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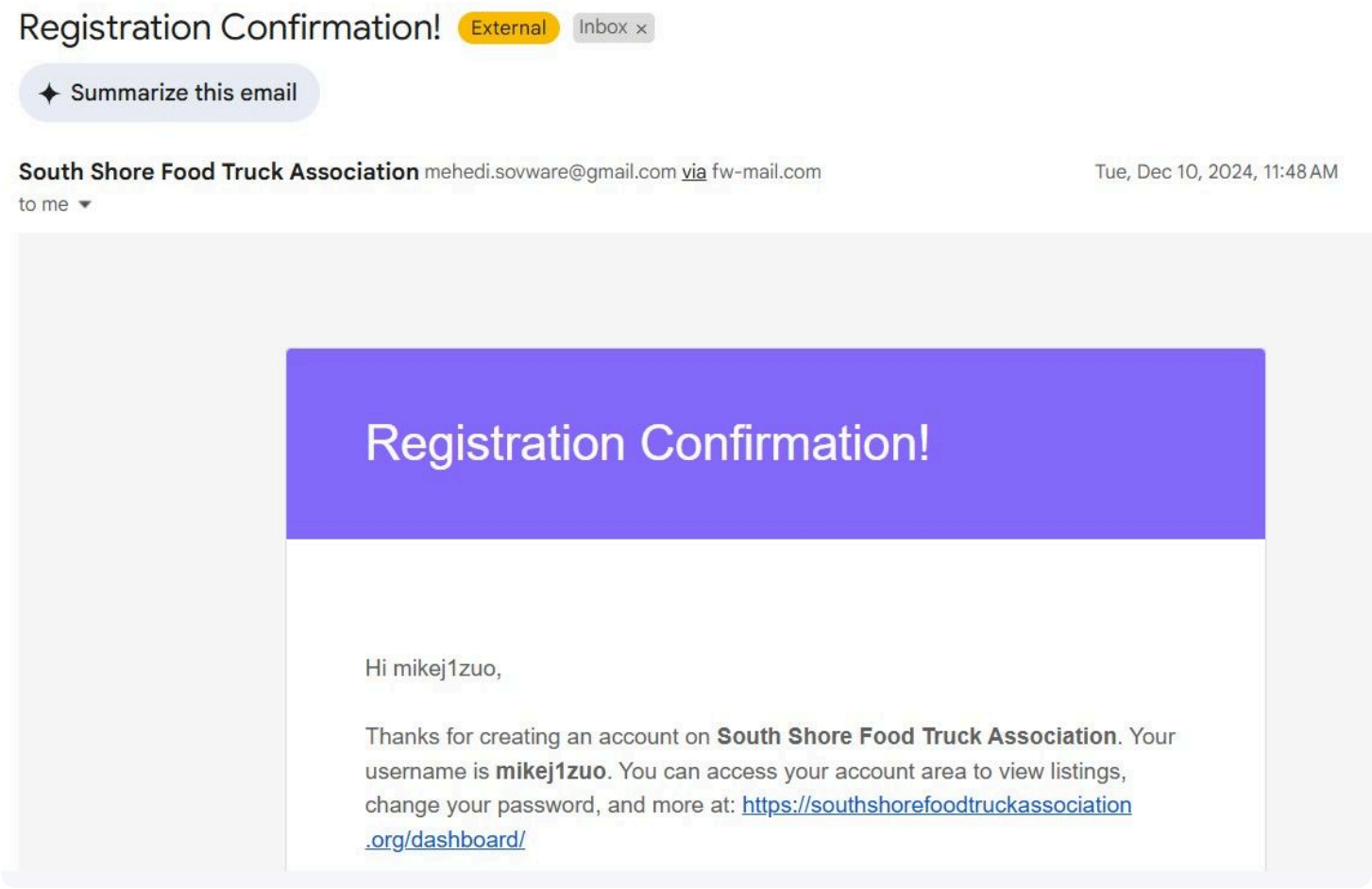
# SSFTA Member Profile Guide

Created on Jan 10, 2025 by Mike Kennedy

Learn how to modify your profile including your general business info, contact info, social media and photos.

## 1 Go to [Registration Confirmation!] in your email

This contains the username South Shore Food Truck Association created for you.

