

# How to create a firm listing on Architect Connect

Please note the [Terms of Use](#) and [Privacy Policy](#).

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## Create Your Account

Navigate to <https://architectconnect.org/for-architects> Select "For Architects" in the main menu.

### For Architects

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Create an  
Account

2

Add Your  
Listing

3

Edit Your  
Listing

2 Click the "Create an Account" link.

## For Architects

1

Create an Account

2

Add Your Listing

3

Edit Your Listing

3 Enter your contact information

## Find Your Architect

### Create an Account

#### Register

First Name \*

Last Name \*

Email \*

Confirm Password \*

CREATE ACCOUNT

4 Click "Create Account"

**Create an Account**

Register

First Name \*

Last Name \*

Email \*

Confirm Password \*

Strong

CREATE ACCOUNT

Login

5 On the next screen, you can upload your photo or firm logo, change your password and other information.

**Find Your Architect**

**AIA Ca**

@architectconnect

- Edit Account
- Change Password
- Notifications
- Privacy
- Logout

**Edit Account**

First Name \*

Last Name \*

Display Name

Bio \*

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## Add Your Listing

Click the "Add a Listing" button on the account page or in the top menu

First Name \*

Last Name \*

Display Name

Bio \*

UPDATE ACCOUNT

### Your Listings

Add a Listing

**How to edit your existing listing:**

- Click the listing title or image below that you'd like to edit.
- You will be taken to your listing page.
- On your listing page, click the blue "Author Actions" menu button above "Firm Details".
- Select "Edit" to edit or "Delete" to delete the listing entirely.

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Enter your firm information, as prompted.

### Add Architect

Enter your firm's information below. Having trouble? [Email us](#) with any questions.

Firm Name \*  
Enter the title.

AIA Member Number \*  
Enter your AIA membership number.

Firm Description \*

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Upload the photo you want featured on the main listings page.

**Number \***  Enter your AIA membership number.

**Firm Description \***

Enter a description with no more than 1100 characters with spaces.

**Featured Image \*** Images in .webP format are preferred. You can upload 1 featured image.

Drop file here  
OR

Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp, .avif

**Gallery Images Upload** Images must be .webP format. You can upload 3-10 images to create an image gallery on the details page.

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Upload the collection of photos you want in your project gallery. (You can upload up to 10 images in .webp format, at 72dpi and up to 1200pixels on its longest side.)

**Drop file here**  
OR  
  
Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp, .avif

**Gallery Images Upload** Images must be .webP format. You can upload 3-10 images to create an image gallery on the details page.

Drop files here  
OR

Allowed file types: .webp  
(You can upload 10 files)

Please drag & drop the files to rearrange the order

**Building Type \***

- Single-family home
- Multi-family residential
- ADU

## 10 Fill in the rest of the form fields.

Drop files here  
OR  
[Select Files](#)  
Allowed file types: .webp  
(You can upload 10 files)

Please drag & drop the files to rearrange the order

**Services**

- New Building
- Remodel
- Restoration/Preservation

Check all that apply.

**Residential Building Type \***

- Single-family home
- Multi-family residential
- ADU

Check all that apply.

**Project size \***

- 2000 sq ft or Less
- 2001 sq ft to 5000 sq ft
- 5001 sq ft or More

Check all that apply.

## 11 Enter the firm's contact information.

**Experience \***

**Architectural Styles \***   
Tags are short keywords, with no space within.(eg: tag1, tag2, tag3).

**Contact Information**

**Contact Person \***   
...with AIA designation, if applicable. This will be visible on the website for the public's use.


