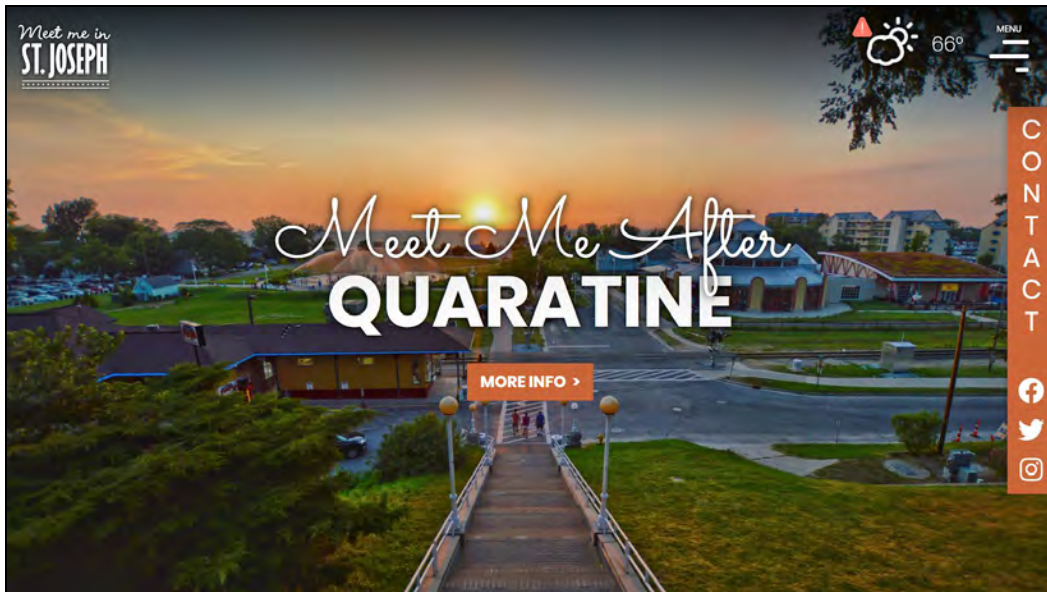
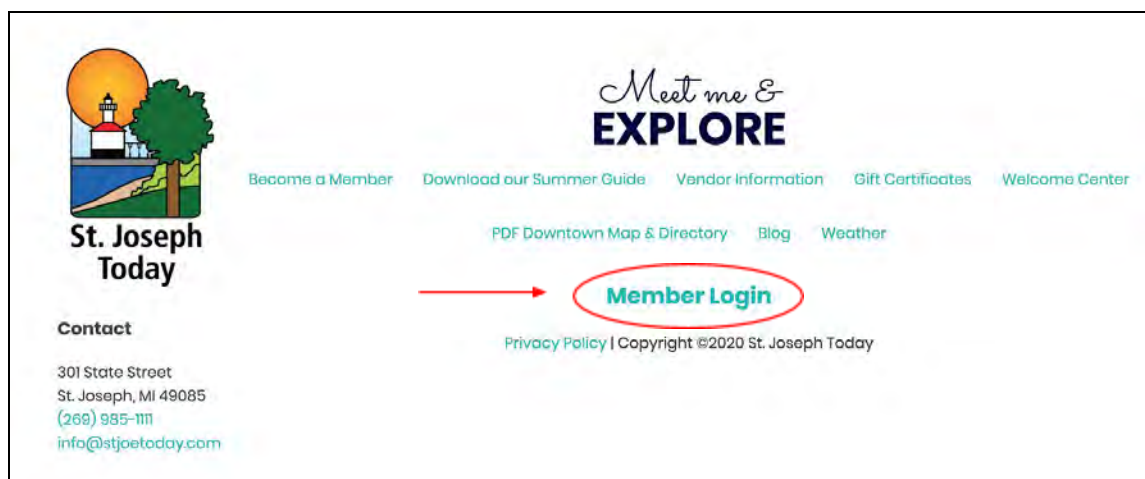


St. Joseph Today Website Instructions

1. Go to stjoetoday.com to start editing your listing.

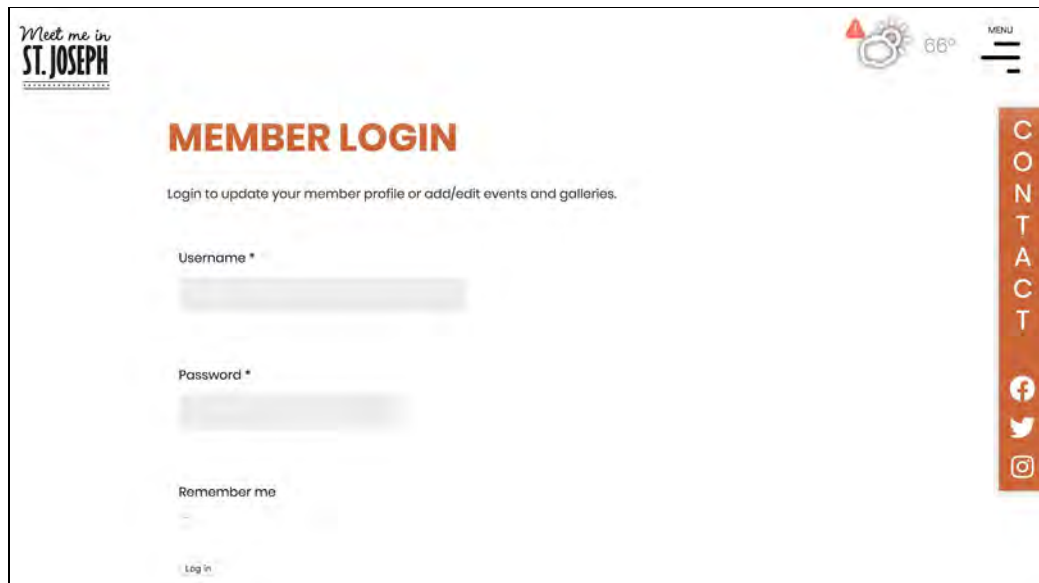


2. Scroll down to the bottom of the home page. Click "Member Login" to edit the listing. To get to the member portal directly go to stjoetoday.com/member-login



