

# FIND A PRO / INDUSTRY PARTNER

## OPT-IN INSTRUCTIONS

### COMPLETED PROFILE EXAMPLE

Stacy Knight **A**

American Society of Interior Designers (ASID) **B**

**Edit A-H in the Basic Information section**

**C** (202) 546-3480 **D** WEBSITE **E** EMAIL

**F** f t in i s p

The American Society of Interior Designers (ASID) believes that design impacts lives. Founded in 1975, ASID is the oldest, largest and only multi-disciplinary professional organization for interior designers, interior design students and the manufacturers and suppliers who support the profession.

The rich, vibrant history of the organization goes back to the founding of its predecessor organizations, the American Institute of Interior Designers (AID) and the National Society of Interior Designers (NSID).

ASID advances the profession and communicates the impact of interior design to enhance the human experience.

We collaborate with others to promote the value of interior design. We prepare our members to excel in a dynamic and evolving profession. We generate, collect, and disseminate applied knowledge. Through education, knowledge sharing, advocacy, community building and outreach, we strive to advance the interior design profession and, in the process, to demonstrate and celebrate the power of design to positively change peoples lives.

We lead interior designers in shared conversations around topics that matter: from evidence-based and human-centric design to social responsibility, well-being, and sustainability. We showcase the impact of design on the human experience and the value interior designers provide.

Join ASID today: <https://www.asid.org/belong>

Learn about the benefits for companies: <https://www.asid.org/belong/industry-partner/benefits>

Learn about the benefits for designers: <https://www.asid.org/belong/value>

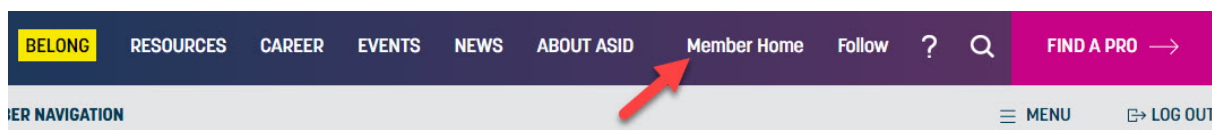
**H** SERVICE AREA  
• Washington, DC 20005  
• New York, NY 10012

**G** SPECIALTIES  
• Other

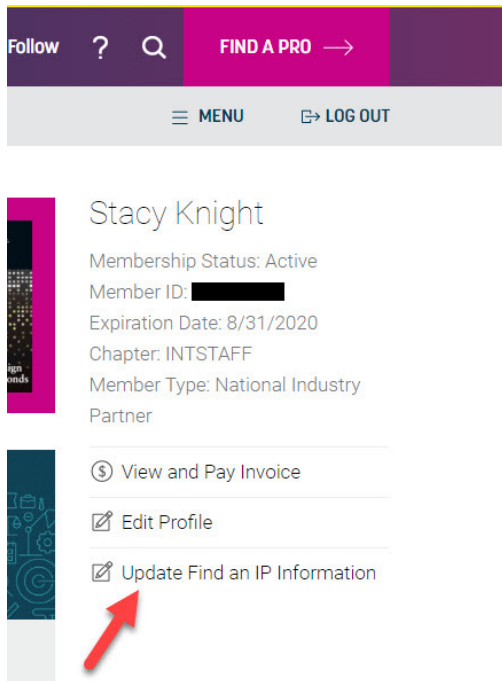
**I**  
**Edit section I in the Bio section**

### STEP BY STEP INSTRUCTIONS

1. Go to [asid.org](https://www.asid.org)
2. Login using your username/password. You can refer to your welcome email or contact [membership@asid.org](mailto:membership@asid.org).
3. Select **Member Home**



4. Select **Update Find an IP/Pro Information**



Follow ? Q FIND A PRO →

MENU LOG OUT

**Stacy Knight**

Membership Status: Active  
Member ID: [REDACTED]  
Expiration Date: 8/31/2020  
Chapter: INTSTAFF  
Member Type: National Industry Partner

