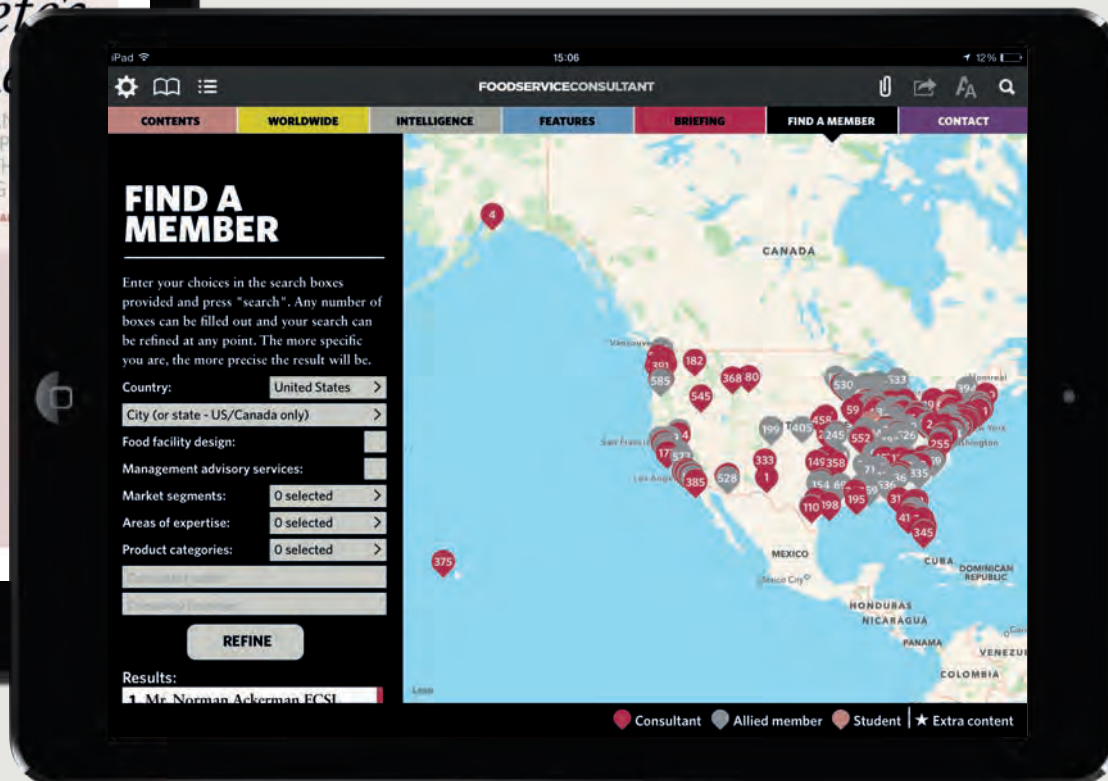
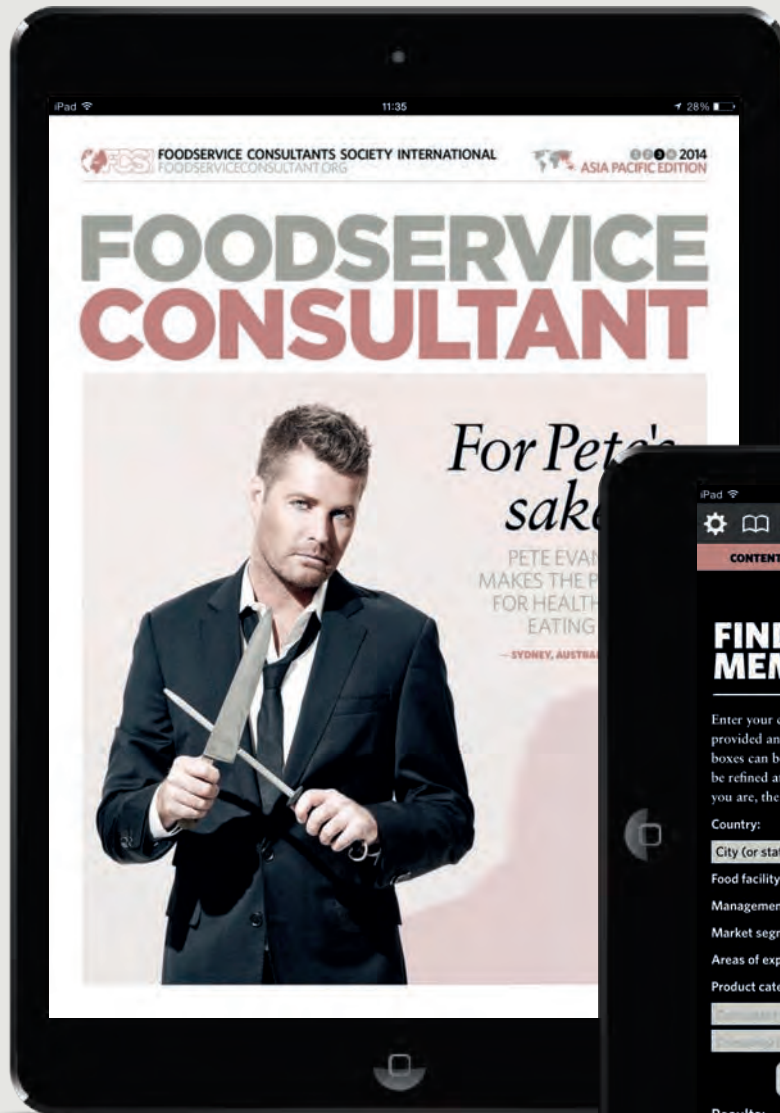
