



## Quick-Start Guide: Make the Most of Your Membership

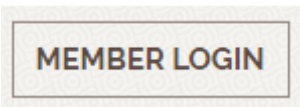
Here is a guide to help you understand and enjoy your NAIWE membership and make it work for you.

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**Affiliate Link** – show your community involvement!

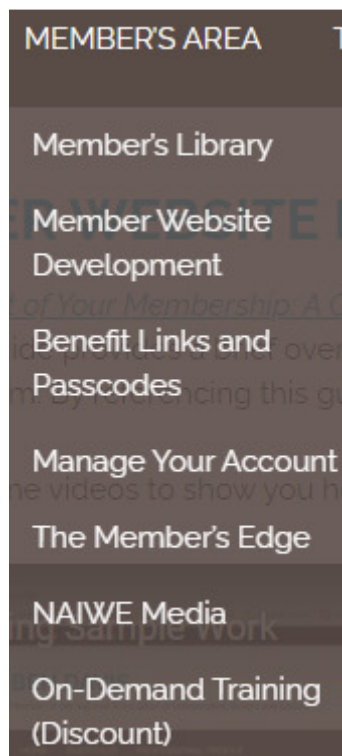
Because your professional affiliations are part of your résumé, a “Member of NAIWE” badge image is provided so that you can add it to your social media profiles or other websites you own. Then when someone clicks on the link from your page and joins NAIWE, you earn 10% of their initial dues payment. It’s NAIWE’s way of saying, “Thank you for posting your NAIWE affiliation.”

First log in to the site at [NAIWE.com](http://NAIWE.com).



**MEMBER LOGIN**


Under “Member’s Area,” click “Manage Your Account.”



You will now need to log in to the membership database.


Login to your Account

Username/Email




Username/Email

Password



Password



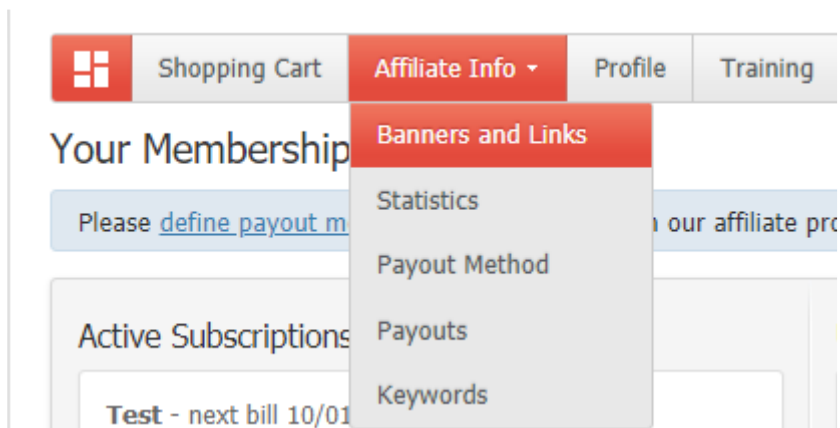
☐

Stay signed in

Login

[Forgot password?](#)

Under “Affiliate Info,” click on “Banners and Links.”



Here, you will find the link to add to your website.

#### Your General Affiliate Link

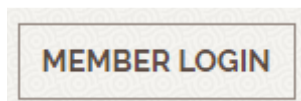
<http://naiwe.com/amember/aff/go/bendavis>

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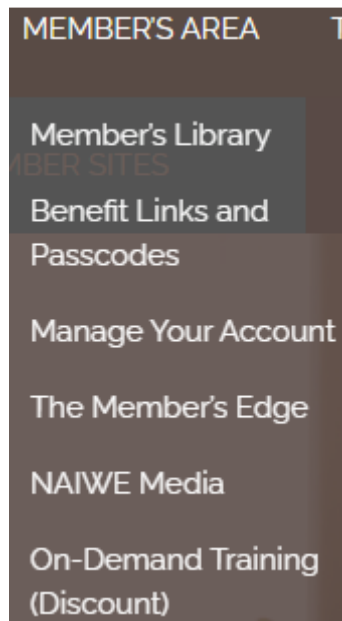
#### Benefit Links and Passcodes – access your discounts!

Members can take advantage of many benefits (<https://naiwe.com/member-benefits/>) with their active membership. However, many of these discounts need special links or passcodes to be effective. To access them, complete the following steps.

First log in to the site at NAIWE.com.



Under “Member’s Area,” click “Benefit Links and Passcodes.”



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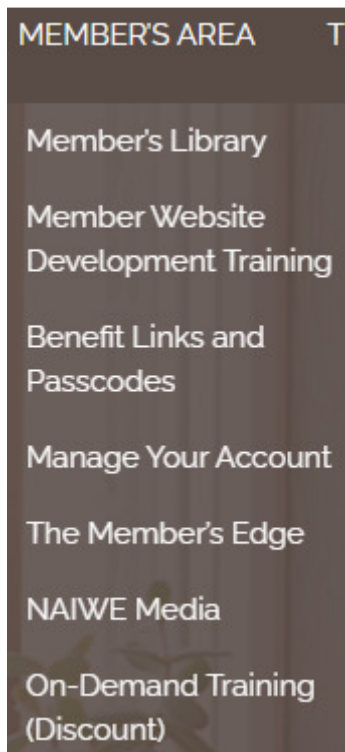
[Manage Your Membership](#) – view your history and change your payment plan!