**Address \***   
Please enter the listing street address. eg. : 230 Vine Street

**City \***  ✕ ▾  
Click on above field and type to filter list or add a new city.

**Zip/Post Code \***   
Please enter listing Zip/Post Code

[Set Address On Map](#)

Click on "Set Address on Map" and then you can also drag map marker to locate the correct address



## 12 Click the "Set Address On Map" button to update the map.

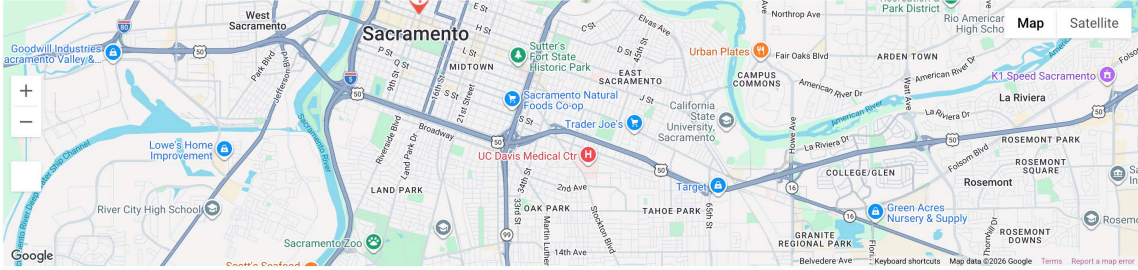
Click on above menu and type to inter list or add a new city.

**Zip/Post Code \***

Please enter listing Zip/Post Code

**Set Address On Map**

Click on "Set Address on Map" and then you can also drag map marker to locate the correct address



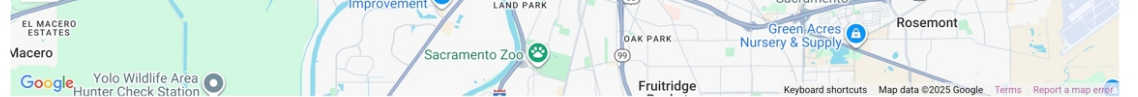
**Address Latitude \***

Please enter latitude for google map perfection. eg. : 39.955823048131286

**Address Longitude \***

Please enter longitude for google map perfection. eg. :-75.14408111572266

## 13 You can click the "Preview Listing" button to see how your listing will look when it is published. The preview will open in a new window.



**Phone**

**Email \***

Please enter your firm email.

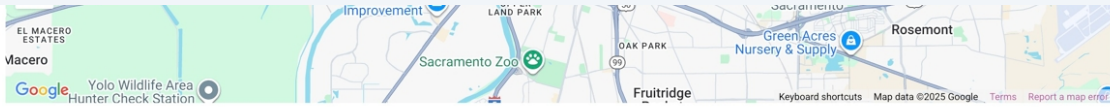
**Website**

Please enter your firm website.

**Submit Listing** **Preview Listing**

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Click the "Submit Listing" button. You will receive a confirmation email. Next, your listing will be reviewed/approved and made public OR you will receive an email with next-steps.



Phone

Email \*

Please enter your firm email.

Website

Please enter your firm website.

