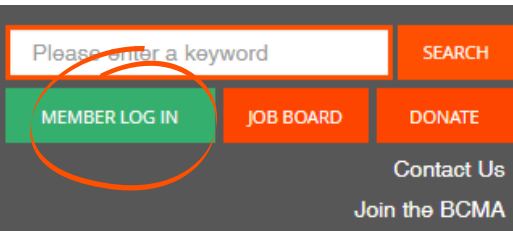


BCMA MEMBER DIRECTORY

How to update your organization information

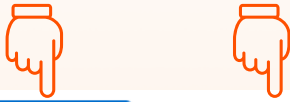
1



LOGIN

Click the green "Member Login" button on the [BCMA website](#), or follow this [direct link](#).

3



Contact Info Organization Information Password

Contact Information

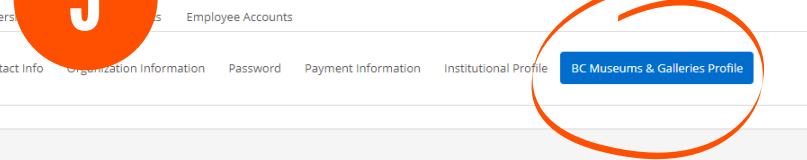
Business Residential Social Media

This is my preferred contact address.

CONTACT INFO & ORGANIZATION INFORMATION

Click the "Contact Info" and "Organization Information" tabs to update your address and indicate your preferred address.

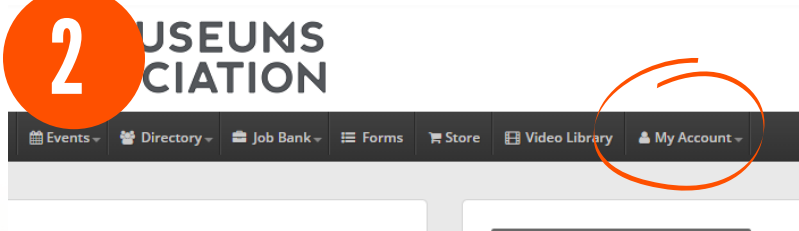
5



BC MUSEUMS & GALLERIES PROFILE

Click the "BC Museums & Galleries Profile" tab to include your **region** and a brief directory **description**. You may also include hours, admission information, and additional visitor information if this information does not change frequently.

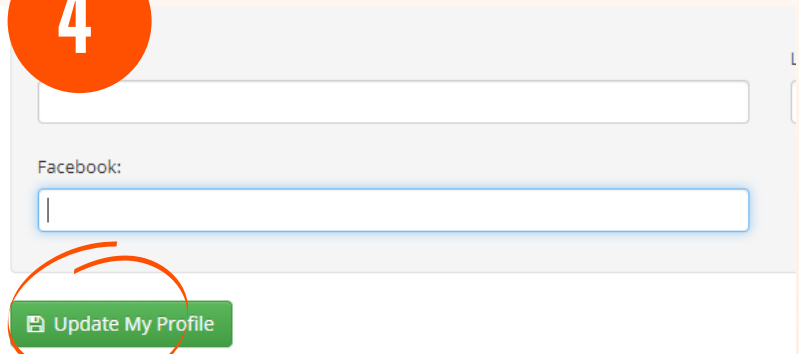
2



MY PROFILE

After logging into your member dashboard, continue to "My Account" in the top menu and select "My Profile". If you need a password reset, please contact members@museumsassn.bc.ca

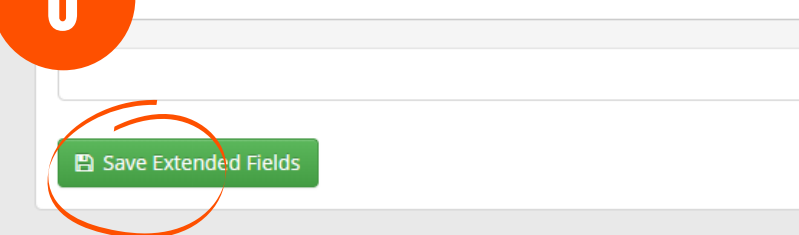
4



SAVE

Scroll to the bottom of the window and click "Update My Profile".

6



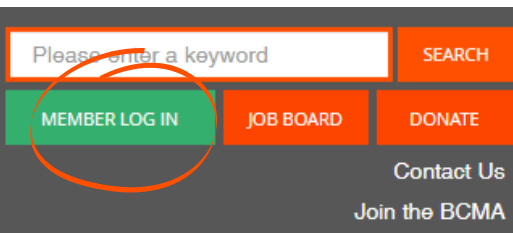
SAVE

Scroll to the bottom of the window and click "Save Extended Fields".

