

UPDATING WCO PROFILE

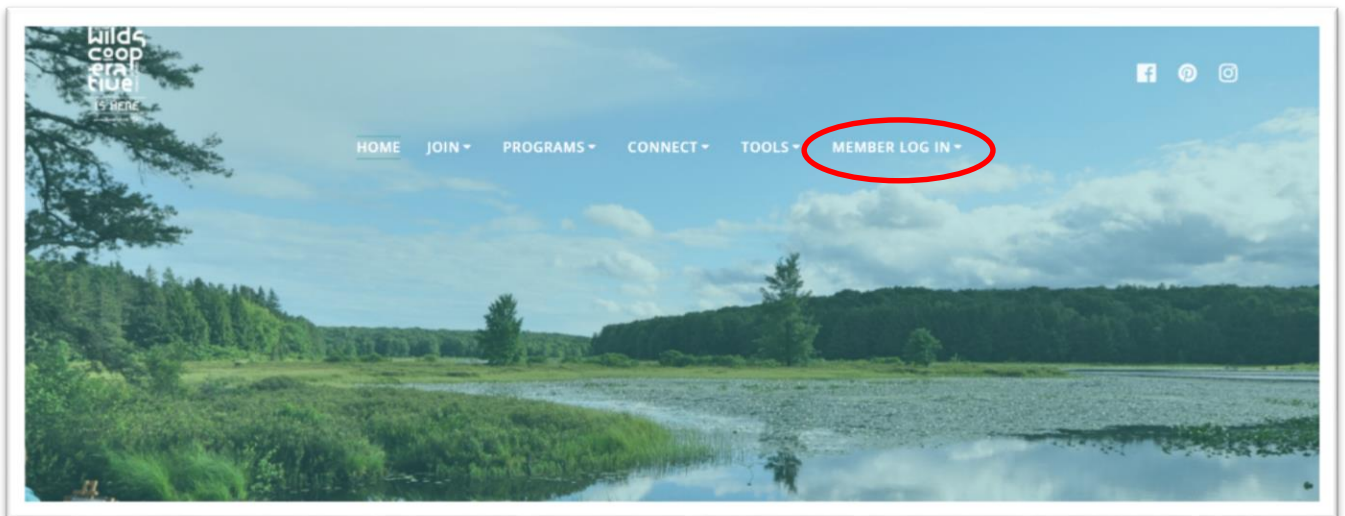
Step-by-Step Guide

QUICK LINKS (click the numerical references to jump to the corresponding pages)

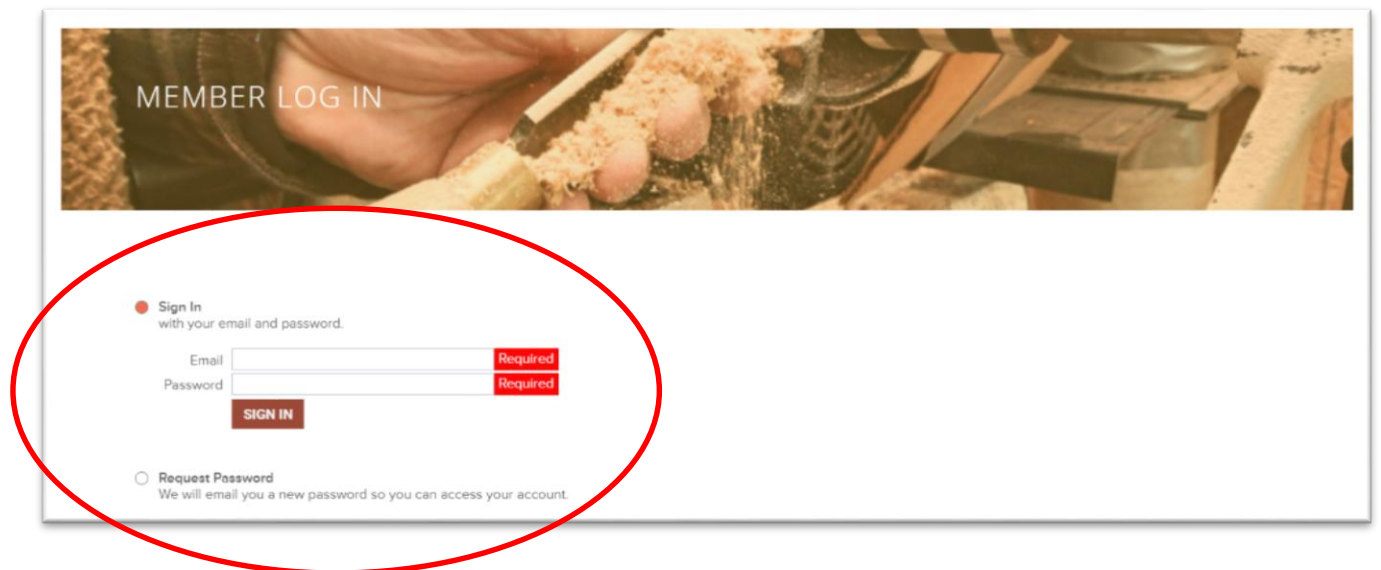
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|--|---|
| <ul style="list-style-type: none">• Change Privacy Settings → See 4 and 6.a• Add a Profile Picture → See 6.b: Business Card | <ul style="list-style-type: none">• Add a Photo Gallery → See 6.c: Profile Gallery• Offer a Deal or Discount → See 8 |
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As a member, you are the caretaker for your profile. You may log into your profile at any time. To update your Wilds Cooperative of PA membership profile, first make sure you are logged into your account.