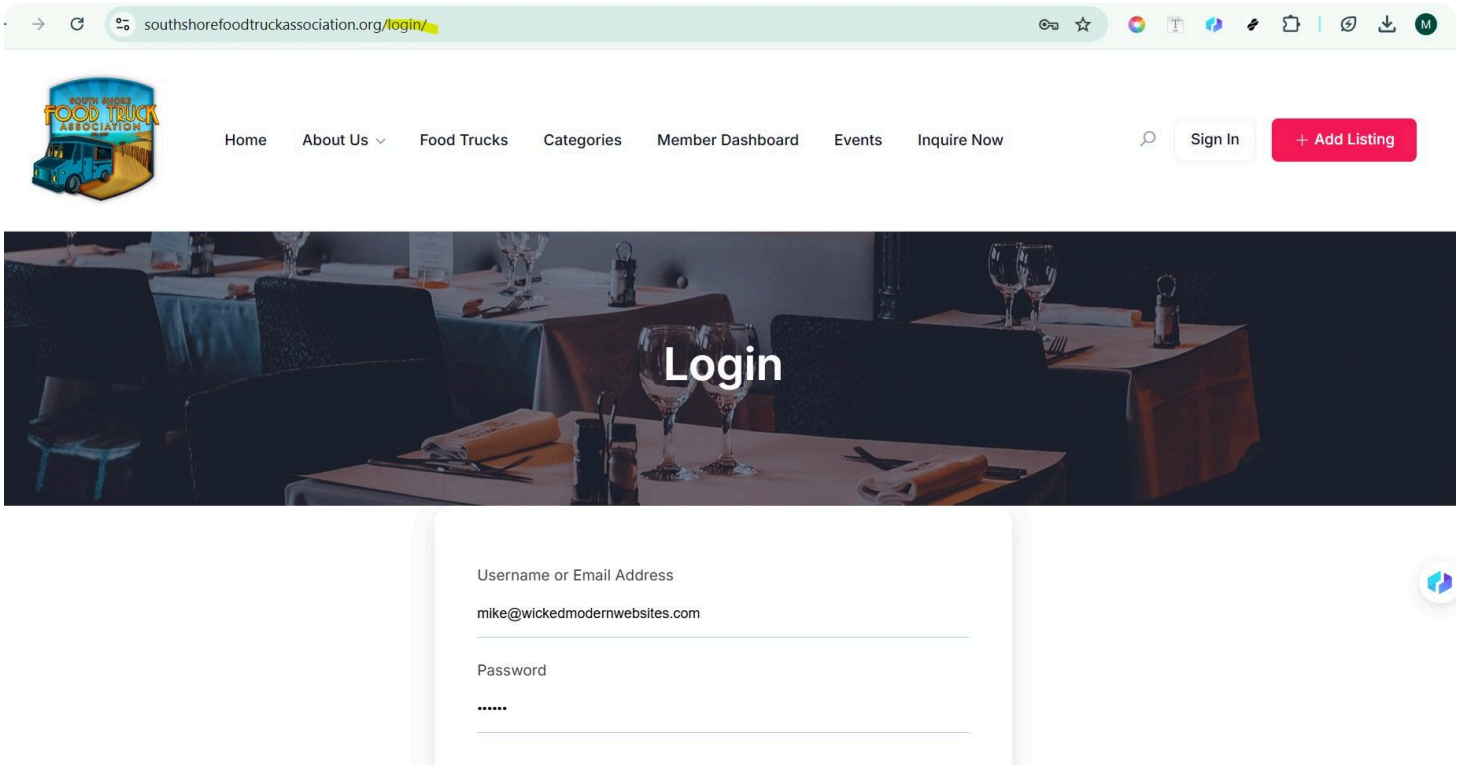


## 2 Click on link in email

VIEW PAGE →

It will bring you to the Sign in page. Bookmark this page - it's how you can easily access your listing. You can also access your dashboard by clicking "Member Dashboard" in the top navigation.

