

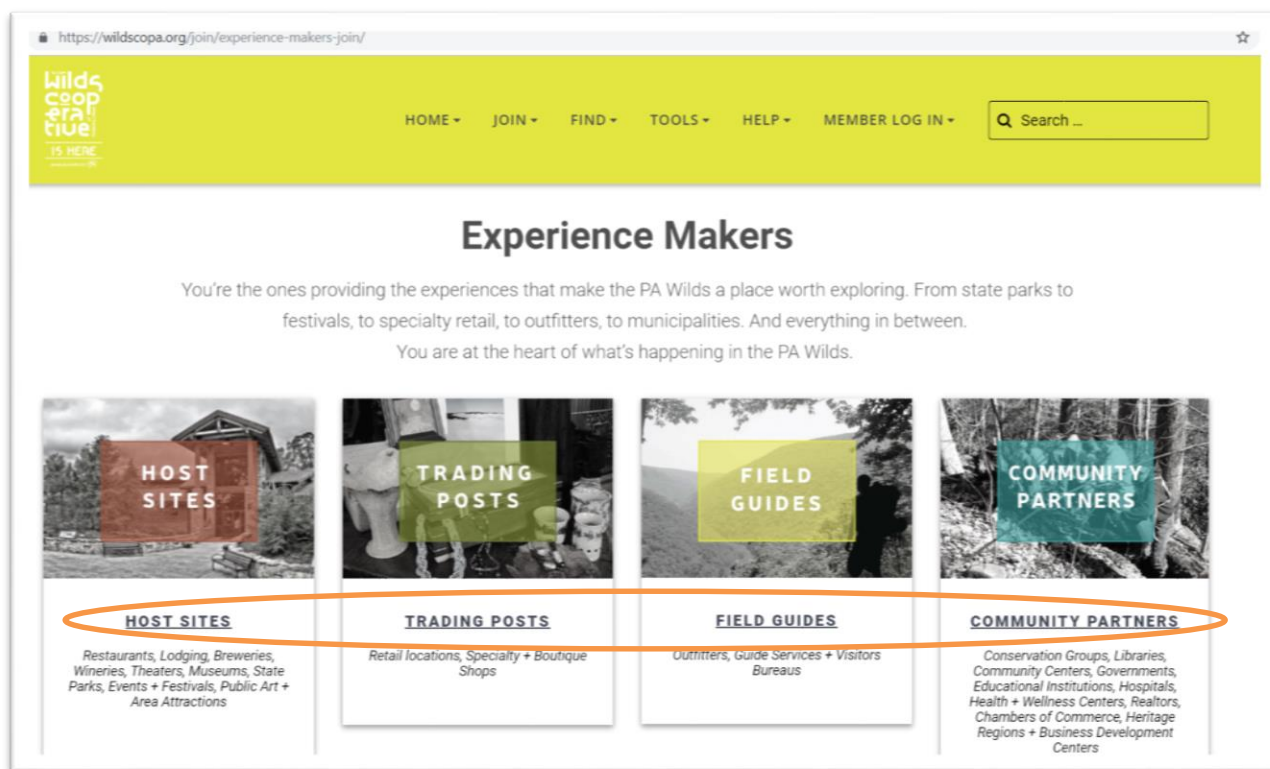
## EXPERIENCE MAKER

### Step-by-Step Application Guide

1. Visit [WildsCoPA.org](https://WildsCoPA.org) and hover over “ABOUT” or go to [WildsCoPA.org/join/experience-makers-join/](https://WildsCoPA.org/join/experience-makers-join/)



2. Scroll down to select the membership type that best describes you. Are you a Host Site, Trading Post, Field Guide or Community Partner? Read the descriptions, and click the corresponding image or title.