1. Go to www.WildsCoPA.org.
2. Click “MEMBER LOG IN” in the top menu (see red circle below).

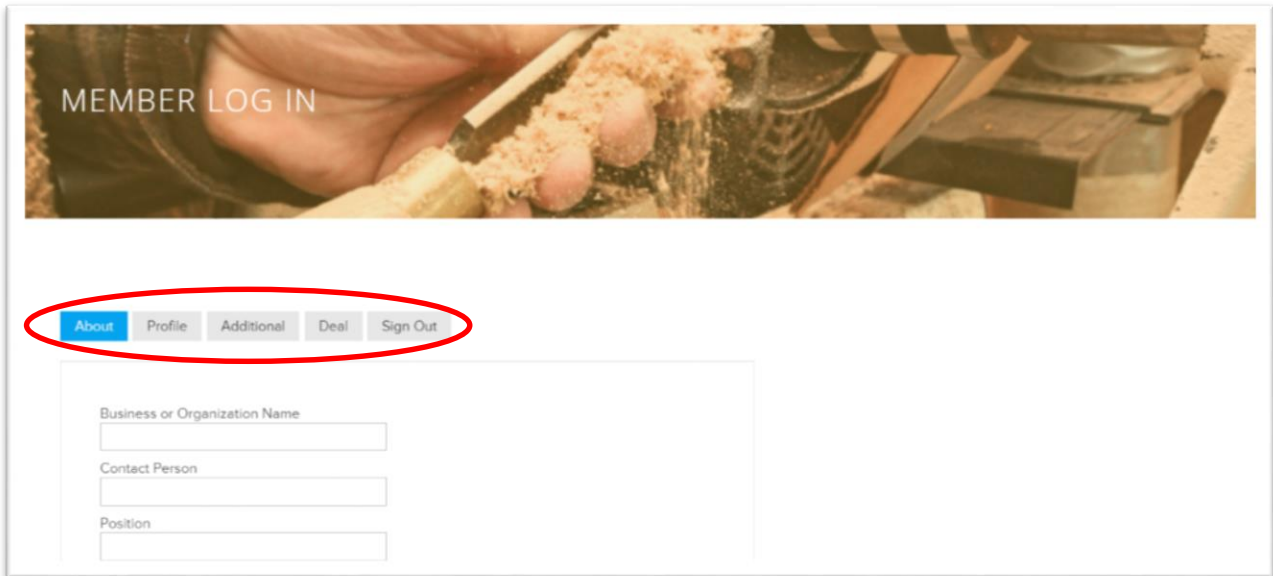


3. Once on the MEMBER LOG IN page, log into your account using your email address. If you forgot your password, select the “Request Password” option below the Sign In section to have a new password emailed to you.

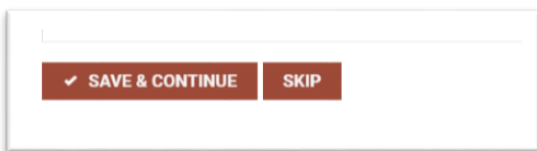


If you need assistance, email WildsCoPa@pawildscenter.org.

4. Once logged in, the bottom of the screen will change to include a set of five tabs (see tabs circled in red below): About, Profile, Additional, Deal, Sign Out. You begin on the “About” page, which is why it is highlighted blue in the image below. On the About page you can update information about your business or organization, including contact information and whether or not you have a facility that is open to the public.

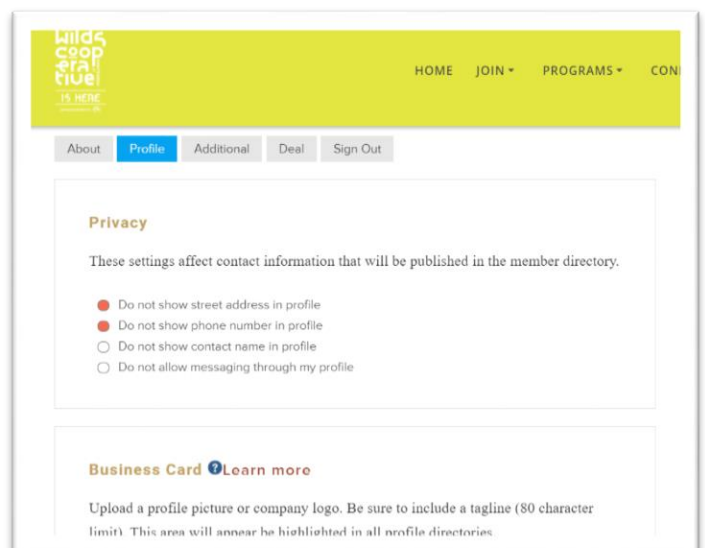


5. If you change content on any page, be sure to scroll to the bottom of and “SAVE & CONTINUE” before you move on, or your changes will not be saved!