View and Pay Invoice  
Edit Profile  
Update Find an IP Information

5. Select **Basic Information**

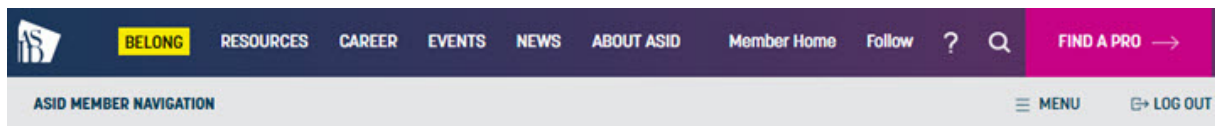
You are not opted into the Referral Directory

[Basic Information](#)  
[Bio](#)  
[Upload Photos](#)  
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**Basic Information:** This area is where you input the bulk of your information including company name, contact information, social media links, project types and specialties, and your service areas.

6. Update or verify all contact information. If you want to be searchable by the company you work for then make sure you fill out the company field.



ASID BELONG RESOURCES CAREER EVENTS NEWS ABOUT ASID Member Home Follow ? Q FIND A PRO →

ASID MEMBER NAVIGATION MENU LOG OUT

## UPDATE FIND AN INDUSTRY PARTNER ACCOUNT

**Basic Information**

Prefix: Choose Any Prefix ▾

First Name: Stacy

Last Name: Knight

Suffix: Choose Any Suffix ▾

Degree:

Company Name (for Referral Directory Display): American Society of Interior Designers (ASID)

Office Address: 1152 15th St NW  
Ste 910

City: Washington

State: District of Columbia ▾

Postal Code: 20005-1798

Country: United States of America ▾

Home Address:

City:

State: Choose Any State/Province ▾

Postal Code:

Country: United States of America ▾

7. Input your social media links (webpage address), select your project types/specialties. You **must enter a zip code in the service area to be searchable by zip code in the database**. Select **Continue** at the bottom of the page.

The screenshot shows the ASID Member Profile page. At the top is a navigation bar with links: BELONG, RESOURCES, CAREER, EVENTS, NEWS, ABOUT ASID, Member Home, Follow, and a search icon. Below this is the 'ASID MEMBER NAVIGATION' section. The main content area is divided into two columns. The left column contains social media links (Facebook, Twitter, LinkedIn, Instagram, Houzz, Pinterest) and a list of project specialties with checkboxes. The right column contains the corresponding URLs for the social media links. Below the specialties is a section for 'Service Area' with fields for City, State, and Postal Code for two areas. A red arrow points to the 'Service Area 1 - Postal Code' field. At the bottom, there is a 'Continue' button with a green arrow pointing to it, and a 'Reset' button.

Facebook:  https://www.facebook.com/ASID7/

Twitter:  https://twitter.com/ASID

LinkedIn:  https://www.linkedin.com/company/american-society-of-interior-design

Instagram:  https://www.instagram.com/asid\_hq/

Houzz:  https://www.houzz.com/professionals/schools-and-organizations/ame

Pinterest:  https://www.pinterest.com/asid7/

Project Specialties:

Appliances: ☐

Art/Accessories /Décor: ☐

AV/Audio/Electronics: ☐

Cabinetry/Millwork: ☐

Doors/Windows/Building Materials: ☐

Flooring/Carpet/Rugs: ☐

Furniture/Upholstery/Casegoods: ☐

Lighting: ☐

Linens/Bedding/Softgoods: ☐

Outdoor: ☐

Paint: ☐

Plumbing/Fixtures/Hardware: ☐

Professional Services: ☐

Technology/Software/Web Services: ☐

Textiles: ☐

Tile/Stone/Surfaces: ☐

Wall coverings: ☐

Window Coverings/Drapery/Hardware: ☐

Other: ☒

Service Area 1 - City:  Washington

Service Area 1 - State:  District of Columbia

Service Area 1 - Postal Code:  20005

Service Area 2 - City:  New York

Service Area 2 - State:  New York

Service Area 2 - Postal Code:  10012

The following fields are only available if you have purchased a subscription to **Find an IP - Enhanced Profile**.

Service Area Descriptor:  Nationwide

Please confirm the above information is correct. Then click Continue to proceed.

