

# **SOCIETY OF GARDEN + LANDSCAPE DESIGNERS**

## **Website User Guide**

V1  
February 2025

## Table of Contents

### My SGLD

#### Editing your Profile

- Personal Details

- Professional Details

- Public Profile (Registered Members and Fellows only)

- Billing and Mailing Addresses

- GDPR Contact Preferences

- Login Details

#### Payment History

#### Events Record

#### Membership History

#### CPD Log

#### Document Uploads

#### Subscription Changes

#### Gallery Photos (Registered Members and Fellows only)

#### Additional Areas (Registered Members and Fellows only)

#### Registered Practices (Registered Practice lead designers only)

# MY SGLD

The My SGLD area of the website is where you can go to update any of your details. Once you have logged in, simply click your initials (or profile picture, if you have chosen one) and then click your name in the drop-down menu that appears.



[Find a designer](#)   [Join us](#)   [What's on](#)



SA Q ☰

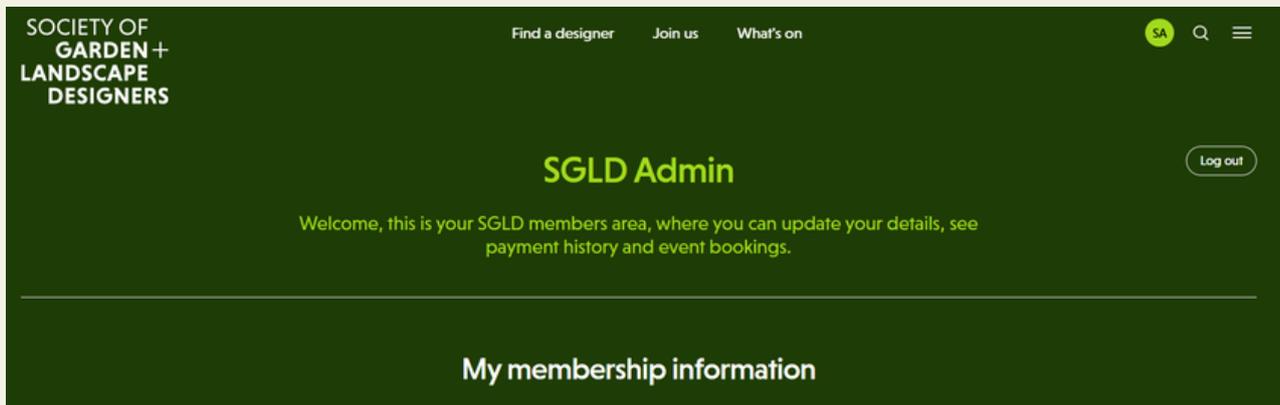
Depending on your level of membership, there will be several options available to you.

All members, Friends and Affiliated Business Partners can edit your profile details, check invoices and make amendments to your subscription among other options.



Registered Members and Fellows can edit your publicly facing profile, update your photos and check the status of a Registered Practice.

Affiliated Business Partners can make changes to their supplier listing.



## Editing Your Profile

This section allows you to:

- Change your personal details
- Update professional details
- Check your contact preferences
- Change your password



## MY ACCOUNT

### Edit Your Profile

Your Membership Number: 102426

If you would like to read about how we store, use and protect your data, please view our [Privacy Policy](#).



At the top of this page you can find your membership number as well as update your profile photo - this photo will only be visible to yourself and members of the SGLD admin team unless you are a Registered Member or Fellow, in which case it will be publicly visible on your profile. There is no limit on the photo size, but the file type must not be in capital letters (i.e. if you have a photo that is .JPG, rename it to .jpg). Any uploaded photo will be cropped when displayed to the public, so it is best to pick one that is fairly square and 350 x 350 pixels.

Affiliated Business Partners should upload their company logo here.

### About You

Title	First Name*	Middle Name(s)	Surname*
<input type="text" value="Miss"/>	<input type="text" value="SGLD"/>	<input type="text"/>	<input type="text" value="Admin"/>
Preferred Name	Primary Email*		
<input type="text"/>	<input type="text" value="testing@testling.com"/>		

The About You section allows you to change your name, how you would prefer to be addressed by us and your email address.

Please note that changes made to your email address here will change the information you need to log in to the website.