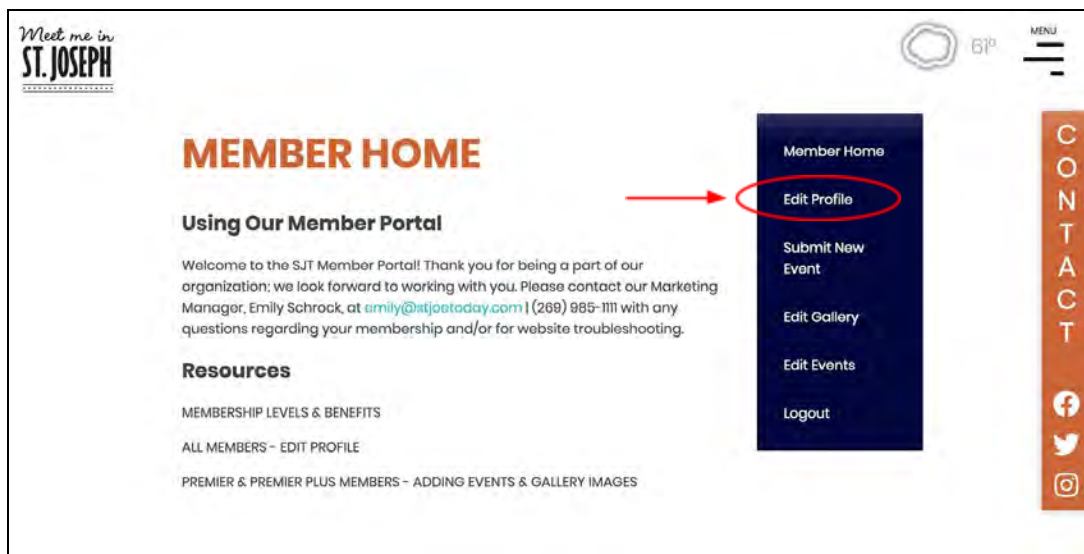
3. Enter username and password

- a. If either of these need to be reset please contact a SJT Team Member



The screenshot shows the 'MEMBER LOGIN' page. At the top left is the logo 'Meet me in ST. JOSEPH'. At the top right is a weather icon showing 66° and a 'MENU' button. Below the logo, the heading 'MEMBER LOGIN' is in large orange letters. Underneath is the text 'Login to update your member profile or add/edit events and galleries.' There are two input fields: 'Username *' and 'Password *'. Below these is a 'Remember me' checkbox. At the bottom left is a 'Log in' button. On the right side, there is a vertical orange bar with the word 'CONTACT' written vertically, and below it are social media icons for Facebook, Twitter, and Instagram.

4. Click on "Edit Profile" in the right hand, navy column. *Edit Gallery and Edit Events will only show up for Premier and Premier Plus members.



The screenshot shows the 'MEMBER HOME' page. At the top left is the logo 'Meet me in ST. JOSEPH'. At the top right is a weather icon showing 61° and a 'MENU' button. Below the logo, the heading 'MEMBER HOME' is in large orange letters. Underneath is the section 'Using Our Member Portal' with a welcome message and contact information for Emily Schrock. Below that is a 'Resources' section with links for 'MEMBERSHIP LEVELS & BENEFITS', 'ALL MEMBERS - EDIT PROFILE', and 'PREMIER & PREMIER PLUS MEMBERS - ADDING EVENTS & GALLERY IMAGES'. On the right side, there is a vertical navy blue column with a list of links: 'Member Home', 'Edit Profile', 'Submit New Event', 'Edit Gallery', 'Edit Events', and 'Logout'. A red arrow points to the 'Edit Profile' link, which is circled in red. On the far right, there is a vertical orange bar with the word 'CONTACT' written vertically, and below it are social media icons for Facebook, Twitter, and Instagram.

- Update information by clicking inside each category. Scroll down in this section for additional categories. Logos should be 100k max file size and max width/height of 800pixels. A tool to resize your image is <http://www.simpleimageresizer.com/>.

*Business Hours

- On the days you select "Open" please edit the hours and minutes for both your "Open Hour" and your "Close Hour." To access "Close Minute" scroll horizontally.
- Note that these fields are in military time. (Ex. 5pm = hour 17)
- If you don't have any set hours, set every day to *closed*, and use the *Business Hours Extra Info* text field to succinctly explain your availability.

Day	Open/Closed	Open hour	Open minute	Close hour	Close minute
Sunday *	<input type="radio"/> Open <input checked="" type="radio"/> Closed	5	15	0	
Monday *	<input checked="" type="radio"/> Open <input type="radio"/> Closed	8	30	17	
Tuesday *	<input checked="" type="radio"/> Open <input type="radio"/> Closed	8	30	17	

6. “Save Information” before you logout or navigate to a new section of the Member Portal.

Friday *	Friday_open_hour	Friday_open_minute	Friday_close_hour
<input checked="" type="radio"/> Open <input type="radio"/> Closed	8 <input type="text"/>	30 <input type="text"/>	17 <input type="text"/>
Saturday *	Saturday_open_hour	Saturday_open_minute	Saturday_close_hour
<input type="radio"/> Open <input checked="" type="radio"/> Closed	1 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
<div>SAVE INFORMATION</div>			