8. Confirm all desired fields are filled and select **Correct** at the bottom of the page. If changes are needed click **Update**.

The screenshot shows the ASID Member Profile page. At the top is a navigation bar with links: BELONG, RESOURCES, CAREER, EVENTS, NEWS, ABOUT ASID, Member Home, Follow, and a search icon. Below this is the 'ASID MEMBER NAVIGATION' section. The main content area is divided into two columns. The left column contains social media links (Facebook, Twitter, LinkedIn, Instagram, Houzz) and a list of project specialties. The right column contains the corresponding URLs for the social media links. Below the specialties is a section for 'Service Area' with fields for City, State, and Postal Code for two areas. A red arrow points to the 'Update Here' button. At the bottom, there is a 'Correct' button with a green arrow pointing to it, and a 'Reset' button.

Basic Information

Prefix:

First Name:  Stacy

Last Name:  Knight

Suffix:

Degree:

Company Name (for Referral Directory Display):  American Society of Interior Designers (ASID)

Office Address:  1152 15th St NW

Home Address:  Ste 910

Office Telephone:  Washington, DC 20005-1798

Home Telephone:  USA

Work Email:  (202) 546-3480

Home Email:  membership@asid.org

Website:  http://www.asid.org

Facebook:  https://www.facebook.com/ASID7/

Twitter:  https://twitter.com/ASID

LinkedIn:  https://www.linkedin.com/company/american-society-of-interior-designers

Instagram:  https://www.instagram.com/asid\_hq/

Houzz:  https://www.houzz.com/professionals/schools-and-organizations/american-society-of-interior-designers-pfwwus-pf~1510192642?

Pinterest:  https://www.pinterest.com/asid7/

Project Specialties:

Service Area 1 - City:  Washington

Service Area 1 - State:  District of Columbia

Service Area 1 - Postal Code:  20005

Service Area 2 - City:  New York

Service Area 2 - State:  New York

Service Area 2 - Postal Code:  10012

Service Area Descriptor:  Nationwide

Please confirm the above information is correct by clicking the correct button.

9. Select **Bio**

You are not opted into the Referral Directory

[Basic Information](#)  
[Bio](#) ←  
[Upload Photos](#)  
[Opt In / Opt Out](#)  
[View My Referral Listing](#)

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**Bio:** This area is where you input a description of yourself or company and the services you provide. If you are paying for an enhanced profile you will add your profile picture here.

10. Select **Insert New Biography**

## UPDATE FIND AN INDUSTRY PARTNER ACCOUNT

[Return to Referral Main Menu](#)

You have no biographical information on file.

[Insert New Biography](#) ←

**Note:** Profile pictures only show on enhanced profiles. To upgrade click on the "[Want more features to your listing? Upgrade your profile today.](#)"

11. You can add information about the work you do or your company in the biography.

Attach Photo: ← You must upgrade to an enhanced profile for the photo to be visible

Choose File No file chosen

Biography:

Paste or type text here

Insert Bio ←

12. You will get a success screen and then click **Return to Referral Main Menu**.

[Return to Referral Main Menu](#) ←

✓ SUCCESS! Biography Information has been inserted into database.

[Update this Biography](#)



13. Select **Opt In/Opt Out**

You are not opted into the Referral Directory

[Basic Information](#)

[Bio](#)

[Upload Photos](#)

[Opt In / Opt Out](#)

[View My Referral Listing](#)

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**Upload Photos:** This area is where you can add photos, show off your portfolio, or display products you sell. Detailed instructions are listed under “Enhanced Profiles Only” starting on page 6.

**Note:** Images in the “upload photos” section will only appear in your profile if you upgrade to an enhanced profile. Enhanced profiles can be purchased for \$200 annually. If you would like to upgrade, follow the steps online or contact [membership@asid.org](mailto:membership@asid.org) to set this up.

14. Select all **desired fields to be displayed**, Select **YES** and Click **Update**

Pinterest <https://www.pinterest.com/asid7/>

Twitter <https://twitter.com/ASID>

**Ready to Publish**

Are you ready for your information to be displayed? Check yes to make your listing public. Otherwise, click *Update* to save a draft of your work.