Interested in finding out information about your membership? You can view your membership and your billing information online.

First log in to the site at [NAIWE.com](http://NAIWE.com).




Under “Members Area,” click “Manage Your Account.”



Log in to the membership database. (It's the same log-in information as when logging on to the NAIWE website.)

## Authentication



or [Register](#)

Click on the icon in the upper left corner.





On this page, you can see your active subscription and the billing date. For more detailed information, click on “Payments History.”

#### Useful Links

[Logout](#)

[Change Password/Edit Profile](#)

[Payments History](#)

[Update Credit Card Info](#)

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#### Member Logo

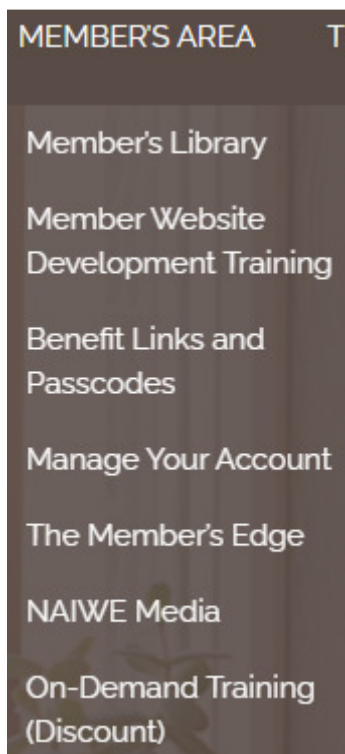
Show off your NAIWE membership by displaying the member logo on your website, signature of your emails, business card, social media pages, and more!

Images are available in color and black and white in JPEG, GIF, and EPS file types.

First log in to the site at NAIWE.com.

**MEMBER LOGIN**

Under “Members Area,” click “NAIWE Media.”

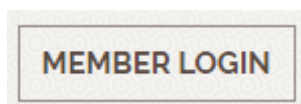


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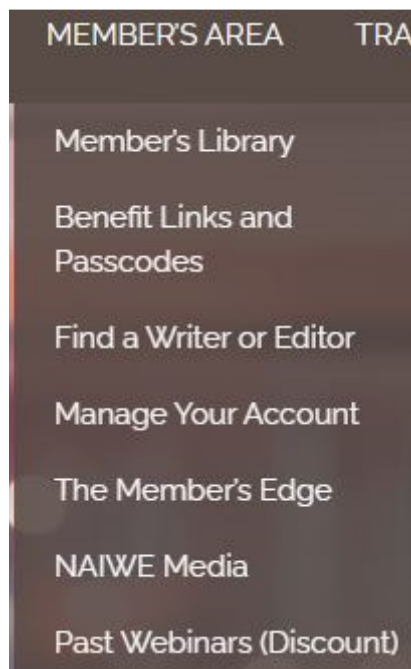
[Member Profile](#) – update your contact information with NAIWE

Did you know you can update your personal information in the NAIWE database?

First log in to the site at [NAIWE.com](http://NAIWE.com).



Under “Members Only,” click “Manage Your Account.”



This will take you to the NAIWE member shopping cart.

aMember Pro

[NAIWE 1-Year Membership \(automatic renewal\)](#)  
\$99 for the first year, then \$99 for each subsequent year  
[See details](#)

[NAIWE 1-Year Membership \(no automatic renewal\)](#)  
\$99 for one year  
[See details](#)

[NAIWE 2-Year Membership \(no automatic renewal\)](#)  
\$198 for two years  
[See details](#)

[NAIWE Lifetime Membership](#)  
\$999 for lifetime membership  
[See details](#)

Category  
-- Home --

Search Products

Your Basket  
Your cart is empty. Click [here](#) to continue shopping.

Authentication  
  
   
 or [Register](#)





You will now need to log in to the membership database. (It's the same log-in information as when logging on to the NAIWE website.)

### Authentication

or [Register](#)

To update your personal information with NAIWE, click on “Profile.”

Shopping Cart **Profile** Affiliate Info ▾

### Member Profile

\* First & Last Name

Phone # \* normal

\* Your E-Mail Address

a confirmation email will be sent to you at this address

\* Confirm Your E-Mail Address

Password

[Change](#)

Address Information

\* Street

\* City

\* Country

\* State

\* ZIP Code

Save Profile

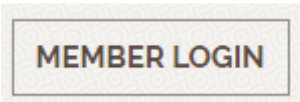


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**On-Demand Training** – as much and as little as you need to fit your season in your career

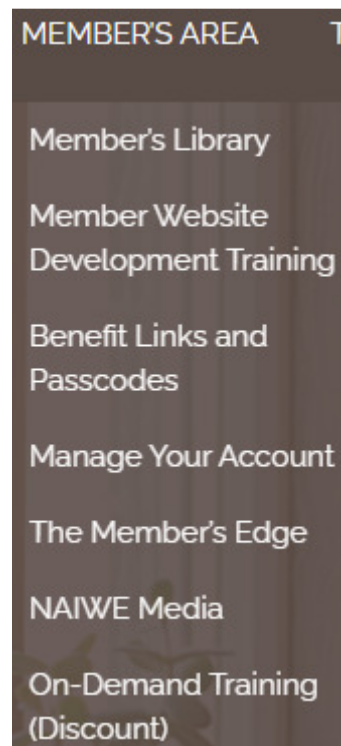
Keeping your skills up to date is important, and your NAIWE membership makes it very cost effective!

