



# Getting the most out of the Member Directory

Understanding the setup and use of RECA's Member Directory

In this guide...

**1. What is the Member Directory and why is it important?**

2. Creating or updating your information for the Member Directory

3. Using the Member Directory

## What is the Member Directory and why is it important?

- ▶ The Member Directory is a one-stop-shop for RECA members to search for other RECA members by a variety of criteria such as:
  - ▶ Industry
  - ▶ Profession
  - ▶ Name
  - ▶ Organization
  - ▶ Key words

## In this guide...

1. What is the Member Directory and why is it important?

**2. Creating or updating your information for the Member Directory**

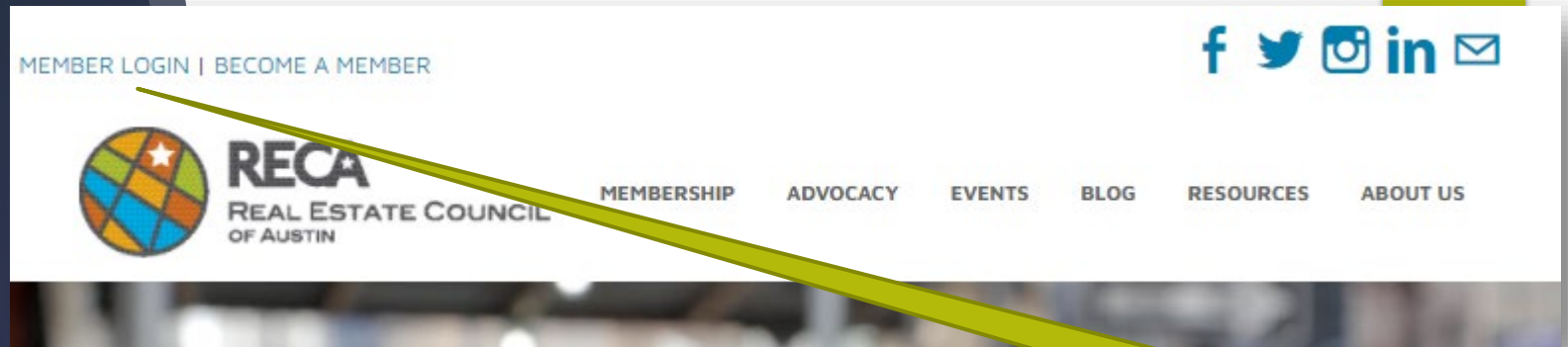
3. Using the Member Directory

## Creating or updating your information for the Member Directory

- ▶ Updating your profile ensures RECA has the most up to date and accurate information for you and your company.
- ▶ For you to be visible in the Member Directory, **you must create at least one listing** on your profile.
- ▶ Without a listing, you **will not appear** in the directory and will not be listed as a RECA member.

# Log in to take control of your membership

You will need to use your username and password to gain access to our Members Only Area or to receive exclusive discounts on event registrations.



### Real Estate Council of Austin

Login

**Username**

**Password**

☐ Remember My Login

Login

[Forgot your password?](#)

Member Login

If you ever forget your password, click "Forgot your password?", and it will guide you through resetting your password.

# Creating or updating your information for the Member Directory

To edit Your Individual Information, click "Edit My Profile".

If you are marked as the Main Contact for a Corporate, Elite or Non-Profit Member, you may also view, edit or update the profile, directory listing and invoices for your Organization by clicking "Switch Profiles"

The screenshot displays the RECA REAL ESTATE COUNCIL OF AUSTIN Members Only Portal. At the top, the RECA logo and navigation links (RECA.org, Upcoming Events, Member Directory) are visible. A blue banner indicates the user is viewing John Doe's profile, with a "Switch Profile" button. Below this is an orange navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", and "Relationships". A welcome message reads "Welcome to RECA's new Members Only Portal!". The main profile section for John Doe includes a blue circular profile icon, his name, and fields for Email (john.doe@noemail.com), Phone, Address (123 Main Street, Hometown, TX 78701), and Title. To the right, a box shows "0 open invoices" with buttons for "PAYMENT HISTORY" and "PAY INVOICES". Another box titled "1 Related Profiles" shows a profile for "Example Company" marked as the "★ Main Contact", with links to "Add a profile" and "View and edit all >>".