☒ Yes

UPDATE

15. Some features (bio and pictures) take time to load. Your complete listing will be published **within 24 hours**. Click **View My Referral Listing** to see how it looks and repeat the above steps if changes are needed.

You are not opted into the Referral Directory

[Basic Information](#)

[Bio](#)

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## ENHANCED PROFILES ONLY

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[Basic Information](#)

[Bio](#)

[Upload Photos](#)

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[View My Referral Listing](#)

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### ADDING IMAGES

1. You need to decide how you your images to be laid out.

**Option A:** You can have all images scroll through in one large gallery.

## PROJECTS

Project Title: Photo Gallery

All images in one scrolling gallery



**Upload Photos:** This area is where you can add photos, show off your portfolio, or display products you sell.

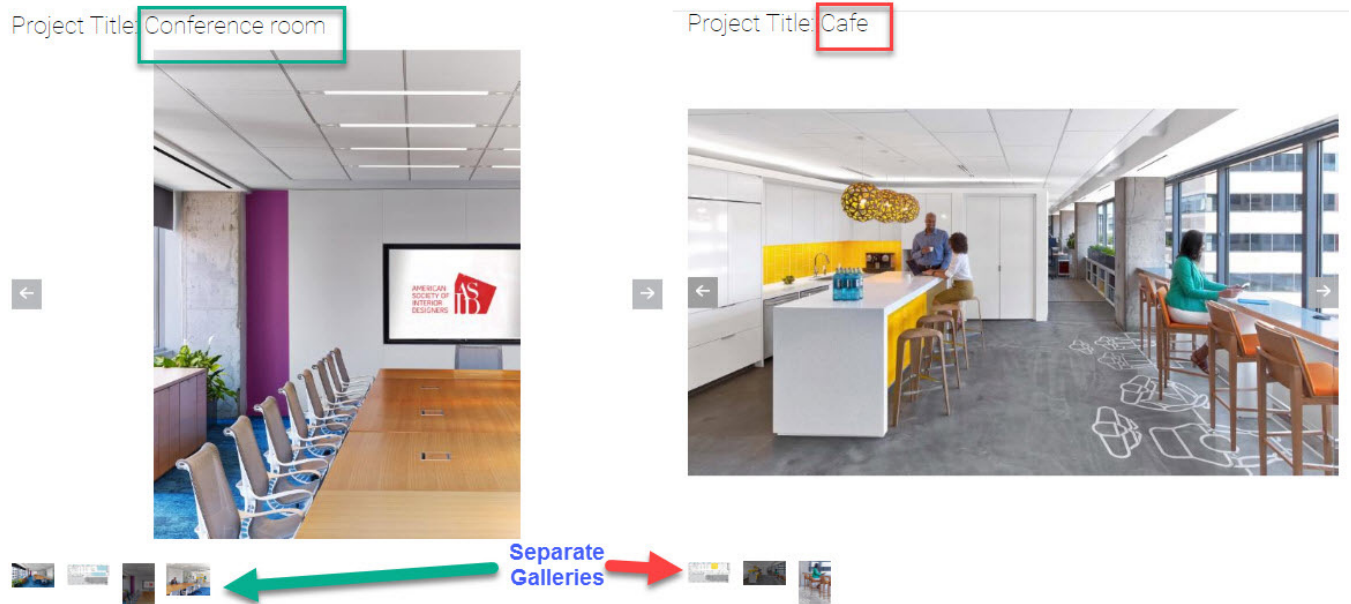
**Note:** Images in the “upload photos” section **will only appear in your profile if you upgrade to an enhanced profile.**

Enhanced profiles can be purchased for \$200 annually. If you would like to upgrade, follow the steps online or contact [membership@asid.org](mailto:membership@asid.org) to set this up.

