



How-To Quick Guide—Real Maine Member Account

Use this guide to help you navigate the Real Maine Member Portal. More information is found in our videos. Go to <https://bit.ly/RMHelpVideos> to view our library of webinars, and videos.

- Until announced otherwise, you should email jpeg images for your listing to DACFRealMaine@maine.gov to ensure accurate displays on www.RealMaine.com.

Contents

Search for, view your RealMaine.com listing 1

Submit an image for your profile 2

The Real Maine Member Portal—Log in and choose what you want to do! 2

Updating your Profile 3

Opting into Statewide Promotional Events (Open Farm Day, Fiber Tour & Trail, etc.) 4

Errors and troubleshooting 5

Add your event to the Real Maine Calendar: submit a community event listing 5

Search for, view your RealMaine.com listing

- Save or bookmark the your listing URL for your future use and reference. It will have this format: <https://www.realmaine.com/member/example-business-name-here/>

RealMaine.com is where website visitors see member listings.

Type your business name into one of the search boxes (keyword at the center of the page or the magnifying glass at the upper right.)

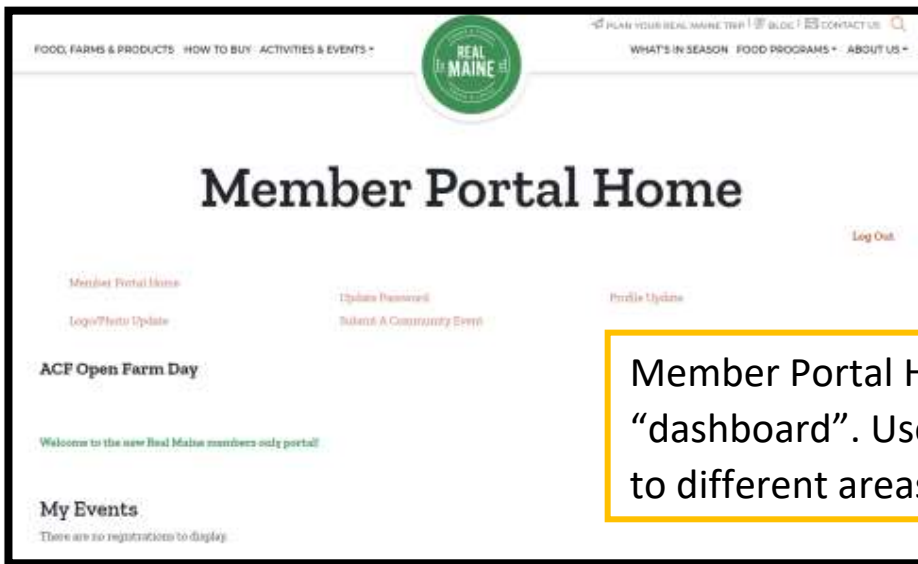


Submit an image for your profile

- To ensure best display, please email profile images to Real Maine
- **Only jpeg images** (no PDF, png, tiff, or vector files)
- Select a nice image that is not scanned or date-stamped
- Farm signs, logos, and product or general farm scenes can be good choices
- [Email image to Real Maine](#)

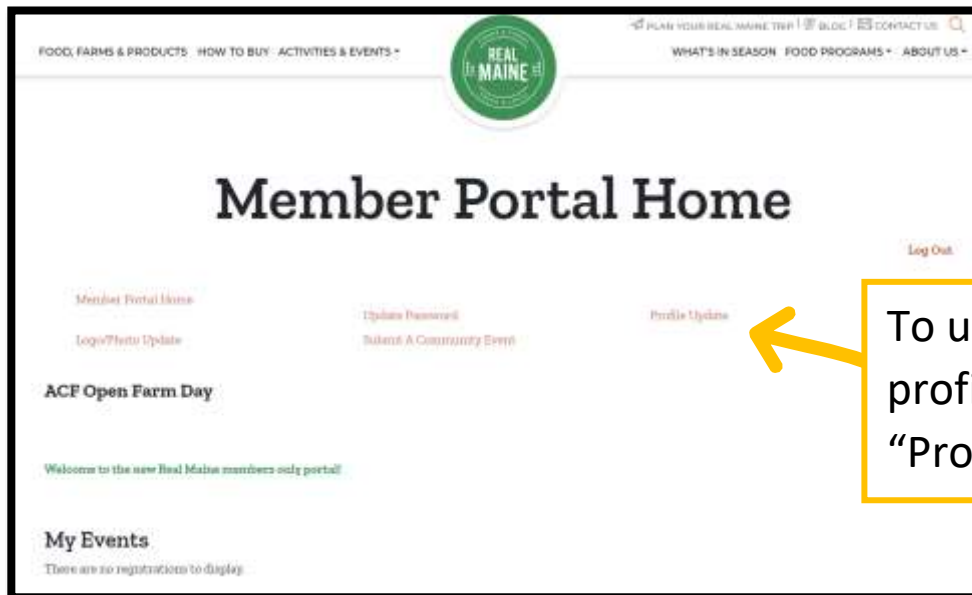
The Real Maine Member Portal—Log in and choose what you want to do!

