Update Your Company Listing

Updating Your Company Listing (IDEA listed members only)

1. Once signed into your listed member account on DistrictEnergy.org, click on “Manage Organization” under the IDEAConnect Tab.

2. Under the Organizations Tab, find your company listing and click “Manage.” You might find multiple listings of the same organization, that is OK – IDEA assigns multiple relationships to some listed members based upon the role you have within your company.
3. Under the **Overview Tab**, upload a **Company Logo** to your company profile.

Writing Your Company Description

4. Make sure your company has a correct **Website** listed in the directory.
5. Next, add an **Organization Description** in the Rich HTML field provided.
   a. Limit organization description to 100 words
   b. You are welcome to include any **web links** to specific products, promotional materials, websites, or videos. **You may edit the HTML in this field** if you wish, by clicking on the pencil button.
   c. At the bottom of your description, please include any **Keywords** that might help somebody searching for your company’s products or services.
   d. Don’t forget to **Click Save**!

For questions, email [idea@districtenergy.org](mailto:idea@districtenergy.org)

**Sample Organization Description**

The International District Energy Association (IDEA) is a 501(c)(6) nonprofit industry association founded in the United States in 1909. IDEA has extensive experience in highly reliable thermal networks, combined heat and power, thermal storage and clean energy management to optimize energy efficiency, emissions reductions and sustainable solutions for mission-critical and community-scale markets. IDEA represents over 2,300 members from 26+ countries around the world and from across the district energy industry. IDEA members own, operate or provide technology and services to district energy systems that supply steam, hot water, chilled water and energy services to multiple buildings in cities, communities, campuses, airports, military bases, industry and healthcare facilities.

For Membership, contact **Len Phillips** 508-366-9339
For Business Partners, contact **Tanya Kozel** 720-541-7913

Keywords: District Energy, Trade Association, Non-Profit, Conferences, Campus Energy, Membership Services
6. **Edit Company Contact Info** by selecting the Addresses/Phone Numbers/Email Addresses/Web Links tabs.

![Edit Company Contact Info](image)

7. Select up to 7 **Products & Services** that your company falls under for display in the **Products & Services Directory**.
   a. Click **Additional Info** and select **Services**
   b. Click **Add New Service** (please limit selection to 7 Products or Services)

![Add New Service](image)

   c. You can **remove a product or service** by selecting “**Edit**” and “**Delete**”

For questions about managing the individual listed members under your organization, please contact **idea@districtenergy.org**.