# Editing Your Profile

## Professional Details

Business Name

Society of Garden and Landscape Designers

## Indemnity Insurance

All practising members must hold **Professional Indemnity Insurance** , enter the details here to confirm that your policy is up to date:

Insurance Provider\*

Example Insurer Name

Amount Insured\*

£1,000,000

Insurance Expiry Date\*

31/05/2025

The details in this section can be filled out by any member if you wish, however the section on insurance is mandatory for all Pre-registered and Registered Members/Fellows. For these levels of membership, the page will not allow you to save changes unless these fields are filled in.

## Your Public Profile

This information is displayed in the 'Find a Designer' section of the website.

Primary Area

Herefordshire

Ensure that all of your social media links are full, valid URLs (i.e. starting with <http://> or <https://>) which link to your profile.

Website

<https://www.sgld.org.uk>

Twitter

LinkedIn

<https://www.linkedin.com/company/society-of-garden-de>

Facebook

<https://en-gb.facebook.com/societyofgardendesigners/>

Pinterest

Houzz

Instagram

<https://www.instagram.com/societyofgardendesigners/>

Biography (up to 200 words) 

We are the only professional association for garden and landscape designers, and our members from the UK and beyond represent the very best of the industry.  
Since 1981, we have been championing excellence in garden design, and supporting our members to train, work, develop and maintain the highest standards.

These details will be shown publicly for Registered Members and Fellows in the Find a Designer area of our website.

**Primary Area** - This can either be the area you live in, or a different area if you tend to work in a different location. This is the area that you will appear in when members of the public search the Find a Designer section.

**Website & Social Media Links** - These will be displayed on your designer listing page. Please ensure you include the <https://> at the beginning of each link.

**Biography** – This will be displayed on your designer listing page.

# Editing Your Profile

## Addresses

[Add an address](#)

**Address**

\* indicates a required field (these are: Name/Number and Street, Town and Postcode/ZIP)

Is preferred correspondence address?

Is preferred billing address?

Who can see this address?

Address Type

Address

Country

Landline Phone

Mobile Phone

You can have multiple addresses stored on our system, at least one of which has to be set as your preferred correspondence and billing address.

Please note that for any member with a public profile, **all** fields in this address will show on your profile as long as “Who can see this address?” is set to “Everyone”.

In order to hide your address details, please ensure that field is set to “Administrators only”.

The address set for your billing address will be automatically added to invoices from us.

The address set as your correspondence address will be used for mailing your copy of the Garden Design Journal, should your membership include a physical version of the magazine.

## Your Contact Preferences

Do you provide consent for SGD to contact you relating to the following options? You will be able to change your preferences at any time in the Member's Area of the website.

SGD Events\*  Non-SGD Events\*  SGD Regional Comms\*  SGD News\*

Cluster Groups  You can join up to 3 cluster groups:

<input type="checkbox"/> Basingstoke & Reading	<input type="checkbox"/> Bedfordshire	<input type="checkbox"/> Bristol & Bath	<input type="checkbox"/> Cambridgeshire	<input type="checkbox"/> Central Scotland	<input type="checkbox"/> Chichester & West Sussex	<input type="checkbox"/> Cornwall	<input type="checkbox"/> Cotswolds	<input type="checkbox"/> Coventry & Warwickshire	<input type="checkbox"/> Devon	<input type="checkbox"/> East Sussex
<input type="checkbox"/> Edinburgh	<input type="checkbox"/> Essex	<input type="checkbox"/> Guildford	<input type="checkbox"/> Haslemere, South Surrey & East Hants	<input type="checkbox"/> Herefordshire	<input type="checkbox"/> Worcestershire & Gloucestershire	<input type="checkbox"/> Herts & St Albans	<input type="checkbox"/> International	<input type="checkbox"/> Ireland	<input type="checkbox"/> Kent	<input type="checkbox"/> Norfolk
<input type="checkbox"/> North America	<input type="checkbox"/> North East Scotland	<input type="checkbox"/> North London	<input type="checkbox"/> North Midlands	<input type="checkbox"/> North Oxfordshire & North Cotswolds	<input type="checkbox"/> North West	<input type="checkbox"/> Oxfordshire & Henley-on-Thames	<input type="checkbox"/> Rutland & Northampton			
<input type="checkbox"/> South London	<input type="checkbox"/> South Northants, North Buckinghamshire & Towcester	<input type="checkbox"/> South Wales	<input type="checkbox"/> Southampton	<input type="checkbox"/> West Herts & South Bucks	<input type="checkbox"/> West London	<input type="checkbox"/> York				

These GDPR consents allow us to send you emails regarding various topics. For anything you are interested in hearing about, please select “Yes”.