First log in to the site at NAIWE.com.



**MEMBER LOGIN**

Under “Members Area,” click “On-Demand Training (Discount).”



Then, click on “NAIWE Member Shopping Cart.”



## MEMBER SHOPPING CART

MAY 19, 2020 [\(EDIT\)](#)

[NAIWE Member Shopping Cart](#)

This is the page where people can visit the member shopping cart

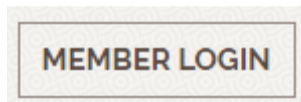
The link, which is valid for one hour, automatically applies the discount of \$20 off each training you purchase.

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### Profile – your NAIWE one-pager

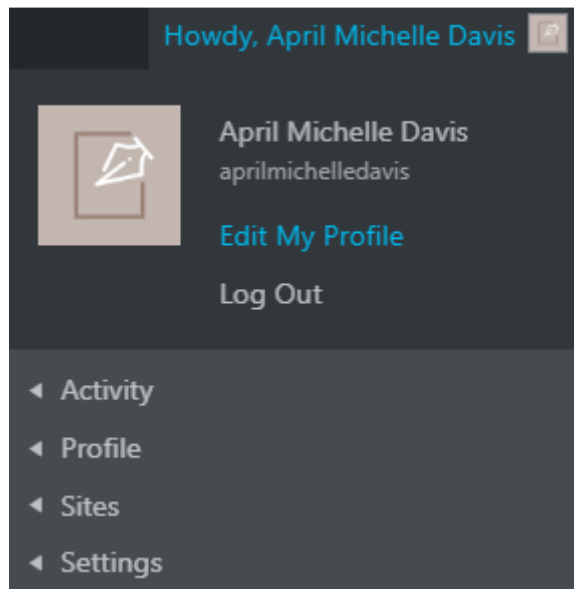
Once the members' profiles have been filled out, all members in good standing are listed in the member directory (<https://naiwe.com/member-sites/>). This profile is a summary of you and your services. To complete your profile, follow these steps.

First log in to the site at NAIWE.com.



Scroll over “Howdy, [your name]” in the upper right corner.

Click on “Edit My Profile.”



By default, you are brought to the Base Profile Group, but don't stop here. There are three sections to the profile.

Fill in your name the way you want it to appear in your profile.

Click "Save Changes."



[Activity](#) **Profile** [Sites](#) 8 [Settings](#)

[View](#) **Edit** [Change Profile Photo](#)

## Editing 'Base' Profile Group

**Base**

Professional

Location

**Name (required)**

April Michelle Davis

This field can be seen by: **Everyone**

**SAVE CHANGES**

Next, click on “Professional.”

Under the Professional Profile Group, you can add your company name, company description, website address, years of experience, areas of experience, and phone number.

You can also choose who sees which information: everyone, only me, all members.

Fill in the form as appropriate, including selecting who should see which information.

Click “Save Changes.”



@aprilmichelledavis

5 hours ago

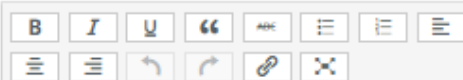
Activity Profile Sites 5 Settings

View Edit Change Profile Photo

## Editing 'Professional' Profile Group

Base Professional Location

### Description



Founded in 2001 by April Michelle Davis, Editorial Inspirations provides exceptional editing, indexing, and proofreading services to both publishers and authors. Each task is approached with a greater understanding of the various aspects of the publishing process. The intent of the author and the publisher is always kept in mind—from the first word to well beyond the end.

This field can be seen by: Everyone

### Website

www.EditorialInspirations.com

This field can be seen by: Everyone CHANGE

### Years of Experience

☐ 0-1

☐ 2-4

☐ 5-9

☒ 10+

14 | [Clear](#)

This field can be seen by: Everyone CHANGE

### Skills

☐ abstracting

☒ academic evaluation

### Company Name

Editorial Inspirations

This field can be seen by: Everyone CHANGE



Lastly, click “Location.”

Under the Location Profile Group, you can add your street address, city, state, ZIP code, and country.

You can also choose who sees which information: everyone, only me, all members.

Fill in the form as appropriate, including selecting who should see which information.

Click “Save Changes.”

[Activity](#) **Profile** [Sites](#) 8 [Settings](#)

[View](#) **Edit** [Change Profile Photo](#)

### Editing 'Location' Profile Group

[Base](#) [Professional](#) **[Location](#)**

#### Street

15086 Brown Pleasants Road

This field can be seen by: **Everyone** [CHANGE](#)

#### City

Montpelier

This field can be seen by: **Everyone** [CHANGE](#)

#### State

VA

This field can be seen by: **Everyone** [CHANGE](#)

#### ZIP code

23192

This field can be seen by: **Everyone**

[CHANGE](#)

#### Country

This field can be seen by: **Everyone**

[CHANGE](#)

**SAVE CHANGES**



You can view your completed profile by clicking “Profile.”

