

Friday, December 15, 2017

Welcome to TMAC's New Website – For INDUSTRY MEMBERS ONLY

Please find attached detailed instructions to assist you in creating your new TMAC profile. Please follow these instructions carefully. Your TMAC profile is a key component of this site and once completed will be accessible to all other members on the site.

The ability to SEARCH members will not be implemented until December 22, 2017 to enable everyone time to populate his or her profile.

With this site, industry members will be able upload up to four photographs and a description for each destination they represent.

If you run into an issue that you cannot resolve, please e-mail me at elizabethkerr@travelmedia.ca. I will be creating an FAQ page on the site built from your questions and comments which will be accessible under the MEMBERSHIP tab. I will also do my best to answer your questions in a timely manner, whenever possible.

Please note that with the launch of any new website, combined with a community of nearly 400 users, some issues will likely crop up even although we have done everything we could to prevent this. Please let us know if you see an issue that needs to be addressed. It is always helpful to share:

- The page you were on
- The action you were taking
- The issue that occurred.
- Screen shots are always very useful to help detect and diagnose issues.

Thank you.



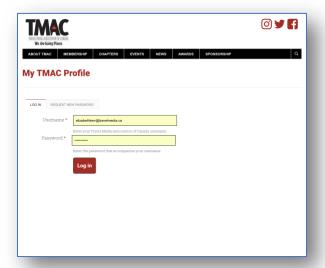
STEP ONE Reset Your Password

GO TO https://www.travelmedia.ca

Click on LOGIN button in top right-hand corner!



It will take you to this page.





STEP TWO Click on RESET PASSWORD.

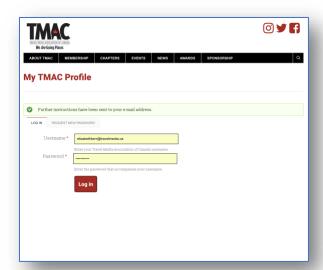
It will take you to this page.



STEP THREE Please enter your e-mail associated with your TMAC profile.

STEP FOUR Click on E-mail new password.

You will then see a message that confirms that a new link has been sent.





Please check your e-mail. It may take a few minutes. You should receive a message that looks like this.



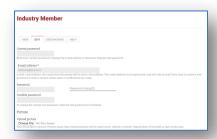
Included in this e-mail is a link to your personalized TMAC website LOGIN page.

STEP FIVE Please click on the link provided.

The link will take you to a page that looks like this. Please note that this link will expire in 24 hours.



STEP SIX Click on Log in button





STEP SEVEN Please enter your NEW Password.

STEP EIGHT Please Confirm password.

If you would like to add a profile picture, please choose a file from your own library.

This picture will be used for your online profile.

STEP NINE Choose File (your picture). Press SAVE (at the bottom left of the screen). Your picture will automatically upload.

STEP TEN Now enter your Social link(s).

Please use the complete URL or it will not be accepted and you will receive an error message.



Only the ones you complete will be displayed. You can always add more later.



Biography

STEP ELEVEN Please tell us about yourself in 150 words or less.

There will be an opportunity to provide a corporate description later. **SEE STEP FIFTEEN.**



Contact Settings

STEP TWELVE Please check the box below to give consent to other members to contact you within the website through the contact portal.



STEP THIRTEEN Click Save.

You will receive a message on the screen confirming that changes have been saved.





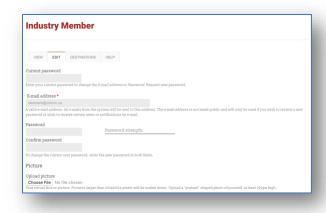
STEP FOURTEEN Click View to review your current Profile.



To continue to update your profile, refer to the three options at the top in the GREEN BOX.

- Add or update a picture, your personal bio, and your social media handles.
- Modify information about the industry organization that you represent
- Add a new destination

If you click on: Add/update your basic profile, it will take you (back) here.





STEP FIFTEEN Click on • Modify information about the industry organization that you represent.

It will take you to this page.



STEP SIXTEEN Enter your corporate name.

STEP SEVENTEEN Choose your logo. Press SAVE (at the bottom left of the screen). Your picture will automatically upload.

STEP EIGHTEEN Add a description of your company.

You can list the destination(s) you represent here. You can also create a description for each destination UNDER DESTINATION. See **STEP TWENTY-ONE** below.

STEP NINETEEN Enter street address, city, province/state, postal code/zip and country.



STEP TWENTY Click on SAVE.

It will take you back to this page.



STEP TWENTY-ONE Click on the DESTINATION tab to add a destination

It will take you to this page.

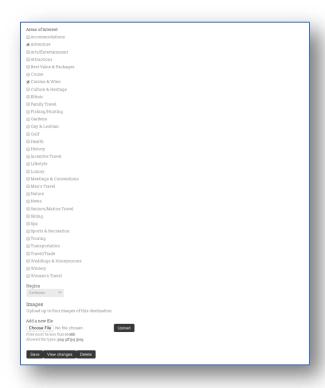




STEP TWENTY-TWO Add name of destination.

STEP TWENTY-THREE Add a description of the destination.

STEP TWENTY-FOUR Check off Areas of Interest that relate to this destination.



STEP TWENTY-FIVE Enter Region from pull-down menu.

STEP TWENTY-SIX Choose and upload up to four photographs which will appear on your destination listing.



STEP TWENTY-SEVEN Click SAVE.

A view of your destination description will be displayed like this.



To edit your Destination listing, click on EDIT.

To view your Destination listing, click on VIEW.

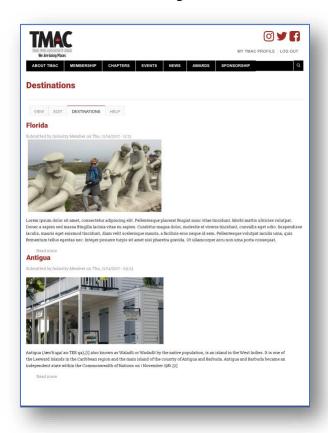
To view your list of DESTINATIONS, click on MY TMAC PROFILE in the top left hand corner.





Then click the DESTINATION TAB.

Your DESTINATION listing will look like this.



To EDIT your DESTINATION from this page, click on the DESTINATION NAME (i.e., FLORIDA). It will take you to this page.





USE the VIEW/EDIT buttons to update a DESTINATION.

At any time, you can hit MY TMAC PROFILE in upper right-hand corner to take you back to your main profile page.

Use the green box and/or the TABS - VIEW/EDIT/DESTINATIONS/HELP to navigate your profile.

To LOGOUT, click the LOGOUT button in the top right-hand corner.