You can choose up to three of our regional networking groups to be a part of here - you will be added to the email list for any group you choose so that the relevant volunteer member can contact you so long as your Regional Communications consent is set to yes.

# Editing Your Profile

## Login Details

New Password

New Password (Confirm)

Save Changes

Back to Member's Area

Here you can change your password used for logging in to the website.

Once you have made any changes you need to your profile, make sure you click the “Save Changes” button here to finalise your amendments. Your changes will not be saved unless you click this button!

If there are any issues with anything you have input, such as a required field not being filled in, the site will take you back to the top of the page with a red pop-up box informing you of the reason for the error as shown below.

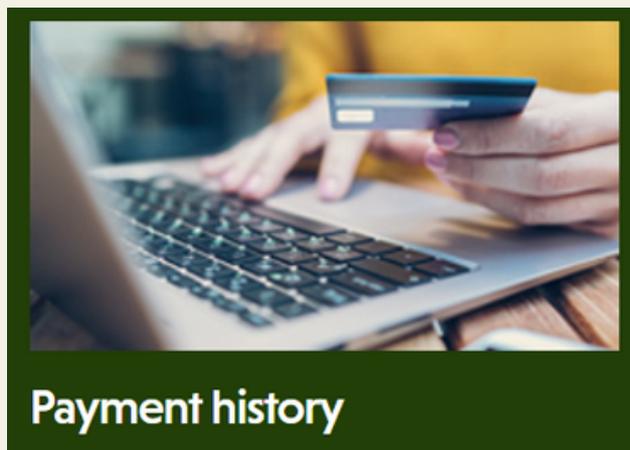
There were errors in the form. Please review them:

- Please [enter your insurance amount](#)

## Payment History

This section lets you see all of the invoices raised and payments you have made, filtered by year.

You can pay off outstanding invoices here as well as download older ones and the receipts for payments made.



## Your Payment History

Your Account Balance  
Your account balance is currently £0.00.

Please find below a list of invoices from the society, and the payments that you've made.

Subscription Year:

**Invoice Number 123899**

Registration payment for Test event

Invoice Value: £0.00	Invoice Date: 22 May 2024
Total to Pay: £0.00	Due Date: 22 May 2024
Amount Paid: £0.00	<a href="#">View Invoice</a>
Amount Remaining: £0.00	

[Begin Payment](#)

You can change which invoices you see by changing the Subscription Year.

If you have an outstanding invoice you can click 'Begin payment' to pay it off. You can also view invoices and receipts in this section for all invoices on your account.

## Events Record

This section shows all of the tickets you have bought for Society events.

You can see what bookings you have made and their status - Pending or Completed - as well as further information about the booking.



## Events Record

This page contains a history of all the bookings you have made and all events for which you have tickets.

### Event Bookings

Here are all the bookings which you have made:

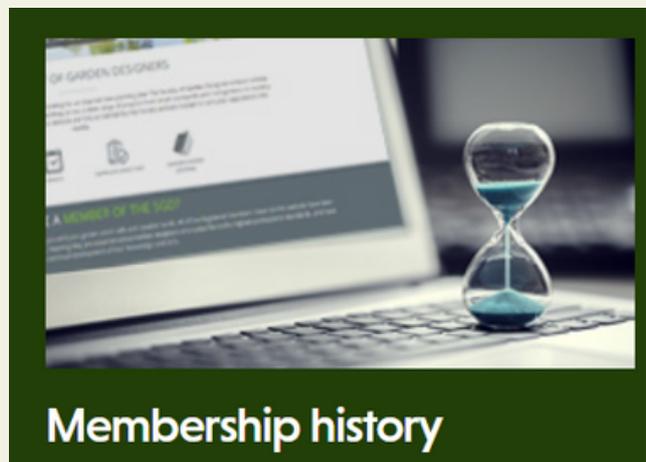
Event	Reference	Date Booked	Status	
<a href="#">Plans &amp; layouts: tips and techniques for sketching with Anna Ribo - 19 March 2025</a>	818-00004	12 Feb 2025 12:23	Completed	<a href="#">View Details</a>

When you view the details of a booking, it will tell you your booking reference, when it was booked, how much you paid and what tickets have been allocated to the booking.