Activity **Profile** Sites 8 Settings

**View** Edit Change Profile Photo

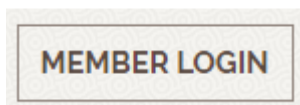
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**Profile Photo** – show your headshot, confidence, and personality to potential clients!

As a way to promote your professionalism and connect with prospects, you can add or update your photo in the directory. To do so, follow these steps (or watch this video:

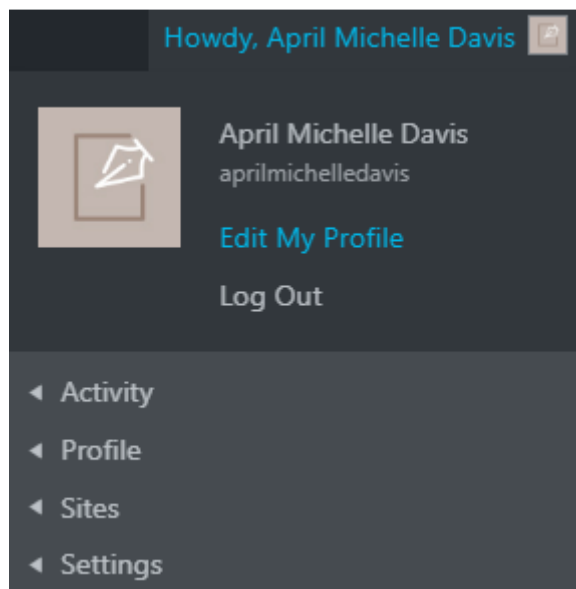
<https://youtu.be/8nMFRVkwNA>):

- Log in to the site at NAIWE.com.

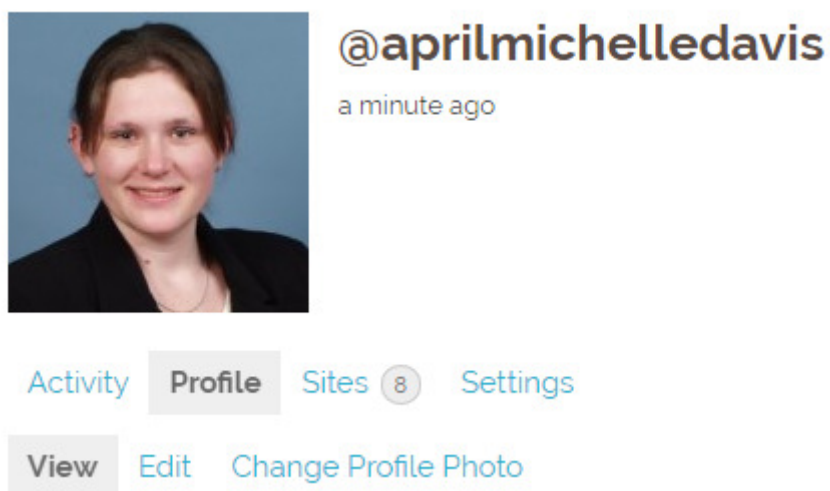


- Scroll over “Howdy, [your name]” in the upper right corner.
- Click on “Edit My Profile.”



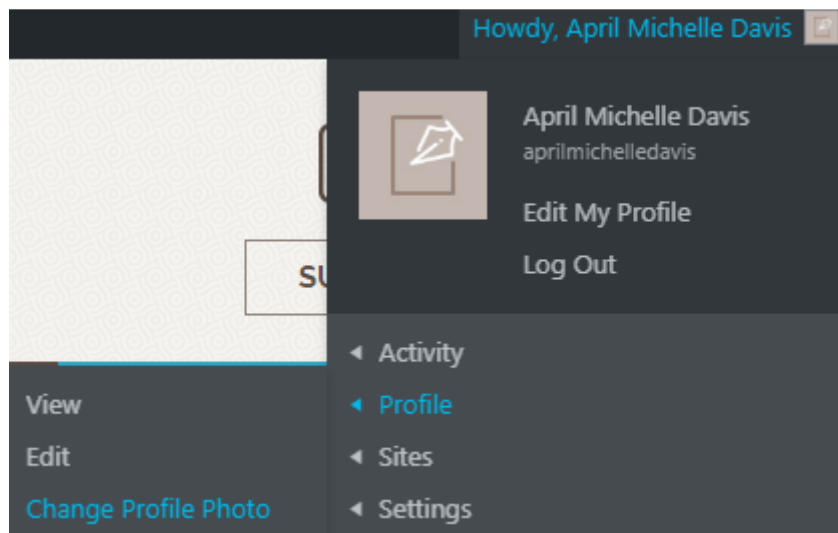


- Click “Change Profile Photo.”
- Click “Select your file.”
- Select the photo you want uploaded.
- Adjust the box to appropriately crop your photo.
- Click “Crop image.”



Another way to add or update your photo is to do the following:

- Scroll over “Howdy, [your name]” in the upper right corner.
- Scroll over “Profile.”
- Click on “Change Profile Photo.”
- Click “Select your file.”
- Select the photo you want uploaded.
- Adjust the box to appropriately crop your photo.
- Click “Crop image.”



