



## **UPDATING YOUR GUIDE PROFILE ONLINE**

Log into the membership section of the website by clicking on **Guide Log In** on the home page of the Institute website ([www.itg.org.uk](http://www.itg.org.uk)), Or by clicking on this [direct link](#). Enter your User Name (your Institute guide number, excluding any letters or preceding zeros) and your Password. You can now check your Web profile for your entry on the Guide Search on the Institute website.

### **CONTACT**

Here you can edit the contact details which the **Institute use to contact you**. Please keep these up to date and amend as necessary. You are also able to add your date of birth here. This is only for use by the Institute and is not visible to the public.

### **ADDRESSES**

This is where you can edit and create additional addresses, as well as amending other contact details. For example, you may need to have more than one postal address, or if you spend some of the year overseas you can change your postal address temporarily.

You can also create addresses specifically for use in your profiles. For example, you can just use your main town or city of residence and the region, such as *Cardiff, Wales* instead of using your full postal address. You can also add different telephone numbers, and e-mail and web addresses.

### **PROFILES**

**Web Profile (for your entry on the Guide Search on the Institute website)** You can choose which entry to edit by clicking on the **Profiles** box on the left hand side.

**Please ensure your details are correct on your Web Profile, above, for your online presence on the Guide Search.**

The first page which appears displays your **Details**. Here you can choose which contact details to show on your profiles, change the address which is displayed, or block your address from appearing.

If you would rather you did not appear in the web-based Guide Search, you can do this by un-ticking the **Profile Public** box on your Web Profile.

Across to the right from Details is **Biography**. Here you can write a short passage about yourself which appears on your Web Profile.

Next across from Biography is **Services**. Here you can choose the Interests and Locations you wish to have displayed on both of your profiles. You can have a limitless number of these for your Web Profile.

To add an Interest or Location, click on the **green** circle. From the drop down box that appears, select either INTERESTS or LOCATIONS. If you have chosen LOCATIONS, next choose the region you want to select the location from, for example: NORTH WEST ENGLAND. Then, within this region, pick the area your location is in, for example: GREATER MANCHESTER. Finally, choose the location (or site) you want to add, for example: THE LOWRY. Click on the green tick to confirm your selection. **Please note, the system will not allow you to add locations for areas in which you are not qualified.**

**If you do not add locations to your Web Profile, you will not appear in a generic search on the Institute website.**

Interests can be selected in the same way as for Locations, but with only two levels to choose from, for example: INTEREST, then: HISTORIC BUILDINGS and finally: CASTLES.



**British Isles Tour Managing** can be added to your Web Profile, if you want to be listed as a Tour Manager for across the British Isles.

**Driver Guides** must send or email all of the relevant documentation to the Institute as advised on the renewal form. Your Driver Guide details will be updated by the Institute office.

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