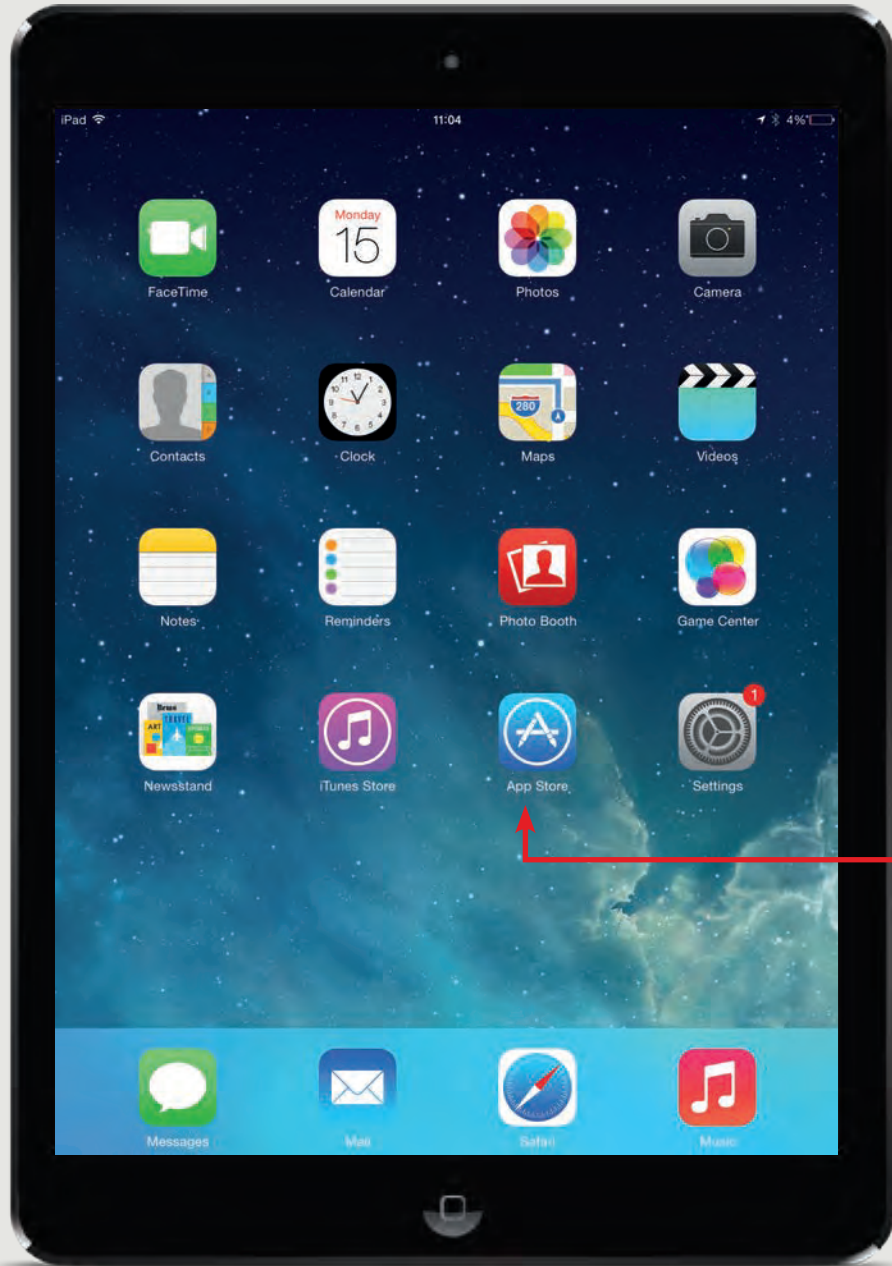