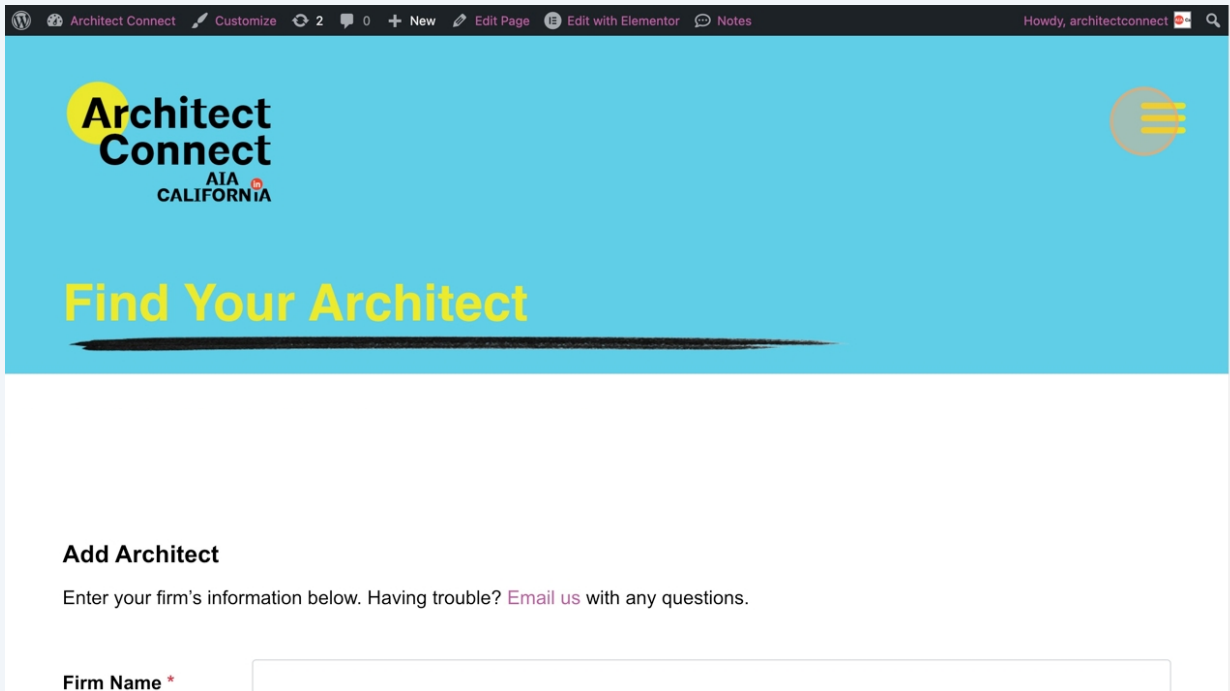
Submit Listing

Preview Listing [↗](#)

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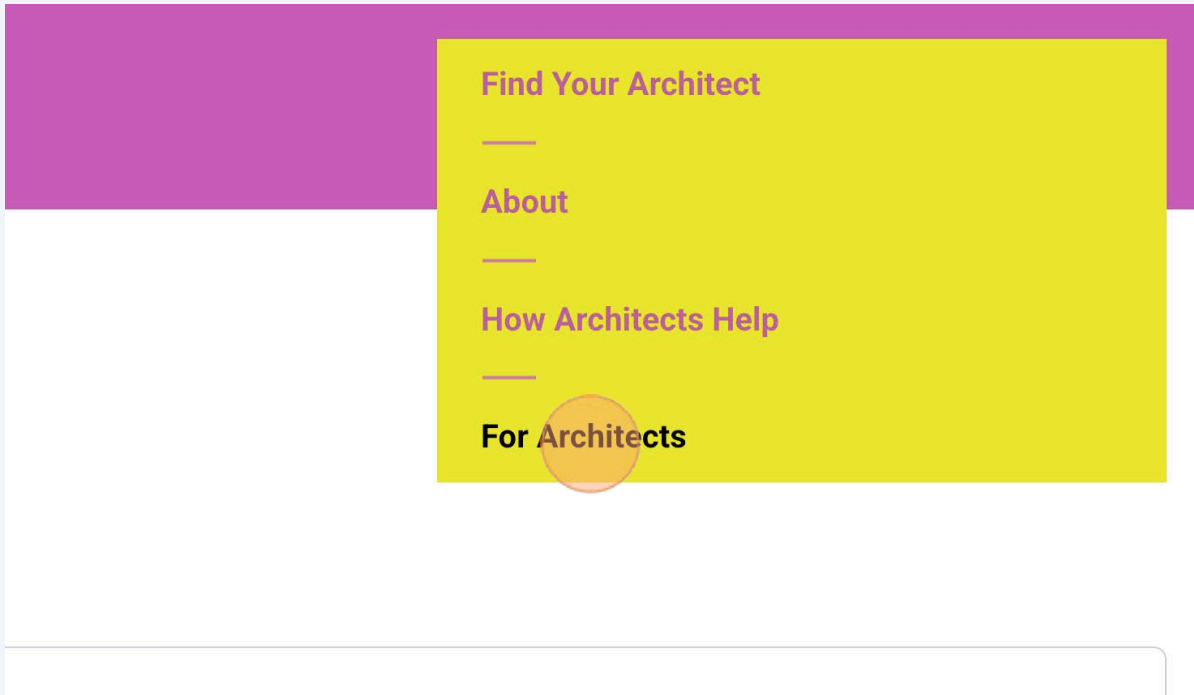
Click the main menu icon.



