

# How to create a firm listing on Architect Connect

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

1

## Create Your Account

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

### For Architects

1

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**

**Edit Account**

First Name \*

Last Name \*

Display Name

Bio \*

@architectconnect

Edit Account

Change Password

Notifications

Privacy

Logout

6

## Add Your Listing

Click the blue "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.

7

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 \*

8

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.

9

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.

OR

Select Files

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

Check all that apply.

**Fire recovery area architect designs for \***

- Altadena
- Pacific Palisades

Check all that apply.

**Project scope architect offers for fire recovery \***

- New Home from New Design
- Rebuild Previous Home with Changes or Upgrades

Check all that apply.

**Architect works**

- Northern CA

11 Enter the firm's contact information.

**Fire Resiliency Experience \*** Select Fire Resiliency Experience... ▾

**Architectural Styles** Enter tags separated by a comma ,  
Enter architectural styles with a comma and no space within. (eg: style1,style2,style3).

---

**Contact Information**

**Contact Person \***

**Address \*** Enter a location  ↵  
Please enter the listing street address. eg. : 230 Vine Street

**Country \*** United States  × ▾  
Click on above field and type to filter list.

**Region \*** California  × ▾  
Click on above field and type to filter list or add a new region.

**City \*** Sacramento  × ▾

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

**Country \*** United States

Click on above field and type to filter list.

**Region \*** California

Click on above field and type to filter list or add a new region.

**City \*** Sacramento

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



## 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](#)

14

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.

© Copyright 2025 AIA California All rights reserved

15

Click this icon.

A screenshot of the Architect Connect website. The header features the logo "Architect Connect AIA CALIFORNIA" and a hamburger menu icon. The main heading is "Find Your Architect". Below this is a section titled "Add Architect" with the text "Enter your firm's information below. Having trouble? Email us with any questions." and a text input field labeled "Firm Name \*".

Architect Connect  
AIA CALIFORNIA

Find Your Architect

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

**Firm Name \***

16

### Edit Your Listing

Click "For Architects" in the main menu

The screenshot shows the 'Find Your Architect' page. The main heading is 'Find Your Architect' in yellow on a blue background. Below it is a form titled 'Add Architect' with the instruction: 'Enter your firm's information below. Having trouble? [Email us](#) with any questions.' The form has three input fields: 'Firm Name \*' with a placeholder 'Enter the title.', 'AIA Member Number \*' with a placeholder 'Enter your AIA membership number.', and 'Firm Description \*'. On the right side, a yellow sidebar menu is open, showing options: 'After a Disaster', 'Resources', 'Working with an Architect', 'Find Your Architect' (with a dropdown arrow), 'About', 'For Architects' (highlighted with a red circle), and 'Add a Listing'.

17

Click the "Edit Your Listing" link

The screenshot shows the 'FOR ARCHITECTS' menu. The heading 'FOR ARCHITECTS' is in yellow on a purple background. Below it are three numbered steps: 1. 'Create an Account' with a blue circle containing the number 1; 2. 'Add Your Listing' with a purple circle containing the number 2; 3. 'Edit Your Listing' with a yellow circle containing the number 3. The 'Edit Your Listing' text is highlighted with a red circle. The bottom of the page has a blue footer bar.

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

Click the listing title or image to view 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.

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



Sample CP Architects

**Building Type:**

- Single-family home
- Multi-family residential

**Fire recovery area architect designs for:**

- Altadena
- Pacific Palisades

**Project scope architect offers for fire recovery:**

- Rebuild Previous Home with



Sample MadeupFirm

**Building Type:**

- Multi-family residential
- ADU

**Fire recovery area architect designs for:**

- Altadena

**Project scope architect offers for fire recovery:**

- New Home from New Design

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

## Find Your Architect

Sample CP Architects



**Firm Details**

**Building Type:**

- Single-family home
- Multi-family residential

**Fire recovery area architect designs for:**

- Altadena
- Pacific Palisades

20 Click "Edit"

## Find Your Architect

### Sample CP Architects



Author Actions

- Edit
- Delete

**Building Type:**

- Single-family home
- Multi-family residential

**Fire recovery area architect designs for:**

- Altadena
- Pacific Palisades

**Project scope architect offers for**

21 Edit the listing.

Architect Connect Customize 2 0 + New Edit Page Edit with Elementor Notes 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

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

22

Click the “Submit Listing” button. You will receive a confirmation email. Your listing will need to 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.

 

© Copyright 2025 AIA California All rights reserved