## Membership History

This page allows you to view your membership by year, including any changes made to your membership category mid-membership year.

The changes are shown in chronological order, from newest to oldest.



## Membership History

Here is a record of your complete periods of membership with the SGD:

Start Date	End Date	Membership Category
12 Mar 2024	12 Mar 2024	Friend (UK)

## My CPD Log

This allows you to view and add records of your CPD hours.

Any CPD you attend that is booked via the Society website is logged to your account automatically, but you can log any learning you do via the new Log entry form, shown below.



## My CPD Log

The log below shows a history of all your CPD entries.

Submit a New Log Entry

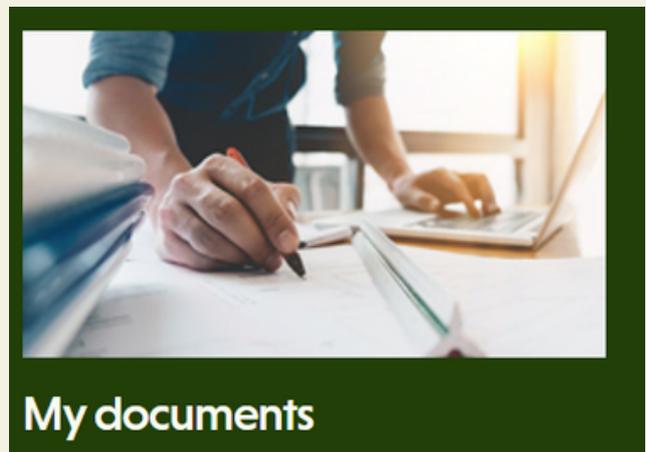
*Date	*Description of Activity	*Number of Hours	*Provided by SGLD?
<input type="text"/>	<input type="text" value="e.g. 'SGLD Conference' or 'Photoshop Course'"/>	<input type="text"/>	<input type="text" value="Yes"/>

Submit Log Entry

## My Documents

This area is where you can share a document with the Society's admin team without having to email them.

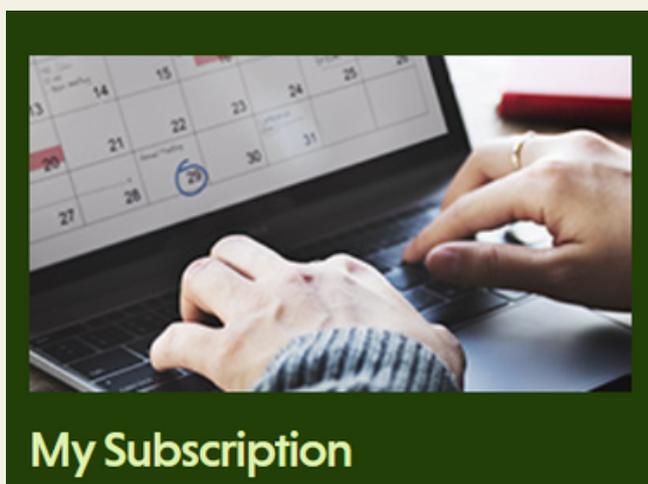
An example of this is when your professional indemnity insurance is renewed - you will automatically be emailed to let you know our records are out of date, at which point you can upload evidence of your renewed insurance here.



## My Subscription

This section is where you can view and make changes to your current subscription, and set up a Direct Debit mandate should you wish.

It also tells you if you have an outstanding invoice that needs to be paid, as well as when your next renewal date will be.



### Your Membership Subscription

Your membership category is "Pre-Registered Member (Graduate Route)", which means you pay £100.00 per year.

Your membership is renewed up until 30 September 2025.

## Your Current Membership Subscription

### Membership Category

Pre-Registered Member (Graduate Route) (£100.00 / year)

### Your Annual Membership Subscription

Payment Method

PayPal

Payment Frequency

One annual payment of £100.00

[Change Your Membership or Subscription](#)

If your payment method is set to PayPal, please note this does **not** mean you require a PayPal account in order to pay invoices - the Society uses PayPal to process transactions made by debit or credit card.

# Change Your Membership

## Membership Category

## Your Annual Membership Subscription

### Payment Method

### Payment Frequency

[Submit Your Changes](#)

[Cancel Your Membership](#)

Clicking the “Change your membership or subscription” button takes you to the above page. What membership categories you can change to varies depending on your current membership type - if you wish to change to one not available or have any questions, please contact the admin team on [info@sgld.org.uk](mailto:info@sgld.org.uk).

