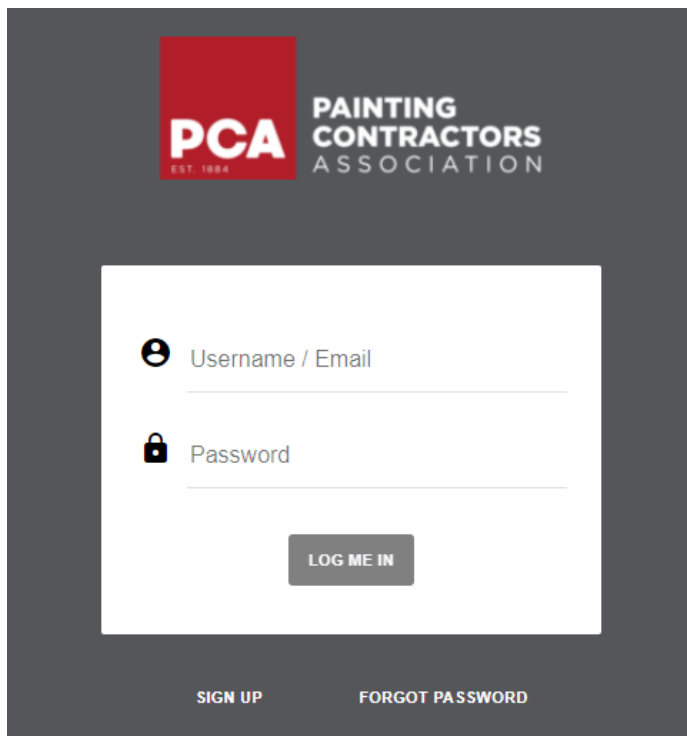


# Find a **PAINTER**

## Updating your Find A Painter Information

### Logging In

Welcome to the new and improved Find A Painter platform! To log in to your account and update your information, please go to [admin.findapainter.org](http://admin.findapainter.org). If you don't know your password, please click "Forgot Password" and it will redirect you to set a new one.



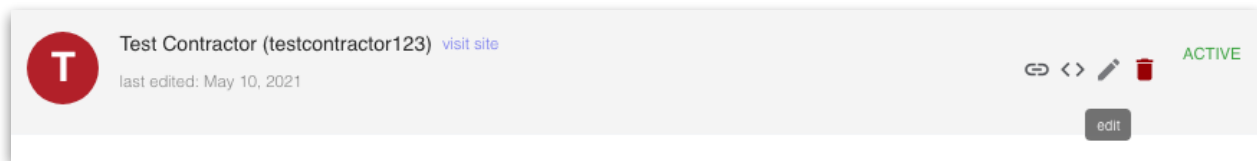
The image shows a login form for the PCA Painting Contractors Association. The form is set against a dark grey background. At the top left, there is a red square logo with the white text "PCA" and "EST. 1884" below it. To the right of the logo, the text "PAINTING CONTRACTORS ASSOCIATION" is displayed in white. The login form itself is a white rectangle containing two input fields: "Username / Email" with a user icon and "Password" with a lock icon. Below these fields is a grey "LOG ME IN" button. At the bottom of the form, there are two links: "SIGN UP" and "FORGOT PASSWORD".