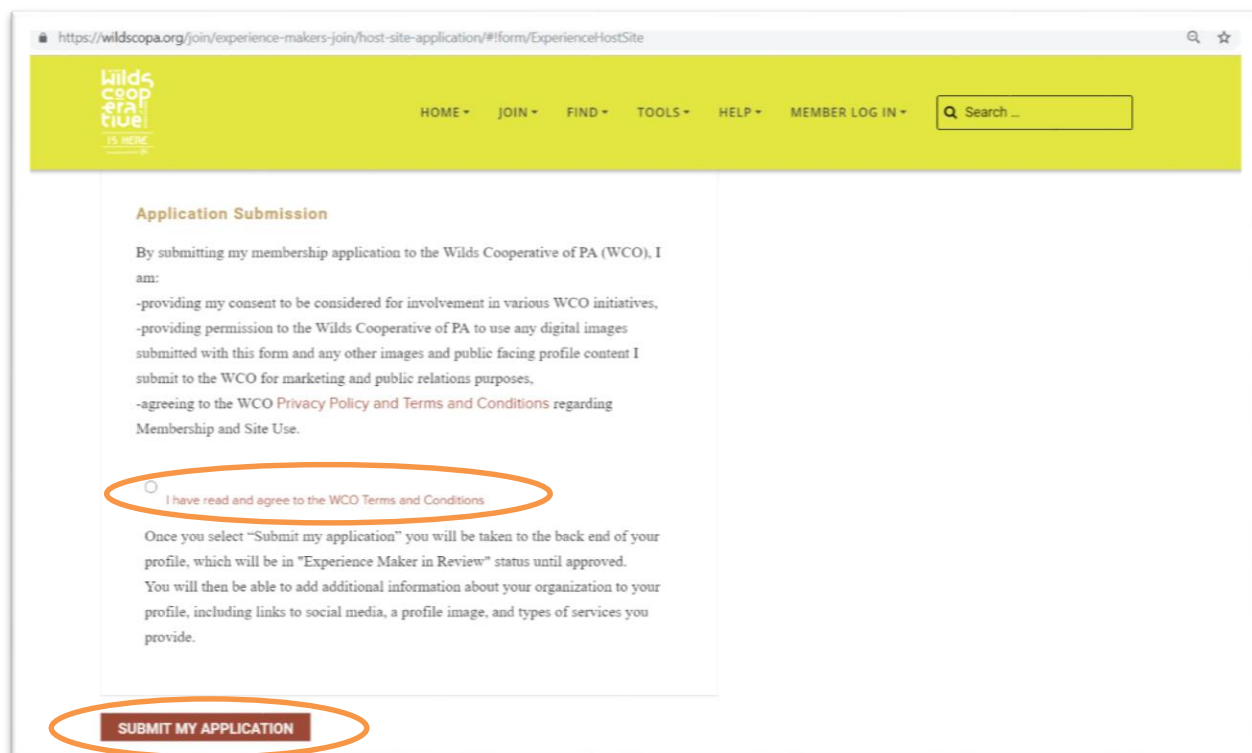
- Once you select the appropriate membership type, you'll be taken into the application form. Begin your application by entering your business name. Be sure to complete all fields.

The screenshot shows a web browser window with the URL <https://wildscopa.org/join/experience-makers-join/host-site-application/#!form/ExperienceHostSite>. The page has a yellow header with the WildsCoPA logo and navigation links: HOME, JOIN, FIND, TOOLS, HELP, MEMBER LOG IN, and a search bar. The main content area is titled "Experience Maker: Host Site" and contains the following text: "Please be sure to complete all questions as our team will review all components of this application in determining if your business/organization is a fit for our program. Once accepted this application becomes your public profile, used in our Member Directory, your listing on pawilds.com and all marketing materials." Below this text are several input fields: "Business or Organization Name" (with a placeholder "Full name or company name, this will be li..."), "Contact Person", "Position", "Site Address (open to the general public/visitors)" (with a placeholder "City, state/province, postal code"), and a checkbox labeled "Is this site open to the public and have hours of operation clearly posted at the location and/or online?" with the text "Yes, this site address is open to the public" below it.

- There are three brief sections to the application, which becomes your profile if accepted into the program, and will be used to determine your acceptance: Application, About your Business, Economic Impact. Fill out the form to the best of your ability. If accepted into the program, your profile will appear in the Member Directory on [WildsCoPA.org](https://WildsCoPA.org). The Directory is how other members and the general public will be able to find you and your business/organization. Your profile information will also be used by the PA Wilds Center for marketing via social media and [PAWilds.com](https://PAWilds.com).

The screenshot shows a web browser window with the URL <https://wildscopa.org/join/experience-makers-join/host-site-application/#!form/ExperienceHostSite>. The page has a yellow header with the WildsCoPA logo and navigation links: HOME, JOIN, FIND, TOOLS, HELP, MEMBER LOG IN, and a search bar. The main content area is titled "Business/Organization Information" and contains the following text: "This area is used to describe your business, organization or community. These questions help our team (and others looking at your profile) to understand what you do. Describe how your business/organization helps to support a visitor's experience to explore and enjoy the PA Wilds. Best practice tip: Answer the question 'What do you do?' in one paragraph or less." Below this text is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent. The editor has a text area for input and a small "EDIT" button.

5. Once your application is complete, check the circle under the “Application Submission” indicating you have read and agreed to the WCO Terms and Conditions. You may then click the “SUBMIT MY APPLICATION” button.



