

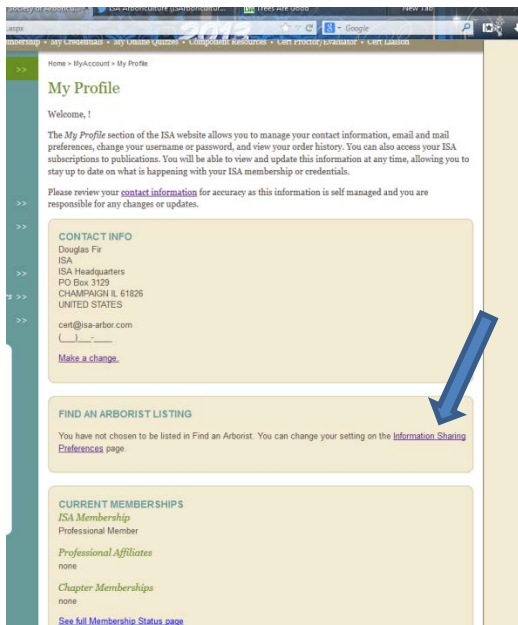
# Instructions for Having a Listing in the “Find an Arborist” Tool

**Requirements to list yourself in the “Find an Arborist” search tool:** You must currently have an ISA credential or qualification to be eligible to opt-in for the listing. If you are also an ISA member you will be able to add a company logo and a list of tree services offered.

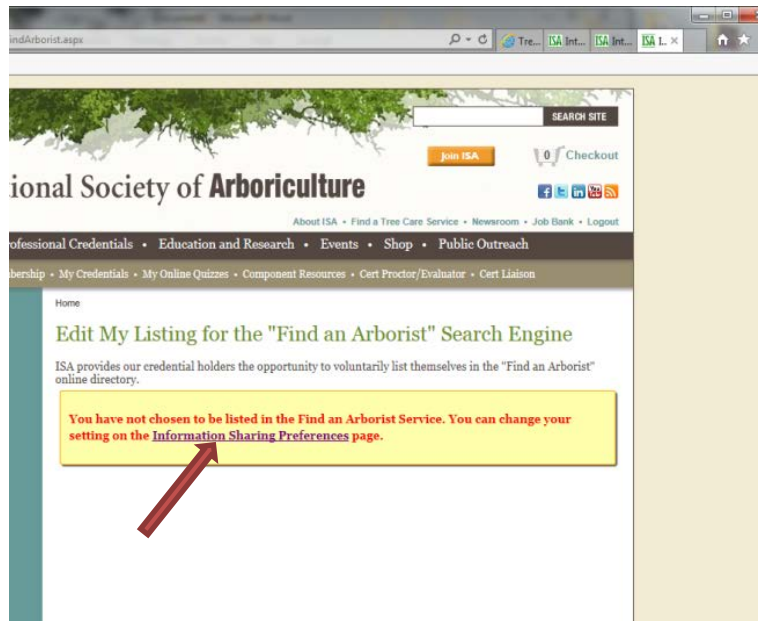
To opt-in or edit your listing you must log-in and go to “My Profile,” and follow the directions provided.

**If you are not currently opted-in:**

*This is what you will see from the “My Profile” Page*

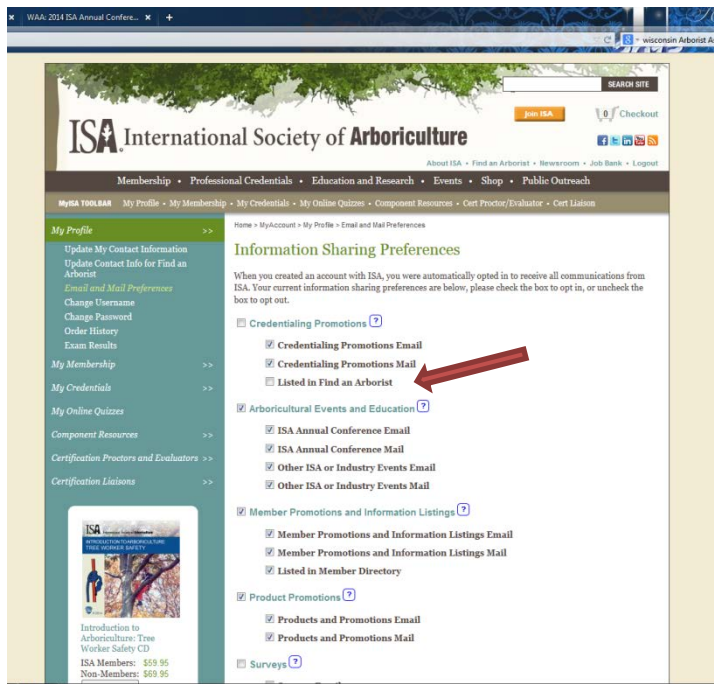


*This is what you see if you click on “Update Contact Info for “Find an Arborist”*



OR

If you wish to be listed, you must first opt-in by clicking on the “Information Sharing Preferences” and check the box for “Listed in Find an Arborist.” **Until you do this you will not be able to create a listing.**