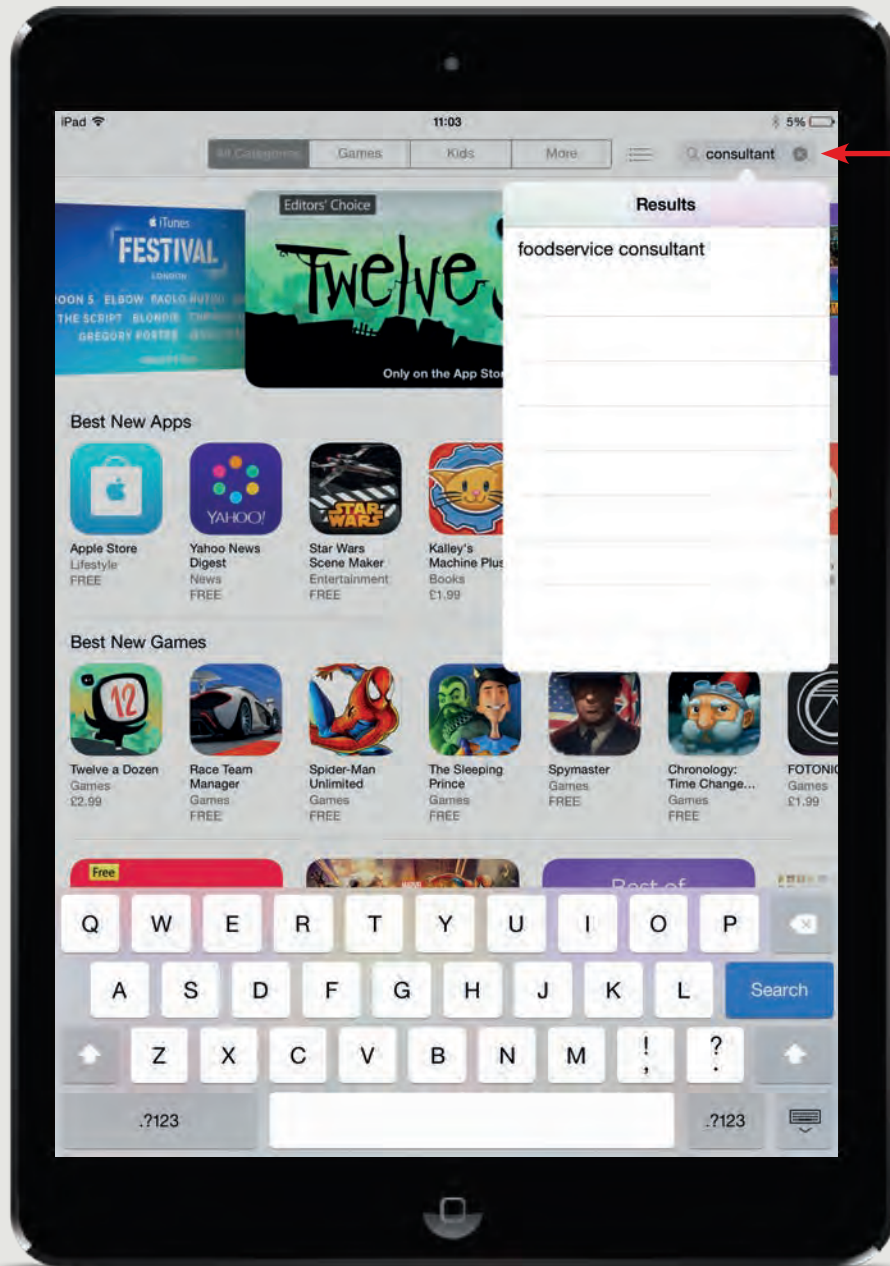
HOW TO USE THE FOODSERVICE CONSULTANT APP





