



Quick Guide—Real Maine Member Portal

- Use this guide to help you navigate the Real Maine Member Portal. More information is found in our video, [“Getting Started with the Real Maine Member Portal”](#)
- Until announced otherwise, we ask that you submit jpeg profile images via email to DACFRealMaine@maine.gov. The Real Maine team will upload those for you to ensure clear displays on www.RealMaine.com.

Contents

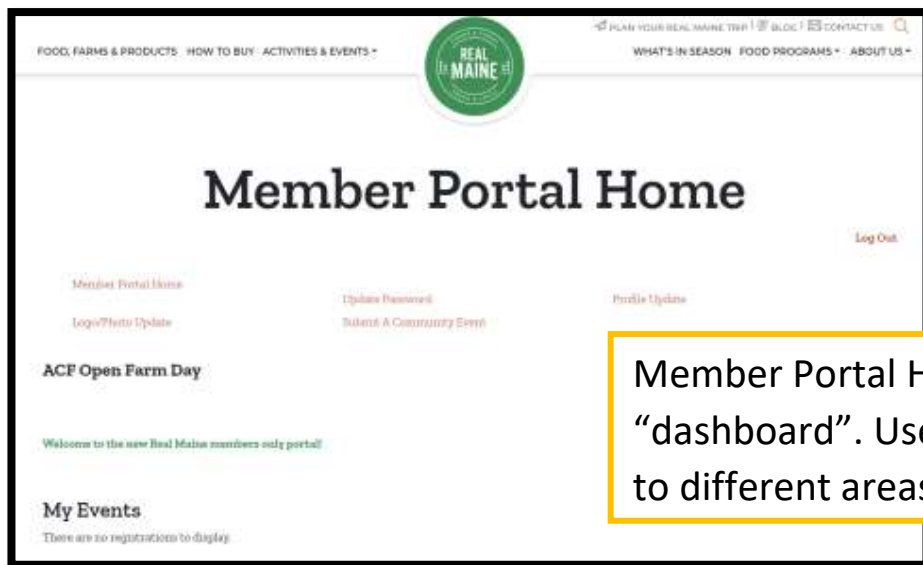
Submit an image for your profile	1
The Real Maine Member Portal—Log in and choose what you want to do!	2
Updating your Profile.....	3
Errors and troubleshooting.....	5
Submit a community event listing	6

Submit an image for your profile

- To ensure best display, please email profile images to Real Maine
- **Only jpeg images** (no PDF, png, tiff, or vector files)
- Select a nice image that is not scanned or date-stamped
- Farm signs, logos, and product or general farm scenes can be good choices
- [Email image to Real Maine](#)

The Real Maine Member Portal—Log in and choose what you want to do!

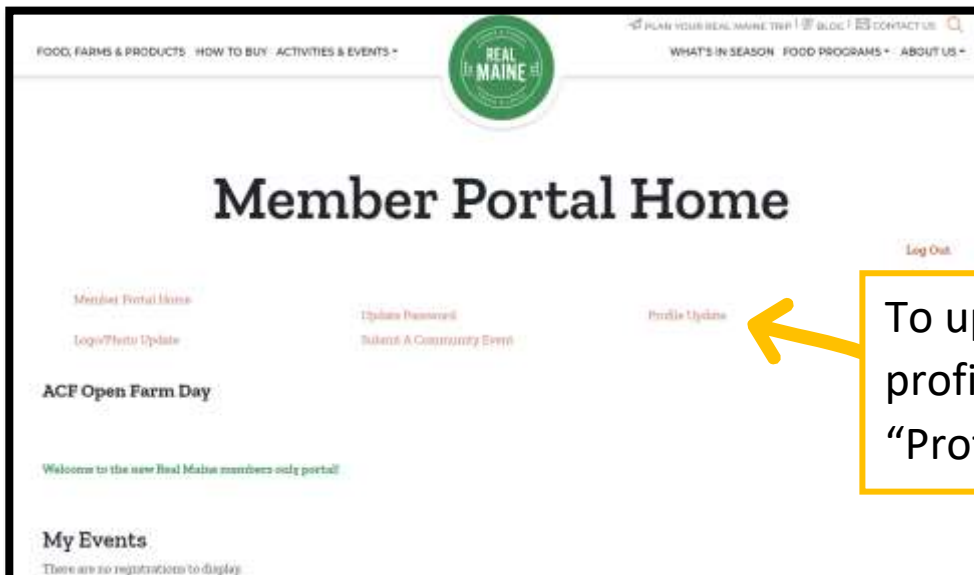
- Login URL:
<https://web.getrealmaine.com/Portal/portallogin.aspx?ReturnURL=%2fportal>
- Update your profile...
- Change or update your password...
- Submit event listings...



