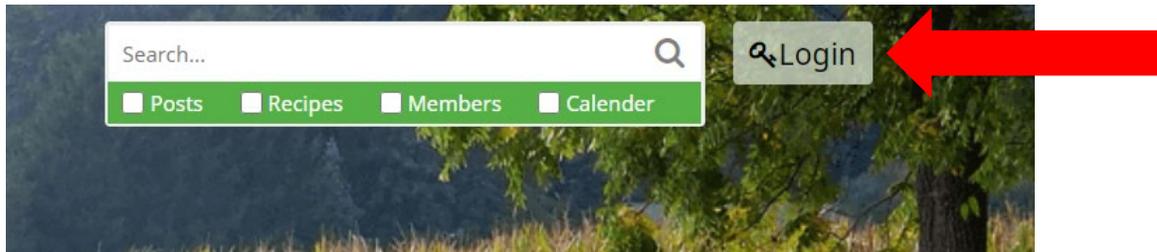


## How to Edit or Update Your Indiana Grown Member Profile

Did you know that there is a special page just for YOU on our website? This is your space to share what you do, add photos, blog posts or links to places your products can be found. Completing your profile is a very important part of your membership and can be done in just a few simple steps! If you need help creating a blog post, check out our [Blog Post Step-by-Step Guide](#) to get started!

See below for steps to edit or update your Indiana Grown member profile.

- 1) Click the Login button at the top right of the [Indiana Grown homepage](#).



- 2) Enter your login information. Note: if you do not have your login information, either select "Forgot your password?" to reset yourself, or email [indianagrown@isda.in.gov](mailto:indianagrown@isda.in.gov) for assistance.

## Login

**Username or E-mail**

**Password**

Keep me signed in

[Forgot your password?](#)

3) Once logged in, click the gear icon that can be found in the top right corner of your profile:



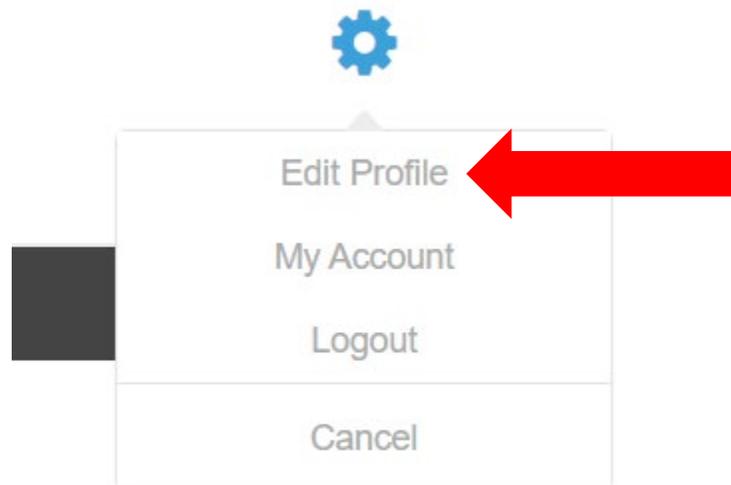
First Name

Indiana

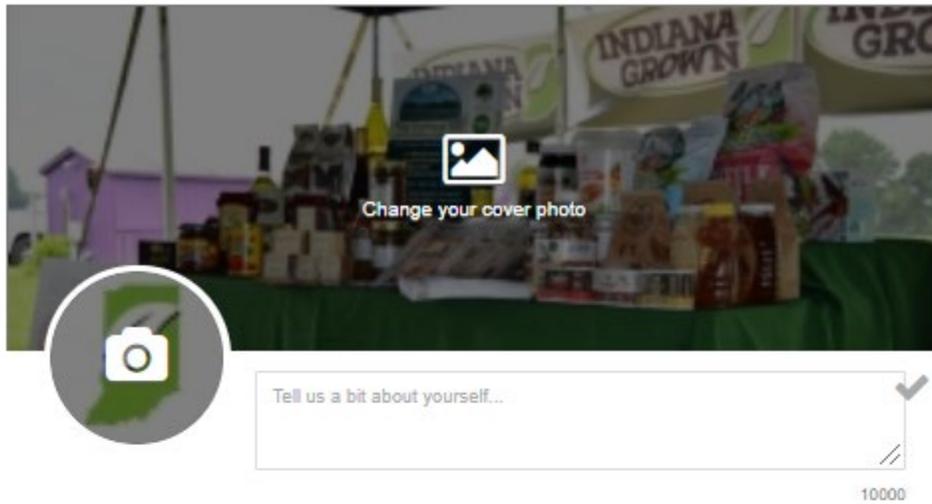
Last Name

Grown

4) Click "Edit Profile" from the drop-down options:



5) You will then see the below page that allows you to edit each field of your member profile.



<b>Display Name</b> <span>?</span>	<b>Company/Farm Name</b>
<input type="text" value="The name that will appear in our public"/>	<input type="text"/>
<b>Customers can shop at this location</b> <span>?</span>	<b>First Name</b>
<input type="text" value=""/>	<input type="text" value="Indiana"/>
<b>Physical Address</b>	<b>Last Name</b>
<input type="text"/>	<input type="text" value="Grown"/>
<input type="text"/>	
 <b>Customers can order products online at this website:</b>	<input type="text"/>
<b>Identify all livestock that will carry the Indiana Grown label/logo/standards:</b> <span>?</span>	<input type="text"/>
<b>Identify all products that will carry the Indiana Grown label/logo/standards:</b>	<input type="text"/>

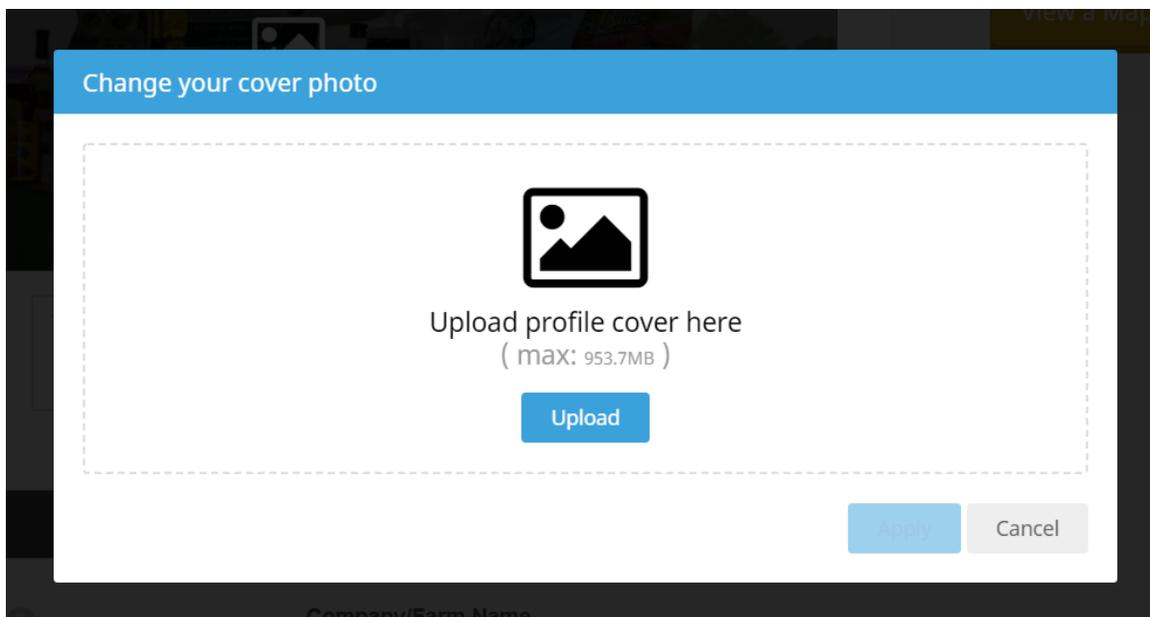
Do you want to be included in our wholesale buyers guide for publication to distributors, grocery buyers, and wholesale buyers around the state?

