



Tuesday, August 13, 2019

## Welcome to TMAC's Website – For INDUSTRY MEMBERS ONLY

Please find attached detailed instructions to assist you in creating your TMAC profile. Please follow these instructions carefully. Your TMAC profile is a key component of this site and once completed will be accessible to all other members on the site.

With this site, industry members will be able upload up to four photographs and a description for the destination(s) they represent.

If you run into an issue that you cannot resolve, please e-mail me at [elizabethkerr@travelmedia.ca](mailto:elizabethkerr@travelmedia.ca).

Please note that with any new website, combined with a community of nearly 400 users, some issues will likely crop up even although we have done everything we could to prevent this. Please let us know if you see an issue that needs to be addressed. It is always helpful to share:

- The page you were on
- The action you were taking
- The issue that occurred.
- Screen shots are always very useful to help detect and diagnose issues.

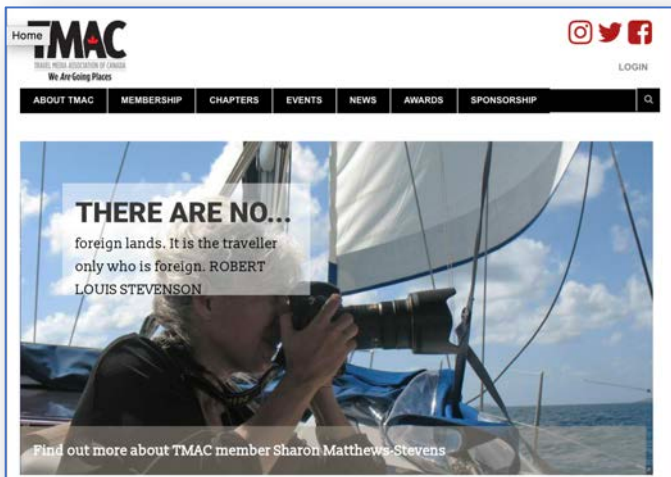
Thank you.



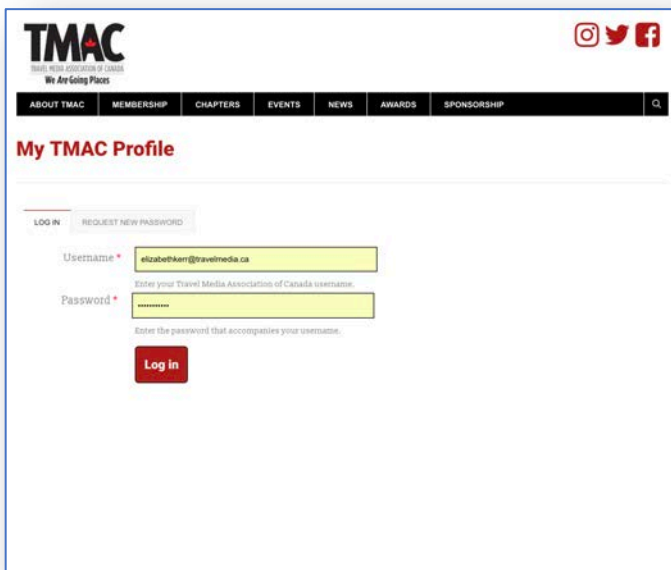
The first thing you must do is reset your password.

STEP ONE: GO TO <https://www.travelmedia.ca>

Click on LOGIN button in top right-hand corner!



