**How to Change Your Website Profile**

One of the benefits of your membership in RMGA is the posting of your profile on the website. Potential employers use the “find a guide” tab when they are in need of a guide. Your profile describes you as a guide and lists your specialties and experience.

Here are some guidelines to making changes:

* Changes may be made to your profile at any time.
* E-mail your changes the Membership Chairperson at [rmgamembership@rockymountaintourguides.com](mailto:rmgamembership@rockymountaintourguides.com)
* For small changes (a few words), copy the sentence original sentence. Below it rewrite the changed sentence It is helpful to highlight the changes in color

***Example:***

*Please make these changes to my profile:*

*Current statement:*

*I am also available for meet and greet or convention staffing. I would be happy to provide multiple references for any occasion.*

*Please change to:*

*I am also available for meet and greet, convention staffing, and transportation management. I would be happy to provide multiple references for any occasion.*

* Keep in mind, the profile section describes you. Similar to an “elevator speech” it quickly describes who you are. It is limited to 150 words.
* For major changes, please provide the entire statement so it can be copied and pasted into your profile.

***Example:***

*Please make these changes to my specialties.*

*My current listing:*

***Profile:***  *I'm a native of the West, being born and raised in Colorado.  I love the western way of life, our wide-open spaces, the friendliness of the people, and our beautiful natural scenery.  I share Denver and the Front Range, all Colorado, and the western National Parks*

*Please change to:*

***Profile:*** *I'm a native of the West, being born and raised in Colorado.  My love of the western way of life, our wide-open spaces, the friendliness of the people, and our beautiful natural scenery is evident in my tour commentary.  I am experienced sharing Denver, the Front Range, all Colorado, and the western National Parks with visitors from throughout the U.S. and the world.*

* If you are no longer doing tours, the entire profile may be deleted. Keep in mind that once a profile is deleted it cannot be undone. It will be necessary to submit a new profile. (Suggestion: print a copy before you have it deleted.)
* If you no longer are doing tours to a specific area, request to have you removed from that area.
* Changes are made as quickly as possible. It may take a few days.