

## HTEC Network Website Partner Listing Instructions

Your HTEC Partner listing is your opportunity to describe and promote your organization, contacts and technology to our HTEC Members in the Americas. You can upload information about your educator-assistance programs, technology offerings, Presentations about your technology, videos and more.

### How To: Create a Listing, Log In, Find your Password, Update your Listing, Add a News Item

**Create a New Listing** – Click the blue “**Join HTEC Network**” upper right-hand corner of the banner. This takes you to the Join Now! Page. Complete the entire form, especially your Primary Contact name, title, phone # and email address. When you’ve completed the form, click “**Create Profile**” and your new form is entered. To check it, go to **Partners**, select the Partner category you listed from the dropdowns and your newly created listing will be there.

**How to Log In** - Click on the green “**Login**” in the upper right hand portion of the Banner next to the blue button on any page. This takes you to the Login Box and enter your User Name & Password and select Login. A blue button will appear, top left hand corner labeled + Role:Partner. Click on Role: Partner and 5 self-explanatory options appear.

**Find Your Password or Username** – Click “LOST YOUR PASSWORD OR USERNAME” in the Log In Box and enter your email address and your User Name & Password will be sent to you. You can also change them both. See Update instructions below.

**Adding Content or Updating your Listing** - Click on “**Login**” and enter your User Name & Password. A blue button will appear, top left hand corner labeled + Role:Partner. Click on Role: Partner and 5 self-explanatory options appear. Select “Manage Partner Profile”. You enter the **Edit My Partnership** Page. The five Action buttons (icons) allow you to add or edit your profile, pictures and documents. With each of the Upload action boxes, just select the item from your files and once it appears, just click upload and it will be added to your profile. **Note: All documents must be in PDF format.** CAUTION: Clicking the “BLUE TRASHCAN” will delete your listing! A dialogue box will appear asking you if you are sure you want to delete.

**Creating News Items, HTEC Conferences, Other Partner Events or a Forum** - Click on “**Login**” and enter your User Name & Password. Again, a blue button will appear, top left hand corner labeled + Role:Partner. Click on + Role: Partner and 5 self-explanatory options appear. Select the action you’d like to Manage or Create. Select the GREEN + Sign and fill out the form that appears and select the create button. Your action will now appear on the site and you may return to it and add documents and pictures to enhance your creation.

**HELP** - If you need help don’t hesitate to send an email to Hope Riska at [hoperiska@haascnc.com](mailto:hoperiska@haascnc.com), or call **763-742-1275** and we can walk through your entry/update issue over the phone. We’re here to help you promote your program properly.