6. Click the “Profile” tab to control how your profile looks in the WCO Member Directory. Some of the key sections under the Profile tab include:

- a. **Privacy** – determine whether or not your address, phone number and name are shown in your profile; and establish whether or not you want to receive messages through your profile
- b. **Business Card** – Add a profile photo and a brief tagline to describe your business. This is what populates the WCO directories, including the ones on pawilds.com!
- c. **Profile Gallery** – Add photos of your products, services, establishment, staff, etc.
- d. **Profile Description** – This is the primary description that populates your profile.
- e. **Social Links** – Add links to your business or organization’s social media accounts



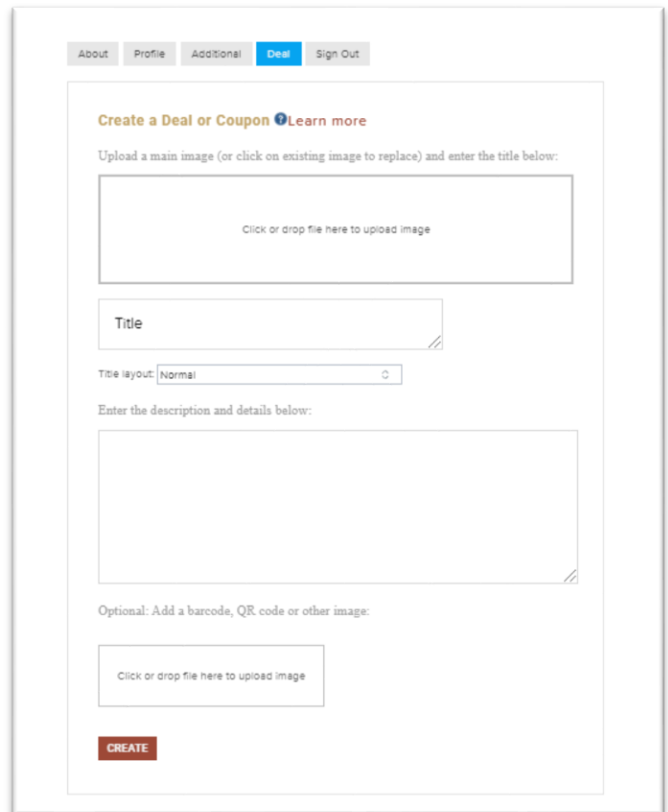
7. Click the “Additional” tab to add any additional contacts or locations related to your profile.

8. Click the “Deal” tab to offer a promotional discount or offer via your WCO profile!
 - a. Upload a photo that will be displayed on the WCO [Member Deals page](#)
 - b. Create a Title for your deal/coupon
 - c. Choose a Title layout
 - d. Add details or a description of the offer
 - e. If you have one, you can also upload a barcode or QR code for the deal!
 - f. Click “Create” when everything is ready to go!

Tip: Once you create your coupon, go [check out how it looks](#). If you need to make changes, you can easily do so in the same place in your account.

Note: If your deal has an expiration date, be sure to log back in to remove the offer after it expires!

9. And finally, if and when you’re ready to sign out of your WCO account, simply click the “Sign Out” tab.



The screenshot shows a web interface for creating a deal or coupon. At the top, there are navigation tabs: 'About', 'Profile', 'Additional', 'Deal' (which is highlighted), and 'Sign Out'. Below the tabs, the heading reads 'Create a Deal or Coupon' with a 'Learn more' link. The instructions state: 'Upload a main image (or click on existing image to replace) and enter the title below:'. There is a large rectangular area for the main image with the text 'Click or drop file here to upload image'. Below this is a 'Title' input field and a 'Title layout' dropdown menu set to 'Normal'. The next instruction is 'Enter the description and details below:', followed by a large text area for the description. Below that, it says 'Optional: Add a barcode, QR code or other image:' with another 'Click or drop file here to upload image' area. At the bottom right of the form is a red 'CREATE' button.

HAVE QUESTIONS?

Email the Wilds Cooperative of PA Administrative Support at WildsCoPA@pawildscenter.org
Add WildsCoPA@PAWildsCenter.org to your contact list to ensure you receive email updates.