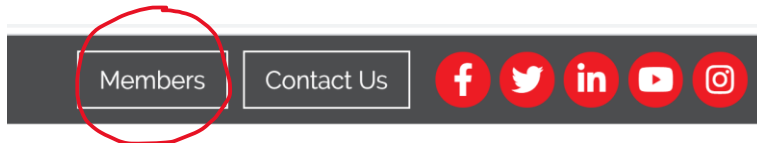


CREATING YOUR MEMBER ACCOUNT IN THE DMAW DATABASE

STEPS:

1. Go to the DMAW website: dmaw.org and **CLICK** the **Members** block in the upper righthand corner.



2. You will be brought to this page – do not fill in the fields **CLICK: Create an Account**

Login to Direct Marketing Association of Washington |
DMAW

Username

Password

[Forgot your Username or Password?](#)

Remember Me

[Create an Account](#)

3. **Complete the fields** and **CLICK Submit**.

Direct Marketing Association of Washington | DMAW
Create Account

Create an Account

First Name

Last Name

Email

[Back to Login](#)

A screen will pop up and say:

An activation email has been sent to you. Please check your inbox to complete your account setup.



Direct Marketing Association of Washington

4. Look in your inbox for your Activation email which will have the link to activate your account.

From: Direct Marketing Association of Washington | DMAW <info@growthzoneapp.com>

Date: June 5, 2020 at 12:36:19 PM EDT

To:

Subject: Direct Marketing Association of Washington | DMAW Account Activation

Reply-To: "Direct Marketing Association of Washington | DMAW" <reply-641gryl9@directmarketingassociationofwashingtondmaw.growthzoneapp.com>

Welcome to Direct Marketing Association of Washington | DMAW

To activate your account [click here](#)

5. **Create your Account** – use the **primary email** DMAW has on file for you; **create your password**; **CLICK Save**

Create Account

Primary email:

Username:

Password:

Repeat Password:

Save

DONE! EASY PEASY!

Now you can sign into the DMAW Member Hub and take advantage of all DMAW Member benefits.

CHANGE YOUR DEFAULT ADDRESS TO YOUR HOME ADDRESS:

We want to be able to mail to you **Marketing AdVents (our newsletter)**, the latest Sourcebook as well as other “goodie!” So please be sure to add your home address and mark it as default. You can change it back when we all get back to going to the office.

Sign into the Member Hub

Login to Direct Marketing Association of Washington | DMAW

Username

Password

[Forgot your Username or Password?](#)

Remember Me

Sign In

You will be brought straight to this page. Feel free to watch the brief video that that gives you general information about the Member Hub.

To the right side you see our latest events for which you can register and in the dark blue bar, you'll see other areas to explore on the Member Hub!

Go in and explore! You should pay attention to these sections:

Section #2 – Here you can provide us your home address – so we make sure you receive any materials sent to you! (see screen grabs below)

Section #4 – Events – this section has our latest educational events – which are also listed on the right side of the home page (as you can see in the above screen grab).

Section #5 – This is our NEW ONLINE FORUM! We want to start engaging our members in conversations here.

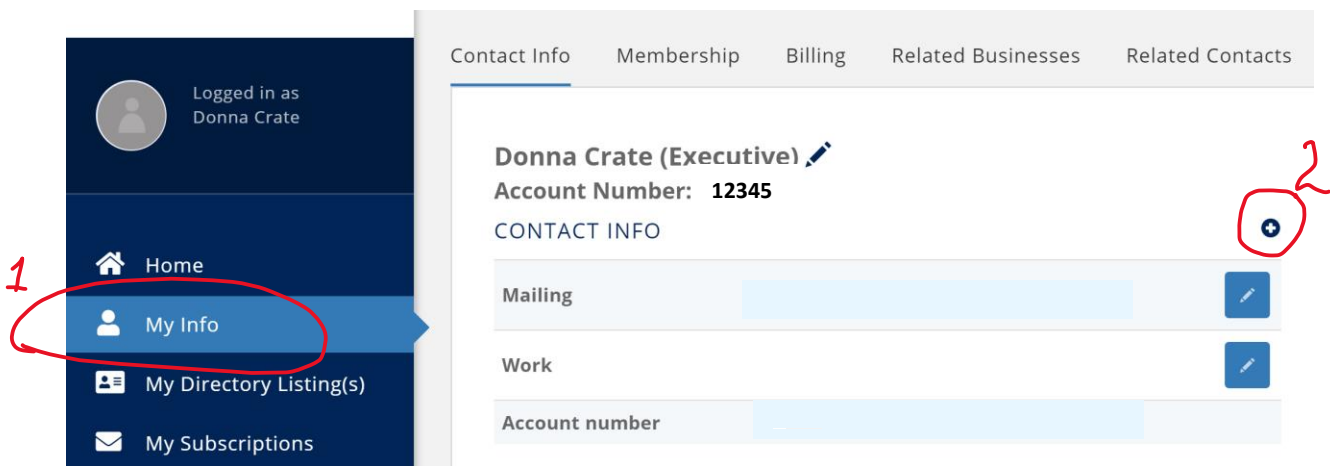
Section #6 – Member Directory – looking for someone! This is a super easy look-up!

Section #7 – Here’s where you’ll find the latest issues of **Marketing AdVents!**

Section #8 – Job Exchange – all the job postings that are emailed to you on Friday’s are listed here.

HOW TO ADD YOUR HOME ADDRESS TO THE DATABASE

1. In the Member Hub – click My Info
2. Click the plus sign upper right of the Mailing block



When you click the plus sign:

3. **Enter** your home address
 - a. Under type – Select appropriately (you can select Mailing – and we will mail to you at this address).
 - b. Under Usage – please select Home.
 - c. Mark as default
4. Then, Click Done!

BONUS

Click your name in the upper left hand corner and drag and drop your picture!



Add Contact Info - Donna Crate

Phones / Emails / Websites

PHONE, EMAIL, OR WEBSITE	TYPE	NOTE
<input type="text"/>	<input type="text"/>	<input type="text"/>

3
Addresses

Enter home address

Address	Address 2	City	State/Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select a State/	<input type="text"/>
Country	Type	Usage	Note	
United States	Physical and Ma	-- No Choice --	<input type="text"/>	

3a 3b

Cancel Done

Address Type

Mailing

Usage

Home

Note

3c
Mark as Default

Add Contact Info - Donna Crate

Phones / Emails / Websites

PHONE, EMAIL, OR WEBSITE	TYPE	NOTE
<input type="text"/>	<input type="text"/>	<input type="text"/>

Addresses

Address	Address 2	City	State/Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select a State/	<input type="text"/>
Country	Type	Usage	Note	
United States	Physical and Ma	-- No Choice --	<input type="text"/>	

4

Cancel Done