

BCMA Individual Member Service Directory Instructions

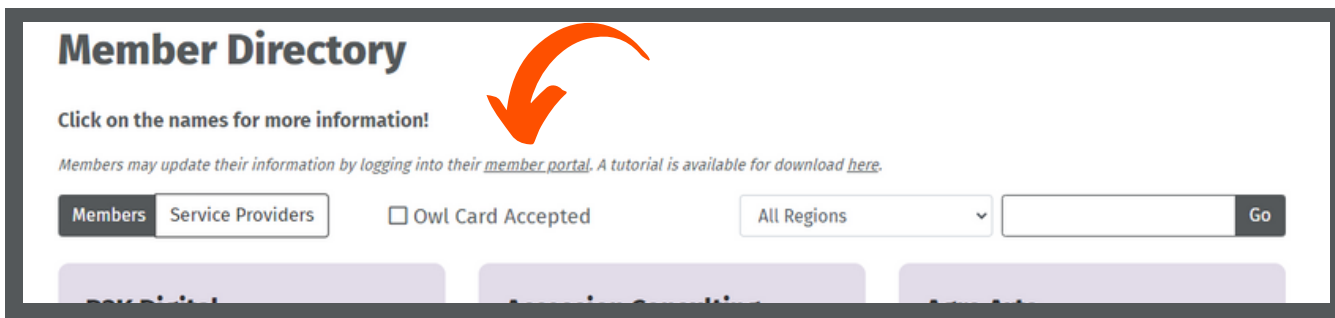
Are you a freelance cultural professional in BC? BCMA individual members are able to list their expertise in topics ranging from grant writing, resource creation, curation, interpretation, content creation, and more in our online [directory](#) of service providers. This benefit is intended for individuals who are open to receiving contract opportunities.

Note: Businesses and incorporated companies must access this benefit via an [Affiliate Membership](#).

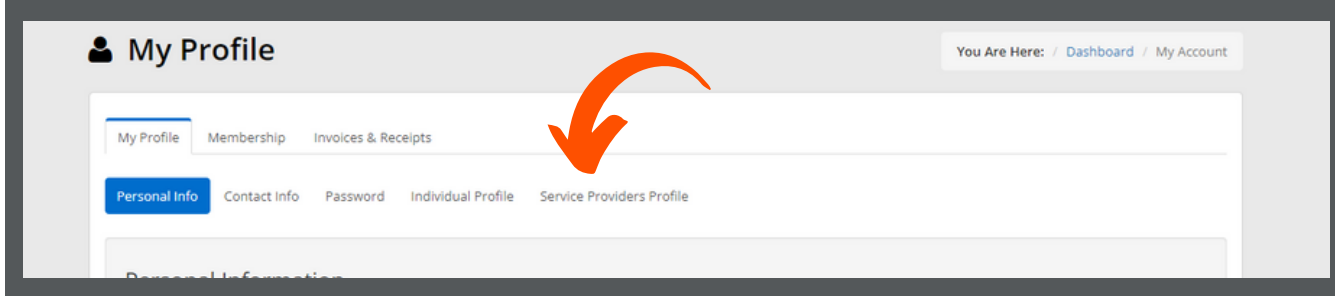
Step 1: Navigate to directory settings in your member profile.

Follow this url: <https://members.museum.bc.ca/sharingnetwork/myProfile>

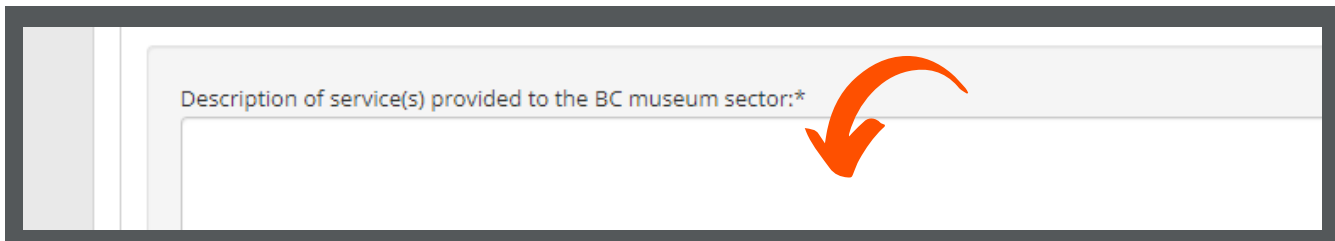
or navigate using the link in our member directory as shown below:




Step 2: Find your Service Provider Profile



Step 3: Fill in information you would like to be displayed on the BCMA service provider directory including contact information or website. Please limit your response to 1,000 characters.



Step 4: Save your updates!

