

The Growit Network ASSOCIATION HELP

UPDATE MEMBER INFORMATION

Go to www.growit.com



Select **Editing&Updating** from the growit.com Main Menu Sidebar
Choose **update my plant listings online**

Enter password and username given to you exactly as shown (they are case-sensitive)

Please choose a username/password that you are familiar with or can easily remember.

Your password/username will not be accessible to anyone except Customer Service at growit.com and yourself.

Example

USERNAME **johnj**

PASSWORD **plants23**

Your member profile will be displayed and can be edited as needed.
Click on '**update record**' so the record will be saved. This enters the changes to the growit.com main database.

NO PASSWORD/USERNAME?

Choose the Password Request form on the **Editing&Updating** page.
Forms submitted using all capital letters will not be processed. Please use upper/lower case.

Your request will be processed within 24 hours.

Please call Customer Service at 877-247-6948 if you experience any problems.

UPDATE OR CHANGE PAGES ON ASSOCIATION WEBSITE

FTP access can be set up for a member who is proficient in html.
Please advise Customer Service 877-247-6948, if you require FTP access.

If there is no member willing to maintain the page Customer Service will make needed changes.

This includes updates of show information and newsletters (quarterly only).

All changes are to be sent via email attachment to

customerservice@growit.net .

Format should be Microsoft WORD, WORDPERFECT, notepad file, or a Wordpad file.

Do not send PDF files unless you intend the item to be viewed as a PDF file. These files will not be converted to html.

If you are sending a full membership list, please send it in Access or Excel database format.

Be sure your list includes Company Name, Address, Phone, Fax, email address, Contact Name and Description of product lines.

All files should be sent in *zip* format.

We cannot make changes on a weekly or monthly basis.

[ADDING PLANTS TO ASSOCIATION BUYER'S GUIDES](#)

Members can post their plant lists to the Association and nationwide buyer's guides.

This requires that each member have a password/username.

Follow the instructions for [Online Plant Upload](#) found on the **Edit/Update** page.