BCMA MEMBER DIRECTORY

How to update your business information

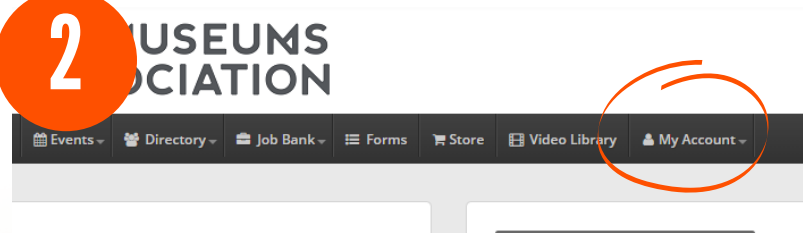
1



LOGIN

Click the green "Member Login" button on the [BCMA website](#), or follow this [direct link](#).

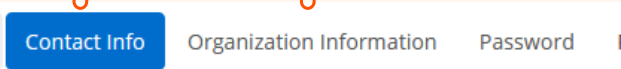
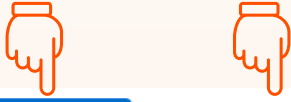
2



MY PROFILE

After logging into your member dashboard, continue to "My Account" in the top menu and select "My Profile". If you need a password reset, please contact members@museumsassn.bc.ca

3



Contact Information

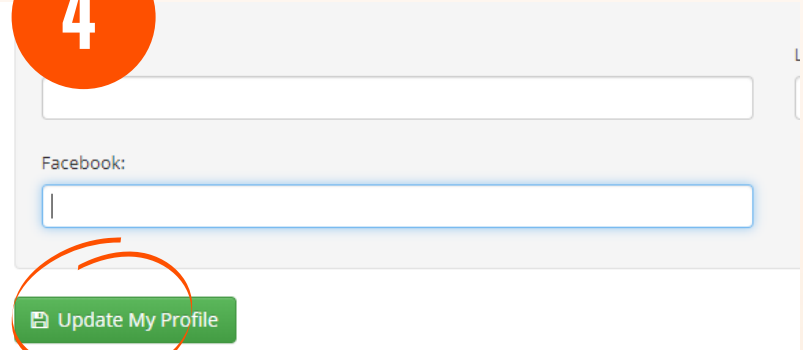
Business Residential Social Media

This is my preferred contact address.

CONTACT INFO & ORGANIZATION INFORMATION

Click the "Contact Info" and "Organization Information" tabs to update your address and indicate your preferred address.

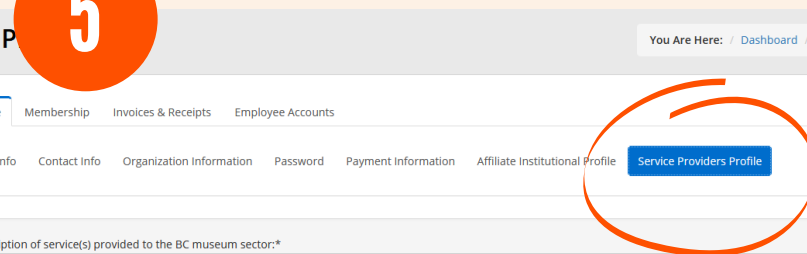
4



SAVE

Scroll to the bottom of the window and click "Update My Profile".

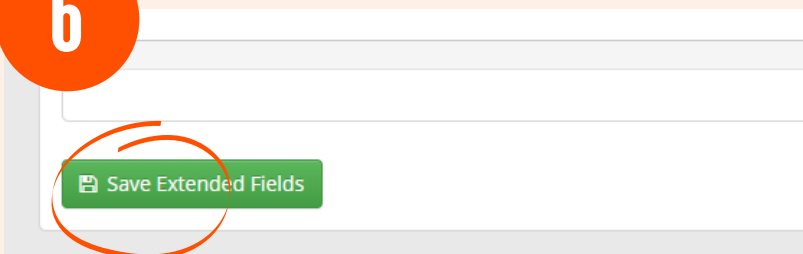
5



SERVICE PROVIDER PROFILE

Click the "Service Provider Profile" tab to include a brief directory **description**.

6



SAVE

Scroll to the bottom of the window and click "Save Extended Fields".