Partner Profile Page

Initial setup, editing, and maintaining your Partner Profile Page

Introduction:

Having a detailed Partner Profile page on Acquia.com is one of the many ways that Acquia brings you business. Creating a page is an easy, yet important marketing tactic. Think of your Partner Profile page as a window through which customers can look and learn more about your company and what you have to offer. Customers in need of website services will search our Partner Finder based on several criteria, so make sure your page is detailed and up to date!

Acquia's website is a very popular destination for customers looking to digitally transform their website. Many of our partners have received leads that originated from their Partner Profile Page on Acquia.com. We encourage our Partners to create a profile that will help promote your company's great Drupal work and strengths.

Please use this document as a guide to creating a detailed Partner Page! The document is split up into three sections:

1) **First time page setup**

2) **Editing your page after the initial setup**

3) **Page maintenance**

If we can further help you perfect your page, or if you have any questions about page setup, please don't hesitate to contact partners@acquia.com. We are always here as a resource!

-The Acquia Channel Team

1. First time page setup

1. Once you create a login on Acquia.com, you are ready for Step 2, which is creating your Partner Profile Page. Please follow these steps to create your page:

    a. Go to Acquia.com
    b. Hover over the Partners tab
    c. Click on Become a Partner

2. When you land on the become a Partner web page, click on step 2 *Create your profile page*

3. When you see the page come up that says Create Partner Profile Page, Begin entering all relevant information (If you're not already logged into Acquia.com, make sure you login so you are able to move forward with this next step). The more information you provide, the better! You can also come back and edit your page if need be at any time. If you'd like help from here on, refer to Step 3 – Partner Profile Page Maintenance.

2. Editing your Page after the Initial Setup:

Editing your page down the road is an easy process. All you have to do is navigate to your Profile Page on Acquia.com, then click edit (located on the top left corner of your profile page).

*Please note that only the user who is marked as manager will be able to see the edit tab. If you are unable to see the edit tab, but believe you should be the page manager, please contact partners@acquia.com. If you are the manager, you are able to add users on the users tab, and also make other people in your organization managers. They just first must have an Acquia.com login.

3. Partner Profile Page Maintenance:

This section will guide you through editing and maintaining your page. After you click the edit tab on your Partner Profile page, you will be redirected to a form where you can edit any information about your company that you would like.

1. The first section of the edit form is your personal information. Please refer to the screenshot and bullets a, b, and c (below) for more details.

   a. Enter the applicants name
   b. Provide any contact email addresses that you'd like to be associated with the account.
   c. Enter the contact phone number. This number is for internal use only and will not be shown externally on Acquia.com.

2. Enter the Company Name and Address, as you would like them to appear on your Partner Page on Acquia.com. For more details, refer to the screenshot and bullets a, b, and c (below).

Company Profile

a) ⊗ Company Name *

Acquia Partner

b) ⊗ Address

✛ Street

Address 1

Additional

City

Country

United States ⇕

State/Province

○

Postal code

c) ⊗ ADD ANOTHER ADDRESS

a. Enter your company name <u>exactly as you would like it to appear in the Partner Finder and on your Partner Page on Acquia.com.</u>
b. Enter your company address, which will appear under "Location" on your Profile Page.
c. You can add more than one address. If your company has more than one office, please click <u>add another address</u> and enter the second location. For example, if your company operates in two countries – Germany and France – you do not need to create Partner Profile Pages for each office. Instead, enter both addresses and they will both appear on your company's Profile Page.

3. Enter your Company's description.

*This is a public statement that should describe your company's offerings and how you help your clients. Use this field to clearly state your Company's value proposition. The text you enter in this field will be displayed on your Partner Profile Page on Acquia.com. If you wish to see examples, feel free to visit other Partner Profiles by using our Partner Finder.

4. In this field, you can enter an overview of why you would like to partner with Acquia. This is internal information and it will not be shown on your profile.

5. Enter your Company's top Drupal contributors. This is also internal information and it will not be shown on your profile.

6. Upload your Company's logo and icon. For more details, refer to the screenshot below.

Upload your logo *
Upload | Remote File

Choose File No file chosen

Upload

Files must be less than **256 MB**.
Allowed file types: **png gif jpg jpeg**.

Finder list icon
Upload | Remote File

Choose File No file chosen

Upload

Please upload a 30x30 icon that you would like to appear next to your listing in the Partner Finder.
Files must be less than **256 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be exactly **30x30** pixels.

a. Your company's logo will appear at the top of your Profile Page on Acquia.com. Please ensure that you follow size specifications, which will ensure your logo is displayed properly.

b. Your List Icon is similar to your logo, but instead of being displayed on your Profile Page, it will be displayed next to your company name in the Partner Finder search results.

7. Enter your company's URL

Company Website URL

8. Enter your company size, the type of your organization, as well as solution areas and vertical markets in which your company specializes. For more details, refer to the screenshot and bullets a, b, c, and d (below).

   a. Enter your company size, which will be shown on your Profile Page.
   b. Select the business type that best describes your company. You can choose more than one option. For example, you can select digital marketing agency or system integrator.
   c. You can select up to 5 solution areas that your company offers. If you have more than five, select the ones that relate the closest to your business offerings. This will be shown publically on your Profile Page.
   d. Pick up to 5 vertical markets that your company services and/or specializes in, which will also be displayed on your Profile Page.

9. You are able to upload up to 4 Drupal work samples. These samples are screenshots of your work that others can see that will be displayed under your company description. Images will be resized to 200x165px. You can rearrange your samples by using this button:

Next Steps!

Once you have gone through the Partner Page set up process, you will then have access to the Partner Portal. This is a knowledge base for our Partners, including a wealth of information on our products/services, an LMS for Partner Foundation Training, free tools, and much more. Below is a screenshot of what the Portal looks like. If you have questions from this point forward, please don't hesitate to reach out to us!

Welcome to Acquia's Partner Portal.

Take a couple minutes to review the below documents.

The Acquia Partner Program Rewards Guide: Acquia Partner Rewards Guide and the Acquia Business Partner Agreement Business Partner Referral Agreement

Get Acquainted with the Acquia Partner Program, DrupalCon LA 2015 Program Overview Session: Get Acquainted with the Acquia Partner Program

Partner Summit Overview Presentation, DrupalCon LA 2015: Partner Summit Presentation, DrupalCon LA 2015

GET THE MOST OUT OF THE
ACQUIA PARTNER
PROGRAM ❯

ACQUIA CLOUD FOR
PARTNERS
REDEEM TODAY ❯

LEARN ABOUT ACQUIA
SOLUTIONS FOUNDATION
PROGRAM ❯

GETTING YOUR DEV TEAM
STARTED WITH DRUPAL
FREE TOOLS ❯