 Save Extended Fields

Step 5: Inform the BCMA team at members@museum.bc.ca

Notifying the BCMA that you've completed your Service Provider profile will ensure it is added to the directory in a timely manner.

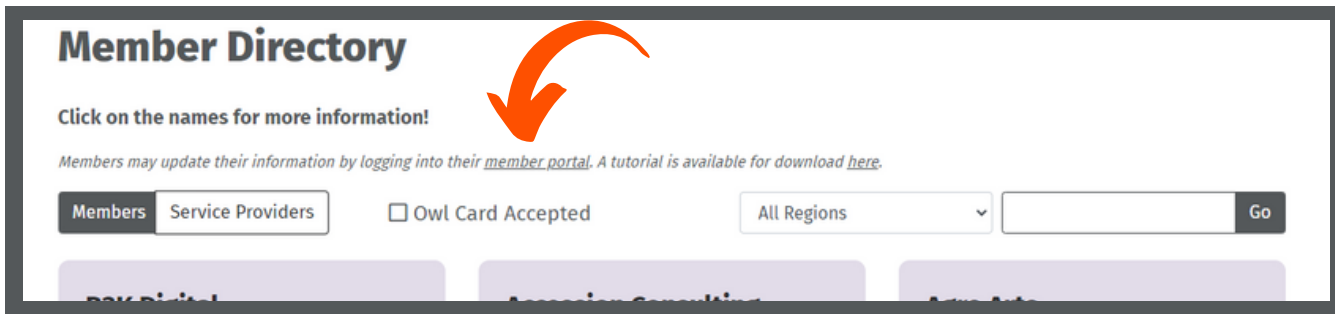
Questions? Contact members@museum.bc.ca

BCMA Affiliate Member Directory Update Instructions

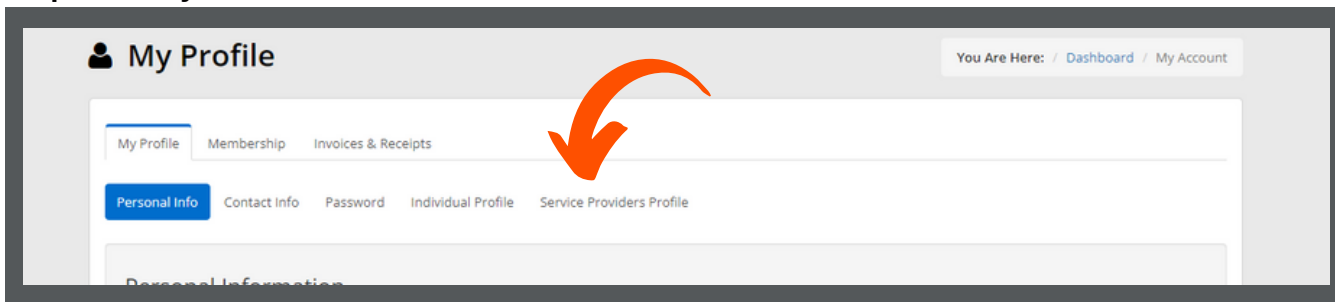
BCMA Service Provider members, including businesses, organizations, or individuals that earn income through contracts, service provisions, or other commercial activities receive the benefit of being included in our [online directory](#) of service providers. This is a step-by-step guide on updating your information.

Step 1: Navigate to directory settings in your member profile.

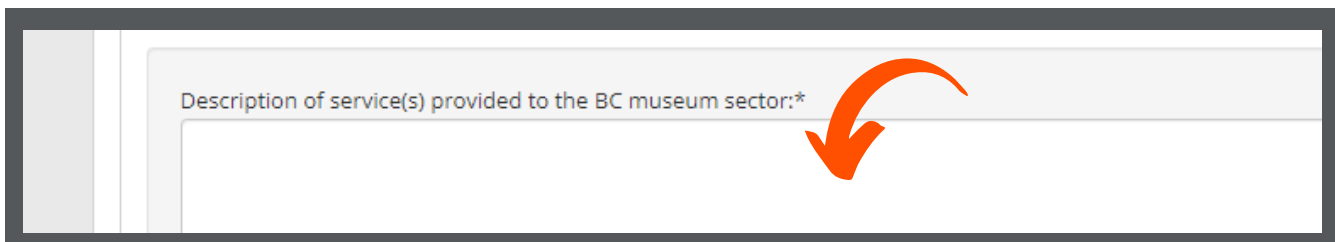
Follow this url: <https://members.museum.bc.ca/sharingnetwork/myProfile>
or navigate using the link in our member directory as shown below:




Step 2: Find your Service Provider Profile



Step 3: Fill in information you would like to be displayed on the BCMA service provider directory including contact information or website. Please limit your response to 1,000 characters.