# Creating or updating your information for the Member Directory

Click "Directory Listing" on the left gray menu.

Enter a Description, a Short Description, and Keywords. (all optional)

## Profile Edit

John Doe

General Information

Additional Addresses

Directory Listing (Your primary industry is how you will be represented as part of RECA. Any additional industries you add will be included in your directory listing as secondary)

Social Media

Update Your Preferences

Add

Delete

Industry

Non-Profit

☒ Primary Listing

Keywords

non-profit

Short Description (Max 250 Characters)

Example Company is a non-profit about company examples.

Products And Services

Click "Add".

Click the dropdown to select your Industry.

CANCEL

SAVE AND CONTINUE EDITING

SAVE THIS PROFILE

Description

Source

Styles | Format | Font | Size

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If you would like to add additional listings, click "Add" again. Note: 1 will need to be marked as "Primary Listing".

# Creating or updating your information for the Member Directory

Click "Update Your Preferences" on the left gray menu.

Under **Involvement Interest** and **Mailings**, click the boxes for which you are interested.

**Profile Edit** John Doe CANCEL SAVE AND CONTINUE EDITING SAVE THIS PROFILE

General Information

Additional Addresses

Directory Listing (Your primary industry is how you will be represented as part of RECA. Any additional industries you add will be included in your directory listing as secondary)

Social Media

**Update Your Preferences**

**Involvement Interest**

- ☐ Interest- Christmas in October
- ☐ Interest- Events Comm Committee
- ☐ Interest- Membership Committee
- ☐ Interest- RECA Advocates
- ☐ Interest- RECA Ambassadors
- ☐ Interest- RECA Policy Issues

**Mailings**

- ☐ LDC Rewrite Updates
- ☐ REAL YP (Young Professionals Program for 35 and under)

**Profession**

- ☐ Accountant
- ☐ Appraiser
- ☐ Arborist

Under **Profession**, click any boxes that apply to you.

Click "Save This Profile".

# Creating or updating your information for the Member Directory

- ▶ Final Step- You're all done!
- ▶ Changes will not reflect immediately. RECA Staff will review and approve the update within 48 hours.



## In this guide...

1. What is the Member Directory and why is it important?

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**3. Using the Member Directory**

## Using the Member Directory

- ▶ The Member Directory is a one-stop-shop for RECA members to search for other RECA members by a variety of criteria such as:
  - ▶ Industry
  - ▶ Profession
  - ▶ Name
  - ▶ Organization
  - ▶ Key words
- ▶ Because emails are kept private, members who want to connect with another RECA member can submit a contact form through the Member Directory to do so.

# Using the RECA Members Only Directory

The RECA Member Directory can be accessed from the Additional Resources drop down menu

The screenshot displays the RECA Members Only Directory interface. At the top, the RECA logo (Real Estate Council of Austin) is on the left, and links for RECA.org, Upcoming Events, and Member Directory are on the right. A blue header bar shows a greeting "Hi John! You're currently viewing your personal profile" with a user icon and a "Switch Profile" button. Below this, an orange navigation bar contains links: Member portal home, Edit this profile, Pay open invoices, Relationships, and Additional Resources (with a dropdown arrow). The dropdown menu is open, showing "RECA Member Directory" and "FAQs". The main content area features a user profile for "John Doe" with a blue circular profile picture. To the right of the profile, a box titled "1 open invoices" lists an invoice for John Doe for \$55.00 and an invoice for Example Company for \$0.00, with buttons for "PAYMENT HISTORY" and "PAY INVOICES". Below the profile, a section titled "1 Related Profiles" shows a profile for "Example Company" with a "★ Main Contact" label. At the bottom, a "My Events" section lists an event for September 21, 2021: "RECA Luncheon - 10 In 10 ATX Update".