Member Portal Home is your “dashboard”. Use it to navigate to different areas.

Updating your Profile

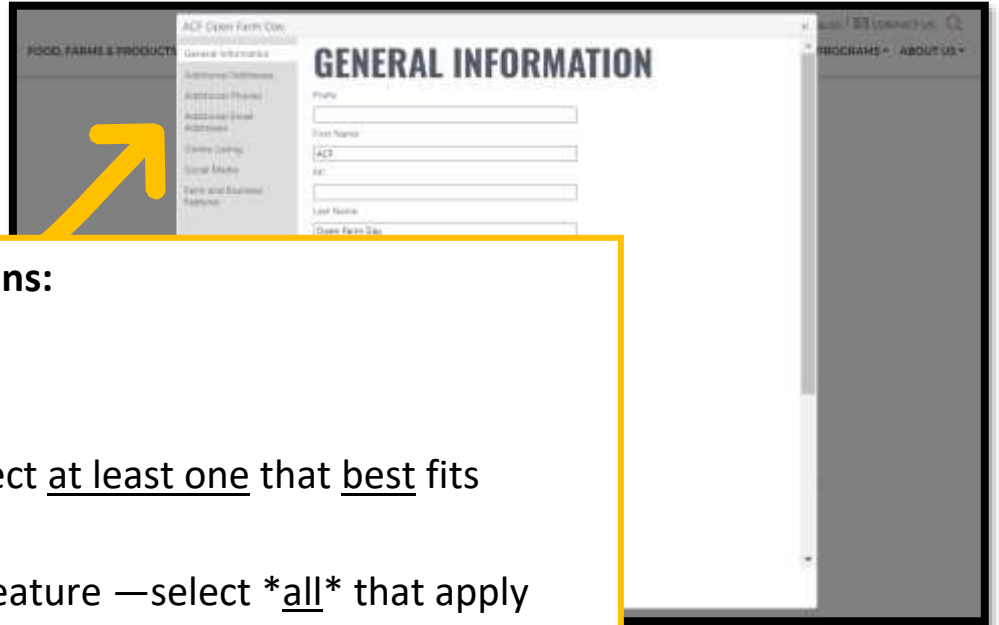
- The info you add helps Real Maine website visitors to connect with your farm. It also provides important info to the Real Maine team. For example, your contact information so we can share promotional opportunities, or collect Open Farm Day sign ups.
- **Be sure to save and submit your updates. Updates generally display within 24 hours.**
- **Be aware of error messages—you may receive this if you do not properly input required info**
- Use the edit profile button to add or edit:
 - **General information**
 - **Addresses**
 - **Online listing (select at least one, can add secondary options)**
 - **Social media**
 - **Farm and business features (select any that are a good fit)**



To update profile, click “Profile Update”



This is the Profile Update Page
Click the Edit My Profile Button to change information



Add or edit these sections:

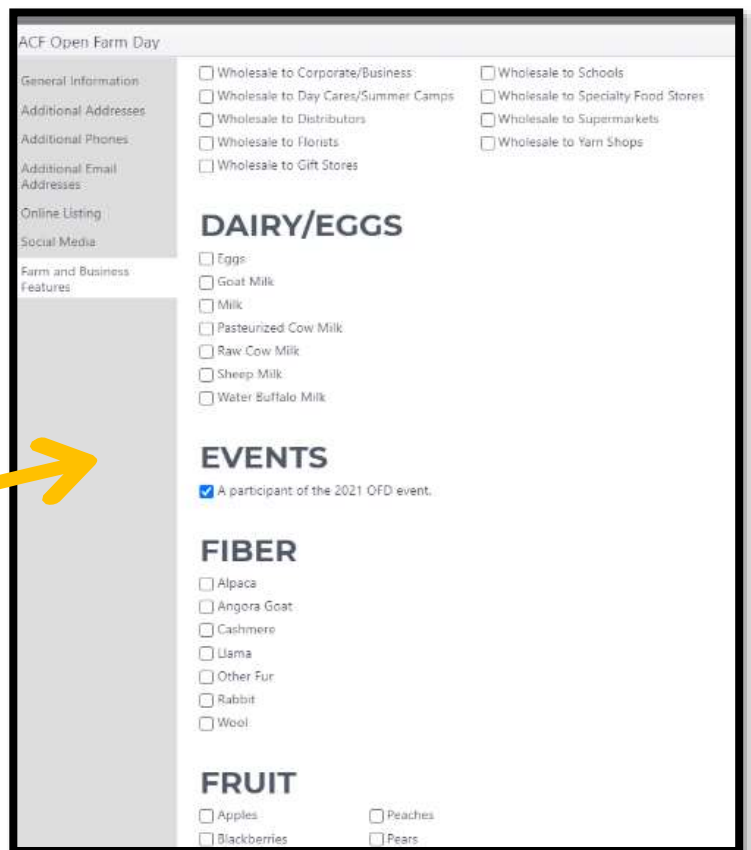
- general info
- addresses
- online listing—select at least one that best fits
- social media
- farm or business feature —select *all* that apply

You will likely need to scroll to view all the farm and business feature choices.

Look for the options under the “EVENTS” header. If you want to participate, you select it.

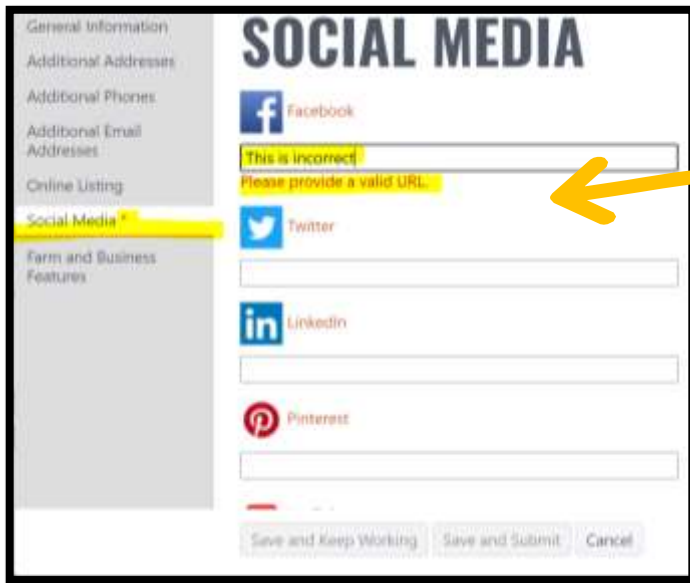
A blue box with a white check mark means it is selected.

Be sure to save and submit once complete!



Errors and troubleshooting

Did you input information, and click save and submit, but the screen does not change? It may be due to incorrect formatting of required information. The most common example is with the social media section.