You can also cancel your membership here should you wish - please note as all membership fees are paid in advance, cancelling mid-year will mean that your membership will automatically be resigned on the next universal renewal date and you will remain in membership until that time.

If you wish to set up a Direct Debit mandate, change your payment method here to reflect this and click “Submit your changes”.

(NB: We are unable to accept Direct Debit payments at this time from those whose bank accounts are not in (£)GBP)

This will return you to the previous screen, where the below will now be at the top:

## Your Membership Subscription Payment Method Requires Setup

Before you can continue, you need to set up your chosen payment method for your membership subscription fees.

Please click the button below to begin.

[Set up subscription](#)

Click ‘Set up subscription’ to begin the process.

# SGLD

## Set up a Direct Debit with Society of Garden and Landscape Designers

### Subscription to the Society of Garden and Landscape Designers

Your Direct Debit will be set up now. We'll confirm the amount and let you know before future payments are taken.



Pay with £ | GBP ▾

#### Country of residence

United Kingdom ▾

#### Your personal details

##### First name

Lara

##### Last name

Roberts

[or click here to use a company name](#)

#### Email address

We'll only use this to keep you updated about your payment

test@test.com

#### Billing address

Start typing your postcode and select

[or click here to enter your address manually](#)

Continue →

The screen to the left will be shown, where you can input your personal details - this will be followed by the below where you will need to put in your bank details, and then confirm them before agreeing to the mandate being set up.

Please note that Direct Debit mandates can take up to **48 hours** to finalise, at which point you will be informed by email.

#### Your bank details

##### Account holder name

Lara Roberts

Payments are protected by the Direct Debit Guarantee



##### Your sort code

Must be 6 digits long

e.g. 10 - 20 - 30

##### Your account number

Must be 8 digits long

e.g. 12345678

[or click here to enter an IBAN](#)

Continue →

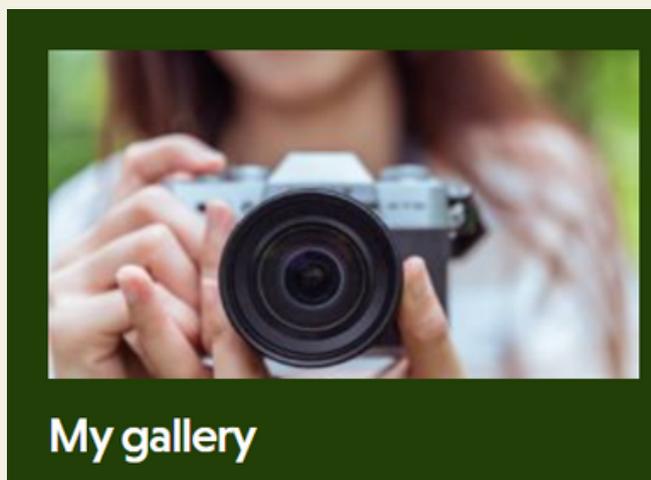
# Registered Members and Fellows

## My Gallery

This is where you can upload photos to display on your listing in the Find a Designer search.

Photos must be less than 1MB in file size but can be any dimension you wish (i.e. portrait or landscape).

All filename suffixes must not contain capital letters, so a .JPG must be changed to a .jpg file.



## My Gallery Photos

As a Registered Member or Fellow of the Society, you are entitled to a public profile, which can be found in the 'Find a Designer' section of the website. As part of that public profile, you can add photos to a gallery for showcasing your work.

Use this page to manage the images in your personal gallery. Alternatively, you can see how your gallery will look to website visitors on the [preview page](#).

### Add new photos to your gallery

Use this area to add a new image to your personal gallery. Enter a description and select an image from your computer, then press 'Add Image'.

Photos must be less than 1MB in file size but can be any dimension you wish (i.e. portrait or landscape).

All filename suffixes must not contain capital letters, so a .JPG must be changed to a .jpg file.

Description [?](#)

Add Image

Image File [?](#)

Maximum file size: 1 MB

Choose file No file chosen

The description is what will be shown when your photo is viewed at full size - you can use this to credit a photographer or give a little detail on the project. The limit for this is 250 characters.

## Manage existing photos

You can drag an image-description pair up and down to re-order it, use the 'Description' text area to change its description, and use the remove check box to toggle whether or not to keep it. Press 'Save Changes' when you are finished.

