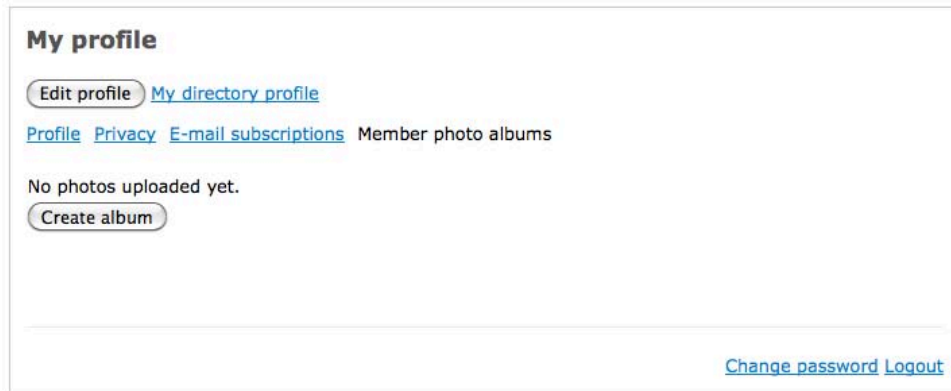
The screenshot shows a user profile page titled "My profile". At the top right, there is a "Print" button. Below the title, there are two buttons: "Edit profile" and "My directory profile". Underneath, there are four links: "Profile", "Privacy", "E-mail subscriptions", and "Member photo albums". The page is divided into three sections, each with a grey header bar:

- Event notification**: Shows "Subscribed" with a green checkmark and the text "Automatic event announcements. Receive advance announcements about upcoming events".
- e-Newsletters and e-mail blasts**: Shows "Subscribed" with a green checkmark and the text "Mass messages from administrators, such as newsletters and other important notifications".
- Forum subscriptions**: Shows the text "You can subscribe for updates in a particular Forum or Forum topic. Go to Forum/Topic page to subscribe."

At the bottom right of the profile area, there are two links: "Change password" and "Logout".

- Click on "Edit profile"
- Check or de-select any subscriptions.

Creating a Photo Album



My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [E-mail subscriptions](#) Member photo albums

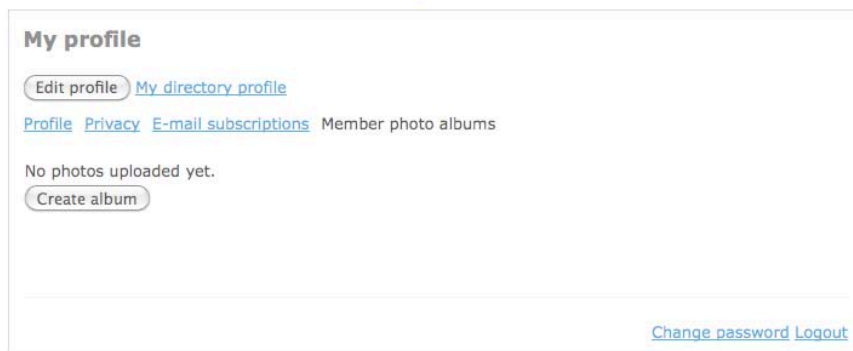
No photos uploaded yet.

[Create album](#)

[Change password](#) [Logout](#)

- Click on “Create album” button.
- Give your album a Title.
- Insert a description of the contents of the album.

Please note that there are size and format limitations for uploading. If your photo did not upload, it may be that the file is too large or it is an incompatible format.



My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [E-mail subscriptions](#) Member photo albums

No photos uploaded yet.

[Create album](#)

[Change password](#) [Logout](#)



Create album

Title

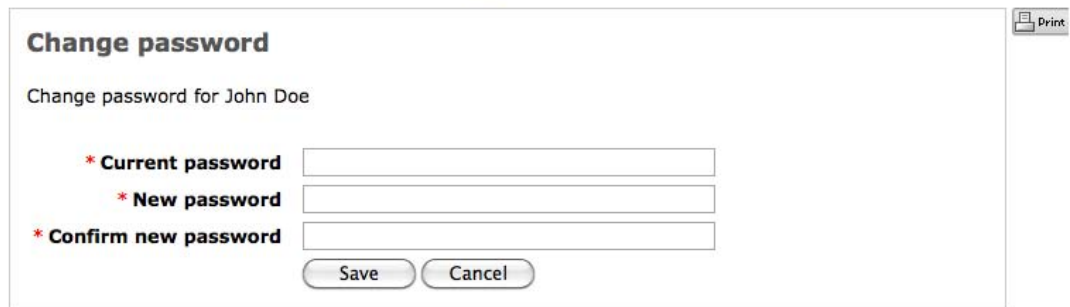
Description

[Submit](#) [Cancel](#)

NOTE: Website Administrator will remove any inappropriate content!

Changing your Password

Click on “Change Password”



Change password

Change password for John Doe

* Current password

* New password

* Confirm new password

Save Cancel

Print

- Enter your “old” password
- Enter “new” password
- Confirm “new” password
- Click “Save”

After you are done make sure to Log-out