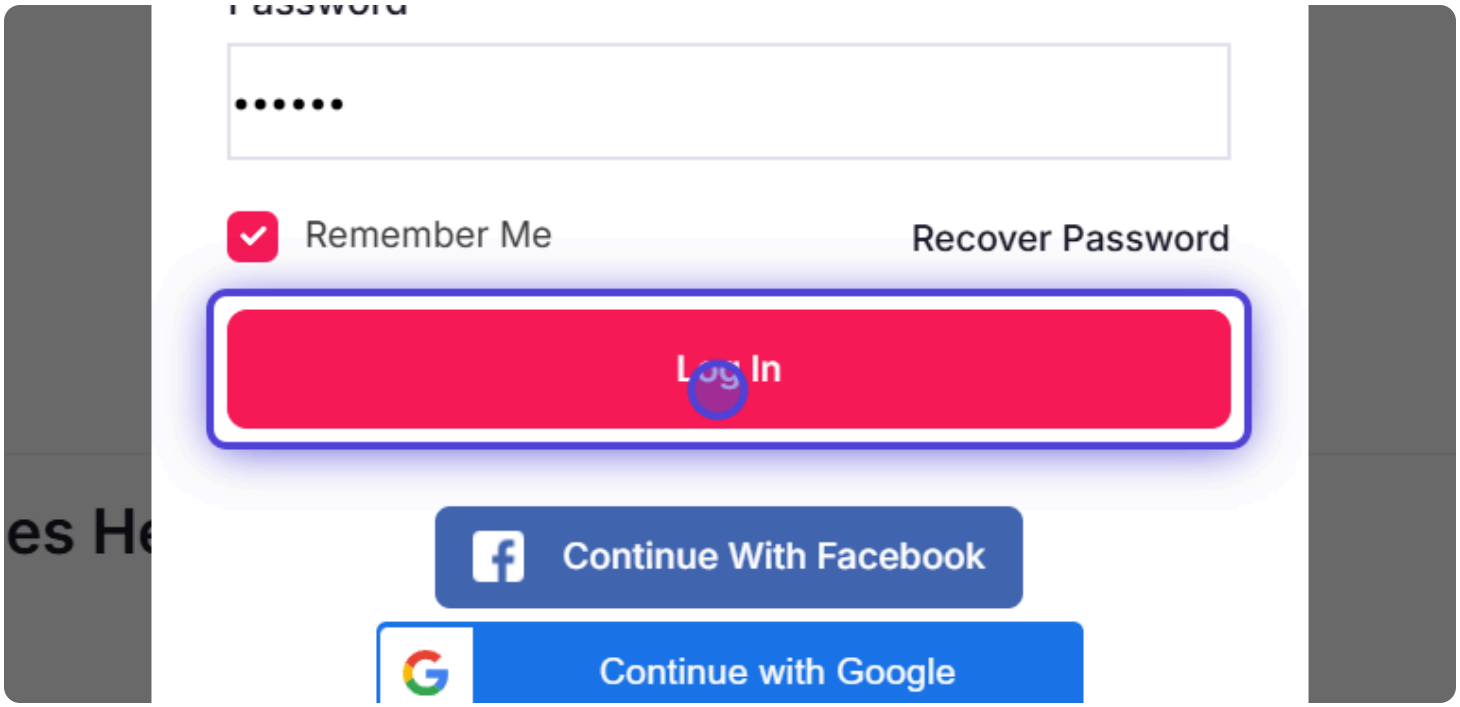
***Note:*** if you will need to set your SSFTA website password, go to step 3.
**If you already have** your SSFTA website password, jump to step 4.



## 3 IF NEEDED [How to Reset My Password]

VIEW PAGE →

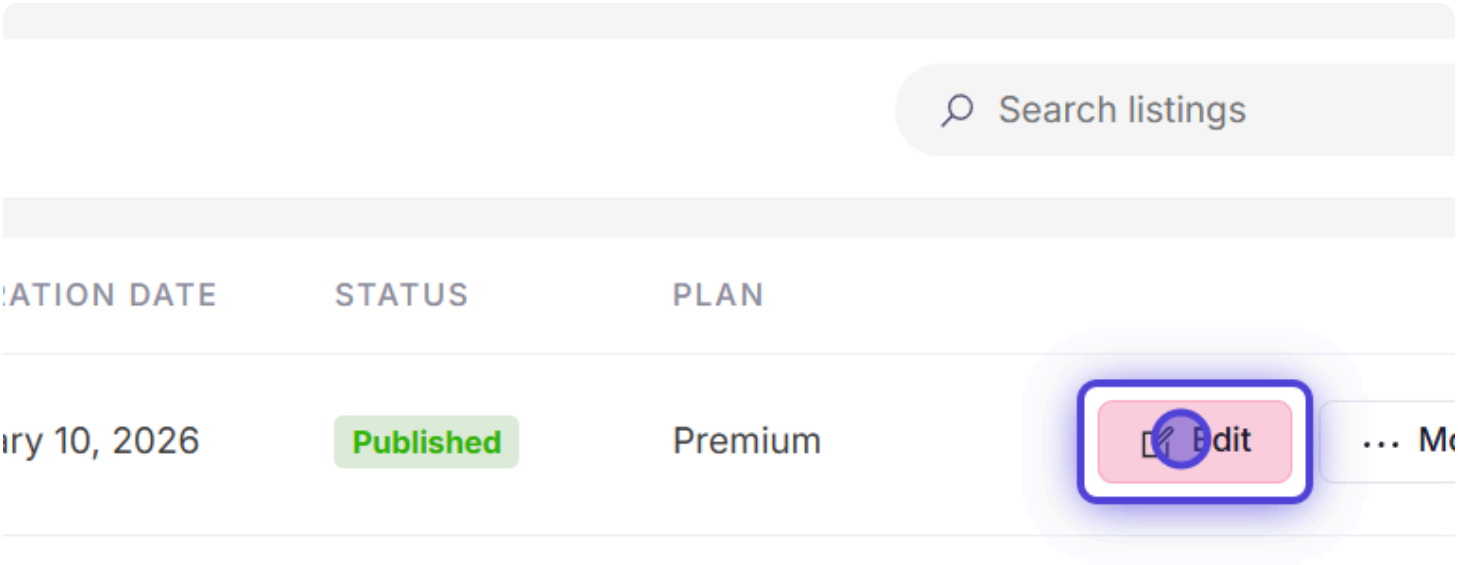
If you need to set your password click **Recover Password** as shown below. After you set your password, go back to the Login page to sign in.