Description [?](#)

Remove this image [?](#)

Save Changes



This part of the page is where you can edit, remove and rearrange photographs you have already added to your gallery.

The first photo on the list is the one that will be displayed in the search function as shown in the example below.



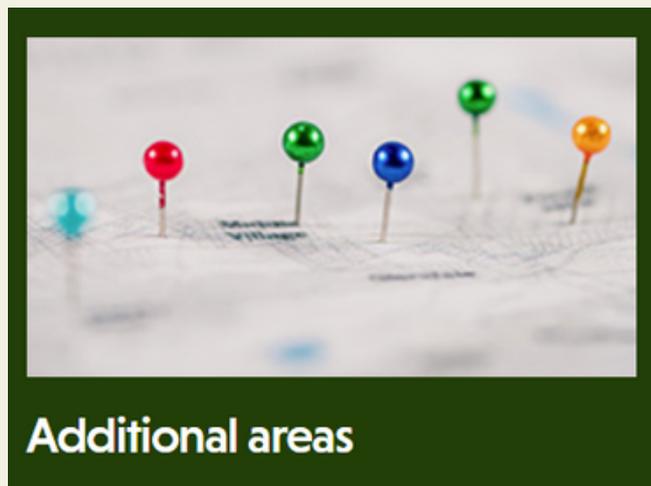
**Lara Roberts MSGLD**

Remember to save your changes before leaving the page!

## Additional Areas

This is where you can purchase additional areas for your profile to appear in on the Find a Designer search.

You will have a primary area that is based on your geographical location - if you are not sure which area this is please contact the admin team and they will advise.



### Add new areas

Please note that additional areas will expire on 15<sup>th</sup> October 2025 and are non-refundable.

#### Level 1 Areas

You can add additional level 1 areas for **£15.00 each** (up to a maximum of 6 additional areas); simply select the additional areas using the dropdown and press 'Purchase Areas'.

Level 1 Areas 

Select areas -

#### Level 2 Areas

You can add additional level 2 areas for **£150.00 each per year (pro rata)**; simply select the additional areas using the dropdown and press 'Purchase Areas'.

Level 2 Areas 

Select areas -

Purchase Areas

Level 1 areas are regional areas such as counties - any designers who purchase an additional area will be displayed in the search in a random order after those for whom the area is a main area.

Level 2 areas are either National or International and will ensure your listing appears under the “Working Nationally” or “Working Internationally” options.

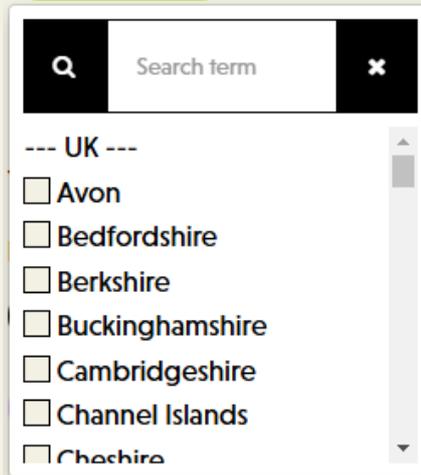
Both areas expire on the 15th October annually, giving you leeway to renew them upon membership renewal.

