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" (Go to https://bit.ly/RMHelpVideos to view our library past webinars, and videos.)

- 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.
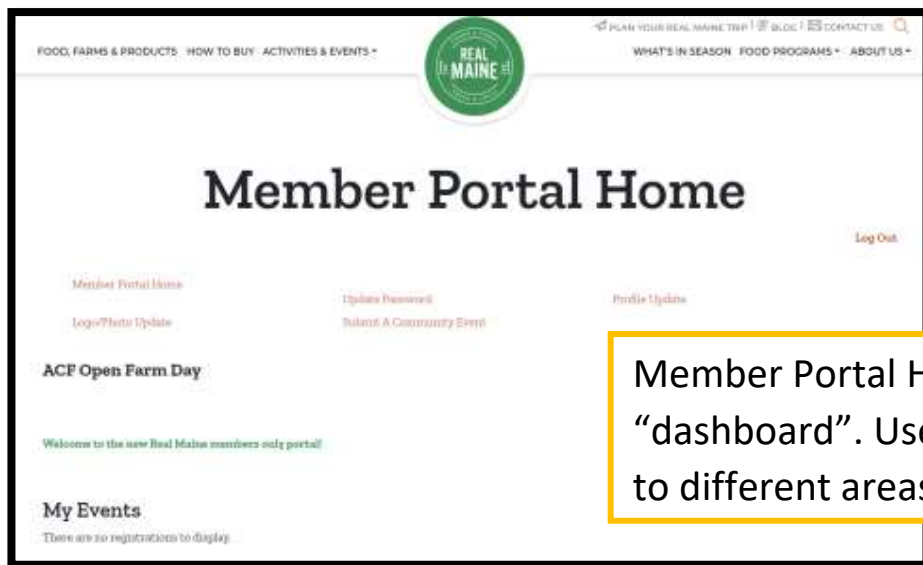
Contents

Submit an image for your profile

- 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 access the menu allowing you to add or edit the following:
  - **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)**
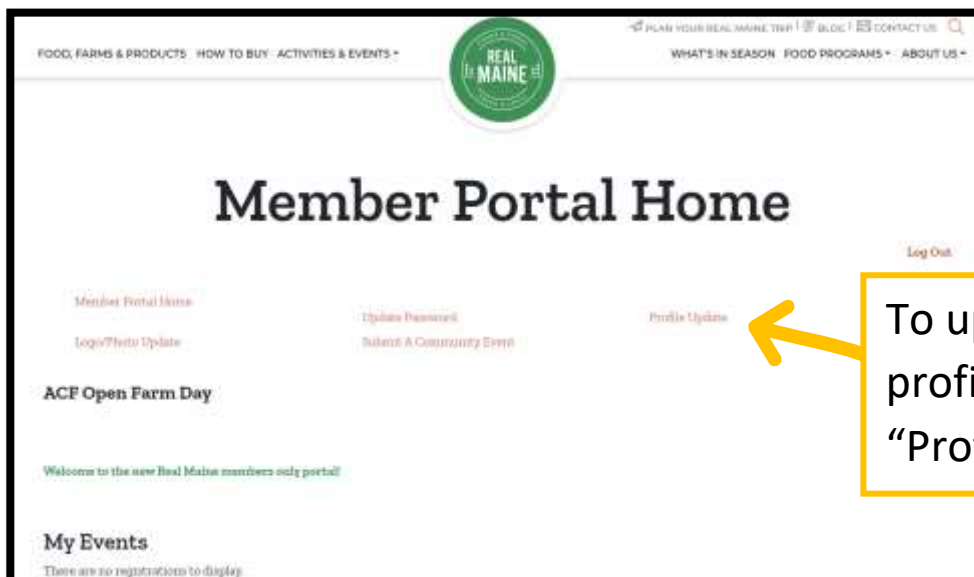
To update profile, click "Profile Update"

This is the Profile Update Page

Click the Edit My Profile Button to change information.