STEP 1 **GET THE APP**

Go to the **App Store icon** on you iPhone or iPad home screen



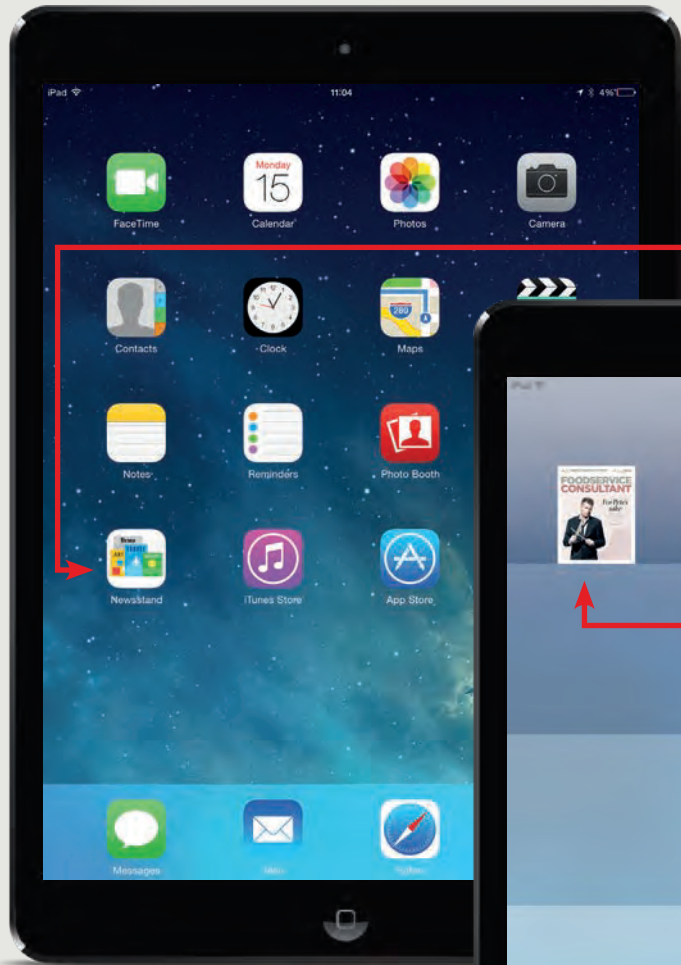
STEP 2 **SEARCH FOR THE APP**

Type **Foodservice Consultant** into the search bar at the top of the screen



STEP 3 **DOWNLOAD THE APP**

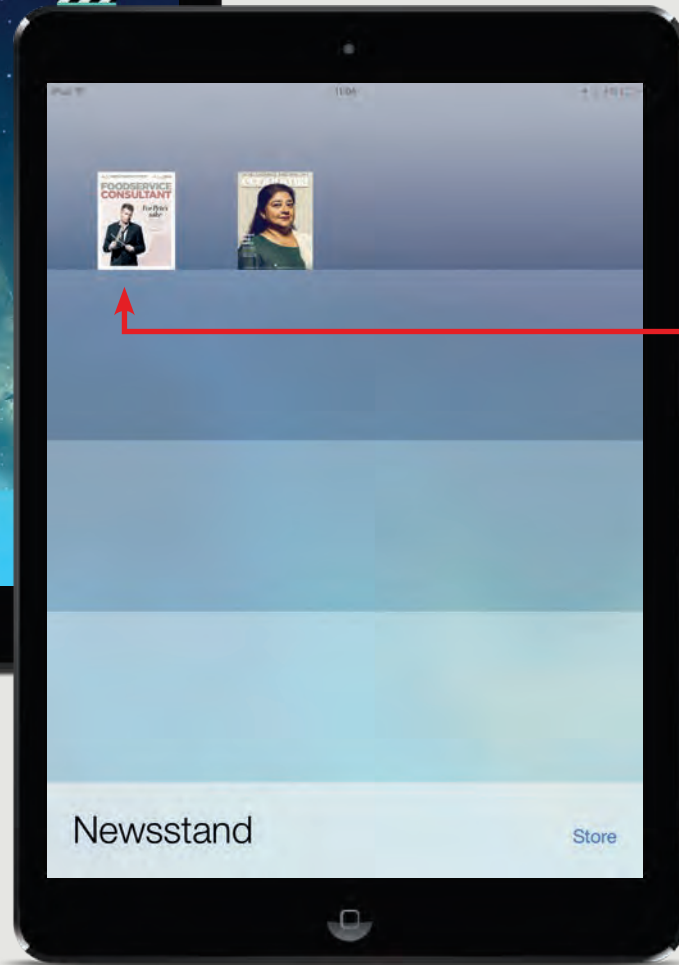
Click on the **FREE** button to start the download of the app



STEP 4 **VIEW THE APP IN THE NEWSSTAND**

Click on the **Newsstand icon** on your iPad or iPhone home screen

The Foodservice Consultant app should be visible in the **Newsstand**





STEP 5 **VIEW THE APP**

Click **OK** to be able to use the FIND A MEMBER function

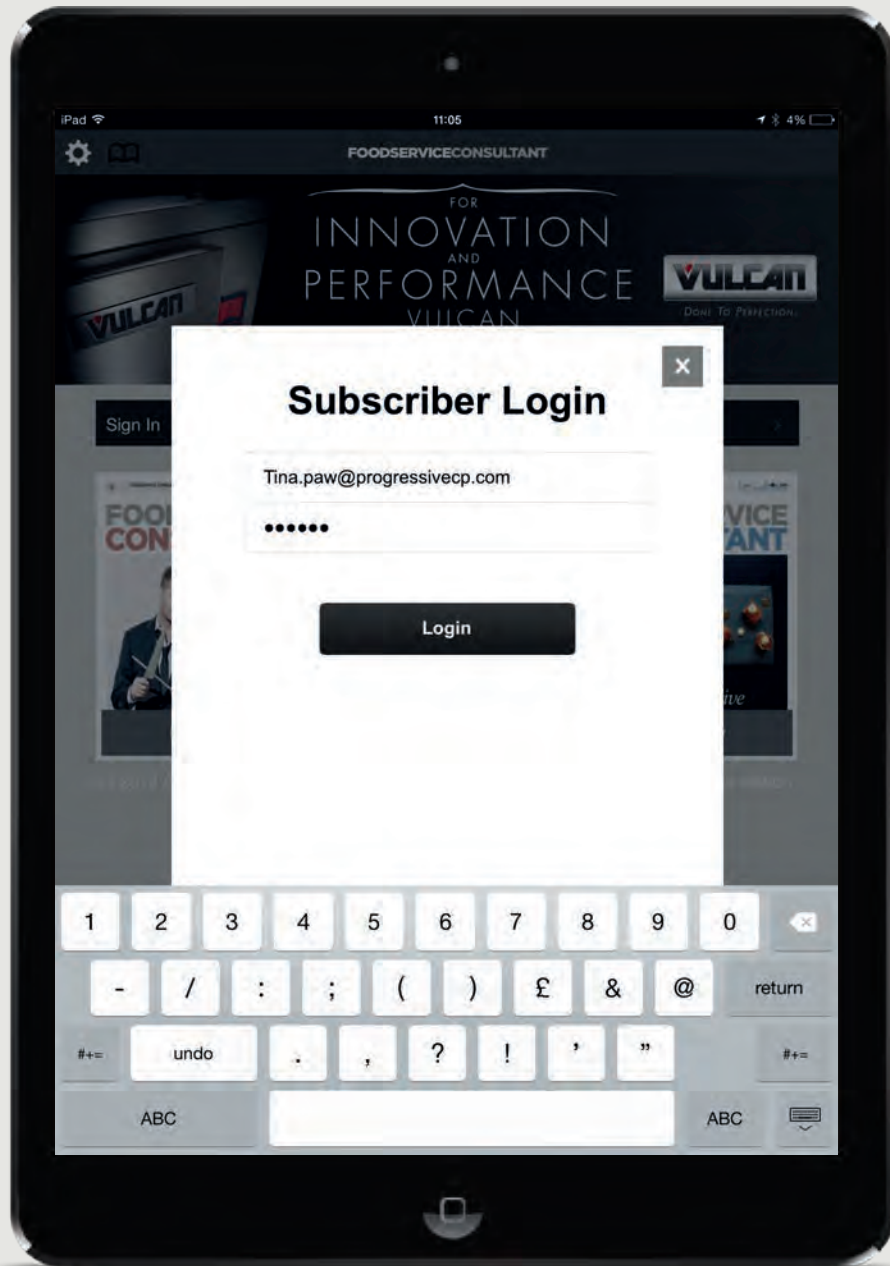
When prompted to accept Push notifications, doing so will ensure you are notified when new issues are published