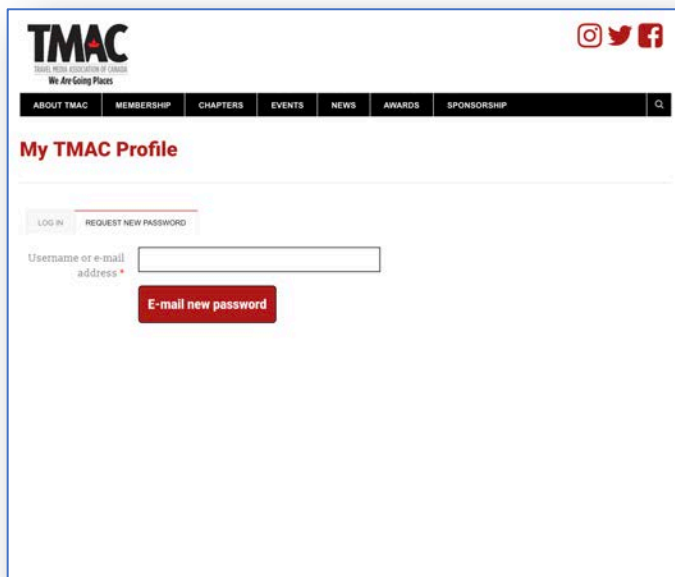
It will take you to this page.





**STEP TWO: Click on RESET PASSWORD.**

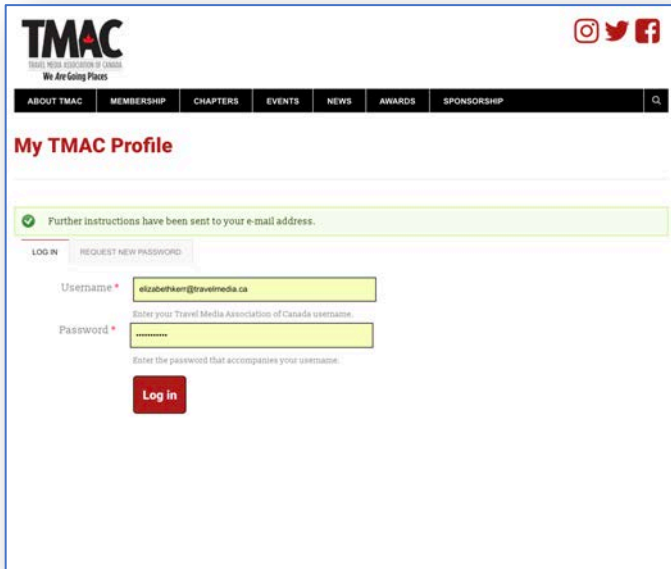
It will take you to this page.



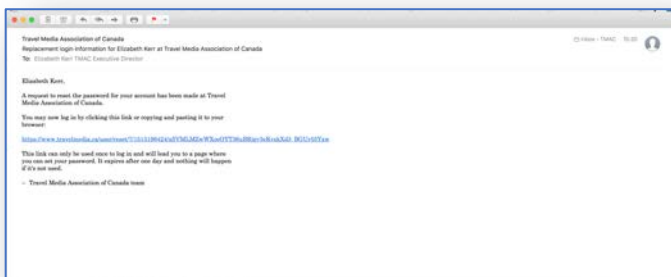
**STEP THREE: Please enter your e-mail associated with your TMAC profile.**

**STEP FOUR: Click on E-mail new password.**

You will then see a message that confirms that a new link has been sent.



Please check your e-mail. It may take a few minutes. You should receive a message that looks like this.



Included in this e-mail is a link to your personalized TMAC website LOGIN page.

**STEP FIVE: Please click on the link provided.**

The link will take you to a page that looks like this. Please note that this link will expire in 24 hours.

### Reset password

This is a one-time login for [elizabethkerr@travelmedia.ca](mailto:elizabethkerr@travelmedia.ca) and will expire on Sat, 12/16/2017 - 07:52.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

**STEP SIX:** Click on Log in button.

It will take you to this page.

### Industry Member

VIEW EDIT DESTINATIONS HELP

Current password  
[Redacted]

Enter your current password to change the E-mail address or Password. Request new password.

E-mail address \*

[bestman@tmac.ca](mailto:bestman@tmac.ca)

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password [Redacted] Password strength: [Redacted]

Confirm password [Redacted]

To change the current user password, enter the new password in both fields.

Picture

Upload picture

Choose File No file chosen

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down. Upload a "portrait" shaped photo of yourself, at least 220px high.