A pop-up menu will appear.
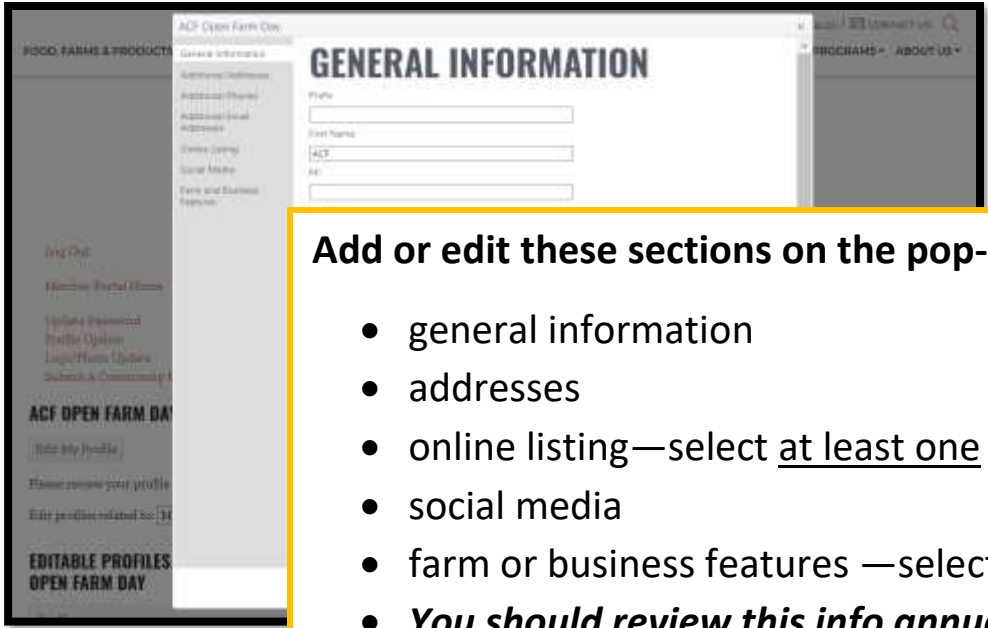
Add or edit these sections on the pop-up menu:

- general information
- addresses
- online listing—select <u>at least one</u> that <u>best</u> fits
- social media
- farm or business features —select *<u>all</u>* that apply.
- ***You should review this info annually. Or more frequently if there's a business change.***

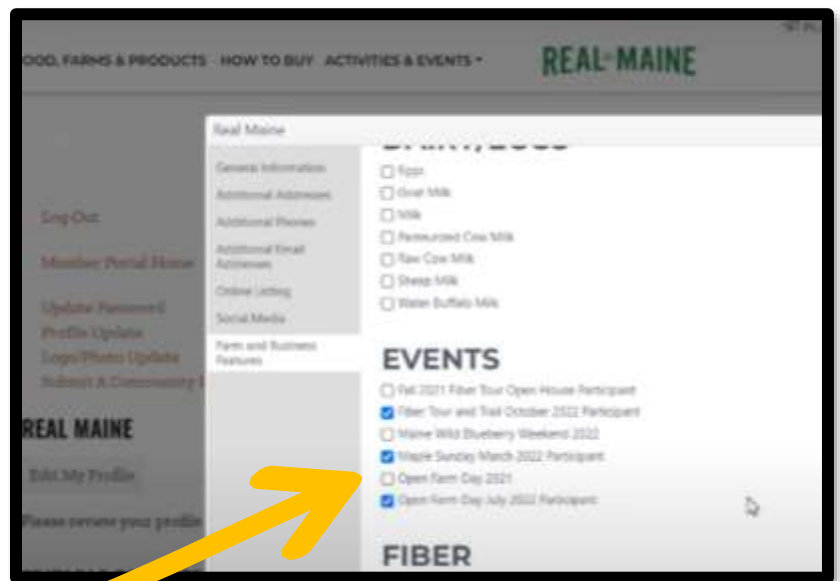Opting into Statewide Promotional Events (Open Farm Day, Fiber Tour & Trail, etc.)