STEP 6 LOG IN TO THE APP

To view the issues, click on the **Sign In** button at the top left of the screen (members only).

For non-members, click on the **Subscribe** button at the top right of the screen



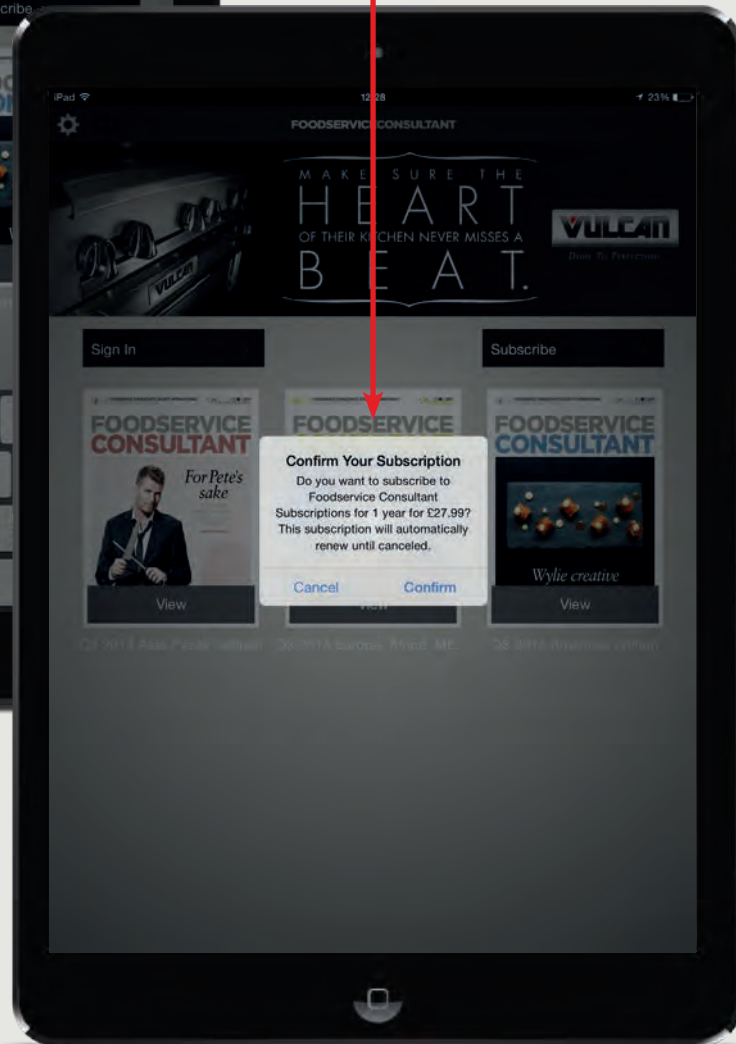
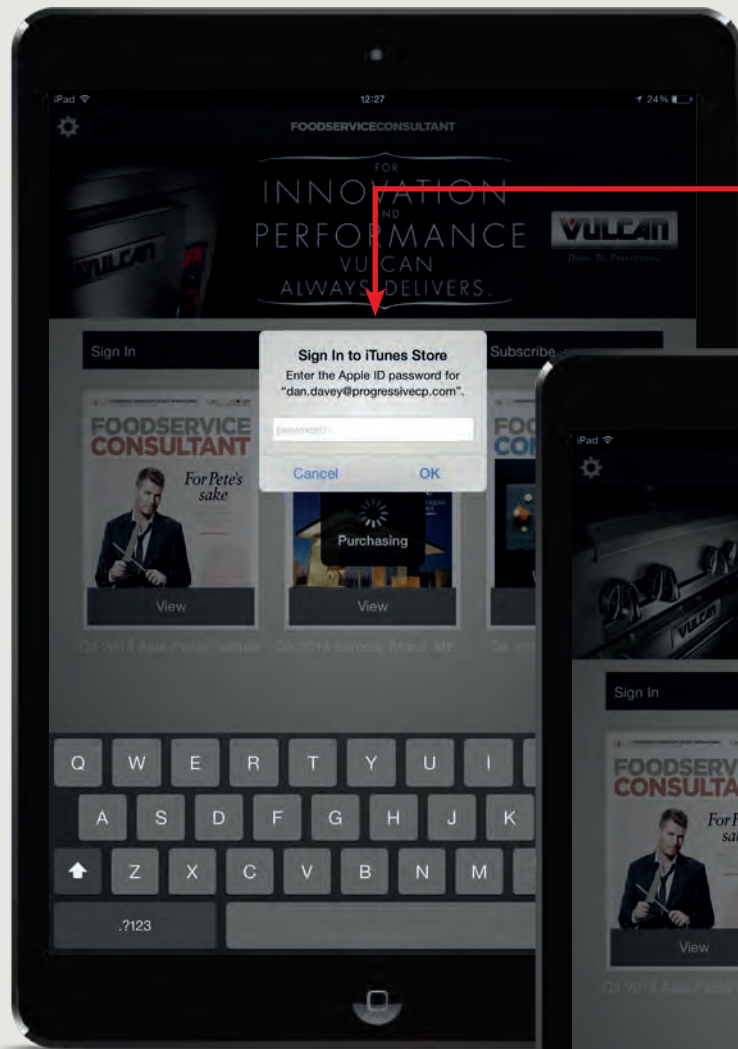
STEP 7 **LOG IN** (members only)