- Login URL:
<https://web.getrealmaine.com/Portal/portallogin.aspx?ReturnURL=%2fportal>
- Update your profile...
- Change or update your password...
- Submit event listings...

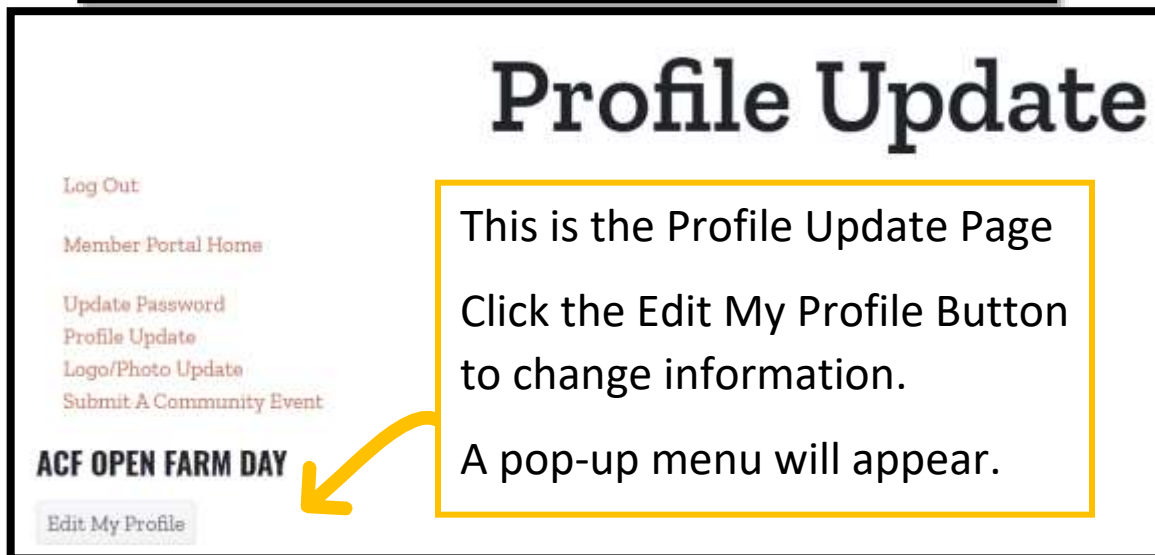


Updating your Profile

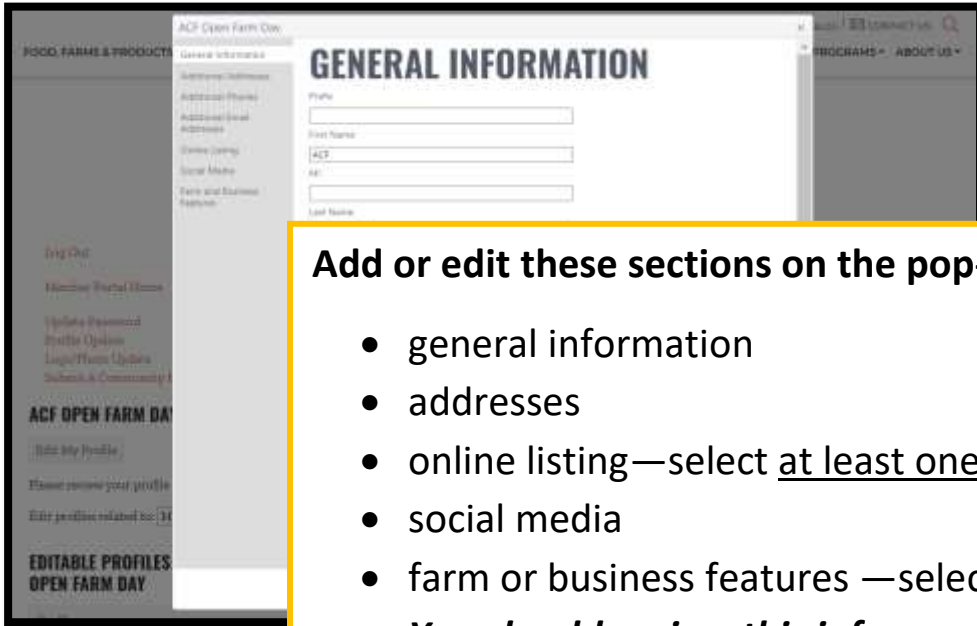
- The info you add helps Real Maine website visitors to connect with your farm. It also provides important info to the Real Maine team. For example, your contact information so we can share promotional opportunities, or collect Open Farm Day sign ups.
- **Be sure to save and submit your updates. Updates generally display within 24 hours (they are not immediate).**
- **Be aware of error messages—you may receive this if you do not properly input required info.**
- Use the edit profile button to access the menu allowing you to add or edit the following:
 - **General information**
 - **Addresses**
 - **Online listing (select at least one, can add secondary options)**
 - **Social media**
 - **Farm and business features (select any that are a good fit)**



To update profile, click "Profile Update"



This is the Profile Update Page
Click the Edit My Profile Button
to change information.
A pop-up menu will appear.