**STEP SEVEN:** Please enter your NEW Password in the box labelled Password. **You do not need to enter Current password.**

**STEP EIGHT:** Please re-enter your NEW Password in the box labelled Confirm password.

**STEP NINE:** Please scroll to bottom of page and press SAVE.

If you would like to add a profile picture, please choose a file from your own library. This picture will be used for your online profile.

**STEP TEN:** Choose File (your picture). Press SAVE (at the bottom left of the screen). Your picture will automatically upload.

**STEP ELEVEN:** You may now enter your Social link(s).

Please use the complete URL or it will not be accepted and you will receive an error message.

The image shows a screenshot of a web form titled "Social links". The form contains ten rows, each representing a different social media platform. Each row has a small icon of the platform's logo on the left, a large empty text input field in the middle, and a "Remove" button on the right. The platforms shown are Twitter, Google+, Facebook, LinkedIn, Blogger, Vimeo, YouTube, SoundCloud, Dribbble, and GitHub. The "Remove" buttons are currently disabled, indicating that no links have been entered yet.

Only the ones you complete will be displayed. You can always add more later.

## Your Personal Biography

**STEP TWELVE:** Please tell us about yourself in 150 words or less.

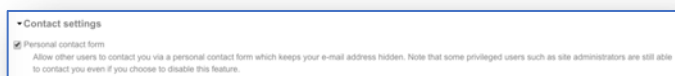
There will be an opportunity to provide a corporate description later. **SEE STEP SIXTEEN.**



A screenshot of a web browser window titled "Biography". The window contains a rich text editor with a toolbar at the top showing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and text color. The main area of the editor is empty. At the bottom left of the editor, there is a link that says "Disable rich-text".

## Contact Settings

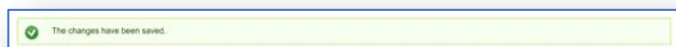
**STEP THIRTEEN:** Please check the box below to give consent to other members to contact you within the website through this contact portal.



A screenshot of a "Contact settings" form. It features a checkbox labeled "Personal contact form" which is checked. Below the checkbox, there is a small line of text: "Allow other users to contact you via a personal contact form which keeps your e-mail address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature."

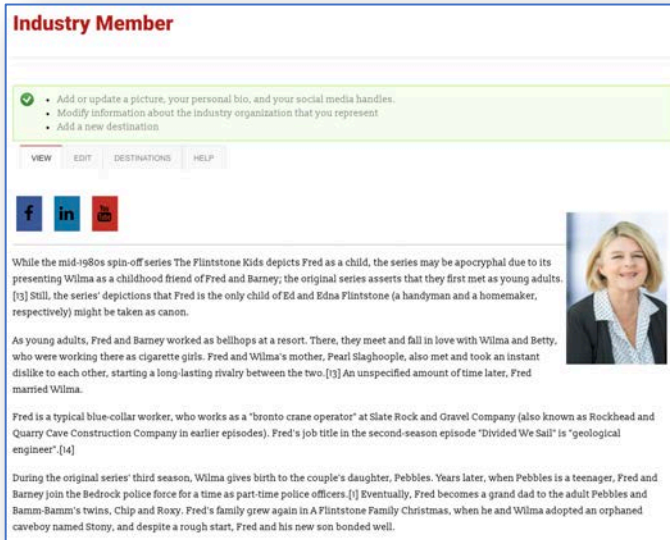
**STEP FOURTEEN:** Please scroll to bottom of page and press **SAVE**.

You will receive a message on the screen confirming that changes have been saved.



A screenshot of a green confirmation message box with a white border. It contains a green checkmark icon on the left and the text "The changes have been saved." on the right.