# Level 1 Areas

You can add additional level 1 areas

## Level 1 Areas ?

Select areas ▾



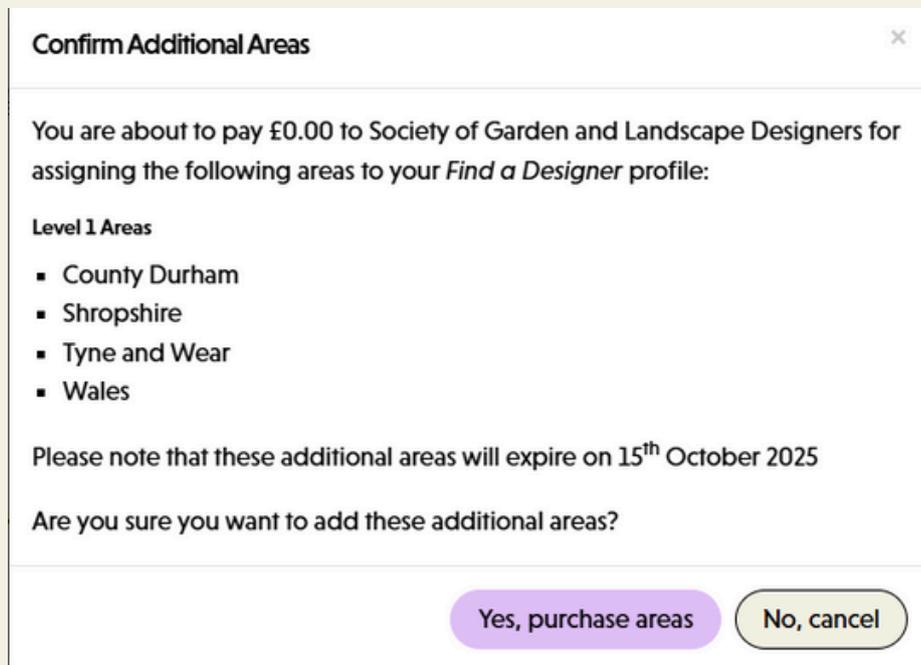
In order to choose the areas to purchase, click “Select Areas” and tick the boxes next to the areas you would like to add.

The drop-down will then change to reflect the number of areas you have selected.

## Level 1 Areas ?

4 areas selected ▾

Click “Purchase Areas” to bring up the below confirmation containing your selected areas and the price.



## Existing areas

Please find below the details of your existing areas. If you would like to make any changes, then use the dropdown for each additional area and press 'Update Areas'.

If you would like to remove an additional area, and not replace it with another, then simply set the dropdown to 'Not chosen'.

**Please note that level 2 areas cannot be updated.**

- Primary area: Herefordshire
- Additional Areas - Level 1:
  - |               |   |  |
|---------------|---|--|
| Wales         | ▼ | (added: 17 February 2025, expiring: 15 October 2025) |
| Tyne and Wear | ▼ | (added: 17 February 2025, expiring: 15 October 2025) |
| Shropshire    | ▼ | (added: 17 February 2025, expiring: 15 October 2025) |
| County Durham | ▼ | (added: 17 February 2025, expiring: 15 October 2025) |

- Additional Areas - Level 2:

Update Areas

Once you have existing areas, you can see them on this page as shown above.

Level 1 areas can be changed as you wish throughout the year by choosing the drop down, choosing the new option and clicking "Update Areas". Level 2 areas cannot be changed.

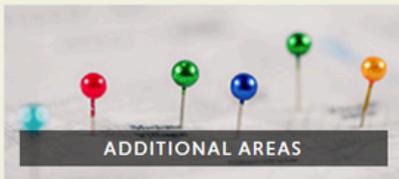
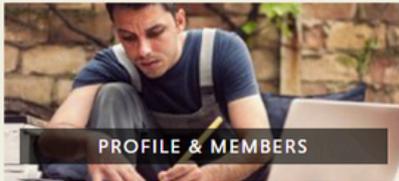
# Registered practices

If you have applied for your practice to be registered for a separate listing on the Society website, you can manage all aspects of it here.

Clicking the logo of your practice will take you to a secondary menu shown below:

## MANAGE EXAMPLE PRACTICE

You are the primary contact for this registered practice, therefore you can update its public gallery, profile information and list of Registered Members, and you are responsible for paying its membership fees.



The Payment and Membership histories are the same as they are for your personal membership.

Gallery Photos works the same as for your Registered Membership - these are **not** shared and count as separate listings.

Additional Areas are similarly not shared and must be purchased separately for your Practice.

Clicking “Profile and Members” takes you to the below page:

## Example Practice

If you would like to read about how we store, use and protect your data, please view our [Privacy Policy](#).

Gallery ×  
Your organisation is entitled to a gallery which accompanies its public profile. [Click here to manage it.](#)



## Profile Information

Ensure that all social media link are full, valid URLs (i.e. starting with <http://> or <https://>) which link to their profile.

Website

Twitter

LinkedIn

Facebook

Pinterest

Houzz

Instagram

Biography (up to 200 words)

Here you can update your logo/profile image by clicking “Change Photo”, update your website and social media links as well as change your biography.

You can also update your address here.

If you have additional Registered Members working in your practice, they will be listed here and can be removed should you wish.

## Registered Members

The following list contains Registered Members who are registered with this practice. If you would like to remove any members, then simply check the box next to their name and press 'Save Changes' below.

- Anthea Musker

Save Changes