Add or edit these sections on the pop-up menu:

- general information
- addresses
- online listing—select at least one that best fits
- social media
- farm or business features —select *all* that apply.
- ***You should review this info annually. Or more frequently if there's a business change.***

Opting into Statewide Promotional Events (Open Farm Day, Fiber Tour & Trail, etc.)

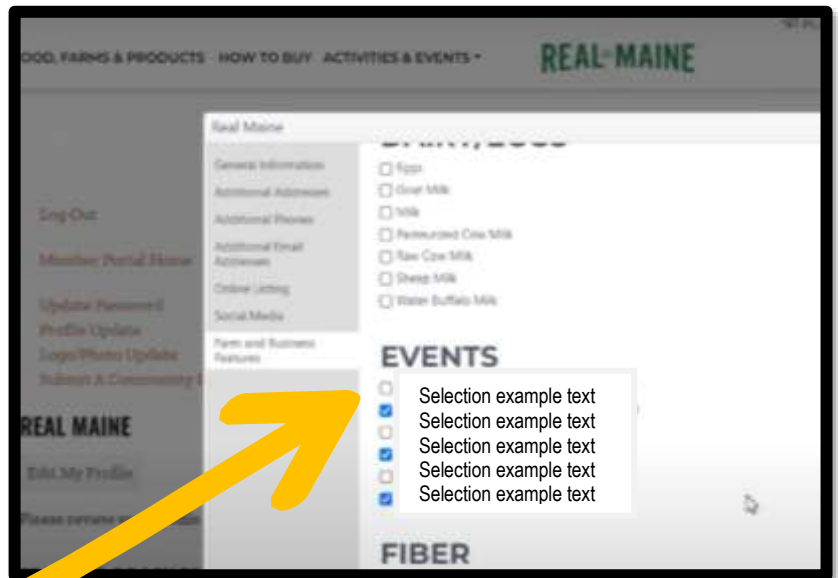
Opting into Statewide Promotional Events:

Scroll through the **FARM AND BUSINESS FEATURES** choices.

Look for the check boxes under “EVENTS”.

A blue box with a white check mark means it is selected – and you are opting into that event.

Be sure to save and submit once complete!



Errors and troubleshooting

Did you input information, and click save and submit, but the screen does not change?

It may be due to incorrect formatting of required information. The most common example is the social media section.

General Information
Additional Addresses
Additional Phones
Additional Email Addresses
Online Listing
Social Media *
Farm and Business Features

SOCIAL MEDIA

Facebook
This is incorrect
Please provide a valid URL.

Twitter

LinkedIn

Pinterest

Save and Keep Working Save and Submit Cancel

A red asterisk * displaying on screen denotes missing or incomplete information. You will not be able to save and submit until corrected.

Follow the prompt to correct required information. In this example, the corrections are highlighted in yellow.

General Information
Additional Addresses
Additional Phones
Additional Email Addresses
Online Listing
Social Media
Farm and Business Features

SOCIAL MEDIA

Facebook
https://www.facebook.com/YOURPAGENAME

Twitter

LinkedIn

Pinterest

YouTube

Save and Keep Working Save and Submit Cancel

Check to see if the red asterisk and prompt disappear. If so, you should be able to successfully save and submit your corrected info.

Add your event to the Real Maine Calendar: submit a community event listing

- **Not** the same as events you select within profile update → farm and business features → events
- Include your business name in the **event name; the event name displays online**
- Use to promote agricultural events (tours, special activities, celebrations, festivals, etc.)
- May use to enhance statewide promotions (e.g., Open Farm Day)
- Click “**Submit A Community Event**” link → enter info
- Allow for at least three business days turnaround, published listings appear at <https://web.getrealmaine.com/events>
- **TIP:** submit the listing at least 14 business days or more before your event. Can be submitted up to a year in advance.

Fill out all the information and then submit

The screenshot shows the 'Submit an Event' page on the Real Maine website. At the top, there is a navigation bar with links for 'FOOD, FARMS & PRODUCTS', 'HOW TO BUY', 'ACTIVITIES & EVENTS', 'REAL MAINE', 'WHAT'S IN SEASON', 'FOOD PROGRAMS', and 'ABOUT US'. The main heading is 'Submit an Event'. Below the heading, there is a sidebar with links: 'Log Out', 'Member Portal Home', 'Update Password', 'Profile Update', 'Logo/Photo Update', and 'Submit A Community Event'. The main form area contains the following fields: 'Your Name', 'Your Phone Number', 'Your Email', 'Event Name', 'Event Type (choose from list)', and 'Event Start Date (MM/DD/YYYY)'. A yellow callout box with a black border and a yellow arrow points to the form with the text 'Fill out all the information and then submit'.