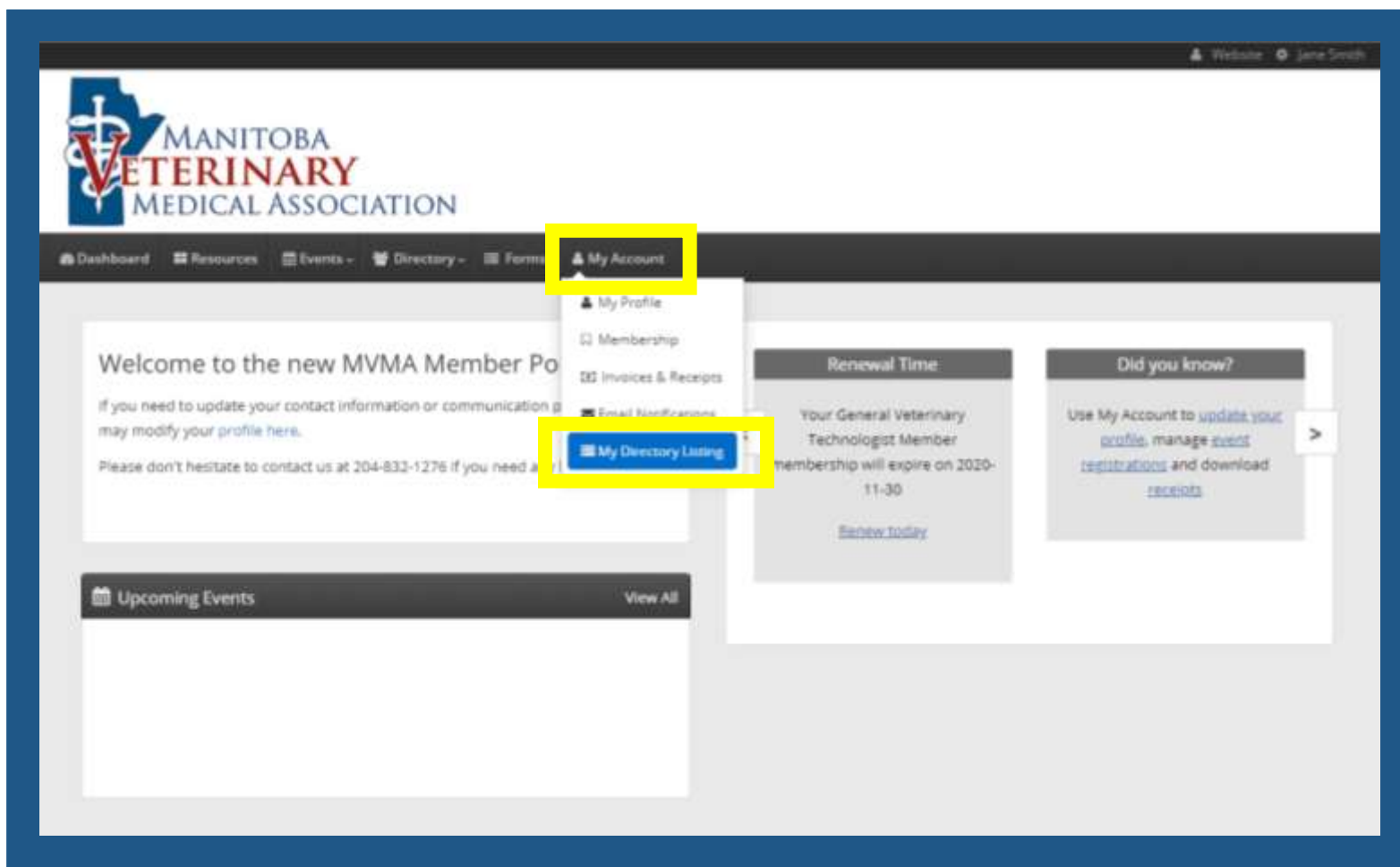


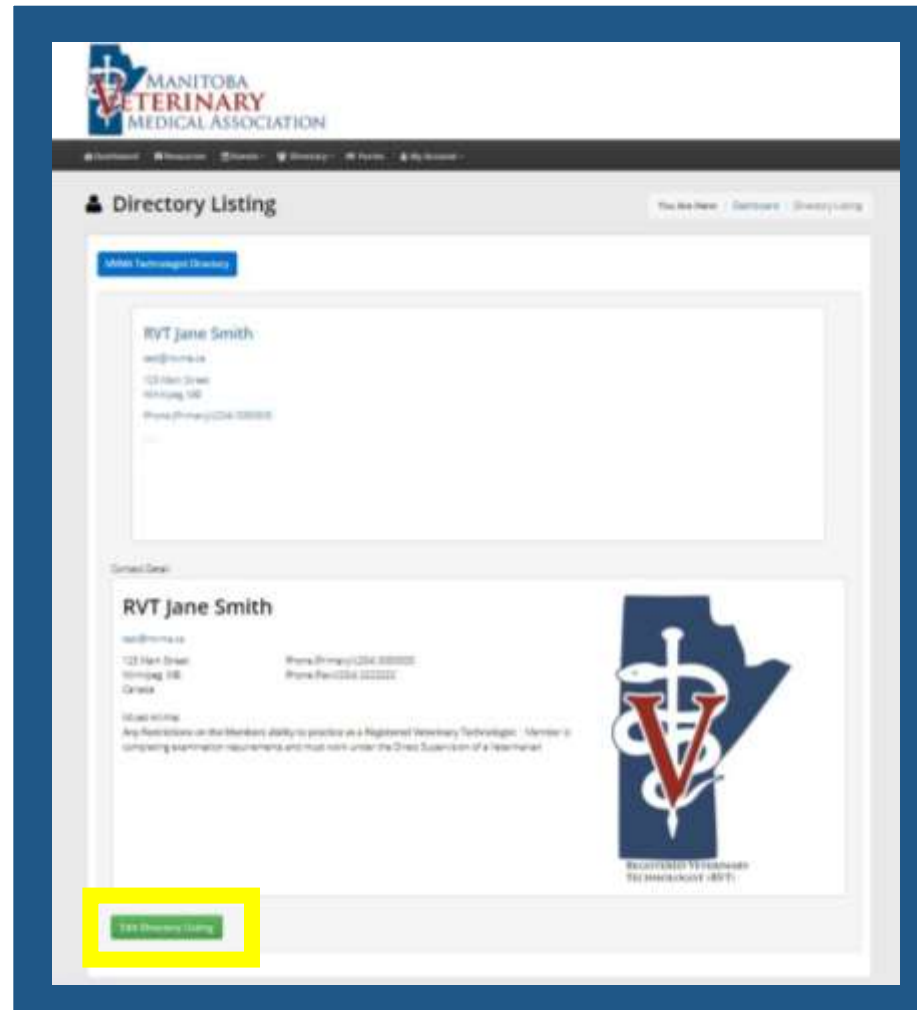


How to Update Your Public or Member Directory Listing in the Online Member Portal

STEP 1: Go to <https://members.mvma.ca/> and login to your account . Once you login, you will reach the dashboard shown below. Hold your mouse over the “My Account” tab of the menu, then click “My Directory Listing”.



STEP 2: You will then be taken to the Directory Listing page. Scroll to the bottom of the page and click the green “Edit Directory Listing” button.