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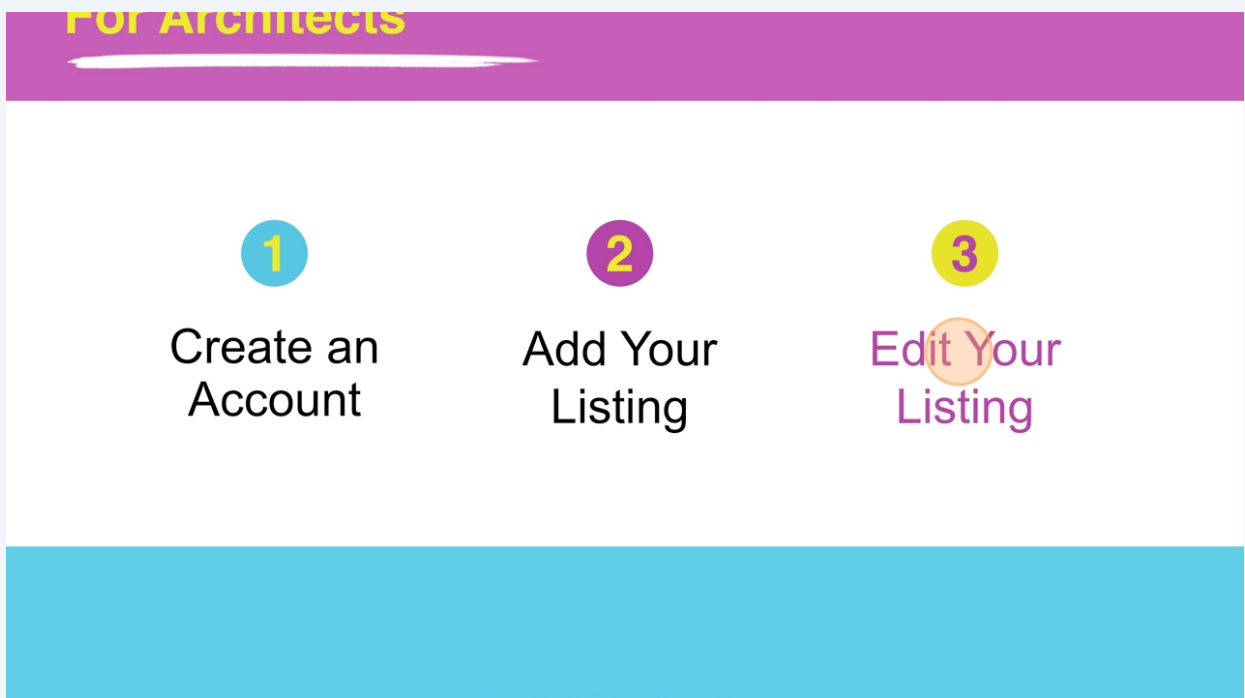
### Edit Your Listing

Click "For Architects" in the main menu



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Click the "Edit Your Listing" link



18 Scroll down in the Account page to view your listing.

Click the listing title or image to view your listing page.


How to edit your existing listing:

- Click the listing title or image below that you'd like to edit.
- You will be taken to your listing page.
- On your listing page, click the blue "Author Actions" menu button above "Firm Details".
- Select "Edit" to edit or "Delete" to delete the listing entirely.

NOTE: If you've submitted a listing but it is not listed here, it has not been approved yet and is still in the approval process.