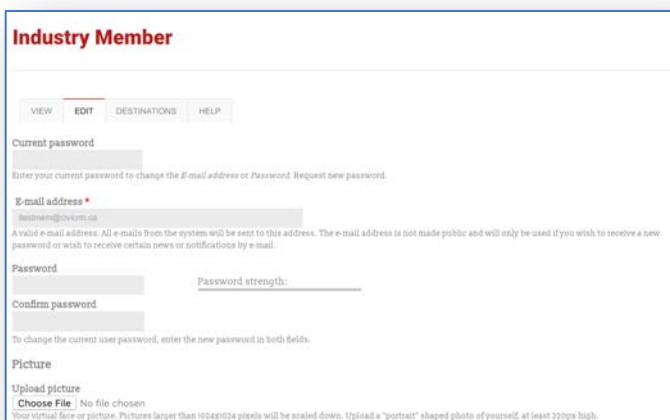
**STEP FIFTEEN:** Click View to review your current Profile.



To continue to update your profile, refer to the three options at the top in the GREEN BOX.

- Add or update a picture, your personal bio, and your social media handles.
- Modify information about the industry organization that you represent
- Add a new destination

If you click on Add/update your basic profile, it will take you (back) here.





**STEP SIXTEEN:** Click on • Modify information about the industry organization that you represent.


It will take you to this page.

**Your Corporate Profile**

• Thank you. Your information has been saved.

Organization Name •

Logo  No file chosen

  
[Remove Image/Logo](#)

Description

Street Address

Street Address (additional, suite number, etc.)

City

Province

Postal Code

Country

**STEP SEVENTEEN:** Enter your corporate name.

**STEP EIGHTEEN:** Choose your logo. Please scroll to bottom of page and press **SAVE**.

**STEP NINETEEN:** Add a description of your company here.

You can list the destination(s) you represent here. However, it is strongly recommended that you create a description for your destination(s) using the Add a new destination link. Here you may expand on your destination, talk about upcoming events and add photos.

See **STEP TWENTY-TWO** below.

**STEP TWENTY:** Enter street address, city, province/state, postal code/zip and country.

**STEP TWENTY-ONE: Click on SAVE.**

It will take you back to this page.

The screenshot shows a user profile page for an "Industry Member". At the top, there is a "Home" tab and a "Save" button. Below this, a green box contains a checklist of tasks: "Add or update a picture, your personal bio, and your social media handles.", "Modify information about the industry organization that you represent", and "Add a new destination". A navigation bar includes "VIEW", "EDIT", "DESTINATIONS", and "HELP" tabs. The profile features social media icons for Facebook, LinkedIn, and YouTube. A bio section discusses Fred Flintstone, mentioning his role as a crane operator and his family. A photo of a woman is displayed on the right. The "Waypoints Global" section lists the address: 602-319 Merton Street, Toronto, ON M4S 1A5, Canada. At the bottom, there is a decorative graphic of a plant and a block of placeholder text.

**STEP TWENTY-TWO: Click on the DESTINATION tab to add a destination.**

It is strongly recommended that you create a description for your destination(s) using the Add a new destination link. Here you may expand on your destination, talk about upcoming events and add photos.

VIEW EDIT

Destination Name \*  
 Antigua

Description

**B I** [Rich Text Editor Icons]

Antigua (/ɛnˈiːɡə/ an-TEE-gə),[1] also known as Waladli or Wadadli by the native population, is an island in the West Indies. It is one of the Leeward Islands in the Caribbean region and the main island of the country of Antigua and Barbuda. Antigua and Barbuda became an independent state within the Commonwealth of Nations on 1 November 1981.[2]

Antigua means "ancient" in Spanish after an icon in Seville Cathedral, "Santa María de la Antigua" — St. Mary of the Old Cathedral.[3] The name Waladli[4] comes from the indigenous inhabitants and means approximately "our own" -[citation needed] The island's circumference is roughly 87 km (54 mi) and its area 281 km2 (108 sq mi). Its population was 80,161 (at the 2011 Census).[5] The economy is mainly reliant on tourism, with the agricultural sector serving the domestic market.