## 4 Dashboard: How to Modify your Listing

VIEW PAGE →

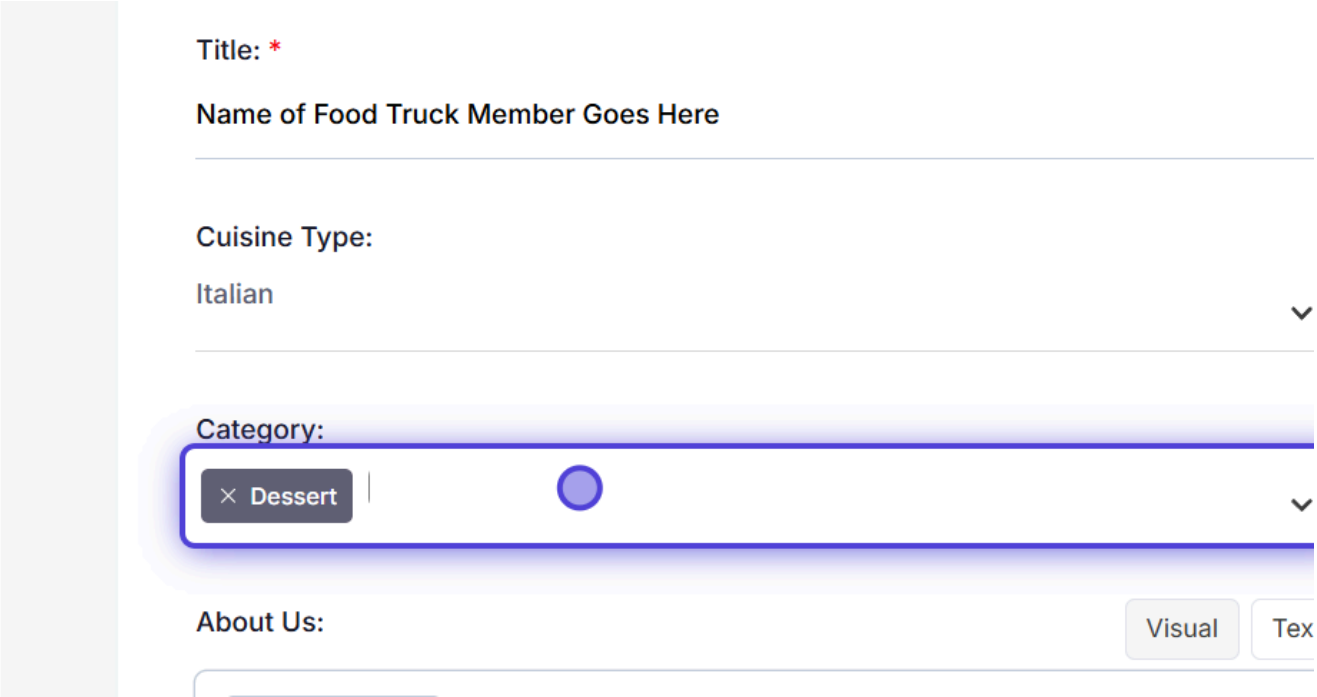
After you login, you'll see a dashboard with your listing. Click **Edit** to modify your listing, add photos and more!



## 5 Update General Info

This section is where you can update details about your business like your About Us, Cuisines, Meals, Categories and more.

Once you're done, scroll down to modify your public-facing Contact info, Social Media accounts and Photos.

