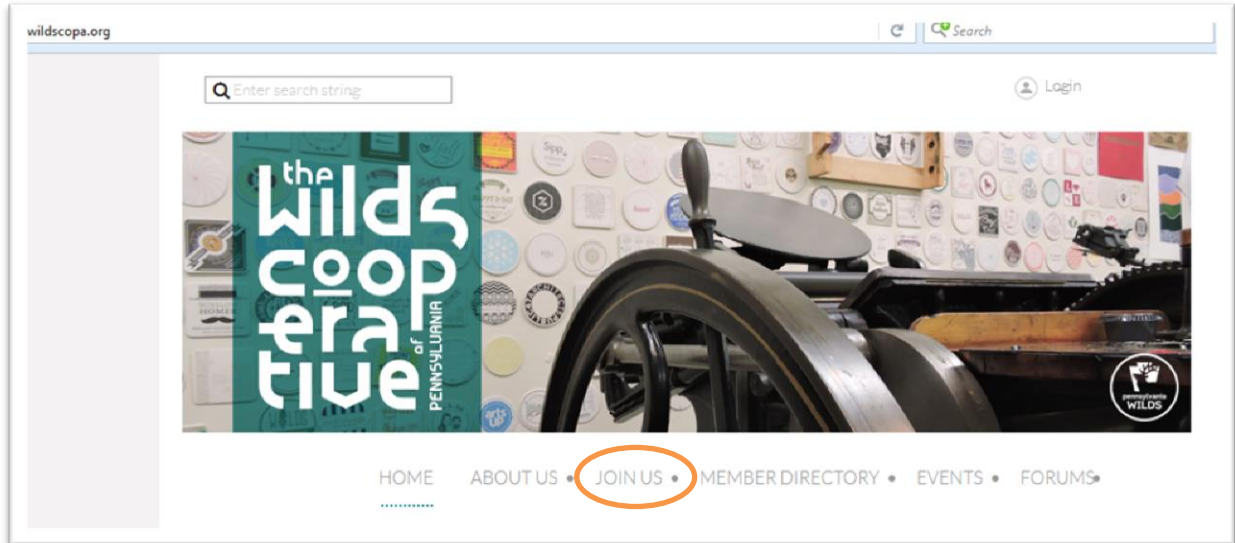


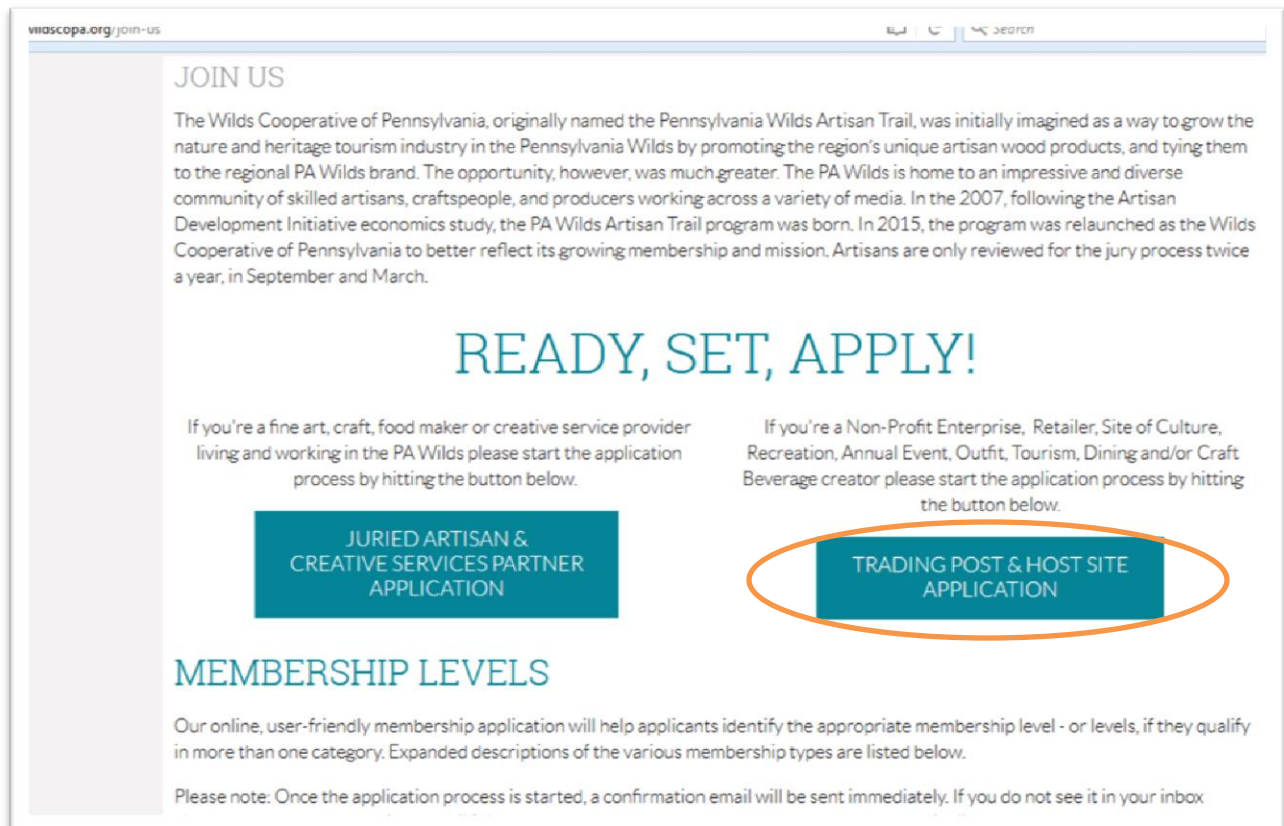
## HOST SITE

### Step-by-Step Application Guide

1. Visit [WildsCoPA.org](http://WildsCoPA.org) and click “JOIN US” or go to [WildsCoPA.org/Join-US](http://WildsCoPA.org/Join-US)



2. Scroll down and click the blue button, “Trading Post & Host Site Application”  
(Scroll down further on the web page to read more about membership)



If you need application assistance, email [WildsCoPa@pawildscenter.org](mailto:WildsCoPa@pawildscenter.org).

- Select a membership level based on your for-profit or non-profit status. (Descriptions of Trading Post and Host Site membership levels are provided.)

- Enter your professional or company email address to begin the application. This email address will be associated with your account/profile and will be used as your username for future login on [WildsCoPA.org](http://WildsCoPA.org). (An initial password will be sent to you in a confirmation email after confirming your account. Future communications about the account will be sent to this address so it is important you can access the email address provided.)

- Fill out the application to the best of your ability. If accepted into the program, your application becomes your profile in the Member Directory on [WildsCoPA.org](http://WildsCoPA.org). The Directory is how other members, buyers and the general public will be able to find you and your product. Your profile information will also be used by the PA Wilds for marketing via social media and [PAWilds.com](http://PAWilds.com). As a member, you will be able to log into your profile and update it as often as you like and will be the caretaker for the profile. The more information provided, the more each reader will know about your facility and how to support your #PAWildsMade business.

The screenshot shows the 'Artisan-Application' form on WildsCoPA.org. The form is titled 'Fill in application form' and includes several fields:
 

- \* Name:** A text input field with a note: 'Please list your business or organization name here. If you are an individual artisan, please list your first name.'
- Last name:** A text input field with a note: 'If you are a business or organization please leave this field blank. If you are an individual artisan, please list your last name.'
- e-Mail:** A text input field.
- \* Phone:** A text input field.
- Profile Picture:** A 'Browse...' button next to the text 'No file selected.' Below it is a note: 'Upload a photo of yourself or your business, this will be set as your member profile picture.'
- \* County:** A dropdown menu with a note: 'Don't see your county listed? Sorry, that means you're not located in the PA Wilds region and cannot be a member of the Trail.'

 A red asterisk indicates mandatory fields. The browser address bar shows 'wildscopa.org/Artisan-Application'.

