

Landscape Designers' Group

# LDG Technical Guide To Membership

2014

LDG Webmaster  
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# Landscape Designers' Group Technical Guide to Membership

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## MEMBERSHIP AND THE LDG MEMBERSHIP CONNECTION

### JOINING AND RENEWING MEMBERSHIP

Visit [www.landscapedesignersgroup.onefireplace.com](http://www.landscapedesignersgroup.onefireplace.com) to renew or join LDG. Visit the Membership Application page to begin.

#### IMPORTANT NOTES:

- Please note that members have the ability to decide whether all or any of their personal information is available for public access or restricted to LDG members. *However, when you join the site initially, ALL of your information will be private and viewable by LDG members only (default settings).* For instructions on how to change your privacy settings, see below or visit the [Public Member Directory](#) sub-page. You will not be able to change the privacy settings on your profile information until you are a fully approved member.
- After you have created an account on this site, you will be reminded annually, on the anniversary of your join date, to renew your membership. You will need to update any changes in your profile information and pay your annual dues.
- Please note that YOU are responsible for updating your contact information. If you want to continue to receive LDG program announcements and any other LDG related emails, you will have to log-in to your account on this site and change your contact information yourself.

#### STEPS TO RENEW YOUR LDG MEMBERSHIP APPLICATION:

1. Visit the LDG membership website at [www.landscapedesignersgroup.onefireplace.com](http://www.landscapedesignersgroup.onefireplace.com).
2. Log-in to your account by typing in your email address and password in the right corner of the page.
3. In the top right corner, click “**View Profile.**”
4. Under the “**Membership Details**” section, click “**Renew until...**”
5. You will now need to update your profile. Several new membership fields have been added to enrich and improve your membership experience. When you are done, click “**Update and Next**” at the bottom of the page.
6. After ensuring your membership profile is correct, choose “**Confirm and Proceed with Payment.**”
  - a. If you have used **PayPal** in the past to pay for membership, this will be your only option moving forward. Click “**Pay Online.**” You will be redirected to the PayPal website; sign-into your PayPal account and complete your renewal by following the prompts. You will be redirected back to the LDG membership site once payment is complete.
  - b. If you pay manually by check, select this form of payment and send your check to:
 

Pam Parker  
1107 Edgevale Rd.  
Silver Spring, MD 20910
7. You will receive a receipt via email and your information will appear in the online directory of members as soon as payment is processed. Please note that payment by check will take a longer time to process. Membership renewal is complete!

## STEPS TO SUBMIT A NEW LDG MEMBERSHIP APPLICATION:

1. Go to the LDG membership website at [www.landscapedesignersgroup.onefireplace.com](http://www.landscapedesignersgroup.onefireplace.com).
2. Select the “**Member Application**” tab on the left side of the screen.
3. Select the appropriate membership level and then press “**Next.**”
4. Enter your personal information, including a password of your choice. Make a record of your password so that you can find it in the future. Press “**Next.**”
5. Choose your method of payment. If you are using PayPal to pay for your membership, select “**Online.**” If you are paying by check, select “**Manual.**” Press “**Next.**” PayPal is the preferred method of payment.
  - a. For payment by check, ensure that all of the information you have entered is correct. If it is, select “**Confirm.**” Send your check to:
 

Pam Parker  
1107 Edgevale Rd.  
Silver Spring, MD 20910
  - b. For payment by PayPal or online payments, you will be redirected to the PayPal website. Enter your PayPal information (see below for PayPal Instructions.)
6. You will receive a receipt via email and your information will appear in the online directory of members as soon as payment is processed. Please note that payment by check will take a longer time to process.

## STEPS TO OPEN A PAYPAL ACCOUNT:

If you don't already have a PayPal account, it's easy to get one, and we include instructions below on setting up a personal account with PayPal:

1. Visit [www.paypal.com](http://www.paypal.com).
2. In the Account log-in box in the top left margin, select “**Sign up.**”
3. Select a Personal account, for individuals who shop online. Press “**Get Started.**”
4. Enter your information, including a password of your choice and your credit card information. You will be prompted to move forward with the membership process and should be redirected by to the LDG membership site after you've completed payment.
5. Make a record of your password so that you can find it in the future.

## STEPS TO CHANGE YOUR PRIVACY SETTINGS

Are you interested in making your business more visible on the web and on Google? If you are, then make some or all of your profile information publicly viewable. Visitors to our site will be able to do an advanced search to look for a landscape professional that meets their specific needs.

1. Sign into your account, using your email address and password. (Your membership status will have to be fully approved before you can change your privacy settings).
2. Click on the “**View Profile**” button located in the top right corner, under your name.
3. Under **My Profile**, click “**Edit Profile.**”
4. Under **My Profile**, click “**Privacy.**”
5. At this point, you can choose 1 of 3 options for each field of information.
  - a. **ANYBODY:** This means that a field of information will be in the PUBLIC MEMBER DIRECTORY and viewable by anyone.

- b. **MEMBERS:** This means that only fully-approved LDG members will be able to view this field of information.
  - c. **NO ACCESS:** This means that only YOU will be able to view this field of information.
6. Once you have chosen the level of access for each field, scroll to the bottom and click "Save."

Please note that the default privacy setting for each field in your account is "MEMBERS."