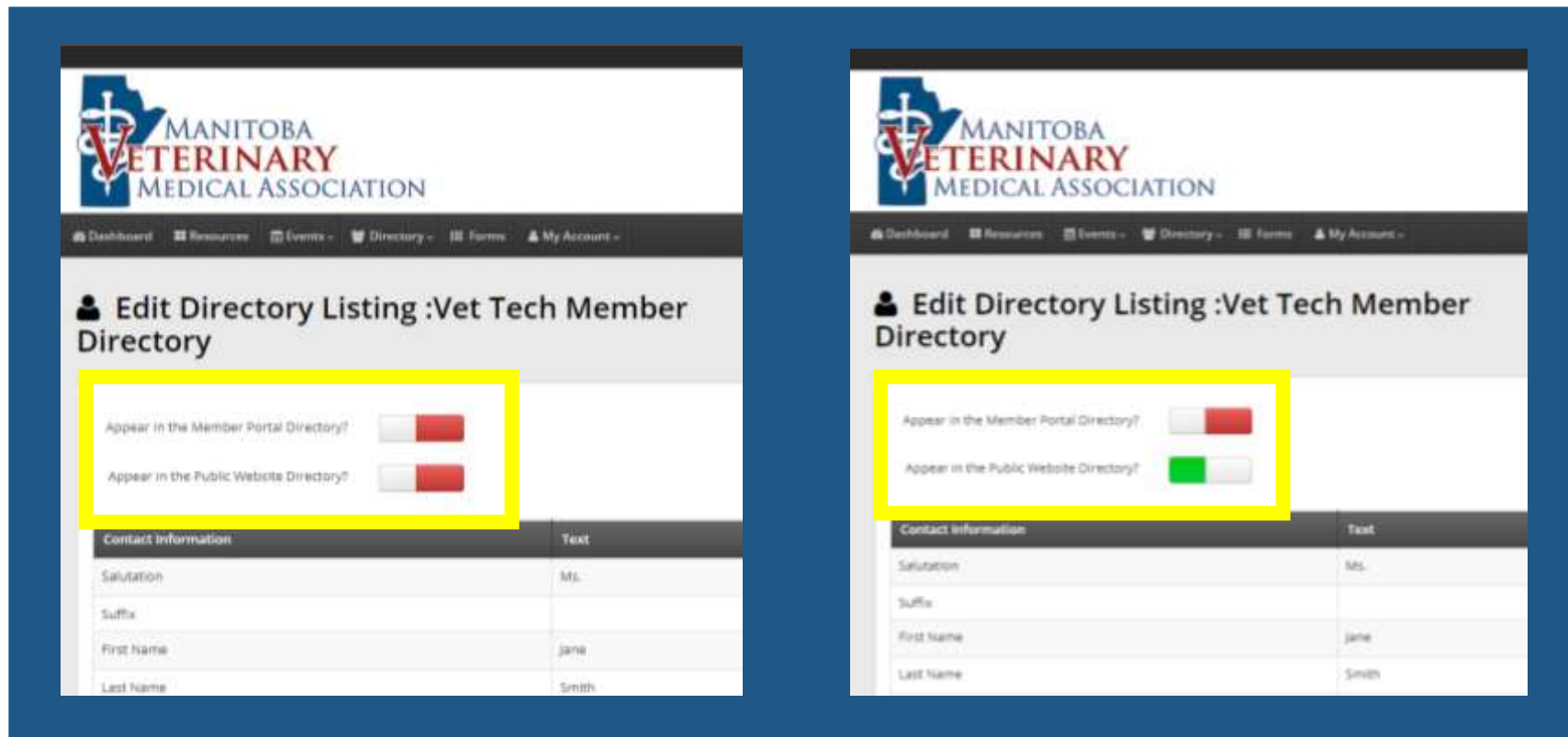
STEP 3: There are two options at the top of the page

Appear in the Member Portal Directory: This information will be published in the MVMA Online Member Portal. This information will also be published in the annual MVMA Directory and Resource Guide, which is available to all members and select sponsors and advertisers.

Appear in the Public Website Directory: This information will be published on the MVMA website and will be available to the public.

Click on the **LEFT side** of the button to turn your directory listing **ON (Green)**.

Click on the **RIGHT side** of the button to turn your directory listing **OFF (Red)**.



STEP 4: Review the current information that you have reported in the Online Member Portal.

Column 1 Contact Information – This information is a description of the type of information in the row.

Column 2 Text – This is the most recent information reported in the Online Member Portal.


Column 3 Member Portal Directory – Boxes with a check mark in this section will be published to annual MVMA Directory and Resource Guide as well as the MVMA Online Member Portal.

Column 4 Public Website Directory – Boxes with a check mark in this section will be published to the MVMA website. This information will be available to the public.

* Please note that some fields, like name and practice restrictions are required. If a field is required, you will not be able to uncheck the box.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Contact Information	Text	Member Portal Directory	Public Website Directory
Salutation	Ms.	<input type="checkbox"/>	<input type="checkbox"/>
Suffix			

STEP 5: Check off the information you would like published in the corresponding column (the third column for the Member Directory or the fourth column for the Public Website Directory). In the example below this member is choosing to only publish their practice type in the Member Directory.

		Member Portal Directory	Public Website Directory
Business Address			
Address 1	123 Main Street	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address 2		<input type="checkbox"/>	<input type="checkbox"/>
Address 3		<input type="checkbox"/>	<input type="checkbox"/>
City	Winnipeg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Postal Code		<input type="checkbox"/>	<input type="checkbox"/>
Location	MB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Country	Canada	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 1	(204) 0000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2		<input type="checkbox"/>	<input type="checkbox"/>
Fax	(204) 2222222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Profile			
The following selection would best describe my practice type:	Mixed Animal 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education			
Profile			
Veterinary College	[no response provided]	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Year	[no response provided]	<input type="checkbox"/>	<input type="checkbox"/>