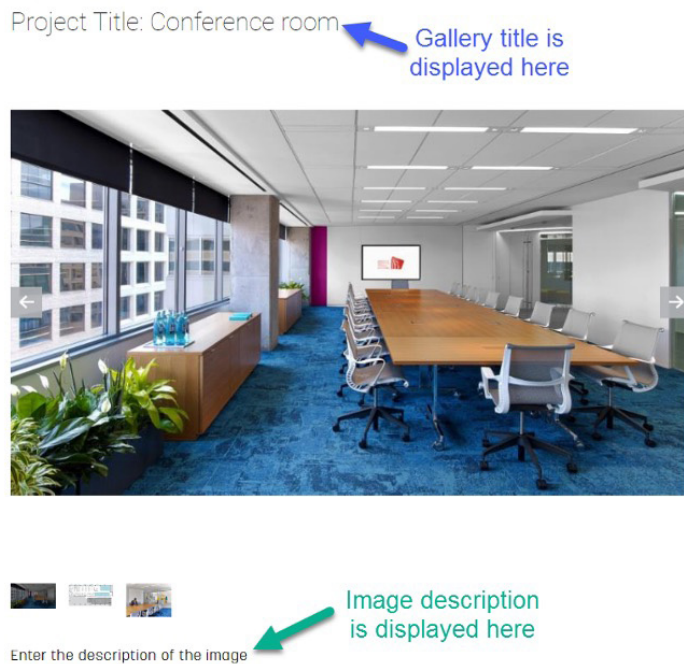
### **Size and Resolution of Images:**

ASID recommends that images be sized to 753x565 pixels. The recommended resolution is 72 dpi, but not required. Images larger than the size specified may load slower.

**Option B:** Images split into **separate smaller galleries**; you can split the images up by theme, project, brand, or product: ex) Kitchen, living room, bathroom would each be a gallery; or ex) Lighting, ranges, faucets could be used for product galleries.



2. The image description (and gallery name if used) would display like this on the website.



3. Click on **Upload Photos** from the Referral Main Menu. Scroll to the bottom of the page and click **Upload**.

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[Basic Information](#)

[Bio](#)

[Upload Photos](#)

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[Re-Order](#) [Upload](#)

[Return to Referral Main Menu](#)

4. Select the image you want to upload from your files. You can add a title and description of the image, only the description will show on the website. If you want to split images up into galleries you need to add the name in the tag box. If you want 5 photos to appear in one gallery called "Conference room" then all 5 photos must have Conference room in the tag field.

## UPDATE FIND AN INDUSTRY PARTNER ACCOUNT



**Title:**

**Description:**


**Tags (comma-separated):**

**Size:** 63 kbytes

5. Repeat steps 3 and 4 until all of your files are uploaded.
6. To change the display order of the images, use the dropdown at the top of each image to select a new display order. Notice that each gallery starts with 1. Click **Re-Order** at the bottom of the page to publish the change.

### Conference room

1




63 KBYTES 08/05/2020

**Enter The Title Of The Image**

Enter The Description Of The Image

2




67 KBYTES 08/05/2020

**Conference Room 2**

Large Conference Room With Adjustable Layout.

3



146 KBYTES 08/05/2020

[Upload](#)

[Return to Referral Main Menu](#)



## MAKING CHANGES

### Change Project Title or Group Images in Portfolio

Login to your account on [asid.org](https://asid.org), click **Update Find a Pro Information**, select **Upload Photos** link, under photo, click **Edit**. In the box labeled "Tags (comma-separated)" type your preferred title. Each portfolio image must be tagged in order to be placed under a specific project.

### Rearrange Galleries

This feature is not available at this time. We are currently working on adding this feature to a future update.

## MORE ENHANCED PROFILE FEATURES AND INSTRUCTIONS

### Enter multiple Awards (Designers only)

Enhanced Find a Pro members can enter multiple awards into the Award section of your profile by simply separating each award with a comma. You also can enter the HTML page break symbol "<br>" after each award which will place each award on a new line.

### Service Area Descriptor

Enhanced Profiles subscribers may add a second service area and service area description if interested. To do this, all you have to do is log into your account, under your name, click **Update Find a Pro Information**, click on **Basic Information** and then scroll to Service Area 2 and enter a second state and zip-code. For the service area descriptor you can put words likes "Nationwide", "All of Florida", "Entire West Coast", "National and International", "USA and Canada."