## LANDSCAPE DESIGNERS' GROUP MAIN WEBSITE

The main LDG website is [www.landscapedesignersgroup.com](http://www.landscapedesignersgroup.com). Other pages available on this site include:

**LDG MEETINGS:** Describes the next LDG meeting. Check back often for updates.

**MEMBERSHIP:** Provides a description about membership, but most membership information will be found at [www.landscapedesignersgroup.onefireplace.com](http://www.landscapedesignersgroup.onefireplace.com).

**BOARD:** Lists the current LDG Board. You can contact board members by using the links provided on this page.

**NEWS:** Provides important news for LDG, usually including technical information and new membership features.

**NEWSLETTERS:** Provides links to the last 2 -3 years of LDG newsletters and meeting minutes.

**PHOTOS:** Provides a link to a site for members to share photos of tours or landscape design work. This site can be accessed at <http://landscapedesignersgroup.shutterfly.com/pictures>. You must be a shutterfly.com member to add photos.

**MISSION:** Describes the LDG Mission; created when LDG was first started.

## LDG MEMBERSHIP DIRECTORY

The LDG Membership Directory is found at the LDG Membership Connection site: [www.landscapedesignersgroup.onefireplace.com](http://www.landscapedesignersgroup.onefireplace.com). You must log-in to your account to view the entire member directory. If you do not log-in, you will only be able to view the public member directory, which lists members who have chosen to list their profile information as public. After logging in, on the left menu, choose "**Private Member Directory**" to view members.

## FINDING A MEMBER WITH A SPECIFIC EXPERTISE OR SPECIALTY:

1. Click "**Advanced Search**" below.
2. Scroll down until you find "**Areas of Expertise.**"
3. Click the boxes for the areas of expertise you are interested in.
4. Scroll down and select "**Search.**" Your selections, if any, should appear.

You can use this same process to search for members in specific geographical areas, organizations, etc.

## EDITING YOUR PROFILE INFORMATION

1. Log-in to your account using your email address and password, in the top right corner.
2. Once you have logged in, click "**View Profile.**"

3. Click “**Edit Profile**,” in the top right corner.
4. Make changes.
5. Scroll to the bottom and click “**Save**.”

## LDG AREAS OF EXPERTISE REPORT

Every year around March, an areas of expertise report is prepared in an Excel file format so that you can look up a colleague by expertise. This document can only be accessed by logging into your account on [www.landscapedesignersgroup.onefireplace.com](http://www.landscapedesignersgroup.onefireplace.com), under the **Members Only** section. The last 2 years of the report are provided. Make sure to update your information regularly so that the most up-to-date information will be included in this report.

## YAHOO GROUPS LISTSERV

Separate from the main LDG site and membership connection is the LDG Yahoo Groups Listserv. <http://finance.groups.yahoo.com/group/landscapedesignersgroup/>.

This listserv provides members a way to communicate about non-LDG related issues, share recommendations, and begin discussions. Send an email to the following email addresses to utilize the listserv:

**JOINING:** (Subscribing to): [landscapedesignersgroup-subscribe@yahoogroups.com](mailto:landscapedesignersgroup-subscribe@yahoogroups.com). Once you send an email to this address, you will receive instructions on how to confirm membership by an automated response.

**POST MESSAGE:** [landscapedesignersgroup@yahoogroups.com](mailto:landscapedesignersgroup@yahoogroups.com). To include an attachment, send an email to this address and include your attachment. You may not post attachments by posting directly to the listserv from the yahoo groups page.

**UNSUBSCRIBE:** [landscapedesignersgroup-unsubscribe@yahoogroups.com](mailto:landscapedesignersgroup-unsubscribe@yahoogroups.com)

**LIST OWNER:** [landscapedesignersgroup-owner@yahoogroups.com](mailto:landscapedesignersgroup-owner@yahoogroups.com)

## LINKED-IN

LDG has its own LinkedIn groups page.

**LinkedIn** is the world’s largest professional network with over 175 million members and growing rapidly. LinkedIn connects you to your trusted contacts and helps you exchange knowledge, ideas, and opportunities with a broader network of professionals. Job opportunities are also posted here. You must have a LinkedIn account to access the LinkedIn LDG Page.

Visit [www.linkedin.com](http://www.linkedin.com). If you have not joined yet, you can do so by visiting [http://www.linkedin.com/home?trk=hb\\_home](http://www.linkedin.com/home?trk=hb_home).

Once you join (or if you have already), log-in to your account. Visit the “**Groups**” page and in the “**Search**” box, type in “**Landscape Designers' Group of Washington DC Area**.” You have to request to join, as it is not automatic, but should occur quickly after approval from the LDG webmaster.

## FACEBOOK

Another social media outlet for LDG is Facebook. LDG has its own page (not a group). You must have a Facebook account and be logged in to access the LDG Facebook Page. Once you have created a Facebook account, type in Landscape Designers' Group (Washington, DC) or **LDGWashington** to find the page.

[facebook.com/LDGWashington](https://www.facebook.com/LDGWashington)

Once you have found the page, you can “**Like**” the page to post comments, add pictures, or receive updates/comments from other participants on the page.

## OTHER

If you have questions about your membership, please contact the membership coordinator at [membership@landscapedesignersgroup.com](mailto:membership@landscapedesignersgroup.com).

If you have technical questions, please contact the webmaster at [webmaster@landscapedesignersgroup.com](mailto:webmaster@landscapedesignersgroup.com).