# Updating your Profile

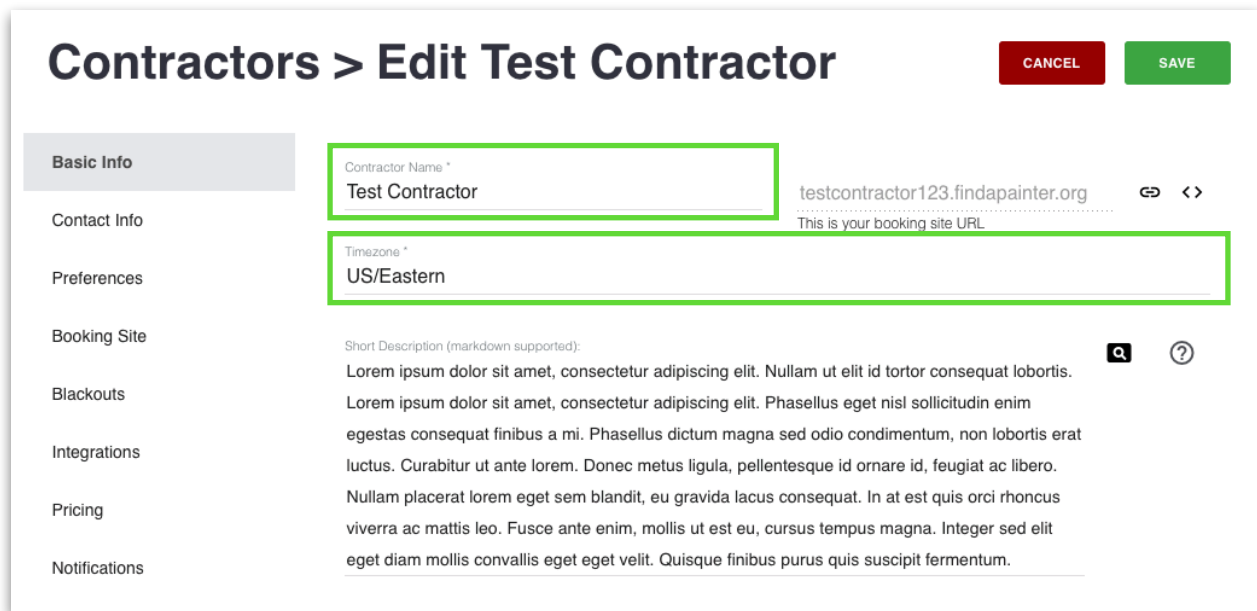
Once you are logged in, navigate to Configuration, then click Contractors.



Your contractor will display. Hover over your Contractor name and note that options appear on the right. Click the pencil icon to edit your profile.



Under Basic Info, you can update your Contractor Name, your timezone if it requires updating, and add or edit a Short Description. This description will be part of what is displayed on the Find A Painter search to prospects in your search radius.



Contact Info is really important to keep up to date since this will allow prospects to reach out to you. Be sure to verify that your phone number and address are correct, and also add any social media links where you are active. Contractor Booking Radius determines who will see your information when they search. It is set by default to 50 miles from your address, but you are free to increase or decrease that based on how far you are willing to travel.

## Contractors > Edit Test Contractor

CANCEL SAVE

- Basic Info
- Contact Info**
- Preferences
- Booking Site
- Blackouts
- Integrations
- Pricing
- Notifications