Yes  No

- 6) Let's now go through each element of your profile to be edited or updated. The cover photo is just like Facebook and is the main image on your member profile. Choose an image that is horizontal and fills the space well. The aspect ratio is 2.7:1 or approximately 1280 x 640 pixels.



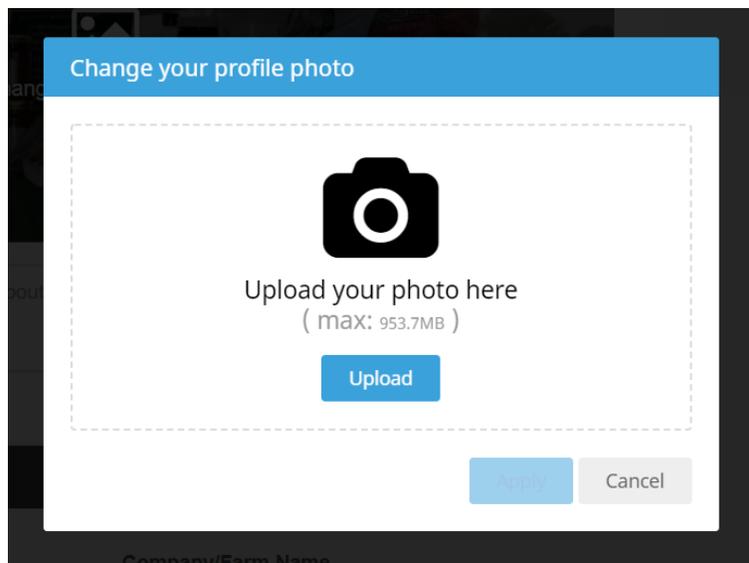
- 7) Click "Change your cover photo" and then click "Change cover photo" from the drop-down options. You will then see the below box. Click "Upload" to select a photo from your files.



- 8) Next, upload your profile picture. This is just like Facebook’s profile picture. Be sure the image is small and will fit well within the circle frame. The profile photo size is 40 x 40 pixels.



- 9) Click the camera icon and select “Change photo” to see the below screen. Click “Upload” to select a photo from your files.



- 10) One of the most important elements of your member profile is the Description box. This space is for you to describe your farm/business so consumers know who you are and what you do. This is also a great space to include your website URL so users can visit your website for more information. There is a 10,000-word limit to this section.

Tell us a bit about yourself... 

10000 

- 11) Now that you have uploaded photos and written your farm/business description, the remaining fields can be completed by either entering the information manually or selecting from the drop-down menus. If you select “Yes” to being included in the wholesale buyers guide, additional questions will appear.

The screenshot shows a profile update form with the following elements:

- Display Name** (with a help icon): A text input field containing "The name that will appear in our public".
- Company/Farm Name**: An empty text input field.
- Customers can shop at this location** (with a help icon): A dropdown menu showing "Indiana".
- First Name**: A text input field containing "Indiana".
- Physical Address**: Two empty text input fields.
- Last Name**: A text input field containing "Grown".
- Customers can order products online at this website:** A checkbox (checked) followed by an empty text input field.
- Identify all livestock that will carry the Indiana Grown label/logo/standards:** (with a help icon) An empty text input field.
- Identify all products that will carry the Indiana Grown label/logo/standards:** An empty text input field.
- Do you want to be included in our wholesale buyers guide for publication to distributors, grocery buyers, and wholesale buyers around the state?**
  - Yes
  - No
- Update Profile** (blue button) and **Cancel** (grey button) buttons.

- 12) When you are finished entering the information, click the blue “Update Profile” button to save your changes.

**Helpful tips:**

- You can always login to your account and make changes and/or additions to your member profile.
- Contact Angela Grant at [agrants@isda.in.gov](mailto:agrants@isda.in.gov) if you have additional questions or need assistance with your member profile.

***Please note: Indiana Grown reserves the right to edit and remove any content that does not align with our [Terms of Service](#).***