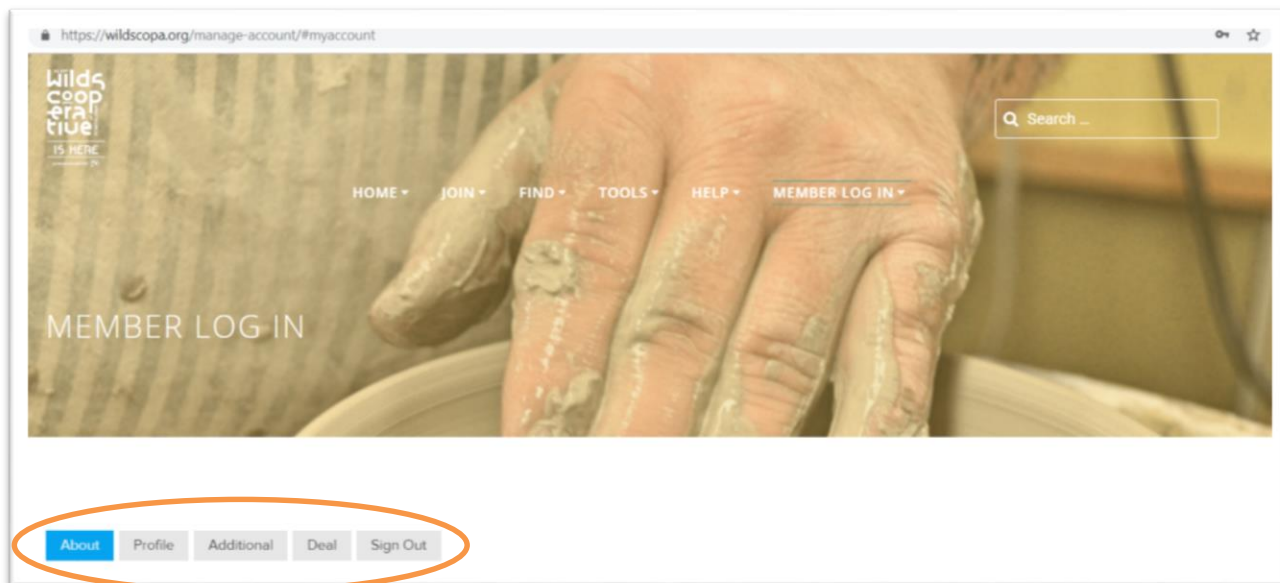
The screenshot shows the 'Application Submission' page on WildsCoPA.org. The URL in the browser is <https://wildscopa.org/join/experience-makers-join/host-site-application/#!form/ExperienceHostSite>. The page has a yellow header with the Wilds Cooperative of PA logo and navigation links: HOME, JOIN, FIND, TOOLS, HELP, and MEMBER LOG IN. A search bar is also present. The main content area is titled 'Application Submission' and contains the following text:

By submitting my membership application to the Wilds Cooperative of PA (WCO), I am:

- providing my consent to be considered for involvement in various WCO initiatives,
- providing permission to the Wilds Cooperative of PA to use any digital images submitted with this form and any other images and public facing profile content I submit to the WCO for marketing and public relations purposes,
- agreeing to the WCO [Privacy Policy](#) and [Terms and Conditions](#) regarding Membership and Site Use.

Below this text is a radio button labeled 'I have read and agree to the WCO Terms and Conditions', which is circled in orange. Further down, there is a red button labeled 'SUBMIT MY APPLICATION', also circled in orange. A paragraph of text explains that after submission, the user will be taken to the back end of their profile, which will be in 'Experience Maker in Review' status until approved, and that they will then be able to add additional information about their organization.

6. Next, you will be taken into the backside of your account/profile, where you can add additional information to your profile. Be sure to click on each tab: About, Profile, Additional, and Deal. You may also Sign Out. The more information you provide, the more each reader will know about you and how to support your #PAWilds business.



The screenshot shows the 'manage-account/#myaccount' page on WildsCoPA.org. The URL in the browser is <https://wildscopa.org/manage-account/#myaccount>. The page features a large background image of hands covered in green clay. The header is identical to the previous page, with the Wilds Cooperative of PA logo and navigation links: HOME, JOIN, FIND, TOOLS, HELP, and MEMBER LOG IN. A search bar is also present. The main content area is titled 'MEMBER LOG IN'. At the bottom of the page, there is a row of tabs: 'About', 'Profile', 'Additional', 'Deal', and 'Sign Out'. The 'About' tab is highlighted in blue and circled in orange.

7. Under “Profile” be sure to set your preferred settings for “Privacy” and also complete your “Business Card.” Privacy settings determine whether or not your street address, phone number and contact name are shown in your profile. You may also choose whether or not to receive messages through your profile. The Business Card includes a profile picture and short description of your business; this card populates the Member Directory on [WildsCoPA.org](https://wildscopa.org) and, for public-facing establishments, it also populates relevant [PAWilds.com](https://pawilds.com) pages.

The screenshot shows the 'Profile' management page on WildsCoPA.org. The URL in the browser is https://wildscopa.org/manage-account/#myaccount/Profile. The page has a yellow header with navigation links: HOME, JOIN, FIND, TOOLS, HELP, MEMBER LOG IN, and a search bar. Below the header, there are tabs for About, Profile (selected), Additional, Deal, and Sign Out. The main content area is divided into two sections. The first section is titled 'Privacy' and contains the text: 'These settings affect contact information that will be published in the member directory.' Below this text are four radio button options: 'Do not show street address in profile' (selected), 'Do not show phone number in profile', 'Do not show contact name in profile', and 'Do not allow messaging through my profile'. The second section is titled 'Business Card' and includes a link to 'Learn more'. Below this section is a prompt: 'Upload a profile picture or company logo. Be sure to include a tagline (80 character)'.

8. 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. Add [WildsCoPA@PAWildsCenter.org](mailto:WildsCoPA@PAWildsCenter.org) to your contact list to ensure you receive email updates. (Note: 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.)