Step 4: Save your updates!

 Save Extended Fields

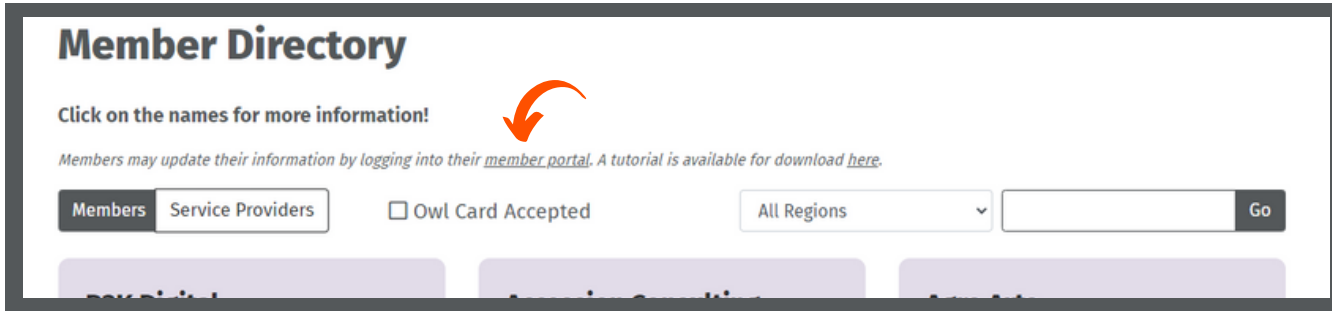
Questions? Contact members@museum.bc.ca

BCMA Institutional Member Directory Update Instructions

BCMA Institutional Members receive listings in our online member directory as a benefit. To keep you information up-to-date, please use this guide!

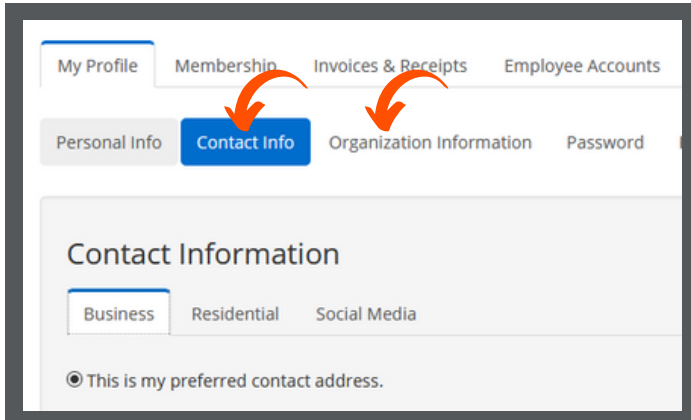
Step 1: Navigate to directory settings in your member profile.

Follow this direct url: <https://members.museum.bc.ca/sharingnetwork/myProfile>
or navigate using the link in our member directory as shown below:




Step 2: Contact Info & Organization Information

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



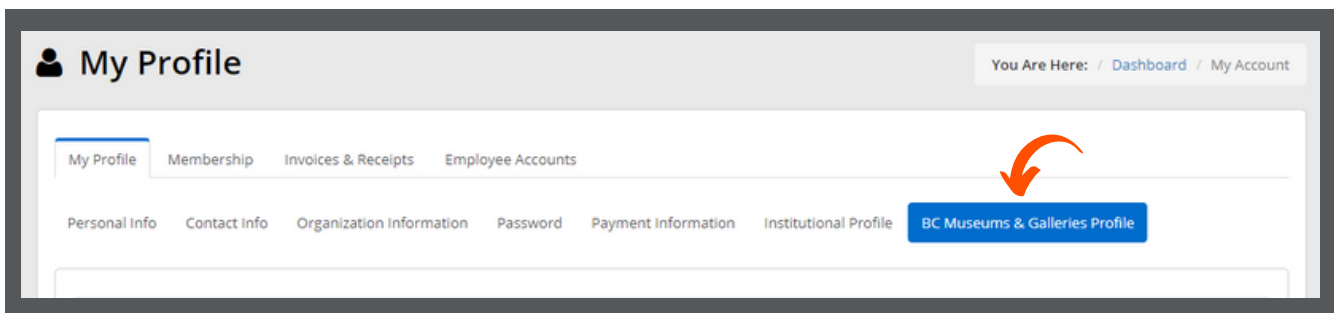
Don't forget to save!

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

 Update My Profile


Step 3: BC Museums & Galleries Profile

Click the "BC Museums & Galleries Profile" tab to include your region and a brief directory description.



Step 4: Save your updates!

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

 Save Extended Fields

Questions? Contact members@museum.bc.ca