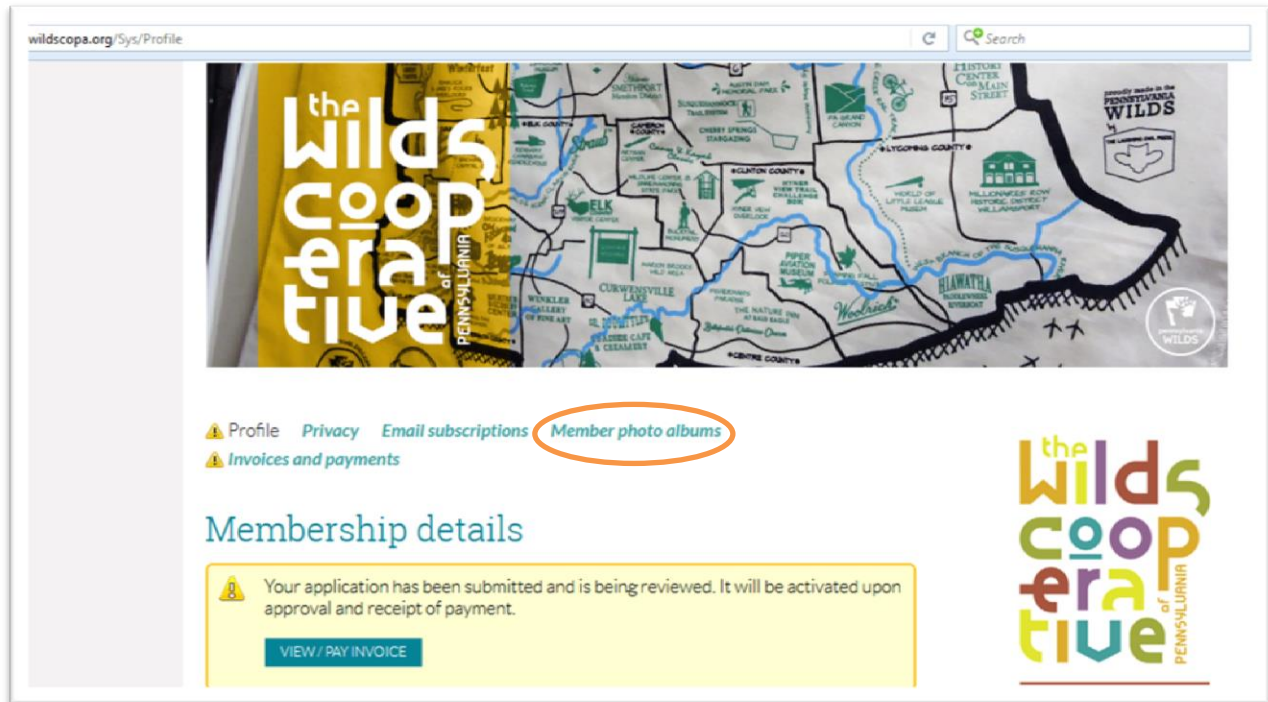
- Once your application is complete, click "NEXT" and proceed to the Review & Confirm stage of the application. Read over your answers and, when you feel satisfied with your application, proceed to the payment portion of the application process. If you select "INVOICE ME," the cost of the jury application will be invoiced via email and through your profile on WildsCoPA.org and you can pay by check via mail (mailing instructions are included on the invoice), or you can choose to "PAY ONLINE" to pay securely using your credit card.

The screenshot shows the 'Review and confirm' page on WildsCoPA.org. The page displays the following information:
 

- Level:** HOST SITE - \$105.00 (USD)
- Subscription period:** 1 year
- No recurring payments**
- Total amount:** **\$105.00 (USD)**
- Payment instructions:**
  - If you choose to pay by credit card/debit card, log into your account and choose to pay by credit. You will be directed to the PayPal site, where you can pay securely using a credit/debit card or PayPal account (for your security we do not store any credit card information on our site).
  - If you prefer to pay by check please mail your check payable to:  
 PA Wilds Artisan Trail  
 237 Main St. Ridgway, PA 15853  
 Include the invoice number in the memo field.
  - If you have any questions please contact our main office 814-772-7051.

 At the bottom of the page, there are four buttons: CANCEL, BACK, INVOICE ME, and PAY ONLINE. The browser address bar shows 'wildscopa.org/Site-Application'.

- Next, you will be taken into the backside of your account/profile, where you can add photos of your products and business – and still have opportunities to edit your account. Details about uploading photos, and how to create albums for multiple mediums, can be found at [WildsCoPA.org/Jury-Process](http://WildsCoPA.org/Jury-Process). At this point, your application has been submitted and is being reviewed. It will be activated upon approval and receipt of payment. (In the example below, the applicant chose “INVOICE ME” in step 6; notice exclamation points prompting payment of the outstanding invoice.)



- You will be emailed updates about your account and can access your profile at any time. Once the jury review is complete you will receive notification of your membership status and your membership fee will be due before your profile can go live in the Member Directory. For more instructions on accessing and editing your profile later, visit [WildsCoPA.org/Profile-Instructions](http://WildsCoPA.org/Profile-Instructions).