This profile photo will now appear in the member directory.

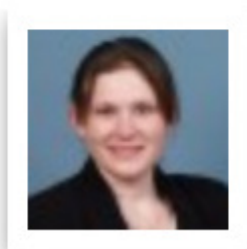
## MEMBER DIRECTORY

**Name** contains: april

[Clear](#)

All Members 274

VIEWING 1 - 20 OF 274 ACTIVE MEMBERS



**April Michelle Davis**

a minute ago

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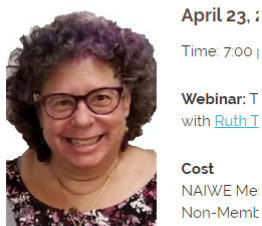
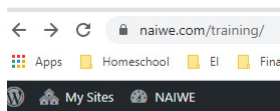
### Webinar Registration – participate in interactive learning and sharing!

NAIWE offers a variety of webinars and teleconferences as a way to develop your professional skills. To register as a member for a training, follow these steps:

1. Log in to the NAIWE website.

**MEMBER LOGIN**

2. Visit the training web page, note or copy the discount code, and click on “Register Now.”



Networking is more than a common  
Learn about the best ways to make r  
well as what not to do.

REGISTER NOW

- Once you have landed on the Eventbrite page for the appropriate webinar, click “Tickets.”

Tickets

- Click “Enter promo code,” enter the discount code from item 2, above, and click “Apply.”

Enter promo code

General Admission

\$30.00 +\$3.46 Fee

- Select the number of tickets desired and click “Checkout.”



1 ▾

English (US) ▾

1 x General Admission	\$10.00
Full Price	\$30.00
Discount	- \$20.00
Fees ⓘ	\$2.24
<b>Total</b>	<b>\$12.24</b>

6. Complete the order by filling out the contact information, payment method, and ticket information.



By clicking "Place Order", I accept the [Terms of Service](#) and have read the [Privacy Policy](#). I agree that Eventbrite may [share my information](#) with the event organizer.

## Contact information

Continue as guest or [login](#) for a faster experience.

First name \*

First name is required.

Last name \*

Last name is required.

Email address \*

Please enter a valid email address.

Confirm email \*

## Payment method

☐ Credit or debit card



☐ PayPal Pay Now or Pay Later



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### [Website](#) – Your online presence supported by NAIWE!

Your NAIWE member website is a WordPress-based site that includes a blog and as many pages as you'd like to create. We started you off with two pages ("Portfolio" and "Professional Profile") and a welcome post on your blog. Here are some suggestions for how to use these.

Member of the National Association of Independent Writers and Editors

HOME PORTFOLIO PROFESSIONAL PROFILE

## BLOG

JANUARY 16, 2012 [EDIT](#)

Welcome, new member, to your very own site on [NAIWE.com](#). This is your first post on your new blog. We suggest you introduce yourself on this page. This post can be used to orient readers to who you are and what you do in a more conversational style than the Professional Profile page where you will most likely post a résumé or CV.

## HOW TO LOG IN



To edit this post, log in to your blog dashboard using the username and password you chose when you joined. To log in, look for the "Meta" heading in the right column of this page, and click on "Log in." The screenshot at left will show you what you will see if you are already logged in.

### After you log in

Once you have logged in to you, look up at the black bar at the top of your screen. You should see "Edit Post" (screenshot below).

If you click on "Edit Post" on any page of your site, you will be taken to the editing



screen where you can change the text, add images (through the "Add Media"

button, and more.

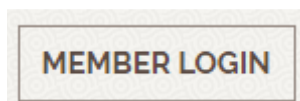
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## Website: *Professional Profile* – your online ad

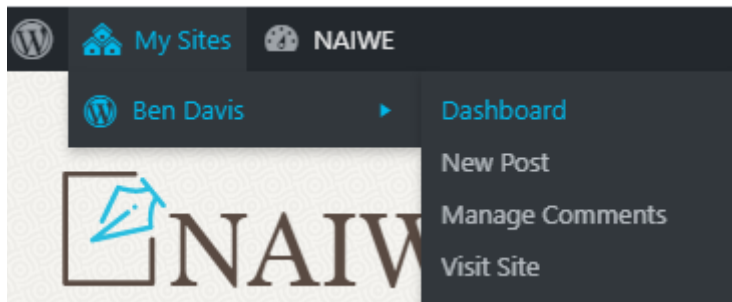
As a way to advertise your skills and services, update your Professional Profile page of your NAIWE website to reflect your education and experience. This is the page your readers or potential clients will see when they click on your name in the NAIWE member directory.

Please do **not** change the name of the Professional Profile webpage, as it is linked to the searchable database, where you can easily be found!