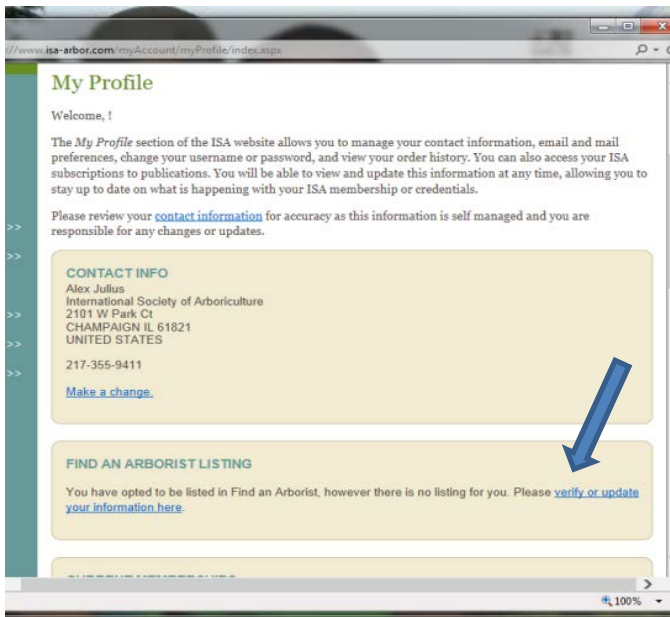


**\*\*Be sure to “Save Settings” in your Profile to make the change.**

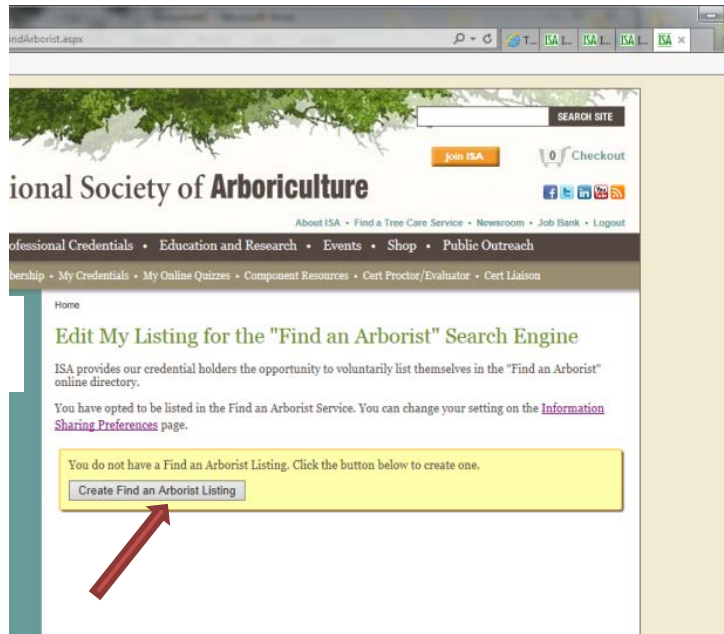
## Once you have opted in:

You will need to create a listing. Below is the messaging you will see instructing you to verify or update your information or to create a listing.

*If on "My Profile" Page (link will take you to edit page)*



*If on "Edit Listing" Page*



OR

**NOTE: If you were opted in to the old system, but had chosen to be "not for hire" you were not carried over in to the new search tool. You will need to create a new listing even though you are still opted in. You will see the same message on the screen as shown above.**

## Once you choose "Create Find an Arborist Listing":

You will be told to edit your listing. (See screen below)

You are **not allowed** to change/edit the First Name, Last Name, or Cert ID as these are pulled from your database record.

You may edit/add:

- Nickname
- Business Name
- Address
- Work and Mobile Phone
- email address
- Fax number

You must click "Create New Listing" for the listing to be saved. *If you are editing a current listing this button will say "Save Changes"*

If you are also an ISA member, you will also be given the option to:

- 1) Add tree care services offered. These can be added via the drop-down menu. You must click the "Add This Service" button for it to appear in the listing.
- 2) Add a company logo. Logo must be submitted via the email link provided. It will appear on your listing within 24 hours.

**Once you have a listing that is posted, this is how it will appear in your profile. You will be able to edit the information at any time when you log in.**

The screenshot shows the 'My Profile' page on the ISA website. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links for 'My Profile', 'My Membership', 'My Credentials', 'My Online Quizzes', 'Component Resources', 'Certification Proctors and Evaluators', and 'Certification Liaisons'. The main content area is titled 'My Profile' and includes a welcome message, a brief description of the profile section, and a disclaimer. Below this is a 'CONTACT INFO' section with the following details: Douglas Fir, ISA, ISA Headquarters, PO Box 3129, CHAMPAIGN IL 61826, UNITED STATES, and email cert@isa-arbor.com. A blue arrow points from the 'CONTACT INFO' section to the 'FIND AN ARBORIST LISTING' section. The 'FIND AN ARBORIST LISTING' section includes a form with the following information: Name: Fir, Douglas; Company Name: Douglas Fir; Street Address: PO Box 123; City: GLENWOOD; State: NY; Country: UNITED STATES; Postal Code: 12345; Phone: ; Email: Click to send an email; Web Site: ; Current ISA Member: Current ISA Member. To the right of the listing is a 'Tree Care Services' dropdown menu with 'none' selected and a 'Change / See Full List' link. At the bottom of the listing is a 'Change this listing' link. In the sidebar, there is a 'TAG Bling Limited Edition T-shirt' with prices for ISA Members (\$24.95) and Non-Members (\$29.95) and an 'Add to Cart' button.