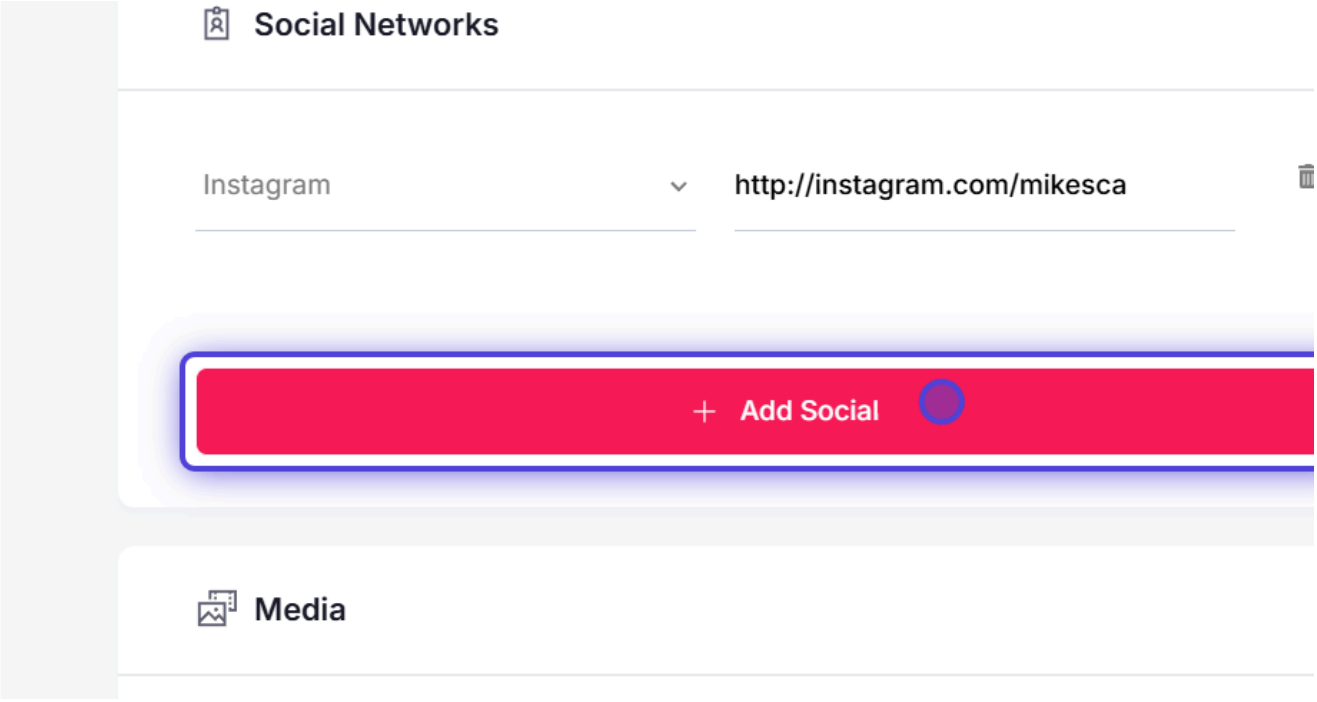



## 6 How to Modify Contact Info

Update your public-facing email, phone and website in this section.

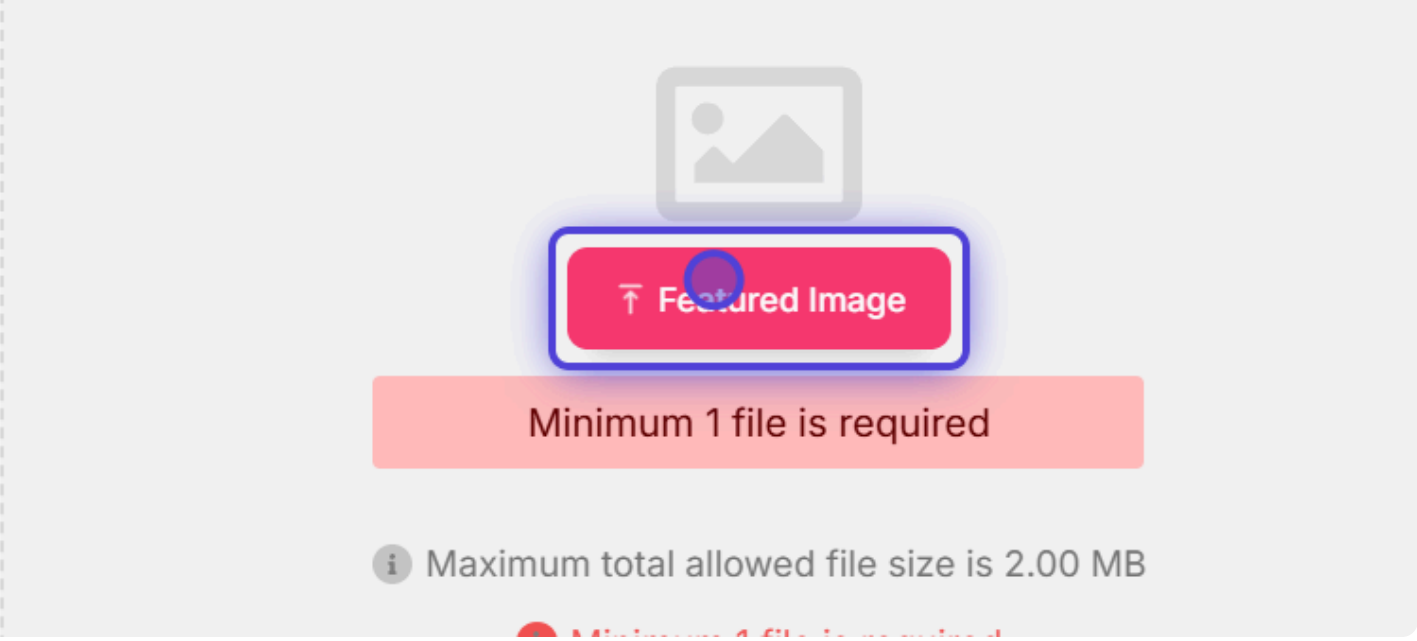
## 7 Social Media: How to Add/Update Social Media Platforms