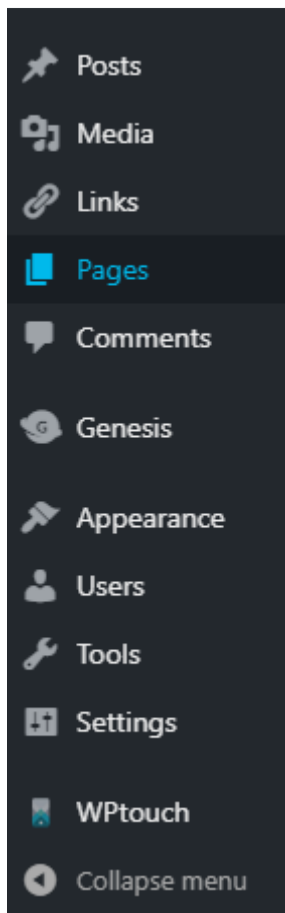
First log in to the site at [NAIWE.com](#).



Next, in the upper left, go to "My Sites" > Your Name > "Dashboard."



Click “Pages.”



Scroll near “Professional Profile” and select "edit" for the Professional Profile page.





☐ [Portfolio](#)

☐ [Professional Profile](#)

[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#)

Then copy and paste in your résumé or C.V. or type in fresh text. You can include your career story, certifications, professional affiliations, and awards. All these forms of personal association showcase who you are and what you have to offer.

Be sure to include the contact information you would like potential clients or readers to use to contact you.

Below is the default text that appears on the page until you update it with your personal information.



Member of the National Association of Independent Writers and Editors

[HOME](#) [PORTFOLIO](#) [PROFESSIONAL PROFILE](#)

**This is the default text for this page. Please update this page with your information.**

This is the page where you post your education, experience, credentials, etc. You may paste in a resume, write a first-person narrative, or describe your work in any way that fits. Feel free to use the headings below or to select others that better reflect your business. Be sure to delete these instructions before saving!

**Education**

**Experience**

**Credentials**

**Awards**

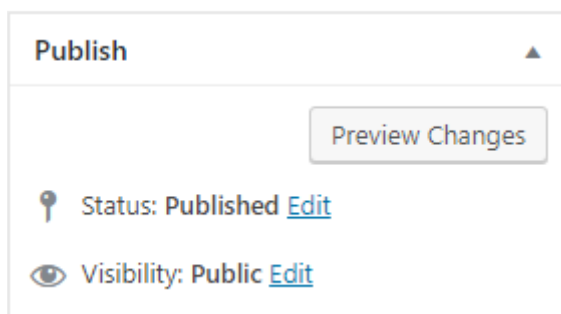
**Professional Affiliations**

You will find detailed, up-to-date instructions for how to work with your new website at [WordPress Codex](#).

To edit this page, selected the Professional Profile page in the Pages menu at left. Type in your information, or paste it from another source. When you are finished editing, click on the **Update** button in the right column.

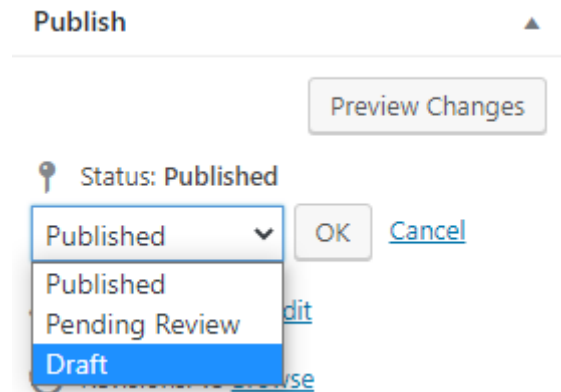
If you aren't yet ready to post on this page, you may hide the page by viewing the editing screen, and in the Publish box on the right site, change the "Status" to "Draft."

Here the page has been published.





Here the page is being changed to draft status, so anyone who visits your site will not see the text you have saved in Wordpress.



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**Website:** *Portfolio* – your work and accomplishments on display!

Your Portfolio page is where you can post a list of clients, work samples, and reviews or testimonials. Please keep in mind that before posting client samples, you must obtain permission and remove personal or identifying information.

Member of the National Association of Independent Writers and Editors

HOME   PORTFOLIO   PROFESSIONAL PROFILE

**This is the default text for this page. Please [update this page](#) with your information.**

This is your Portfolio page. Please post at least two samples, showing work you have written or edited. You may also post recommendations or testimonials based upon your work. These items will help potential clients learn enough about you to make an informed decision as to whether you are the right person to meet their needs.

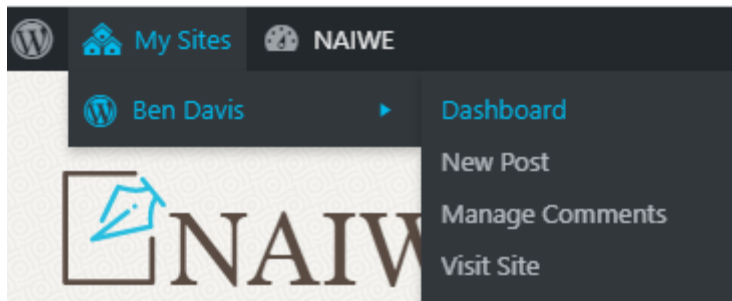
If you have a lot of references or testimonials you would like to post, you may create a new page to post them on. Just go to the [control panel](#) section, click on "Pages" in the sidebar, and choose "Add New" in the submenu. Creating a new page is much like creating a post, and everything you do is editable later, so don't worry about making an error. Almost nothing is irreversible!



