



"HOW TO" on WeMAR.org

Personalize My Directory Page

Once you log in, your **Business Profile** page will appear. On this page, you can upload your photo and enter your "About Me" information for the **Membership Directory** on WeMAR.org. You may also view how many times your phone number and website are viewed.

Upload My Photo

1. Next to "Your Logo/Image", click the green "Select Image"
2. A new window will open, click on the "Browse" button
3. Find your photo to upload to WeMAR.org
4. Click on the file, and then click on "Open"
5. Then click on "Upload File"

It will load your file and state whether it was successful or unsuccessful in red

6. If successful, click on "Select Image"
7. Scroll all the way down to the bottom of the page and click on the green "Update" button

Your page will refresh and state, "Successfully updated record" at the top of the page

Enter "About Me" Information

1. Scroll to the bottom of the **Business Profile** page
2. Find the "About" box
3. Type your message to potential clients
4. Use the tools in the box to format you're your message, add links or additional photos
5. When done, click the green "Update" button

Your page will refresh and state, "Successfully updated record" at the top of the page

View My Directory Page

1. Click on the **Member Directory** tab
2. Enter your last name in the "Search" field
3. Click the circle next to REALTORS®
4. Click on the green "Search" button

WeMAR members that share your last name will appear

5. Find your directory card, and click on "More Info"

Your personal page will appear with your photo and "About Me" message

Directory Page FAQ

Q: I am trying to upload my picture and it is not working.

A: Look to see if it gives you an error in red in header of the Image Uploader window. You may have a space or character in your file name that it does not accept. If this is the case, simply rename your file excluding those characters.

Verify the type of file you are uploading; JPG is the best format for this image uploader. The Maximum file size is 5 MB, with maximum dimensions of 5000px x 5000px. Please keep in mind, the larger the file, the larger the picture is displayed. It may appear too large, out of range or cut off. Smaller photos for web use are best to use.

A: I am a broker and want to upload my company logo to my office directory page. How do I do this?

Q: We do not have a broker login. Please email your logo and "About" verbiage for your company to Dawn Crawford at dcrawford@wemar.org. We will add this information and your company logo to your page for you.