To log in, please type in your email and constituent ID (please refer to the email communication sent on Friday 5 September to retrieve your ID number)



STEP 8 **LOG IN** (non-members)

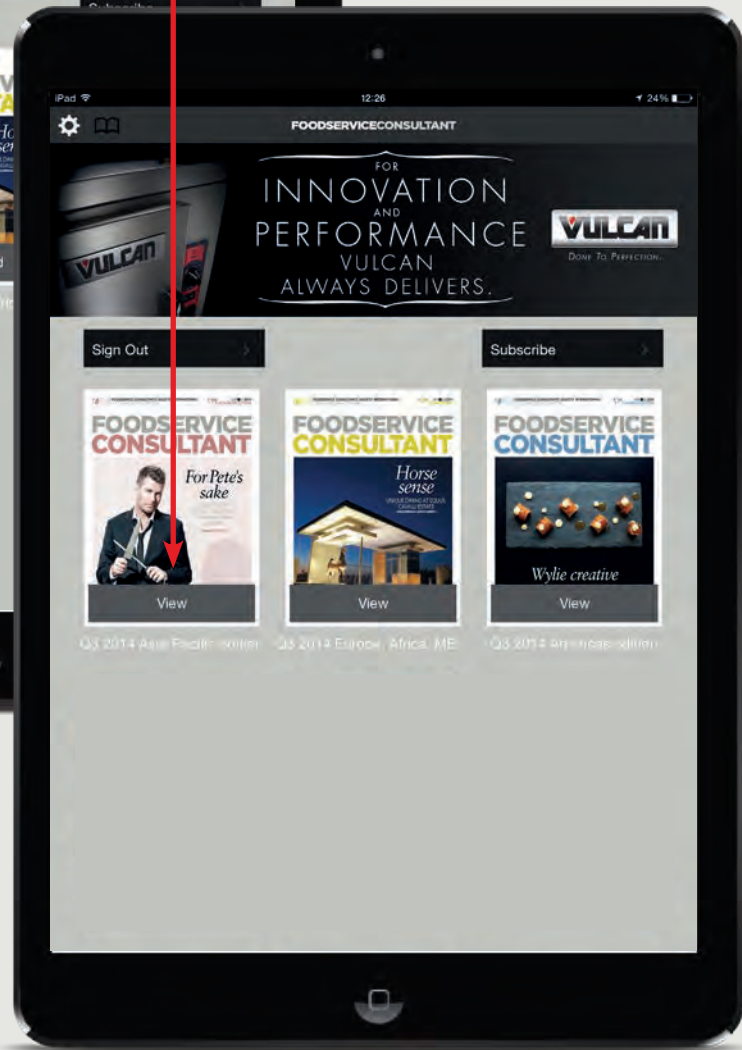
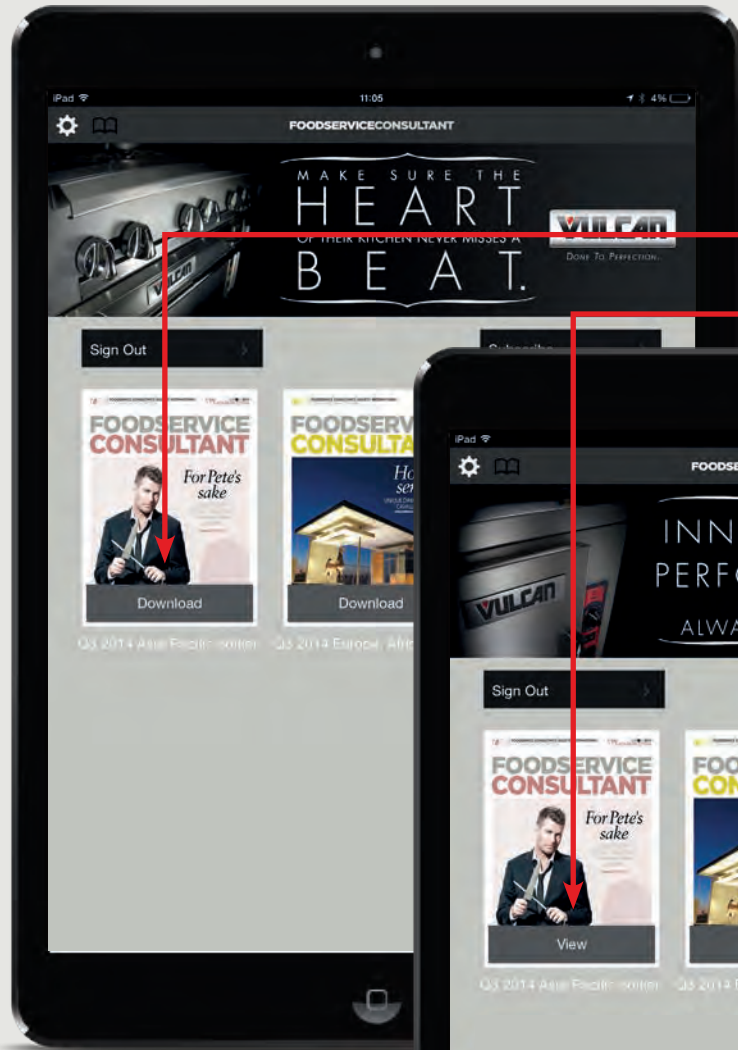
Click on the **Subscribe** button



