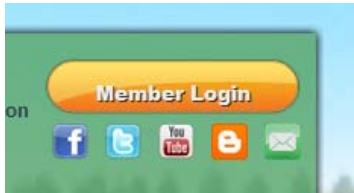




Update Your Profile & Demographics QUICK USER GUIDE

Login



Go to the www.realchristmastrees.org and click on the orange Member Login button located in the top right-hand corner of the website.

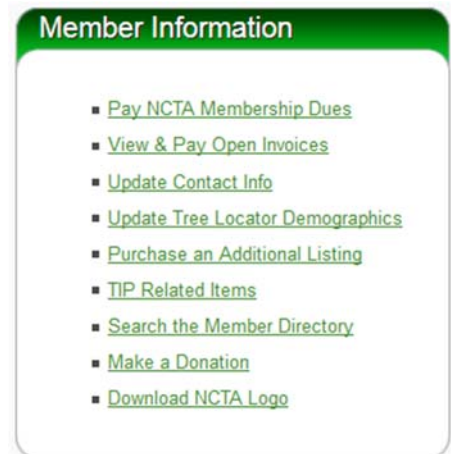
When prompted, enter your email address and password and click Submit. If you don't remember your password, you can click that link that says "Forgot Your Password?" to reset it.

Please Note: The Primary Contact for your Farm/Business is the only one that can change your Organization's information. If you're not sure who the Primary Contact is or which email address is associated with the Primary Contact, then please email Amy Rhorer in Member Records at arhorer@amrms.com.

I'm logged in, now what?

Once logged in, click on "Member Center" in the top menu of the website to go to the Member Center. Once there, you will see a new set of options for you on the right side of the page, in a box called "Member Information."

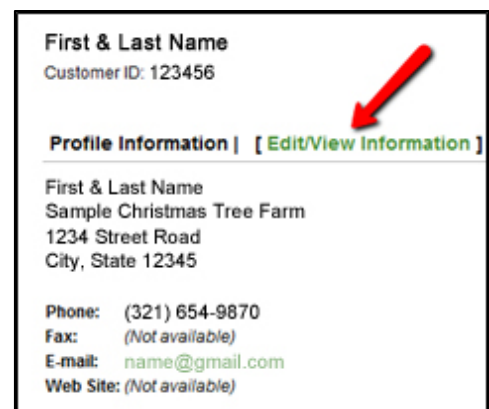
This is your table of contents, so to speak, for managing all of the different aspects of your NCTA account. You can pay your membership dues, update your contact information, update your business demographics for the Tree Locator listing and search the Member Directory. **Click on the link for what action you wish to take.**



Changing the contact information for your business or for you personally.

From the Member Center, click on "Update Contact Info" to change either your personal contact information or your business's information. You should now see your name and contact information displayed.

To edit your personal contact information, click the link underneath your name that says "Edit/View Information." A new page will appear where you can update your contact information. When finished, hit "save" at the bottom of the page.



To edit your business's information, click on your farm/business name underneath the section called "Organization information."



Your business/farm name will now appear at the top of the page. Click the "Edit/View Information" link underneath your business name. A new page will appear where you can update your business' information. When finished, hit "save" at the bottom of the page.

Update the demographic information for your business that will be displayed in the Tree Locator.

From the Member Center, click on the "Update Tree Locator Demographics" link. A new page will open with all of the fields that can be displayed in the Tree Locators. Update any appropriate fields on this page. Please note that some fields are specific to the Retail Locator or the Wholesale Locator and should be labeled as such.

When you are done, click "Save" at the top or bottom of the page. You should be automatically directed back to the Member Center.

Updating your demographics online can be particularly useful if something changes during the busy sales season. Updates are not effective instantly. NCTA does a manual update to the Tree Locator demographics about once a week during the season. If you still don't see your changes after one week, please contact NCTA at 636/449-5070 or info@realchristmastrees.org.

Purchase Additional Listings or a Web Link for your business in the Tree Locator.

From the Member Center, click on the "Purchase an Additional Listing" link. You will be taken to the Online Store where you can click on the "Web Link" or "Additional Business Listing" item. A new page will open displaying the details of the item. Scroll down to enter all of the details of your additional listing or your URL for the webs link. When you are done, click the blue "Add to Cart" button. You should now see the item in your shopping cart.

To purchase more than one additional listing: Click the "Continue Shopping" button from your shopping cart and repeat the above process to add each Additional Business Listing item to your cart again.




Once you've added all of your additional listings or web link items to your shopping cart that you'd like to purchase, click the blue "Check Out" button and follow the prompts to complete the checkout and payment process.

Need More Help Navigating?

We welcome your feedback and questions.

Contact the NCTA staff at 636/449-5070 or info@realchristmastrees.org.

First & Last Name Customer ID: 123456
Profile Information [Edit/View Information]
First & Last Name Sample Christmas Tree Farm 1234 Street Road City, State 12345
Phone: (321) 654-9870 Fax: (Not available) E-mail: name@gmail.com Web Site: (Not available)
Organization Information
Sample Christmas Tree Farm  1234 Street Road City, State 12345
Phone: (123) 456-7890 Fax: (123) 456-0987 E-mail: info@samplefarm.com