Need help? [Contact us](#) with questions.

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CP Architects



**Services:**

- New Building
- Remodel

**Residential Building Type:**

- Single-family home
- ADU

19 On your listing page, click the "Author Actions" menu button above "Firm Details" to edit.



☰ Author Actions ▾

**Firm Details**

**Residential Building Type:**

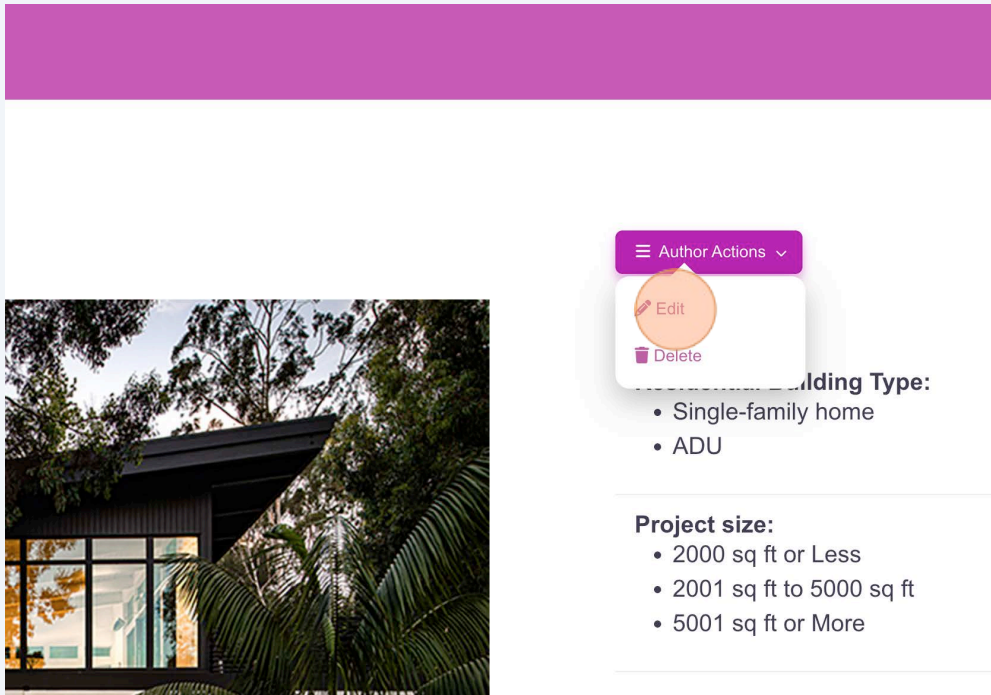
- Single-family home
- ADU

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**Project size:**

- 2000 sq ft or Less
- 2001 sq ft to 5000 sq ft
- 5001 sq ft or More

20 Click "Edit"



The screenshot shows a building listing page. On the left is a photograph of a modern building with large windows and lush greenery. On the right, there is a list of building types and project sizes. An 'Author Actions' menu is open, showing 'Edit' and 'Delete' options. The 'Edit' option is highlighted with an orange circle.