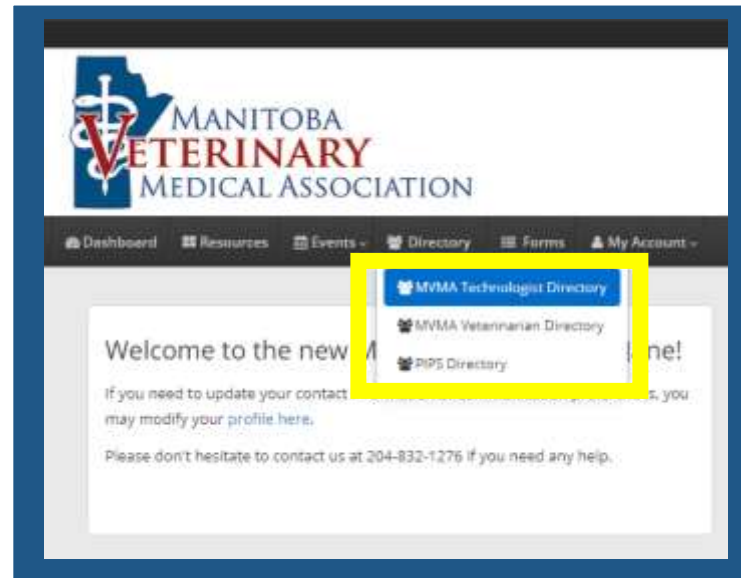
[Update Directory Listing Settings](#)

STEP 6: Ensure that after making the desired changes, you click on “Update Directory Listing Settings”. Failure to click on “Update Directory Listing Settings” will erase any changes that you have made to your settings.

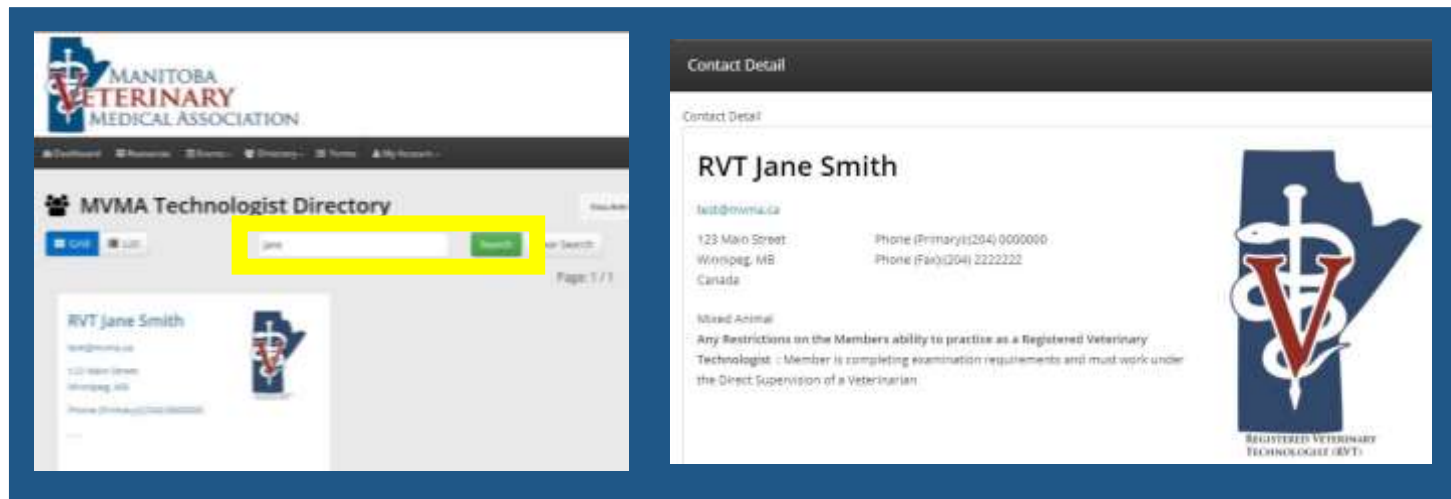
Business Address			
Address 1	123 Main Street	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address 2		<input type="checkbox"/>	<input type="checkbox"/>
Address 3		<input type="checkbox"/>	<input type="checkbox"/>
City	Winnipeg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Postal Code		<input type="checkbox"/>	<input type="checkbox"/>
Location	MB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Country	Canada	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 1	(204) 0000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2		<input type="checkbox"/>	<input type="checkbox"/>
Fax	(204) 2222222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Profile			
The following selection would best describe my practice type:	Mixed Animal (Z)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education			
Profile			
Veterinary College	[no response provided]	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Year	[no response provided]	<input type="checkbox"/>	<input type="checkbox"/>

[Update Directory Listing Settings](#)