Opting into Statewide Promotional Events:

Scroll through the **FARM AND BUSINESS FEATURES** choices.
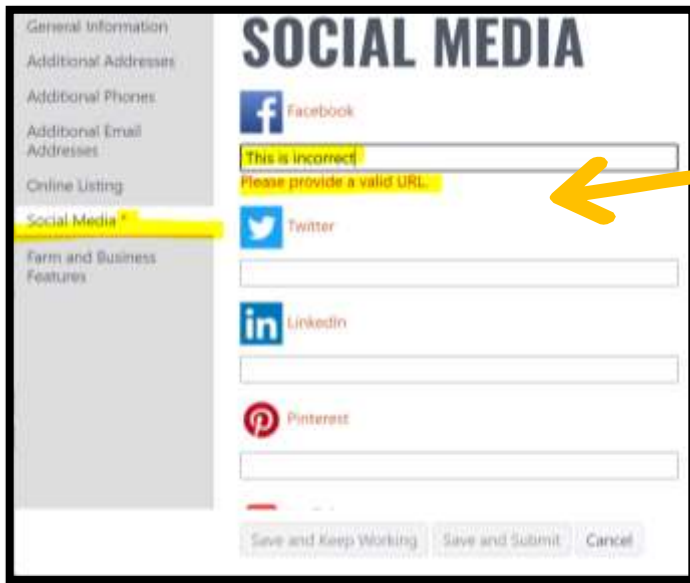
Look for the check boxes under "**EVENTS**".

A blue box with a white check mark means it is selected – and you are opting into that event.

Be sure to save and submit once complete!
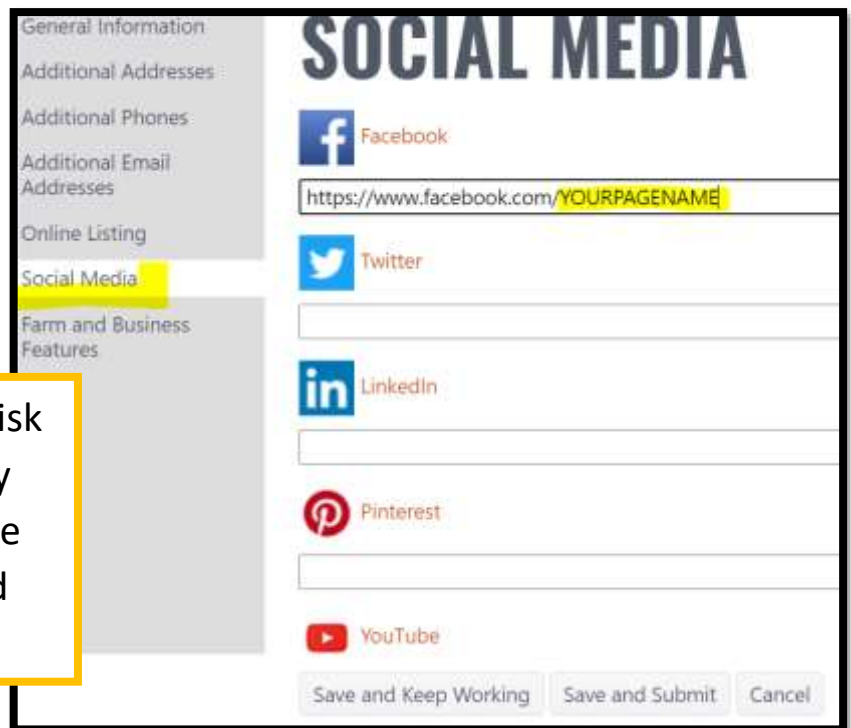
Errors and troubleshooting

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.

A red asterisk * displaying on screen denotes missing or incomplete information. You will not be able to save and submit until corrected.

Follow the prompt to correct required information. In this example, the corrections are highlighted in yellow.

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.

Get listed on the Real Maine Calendar: submit a community event listing

- **<u>Not</u>** 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
- **TIP:** submit the listing at least 14 business days or more before your event. Can be submitted up to a year in advance.

Fill out all the information and then submit