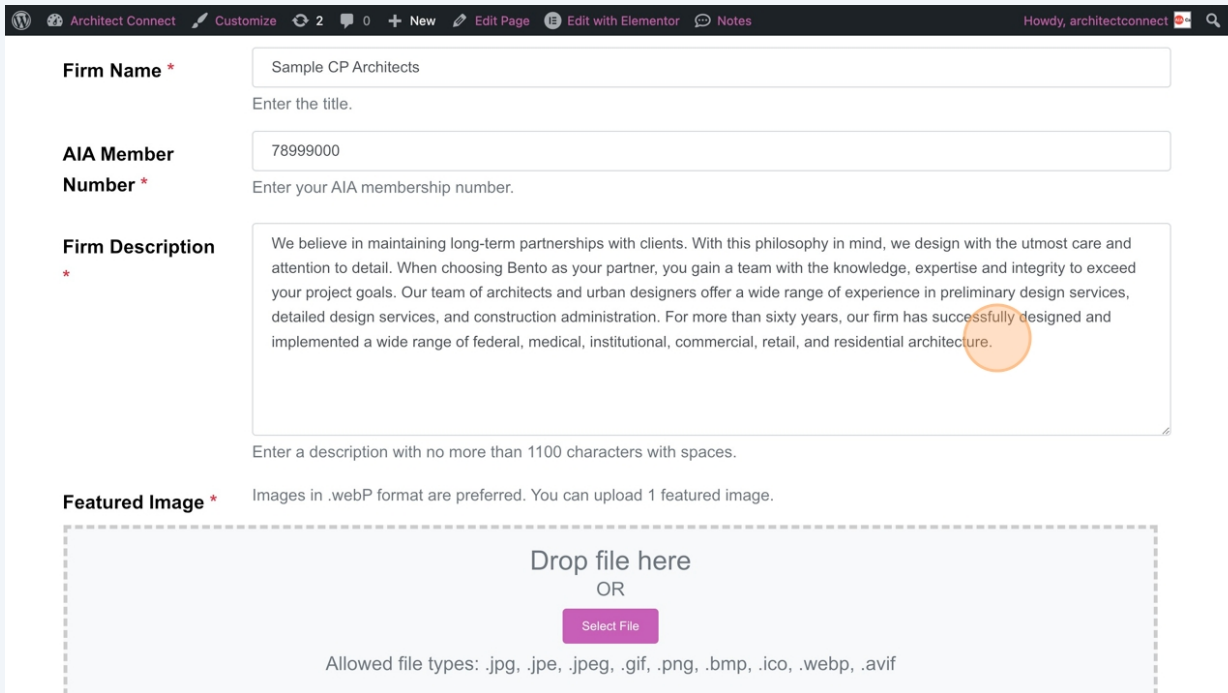
**Building Type:**

- Single-family home
- ADU

**Project size:**

- 2000 sq ft or Less
- 2001 sq ft to 5000 sq ft
- 5001 sq ft or More

21 Edit the listing.



The screenshot shows the 'Edit the listing' form in a browser. The form has several fields: 'Firm Name' with the value 'Sample CP Architects', 'AIA Member Number' with the value '78999000', and 'Firm Description' with a text area containing a paragraph of text. The 'Firm Description' field has an orange circle highlighting the word 'successfully'. Below the description is a 'Featured Image' section with a dashed box for dropping a file and a 'Select File' button. The browser's address bar shows 'Howdy, architectconnect'.

**Firm Name \***   
Enter the title.

**AIA Member Number \***   
Enter your AIA membership number.

**Firm Description \***  
We believe in maintaining long-term partnerships with clients. With this philosophy in mind, we design with the utmost care and attention to detail. When choosing Bento as your partner, you gain a team with the knowledge, expertise and integrity to exceed your project goals. Our team of architects and urban designers offer a wide range of experience in preliminary design services, detailed design services, and construction administration. For more than sixty years, our firm has successfully designed and implemented a wide range of federal, medical, institutional, commercial, retail, and residential architecture.  
Enter a description with no more than 1100 characters with spaces.

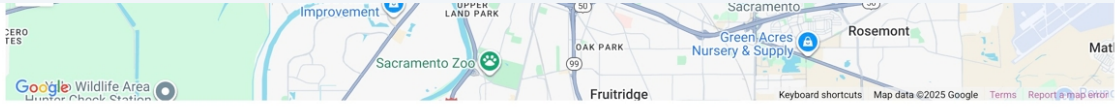
**Featured Image \*** Images in .webP format are preferred. You can upload 1 featured image.

Drop file here  
OR  
Select File

Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp, .avif

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Click the "Submit Listing" button.  
Your changes will be live immediately.



**Phone**

**Email \***

Please enter your firm email.

**Website**

Please enter your firm website.

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