



Update your 2022 directory listing

It's time to update your company listing for the 2022-2023 GVCA Membership Directory.

All listing information can be updated online through your MyGVCA member account. If you have any trouble updating your information, please e-mail your changes to staff@gvca.org

All members are included in the alphabetical member **Roster** section of the GVCA Membership Directory. This listing includes: Company Name, Main Contact Name and E-mail, Full Address, Phone, Toll Free Phone, and Fax.

1. Update Your Member Roster Listing

- Login to your MyGVCA Account:
Visit www.gvca.org and click on the orange "Login" button
**Click forgot password to reset your password, or e-mail staff@gvca.org to activate your account.
- Under My Organization, click "View/Edit Profile"
- Update company information as needed

2. Update the Main Contact Listing

Only one main contact will be listed in the printed directory.

- To check who is the main contact, click edit next to the contact's name, check "Main Contact", and click SAVE
- To edit the main contact's e-mail, click on their name, enter their new e-mail and click SAVE.

3. Add Category Specific Listings (additional charges apply)

Members also have the option to purchase "category specific" listings under the Prime Contractor, Trade Contractor, Manufacturer & Supplier, Allied Services, and Construction Procurement sections of the directory.

Category Specific listings include your company name, city and phone number only, and you will be invoiced in March as follows:

1 listing = \$35, 2 listings = \$50, 3 or more = \$50 for the first two, plus \$10 for each additional listing.

To add category specific listings, check off all categories you would like to be listed under (both in print and online), and click SAVE.

4. Make Sure Your Listing is Correct

Visit www.gvca.org/en/membership/member-directory and search your company name to ensure all information is correct.

Enhanced Member Profile

You can now **enhance** your ONLINE directory listing by adding a company logo, description, photos, videos, special offers and more!

To edit your enhanced profile:

1. Login to your MyGVCA account
2. Click on "view/edit profile" under My organization.
3. Scroll down to the listings section and click on edit next to "GVCA Members"

NOTE: these enhancements will only appear in the online directory

Update your listing by February 25, 2022
Printed directories will be distributed in April 2022
Need help? E-mail staff@gvca.org with your changes.