STEP 9 **LOG IN** (non-members)

Log in to your iTunes account

Confirm payment for annual subscription



STEP 10 **DOWNLOAD AND VIEW ISSUES**

Click on the **Download** button to get the issue

Once downloaded click **View** to read content of your chosen issue

FCSI FIND A MEMBER

ENHANCED PROFILE

SIGN IN

**FOODSERVICE
CONSULTANT**

FCSI ENHANCED MEMBER PROFILES

STEP 1 **LOG IN TO THE PORTAL**

To update your enhanced member profile, visit:

www.foodserviceconsultant.org/find-a-member/extra-content

Log in using your **FCSI YourMembership** details

**FOODSERVICE
CONSULTANT**

FCSI FIND A MEMBER

ENHANCED PROFILE

**FOODSERVICE
CONSULTANT**

By ticking this box I agree that after xx/xx/2015 (first year is free) a payment of \$200 +VAT will be invoiced per year upon activating my enhanced profile on the FCSI App. Please note, you have unlimited access to edit your enhanced profile throughout the year.

Please fill in your details below for invoicing purposes:

Name

Company represented

Address

Phone number

Email address

Membership number

SUBMIT

STEP 2 **INVOICING** (Professional members)

Tick the box to **agree to the terms and conditions** of the enhanced profile and fill in your details below.

Click **submit** once completed.

The first year after activating of your enhanced member profile is free. The first payment date, will be automatically generated and you will be invoiced one year later.

**FOODSERVICE
CONSULTANT**

FCSI FIND A MEMBER

ENHANCED PROFILE

**FOODSERVICE
CONSULTANT**

By ticking this box I agree, on behalf of my company, that after 01/01/2015 (first three months free) a payment of \$1,000 +VAT per year will be invoiced. Please note, you have unlimited access to edit your enhanced profile throughout the year.

Please fill in your details below for invoicing purposes:

Name	<input type="text"/>
Address	<input type="text"/>
Phone number	<input type="text"/>
Email address	<input type="text"/>
Membership number	<input type="text"/>

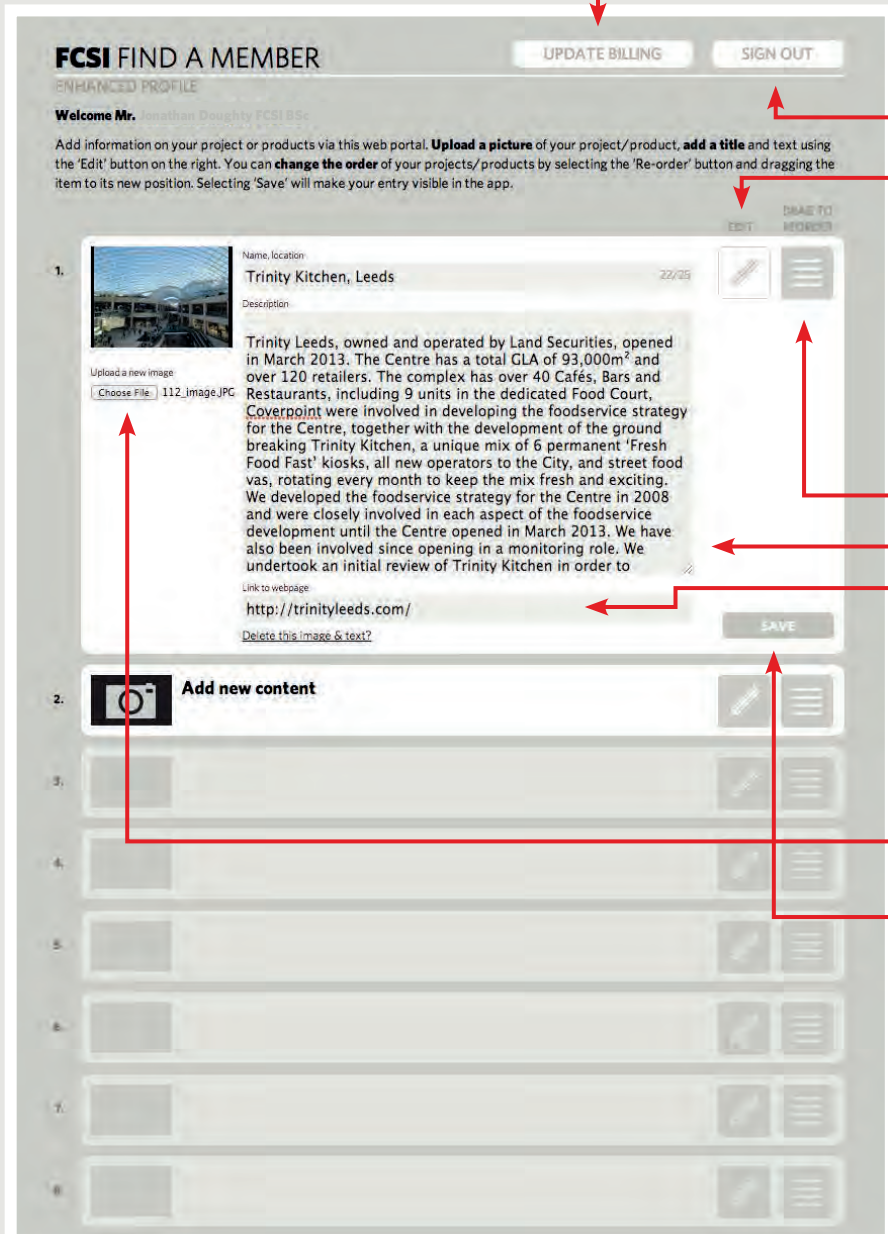
STEP 3 **INVOICING** (Allied members)