Disable rich-text

**STEP TWENTY-THREE:** Add name of destination.

**STEP TWENTY-FOUR:** Add a description of the destination.

**STEP TWENTY-FIVE:** Check off Areas of Interest that relate to this destination.

Area of Interest

- Accommodations
- Adventure
- Arts/Entertainment
- Attractions
- Best Value & Packages
- Cruise
- Cuisine & Wine
- Culture & Heritage
- Ethnic
- Family Travel
- Fishing/Hunting
- Gardens
- Gay & Lesbian
- Golf
- Health
- History
- Incentive Travel
- Lifestyle
- Luxury
- Meetings & Conventions
- Men's Travel
- Nature
- News
- Seniors/Mature Travel
- Skiing
- Spa
- Sports & Recreation
- Touring
- Transportation
- Travel/Trade
- Weddings & Honeymoons
- Winery
- Women's Travel

Region  
 Caribbean

Images  
 Upload up to four images of this destination

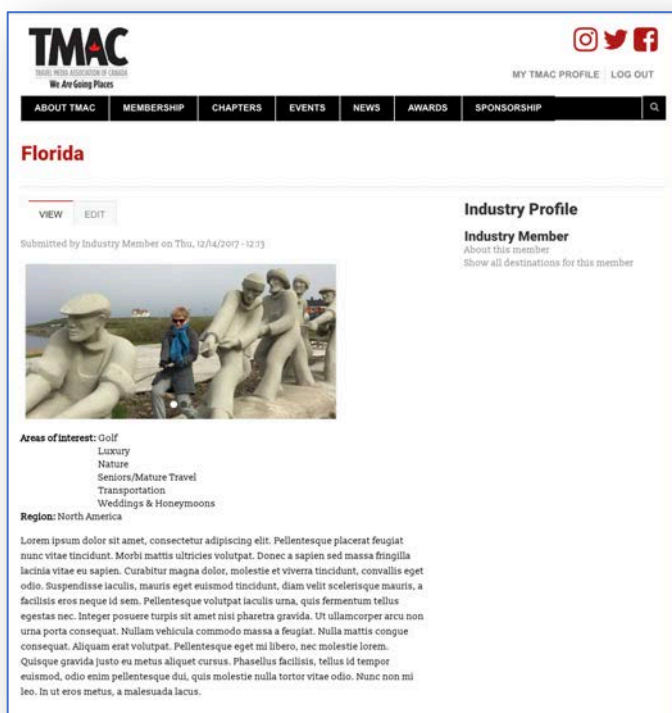
Add a new file  
 No file chosen  
 Files must be less than 10 MB  
 Allowed file types: .png .gif .jpg .jpeg

**STEP TWENTY-SIX: Enter Region from pull-down menu.**

**STEP TWENTY-SEVEN: Choose and upload up to four photographs which will appear on your destination listing.**

**STEP TWENTY-EIGHT: Click SAVE.**

A view of your destination description will be displayed like this.



To edit your Destination listing, click on EDIT.

To view your Destination listing, click on VIEW.

To view your list of DESTINATIONS, click on MY TMAC PROFILE in the top left hand corner.

The screenshot shows the TMAC website interface. At the top, there's a navigation menu with options: ABOUT TMAC, MEMBERSHIP, CHAPTERS, EVENTS, NEWS, AWARDS, SPONSORSHIP, and a search icon. The main content area is titled 'Industry Member'. A green box contains instructions: 'Add or update a picture, your personal bio, and your social media handles.', 'Modify information about the industry organization that you represent', and 'Add a new destination'. Below this are buttons for 'VIEW', 'EDIT', 'DESTINATIONS', and 'HELP'. There are social media icons for Facebook, LinkedIn, and YouTube. A profile picture of a woman is shown. The text describes Fred Flintstone, mentioning his role as a crane operator and his family. A 'Waypoints Global' section lists an address in Toronto, ON. A 'Destinations' section lists 'Florida' as the selected destination, with 'Antigua' and 'Edit' as options.

Then click the DESTINATION TAB.

Your DESTINATION listing will look like this.

USE the VIEW/EDIT buttons to update a DESTINATION.

At any time, you can hit MY TMAC PROFILE in upper right-hand corner to take you back to your main profile page.

Use the green box and/or the TABS – VIEW/EDIT/DESTINATIONS/HELP to navigate your profile.

To LOGOUT, click the LOGOUT button in the top right-hand corner.