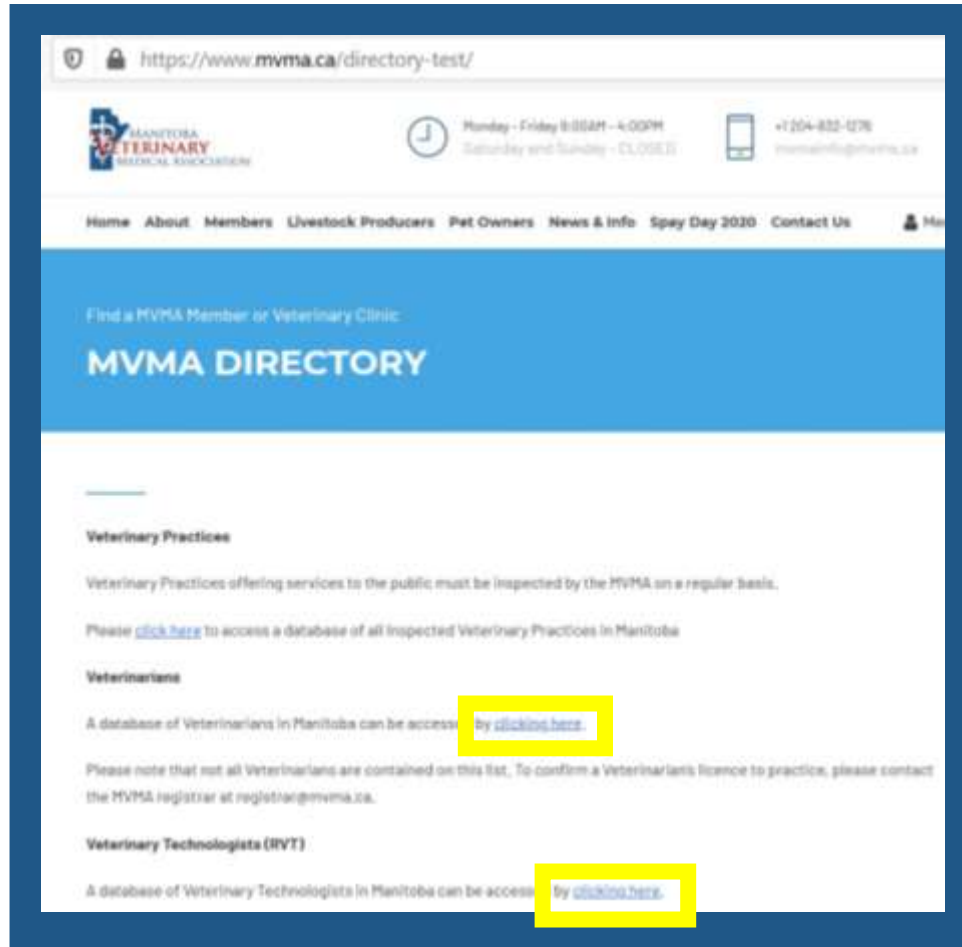
STEP 7: To view your member directory listing hover over the “Directory” tab and select the directory you would like to check.



STEP 8: Search your name to view your information. Further, click your name to see a detailed view of the information provided.



STEP 9: To view your public directory listing, go to <https://www.mvma.ca/directory/>. Once on this page, click on the link to the directory of your profession (Veterinary Technologist or Veterinarian).



STEP 9: Search your name to view your information. Further, click on your name to see a more detailed view of your information.

The image shows two screenshots of the MVMA website's Veterinary Technologist Directory. The left screenshot shows the search results page with a search bar and a list of results. The name 'RVT Jane Smith' is highlighted in a yellow box. The right screenshot shows the detailed profile for RVT Jane Smith, including her contact information and professional details.

VETERINARY TECHNOLOGIST DIRECTORY

Please note that not all Veterinary Technologists are contained on this list. To confirm a Veterinary Technologist's registration, please contact the MVMA registrar at registrar@mvma.ca.

Grid List

Search Search Clear Search

Page: 1 / 1

RVT Jane Smith

AAA - Not currently working in the veterinary field
test@mvma.ca

123 Main Street
Winnipeg.

Phone (Primary):(204) 0000000
Phone (Fax):(204) 2222222

Mixed Animal

Any Restrictions on the Members ability to practice as a Registered Veterinary Technologist : Member is completing examination requirements and must work under the Direct Supervision of a Veterinarian

REGISTERED VETERINARY TECHNOLOGIST (RVT)

If you have any questions, please contact the MVMA Office Administrator at mvmainfo@mvma.ca

Current as of November 9, 2020

Current as of November 10, 2020