RECA  
REAL ESTATE COUNCIL  
OF AUSTIN

RECA.org Upcoming Events Member Directory

Hi John! You're currently viewing your personal profile [Switch Profile](#) [Change Password](#) [Log Out](#)

Member portal home Edit this profile Pay open invoices Relationships Additional Resources ▾

RECA Member Directory  
FAQs

John Doe

Email: johndoe@noemail.com Phone: Address: 123 Main Street, Hometown, TX 78701 Title:

1 open invoices

John Doe \$55.00  
Example Company \$0.00

[PAYMENT HISTORY](#) [PAY INVOICES](#)

1 Related Profiles [Add a profile](#) [View and edit all >>](#)

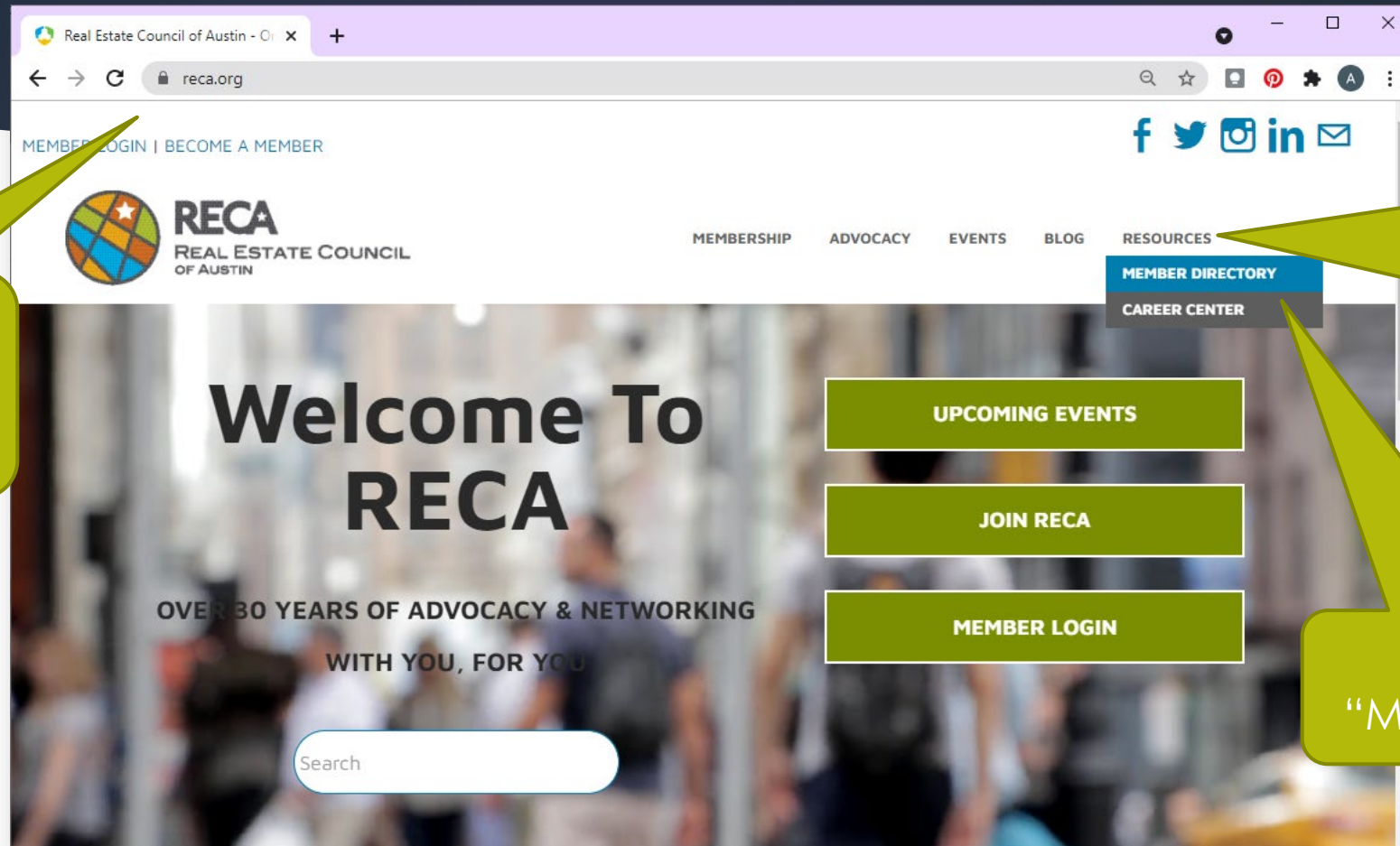
Example Company ★ Main Contact

My Events [View all events >>](#)

September 21, 2021  
RECA Luncheon - 10 In 10 ATX Update

# Using the RECA Members Only Directory

Go to the website  
[www.reca.org](http://www.reca.org).



