

How to Update Member Profile

[Click Here to View an Enhanced Member Profile](#)

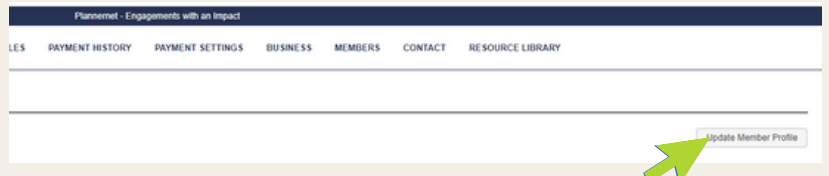
1 Click the ‘Members’ Tab in your Supplier Portal



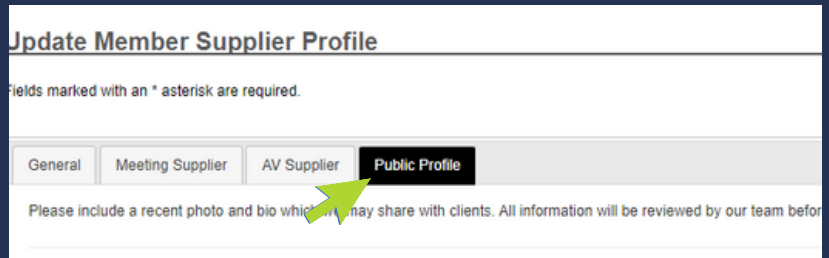
2 Select your Name under ‘Business Member List’

3 Click ‘Update Member Profile’ on the right hand side

Please review all information within your profile for accuracy and make any necessary updates.

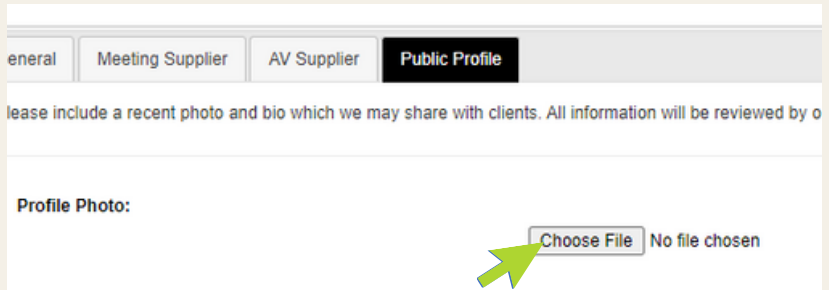


4 Navigate to the “Public Profile” tab at the top of the member profile page.

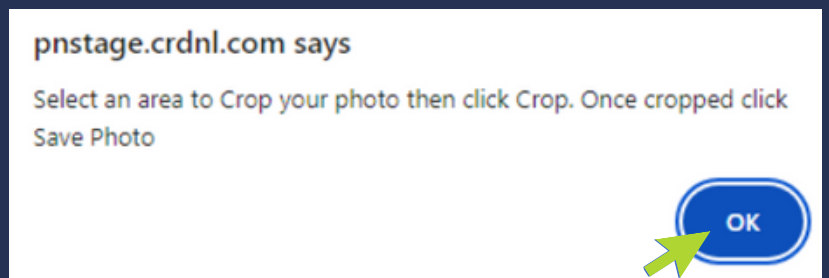


5 To Add a Profile Photo: Select ‘Choose File’

Profile photos are optional, however all images must be in JPEG format.



6 After uploading the picture, a pop-up will appear asking you to crop the photo. Click ‘OK’.

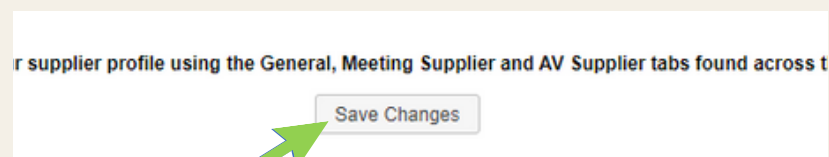


7 Hover over desired portion of the photo and click ‘Crop Photo’.



8 Add in a short bio to provide Plannernet’s clients with valuable insights into your M&E background, completed events or accomplishments, & noteworthy areas of expertise.

9 When completed, scroll to the bottom of the page. Click ‘Save Changes’.



After you submit each business member's bio and optional photo, Plannernet will review it for completion before enabling the new view. Please email suppliernetwork@plannernet.com with any questions.