Tick the box to **agree to the terms and conditions** of the enhanced profile and fill in your details below.

Click **submit** once completed.

Allied members can use the enhanced member profile to upload ten projects/products for free for the first three months, thereafter a charge of \$1,000 will apply, which will be invoiced.

**FOODSERVICE
CONSULTANT**



STEP 4 **UPLOADING YOUR PROJECTS/ PRODUCTS**

Update you billing information by clicking here

Sign out of the portal by clicking here

Add new projects/products or edit existing ones by clicking here

Re-order your projects/products by clicking here and dragging them into desired position

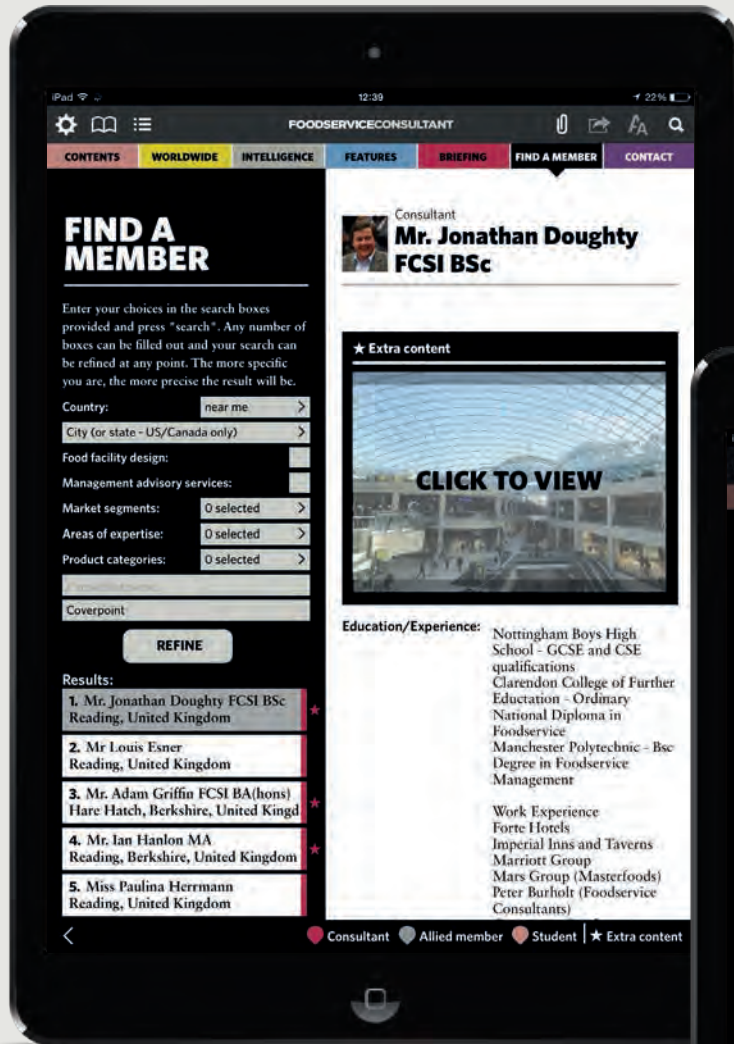
Title word count is 25 characters

Type text here (unlimited word count)

Click here to add a weblink

Click here to upload an image for your projects/products

Clicking Save will publish directly to the app



VIEW ENHANCED PROFILE IN THE APP

This is how your **enhanced profile** will look in the **Find a member** section of the app