Want to add or remove your social networks? Click Add Social, select the platform and then drop in your url(s). If you have an Instagram, Facebook or YouTube channel, drop it in here.



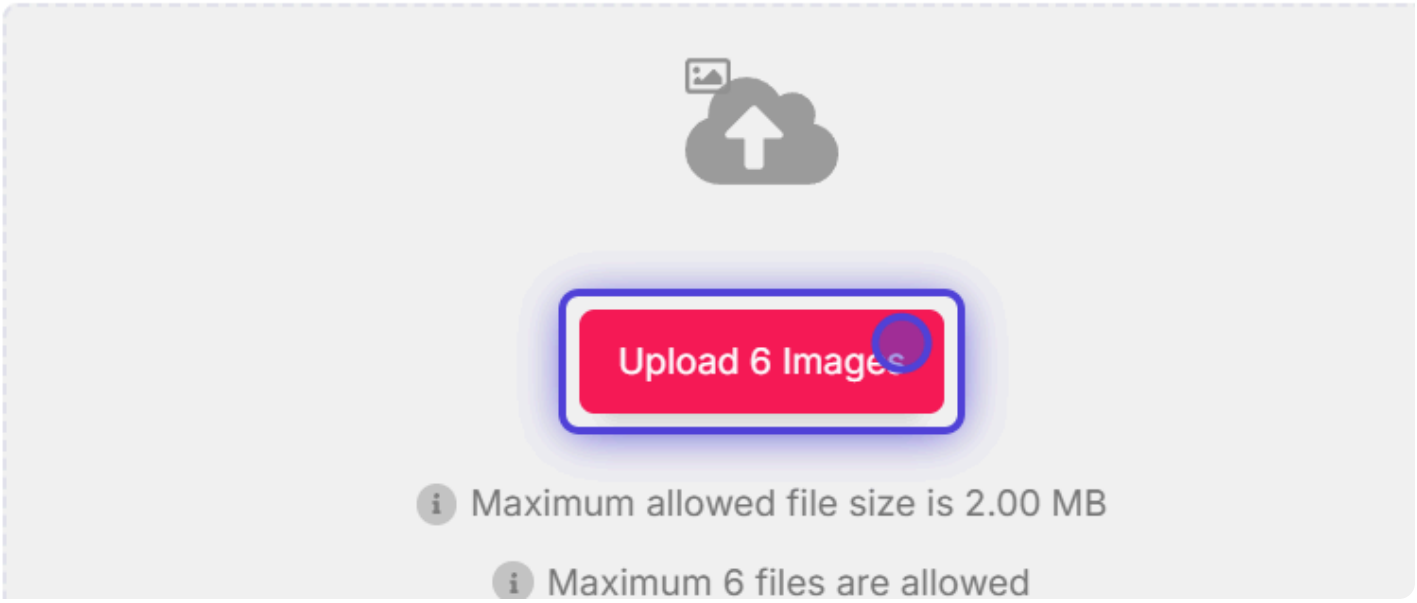
## 8 How to Update Featured Image

The Featured image is what customers see when they're browsing the website and when they first visit your profile. Images should be .png or .jpg format and no bigger than 2 MB.