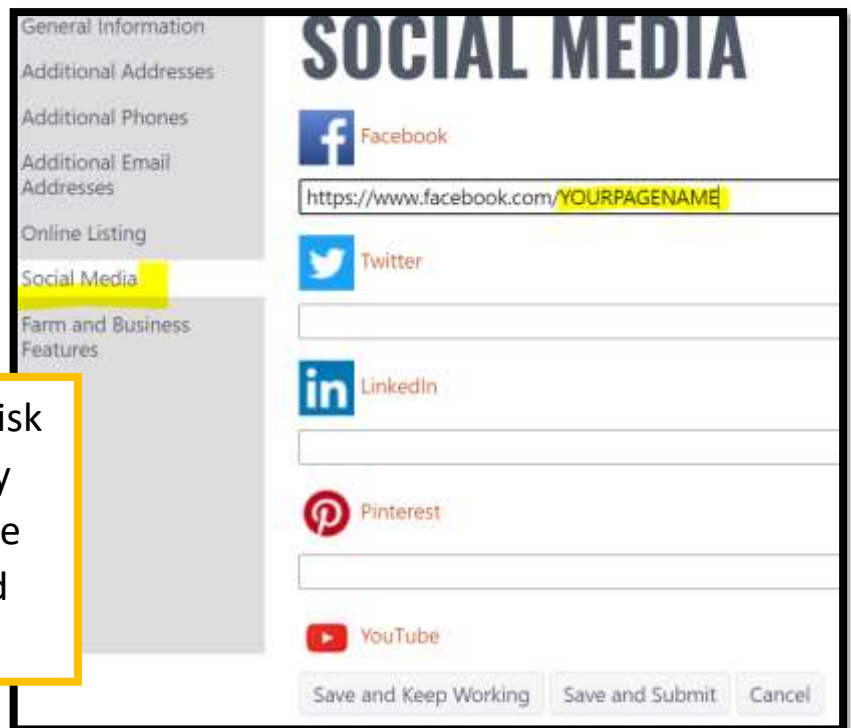


The screenshot shows the 'SOCIAL MEDIA' section of a member portal. On the left is a navigation menu with 'Social Media' highlighted in yellow. The main content area has a title 'SOCIAL MEDIA' and four social media input fields: Facebook, Twitter, LinkedIn, and Pinterest. The Facebook field contains a red asterisk and a red prompt: 'This is incorrect. Please provide a valid URL.' A yellow arrow points from this prompt to the right. At the bottom are three buttons: 'Save and Keep Working', 'Save and Submit', and 'Cancel'.

If you are missing required info, you will see a **red asterisk * and prompt.**

Follow the prompt to correct required information before it can be submitted.

In this example, the corrections are highlighted in yellow.



The screenshot shows the 'SOCIAL MEDIA' section after correction. The Facebook field now contains the URL 'https://www.facebook.com/YOURPAGENAME', with 'YOURPAGENAME' highlighted in yellow. The red asterisk and prompt are gone. The other fields (Twitter, LinkedIn, Pinterest) are empty. The 'Social Media' menu item is still highlighted in yellow. At the bottom are three buttons: 'Save and Keep Working', 'Save and Submit', and 'Cancel'.

Check to see if the red asterisk and prompt are gone. If they do not appear, you should be able to successfully save and submit your corrected info.

Submit a community event listing

- **Not** the same as events you select within profile update → farm and business features → events
- Include your business name in the **event name; the event name displays online**
- Use to promote agricultural events (tours, special activities, celebrations, festivals, etc.)
- May use to enhance statewide promotions (e.g., Open Farm Day)
- Click “**Submit A Community Event**” link → enter info
- Allow for at least three business days turnaround, published listings appear at <https://web.getrealmaine.com/events>

Fill out all the information and then submit

FOOD, FARMS & PRODUCTS HOW TO BUY ACTIVITIES & EVENTS * REAL MAINE WHAT'S IN SEASON FOOD PROGRAMS * ABOUT US *

Submit an Event

Log Out:
Member Portal Home
Update Password:
Profile Update
Logo/Photo Update
Submit A Community Event

Your Name:

Your Phone Number:

Your Email:

Event Name:

Event Type (choose from list):

Event Start Date (MM/DD/YYYY):