



NEW MEMBERS (sign up)

A welcome email from ed@guamwcc.com will have instructions on how to setup your site login. You will also receive the “secret word” in order to create your new account.

After you register, you'll receive an email confirming that your registration was received.

You will receive a second email after your account is approved. Once approved, you can set your password for your new account. Please keep your password safe.

(Please note, your Login profile and directory profile is different. You do not need to upload a picture with your login profile. When you set your password, you just need to fill in name, email and password.)

You can now begin creating your online **Individual and/or Business/Government/Non-Profit profiles**.

As a member, you will also be allowed to join the **Mentor Program**.

MEMBERS (LOGIN):

To login and create/edit your Profile(s) on guamwcc.com, go to the website and go to the “LOGIN” link at the top.

Or click LOGIN LINK: <http://www.guamwcc.com/user/>

If you have already created Profiles, Events or Mentor Profiles. You will be able to see the links to all your content on the HOME page after you login.

Under the main photo, you will see a section called “MY CONTENT.”

NEW MEMBERS (create profiles)

Before filling out your member profiles, please prepare the following information and materials. Having these prepared will make filling out your profile easy and fast.

If you are creating BOTH Individual and Business profiles. **Create your Individual Profile first.**

CREATE INDIVIDUAL PROFILE:

After logging in, you will see a black bar at the top of the website. This lets you know you're logged in. Hover over "ADD CONTENT" > then click "INDIVIDUAL"

- Name
- Choose category: Government, Business, Non-profit
- Address:
- Phone:
- Website:
- Profile photo
Square photos work best. Recommended size = 600 x 600 px
- Photo banner: **Do not upload banners for individual profiles**
- Description: (Short bio)
- Industries (Tags)
Examples: Food & Beverage, Construction, Healthcare, Hospitality
You may type in other appropriate tags in this section. Separate each tag with a comma

When you finish filling out your profile, click the PUBLISHED checkbox and click save.

CREATE Business/Government/Non-Profit PROFILE

After logging in, you will see a black bar at the top of the website. This lets you know you're logged in. Hover over "ADD CONTENT" > then click "BUSINESS"

- Profile photo
Square photos work best. Recommended size = 600 x 600 pixels
- Photo banner: Choose a photo that represents your business.
Please size to: 1400W x 600H
- Business/Government/Non-Profit Name:
- Choose your category: Government, Business, Non-profit
- Address:
- Phone:
- Website:
- You can also upload business photos to your directory listings
Please keep photos smaller than 3mb.
- Description: (Business/Government/Non-Profit profile)

- Representatives - Connect Profiles
Here you can add Individual profiles to the Business/Government/Non-Profit Profile. Type in the first few letters of an Individual's name and it will auto-populate and then you can select. If you need to add more individuals to the Business, click "Add another item" for each name.
(For better visibility of the names, you can also click "add another item" to see any dropdowns. The form will disregard any blank sections)
- Affinity Program Deal
If your business offers an Affinity Program Deal, enter details here.
- Industries (Tags)
Examples: Food & Beverage, Construction, Healthcare, Hospitality
You may type in other appropriate tags in this section. Separate each tag with a comma.

When you finish filling out your profile, click the PUBLISHED checkbox and click save.