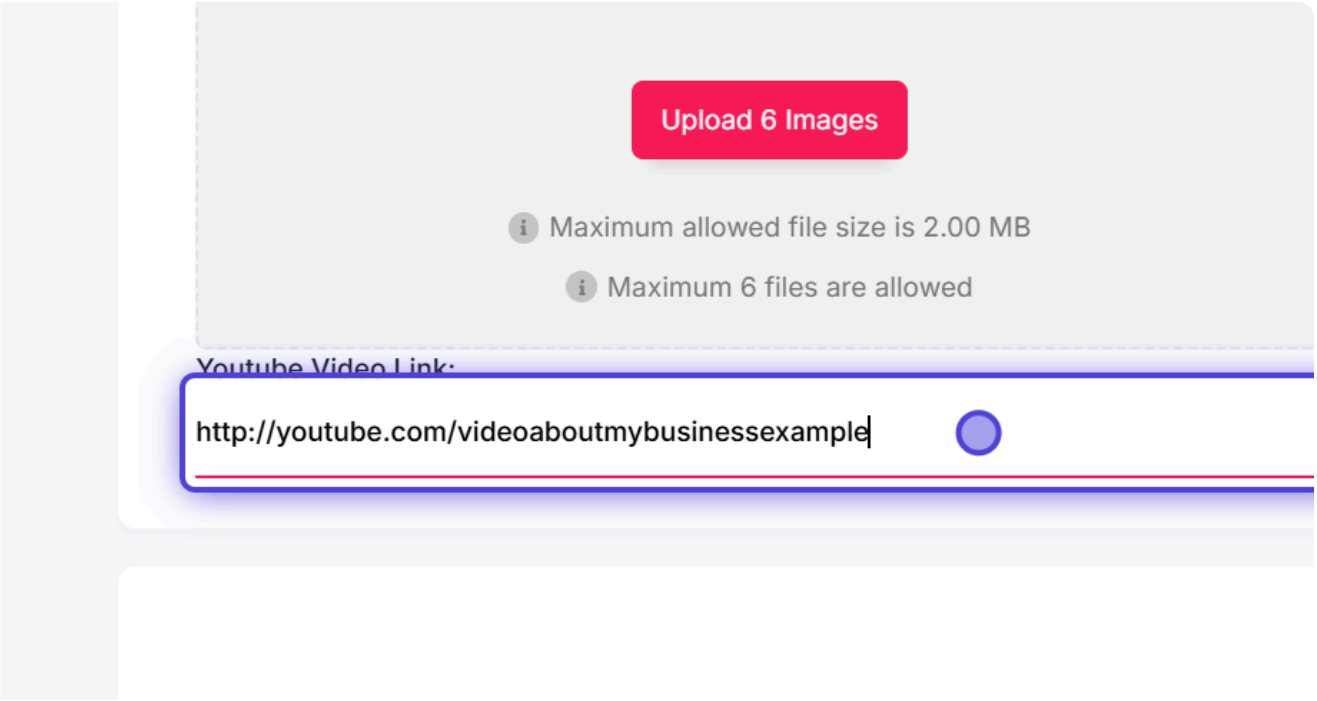
## 9 How to Add More Photos

Add some additional images to showcase your recent events, team, menu items and truck! Images must be .jpg or .png format and can't exceed a width of 1080px.