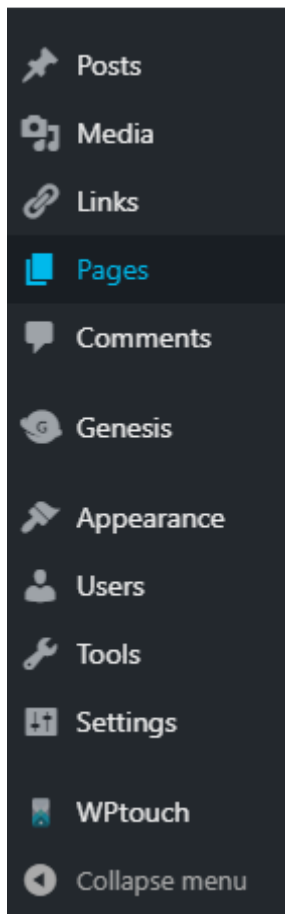
First log in to the site at NAIWE.com.



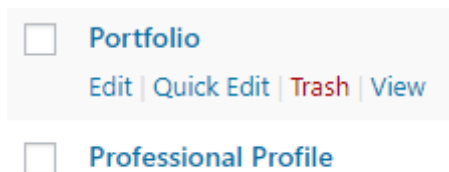
Next, in the upper left, go to “My Sites” > Your Name > “Dashboard.”



Click “Pages.”



Scroll near “Portfolio” and select “Edit” for the Portfolio page.



Then copy and paste in samples of your work. You can include recommendations or testimonials as well. All these professional samples show who you are and what you have to offer.

If you are not ready to post on this page, you may hide the page by viewing the editing screen, and in the Publish box on the right side, click “Edit” beside “Published.”

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

And then select “Draft” and click “OK.”

Publish

Preview Changes

Status: Published

Published
Published
Pending Review
Draft

OK Cancel

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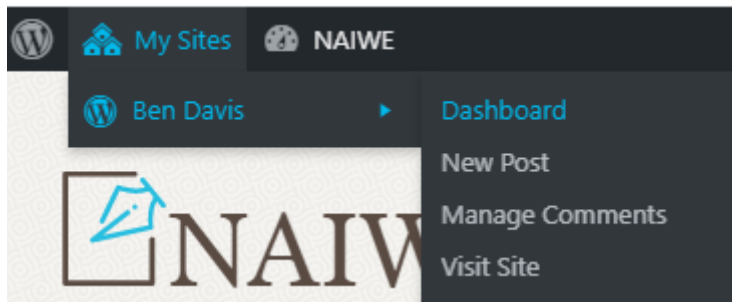
### Website: *Adding Sample Work to Your NAIWE Website*

Adding sample work to your NAIWE website can be a great way to show off your skills! One way to do this is by adding an attachment to your website, such as a PDF. To add a PDF, follow the steps below.

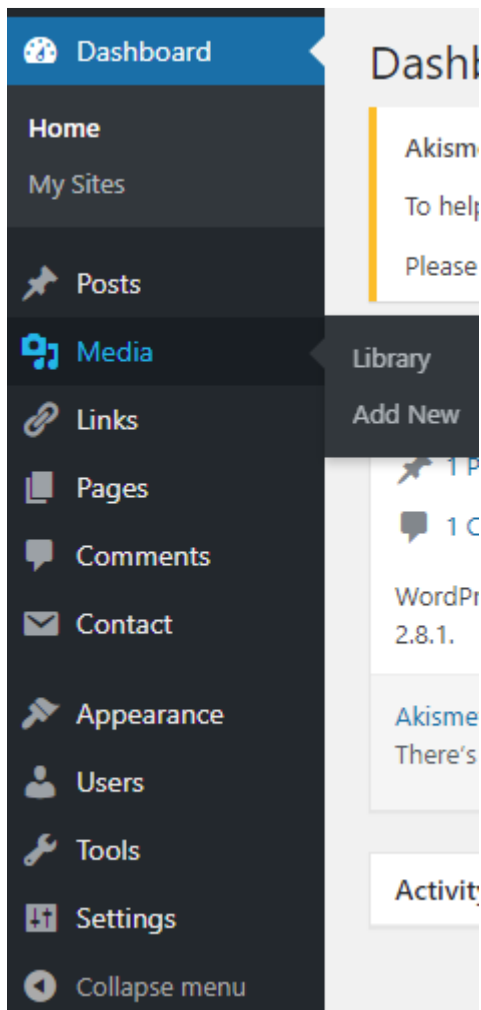
First log in to the site at NAIWE.com.

MEMBER LOGIN

Next, in the upper left, go to “My Sites” > Your Name > “Dashboard.”



Click “Media.”



Click “Add New.”



Media Library

[Add New](#)

Drag and drop the file you want to upload, or click “Select Files” and find the file you want to upload.