Website  
**periodic.is**

Facebook URL Twitter URL

Instagram URL Pinterest URL

Phone #  
**(+1)**

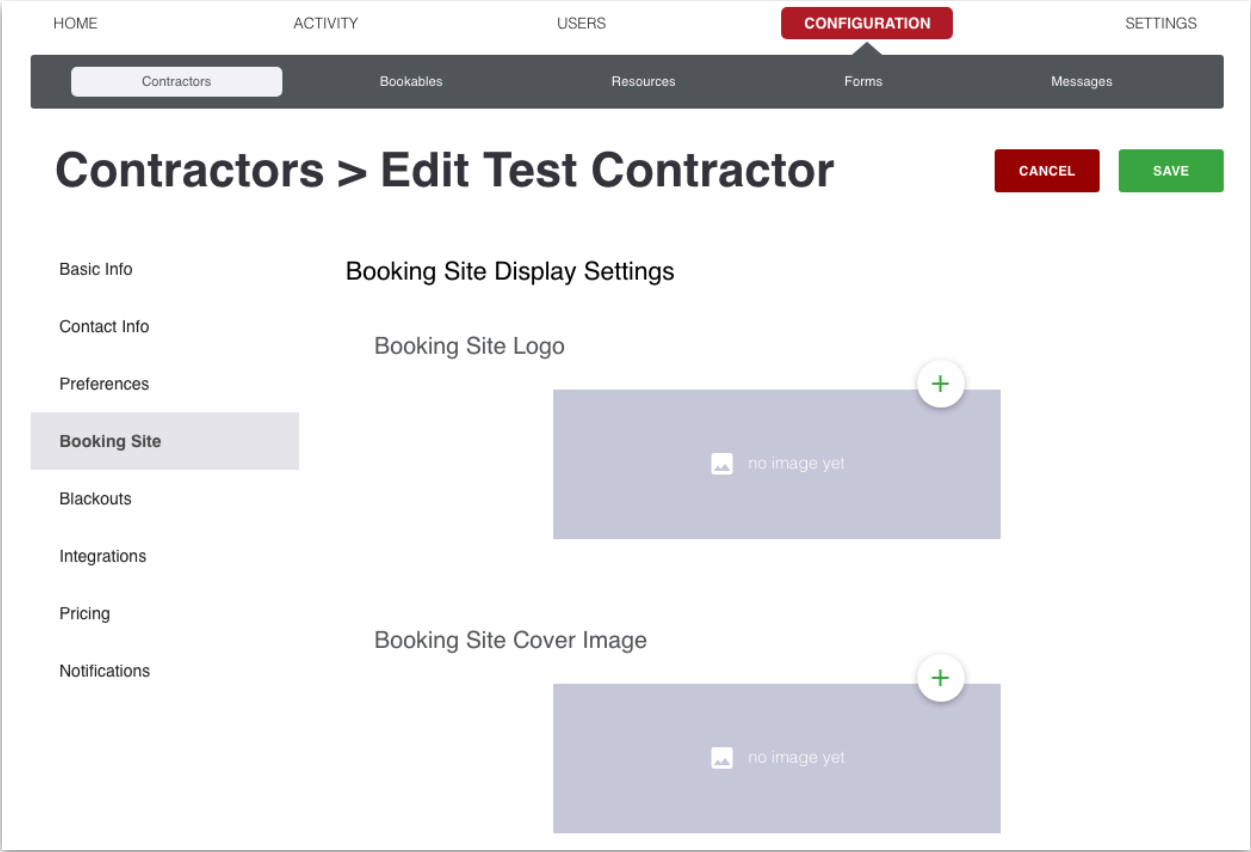
Address  
**642 North Madison Street**

City **Bloomington** State / Province **Indiana**

Postal Code **47404** Country **United States**

Contractor Booking Radius **50** Unit of Distance **Miles**

Clicking the “Booking Site” tab will give you the option to upload a Logo or Cover Image for your profile. Your logo will replace your company name, so be sure to use a clear image. The Cover Photo is a great opportunity to showcase your best work for potential clients. This element is meant as a background image and should not include text since it will size differently based on the device it is displayed on.



# Customize The Message On Your Profile

Scrolling down under your images, you'll see a section labeled "Booking Site Wording." This area has one important input that will allow you to enter a longer description about your company or list services that you offer. This section uses markdown. You can learn more about markdown from the link in the dashboard as well.



## Booking Site Wording

Submit Button Text:  
**Book It!**



---

Add Another Reservation Button Text:  
**Add Another Reservation**



---

Bookable Selection Prompt (markdown supported):    
**select a service**



---

Bookable select button label (markdown supported):    
**Book**

---

Date Selection Prompt (markdown supported):    
**select a date**

---

Message to display when there are no bookables on your site (markdown supported):    
**##### Thanks for using Find A Painter!**  
**##### <a href="https://search.findapainter.org/" target="\_self">Search Again</a>**



Continued...

The #’s that appear before the listed items create a heading level to style the text. 6 of these give the text a heading level 6. You can experiment with 1-6 of these to change the style of your text. The \*\* on either side of the word make the title bold.

Message to display when there are no bookables on your site (markdown supported):

**\*\*Services Offered\*\***

- ##### Exterior Painting
- ##### Interior Painting
- ##### Cabinet Painting
- ##### Sandblasting
- ##### Powder-coating




Clicking the magnifying glass in the top right corner will show a small preview of the styles being applied to your text.

Message to display when there are no bookables on your site (markdown applied):

**Services Offered**

- Exterior Painting
- Interior Painting
- Cabinet Painting
- Sandblasting
- Powder-coating



## Final Thoughts

You'll note that there are other options that can be updated, but those will not have any effect on your Contractor Profile. If you decide to upgrade your Find A Painter plan to include booking, there will be a detailed walkthrough of the other options at that time. If you are interested in exploring that option, please visit <https://pcapainted.org/find-a-painter> for more information.