Click the  
“Resources”  
menu so a  
drop down  
menu  
appears.

Click  
“Member Directory”.

# Using the RECA Members Only Directory

Enter your  
Username and  
Password  
If you do not  
remember, click  
the link "Click  
here for login  
information".

[Home](#)

## Welcome to RECA's Members Only Portal!

Your Username is your email address and if you don't know or remember your password, click "Click here for login information" below, enter your email address and it will send you an email to reset your password. If you have completed this step but haven't received the email, please check your spam and junk folders.\*

Questions can be directed to [Tabitha Martinez](#) via email or phone at 512-320-4151. You can learn more about the Members Portal [here](#).

\*We suggest you add the following IP addresses to your email provider safelist for future delivery: 149.72.239.172, 198.37.150.213, 149.72.188.149, 149.72.53.173

Username

Password

LOGIN

[Click here for login information](#)

# Using the RECA Members Only Directory

## Real Estate Council of Austin

### Member Directory

[Search](#) | [Advanced Search](#) | [New Members](#)

#### Search by Keyword or Name

Search by Keyword

Search by Category

Search

Member List

Profession

Show results meeting any Criteria? ☐

Search

[Accounting](#)

[Architects](#)

[Association](#)

[Attorneys](#)

[Brokers](#)

[Construction](#)

[Commercial Construction](#)

[Residential Construction](#)

[Consulting](#)

[Investments](#)

[IT](#)

[Land Planners](#)

[Landscape](#)

[Miscellaneous](#)

[Non-Profit](#)

[Property Management](#)

[Public Relations](#)

[Real Estate](#)

You can search by Keyword or Name.

You can search by Category. This is the Industry you indicated when creating your listing.

You can click on any of the blue Industries listed to see results of those categories.

You can also search by Profession by clicking this arrow and selecting the desired profession.

# Using the RECA Members Only Directory

If you click Advanced Search, it takes you to this screen where you can search by additional criteria.

## Search for Businesses

If you are looking for a type of business in the , TX area, use the Keyword box. If you know the name of the business you are looking for, enter the name in the Name box. Further narrow your search by completing the additional boxes.

[Search](#) | [Advanced Search](#) | [New Members](#) | [All Categories](#)

Keyword:	<input type="text"/>
Organization Name:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Website:	<input type="text"/>
Phone:	<input type="text"/>
	<input type="button" value="Search"/>



# Using the RECA Members Only Directory

This is what your listing will look like

Note: Email is not provided

Your information, including address, phone number, website, social media, and your company listed as Related Organization.

Note: Email is not provided

**John Doe**


[Search](#) | [Advanced Search](#) | [New Members](#) | [All Categories](#)

[Family, Community & Non-Profit](#) >> [Non-Profit](#)

**John Doe**  
123 Main Street  
Hometown, TX 78701 | [View on Google Maps](#)  
Example Company  
[Visit Site](#)

**Related Categories**  
[Non-Profit](#)

**NEW MEMBER** New Member

**Connect With Us**  


Example Company has been a leading icon in the world of non-profits. Without us, companies would not have any examples to study and learn how to be the best companies that they can be.

**Related Organization**  
[Example Company](#)

Send a message to:

☒ John Doe

Here is where you will find any other listing categories you selected in your profile.


This is the referral form through which members can contact you (see next slide).

# Using the RECA Members Only Directory

This is the referral form through which members can contact you and you can contact other members. The person searching will enter their name and email address, write a message and click send which will send the targeted member an email.

Send a message to:

☒ John Doe

Your Name:	<input type="text"/>
Your Email:	<input type="text"/>
Subject:	Contact request from fellow RECA memt
Message:	<div></div>
<div><div><input type="checkbox"/> I'm not a robot</div><div> reCAPTCHA <a href="#">Privacy</a> • <a href="#">Terms</a></div></div>	
<div><div>Send</div><div>Clear</div><div>(Date: 7/8/2021)</div></div>	

In this guide you learned...

1. What is the Member Directory and why is it important to update your profile?

2. Creating or updating your information for the Member Directory

3. Using the Member Directory

We hope this guide helps you better understand and fully utilize your RECA Directory.

If you have any questions, please email Tabitha Sutter, [tabitha.sutter@rca.org](mailto:tabitha.sutter@rca.org).