Drop files anywhere to upload

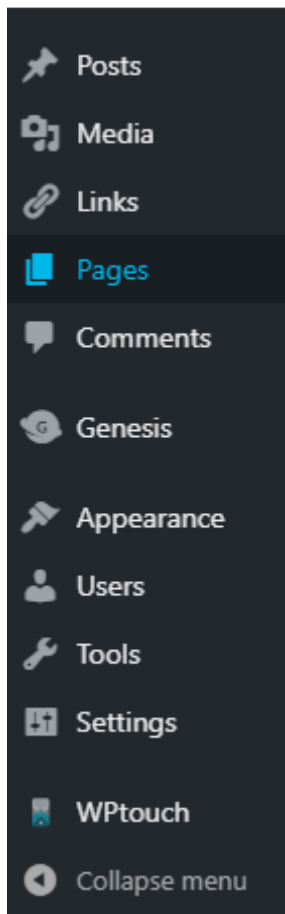
or

Select Files

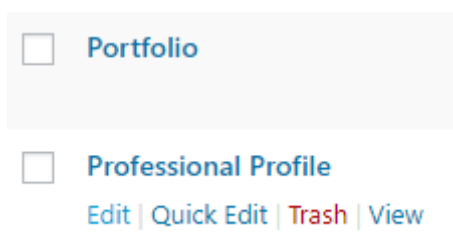
Maximum upload file size: 39 MB.

Click “Pages.”



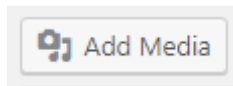


Scroll near “Professional Profile” (or whichever page you would like to add the attachment to) and select “edit” for the Professional Profile page.




Place the cursor where you would like to add the hyperlink to the attachment.

Click “Add Media.”



In your media library, locate the file you want attached. In “Title,” insert the text you want to be hyperlinked on the webpage.

**ATTACHMENT DETAILS**



**naiwe-final-logo-bl-gr-pen-2.jpg**  
November 30, 2017  
525 × 186  
[Edit Image](#)  
[Delete Permanently](#)

URL

Title

Click “Insert into page.”



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**Website:** *Blog* – create loyalty among your followers!

One of the best ways to keep in touch with readers and clients and meet new ones is to post weekly on your blog page. Regular posts can move your site up in search engine rankings as well. You don’t have to write a lot, just post brief snippets of news about your business, writing tips or projects, and links to other articles or resources that your readers and clients will find interesting or useful. Your regular appearance in the Member Activity Feed will ensure that you and your books or services will stay fresh in readers’ minds. It’s all about establishing a reputation and a relationship!

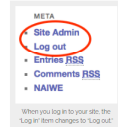
## BLOG

Hello, NAIWE member!

NOVEMBER 25, 2018 [\[Edit\]](#)

Welcome, new member to your very own site on [NAIWE.com](#). This is your first post on your new blog. We suggest you introduce yourself on this page. This post can be used to orient readers to who you are and what you do in a more conversational style than the Professional Profile page where you will most likely post a resumé or CV.

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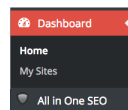
### After you log in

Once you have logged in to you, look up at the black bar at the top of your screen. You should see "Edit Post" (screenshot below).

If you click on "Edit Post" on any page of your site, you will be taken to the editing screen where you can change the text, add images (through the "Add Media" button, and more.



button, and more.



In the editing view, the left sidebar of the dashboard will have links to each area of your new site. At left is a screenshot of the selections in the dashboard menu.

The sections you will find most immediately useful are circled in red in the illustration at left.

- **Posts** is what you select if you want to see a list of all existing posts or create a new post.

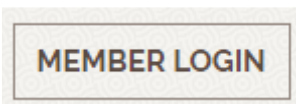
### Primary Sidebar Widget Area

This is the Primary Sidebar Widget Area. You can add content to this area by visiting your [Widgets Page](#) and adding new widgets to this area.

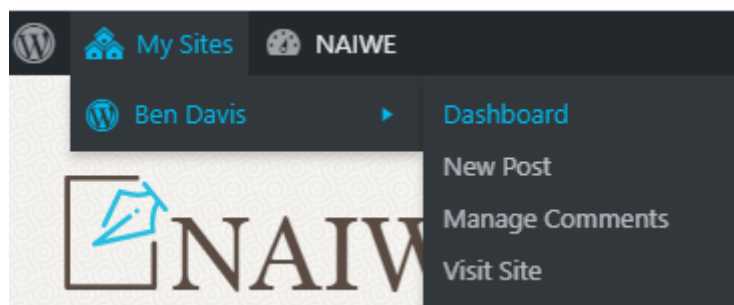
**Website:** *Home Page – selecting a page to be your site’s homepage*

By default, the homepage on your NAIWE website is your latest blog posts. However, you may wish for another page to be the homepage.

First log in to the site at NAIWE.com.



Next, in the upper left, go to “My Sites” > Your Name > “Dashboard.”



Hover over “Settings.” And select “Reading.”



My Sites April Michelle Davis

Dashboard

Home

My Sites

Posts

Media

Pages

Comments

Contact

Genesis

Appearance

Plugins

Users

Tools

Settings

Collapse menu

WordPress 6.2 is

Dashboard

Akismet & Privac

To help your site  
however, you can

Please [enable](#) or

Welcome

We've assem

Get Started

Customiz

or, [change your](#)

General

Writing

Reading

Discussion

Media

Permalinks

Privacy

Akismet Anti-Spam

AddToAny

You may now select a static page on your website to be your site's homepage.