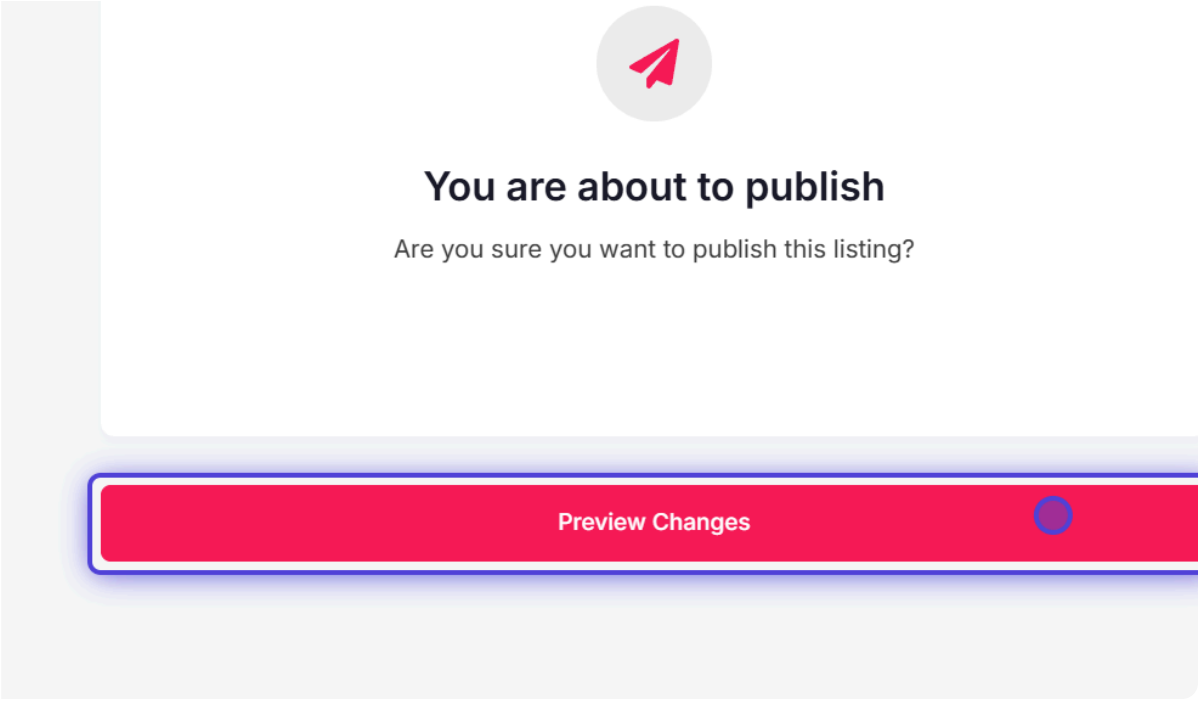
## 10 Optional: Add Youtube Video

Have a great overview video? Was your business shown on the news? Add a YouTube or Vimeo video! **Note:** this is not a link to your YouTube channel; that can be added as a social network.



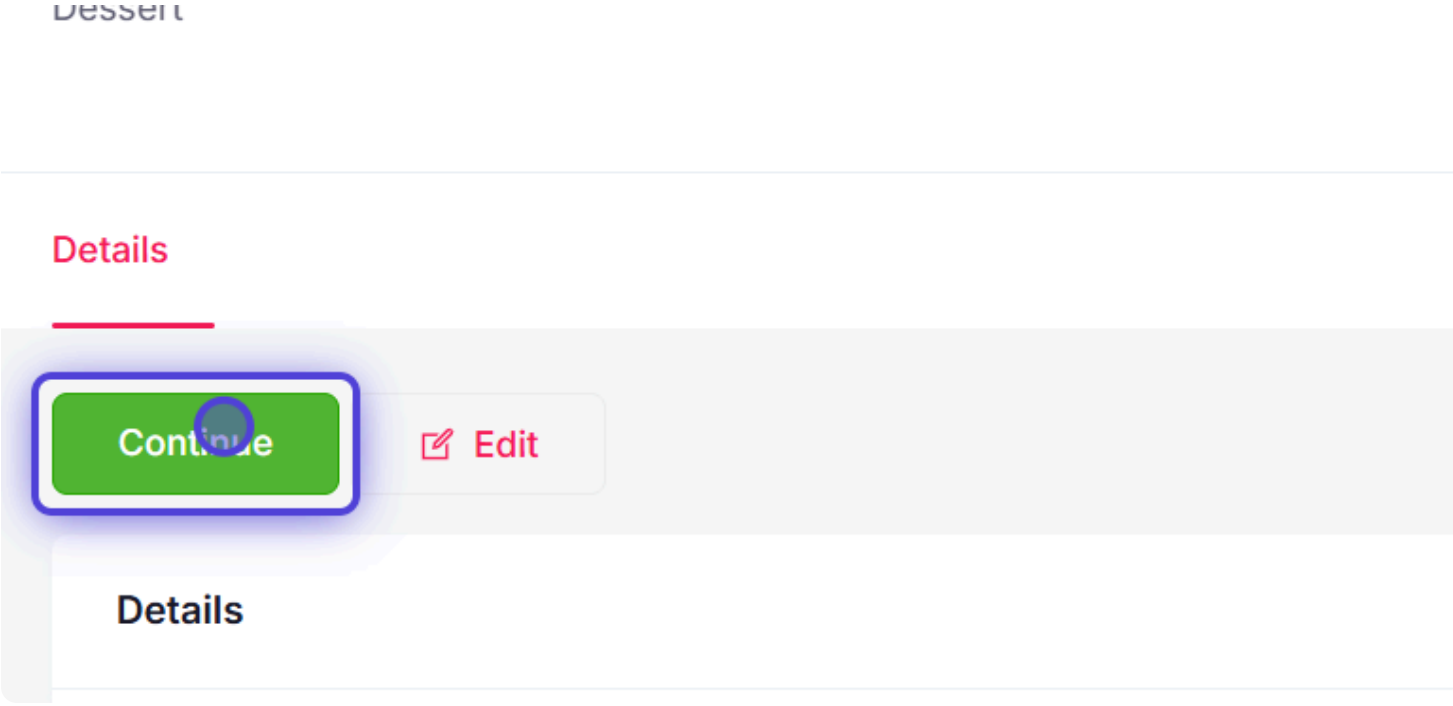
## 11 Click on Preview Changes

Once you've finished this, it will give you the opportunity to preview your changes. If you want to see what your page will look like click Preview Changes.



## 12 Click on Continue

If you're happy with how your listing will look, it will take a few minutes to process your photos and changes. Once available, click the green Continue button.




# Dashboard

## 13 How to modify user information

To modify your login information including passwords etc from your dashboard, click My Profile. You can also see your order history and other details.

