
Australian Institute of Architects

Find an Architect (FAA) directory

A guide for A+ practices to uploading and managing your public profile



Australian
Institute of
Architects

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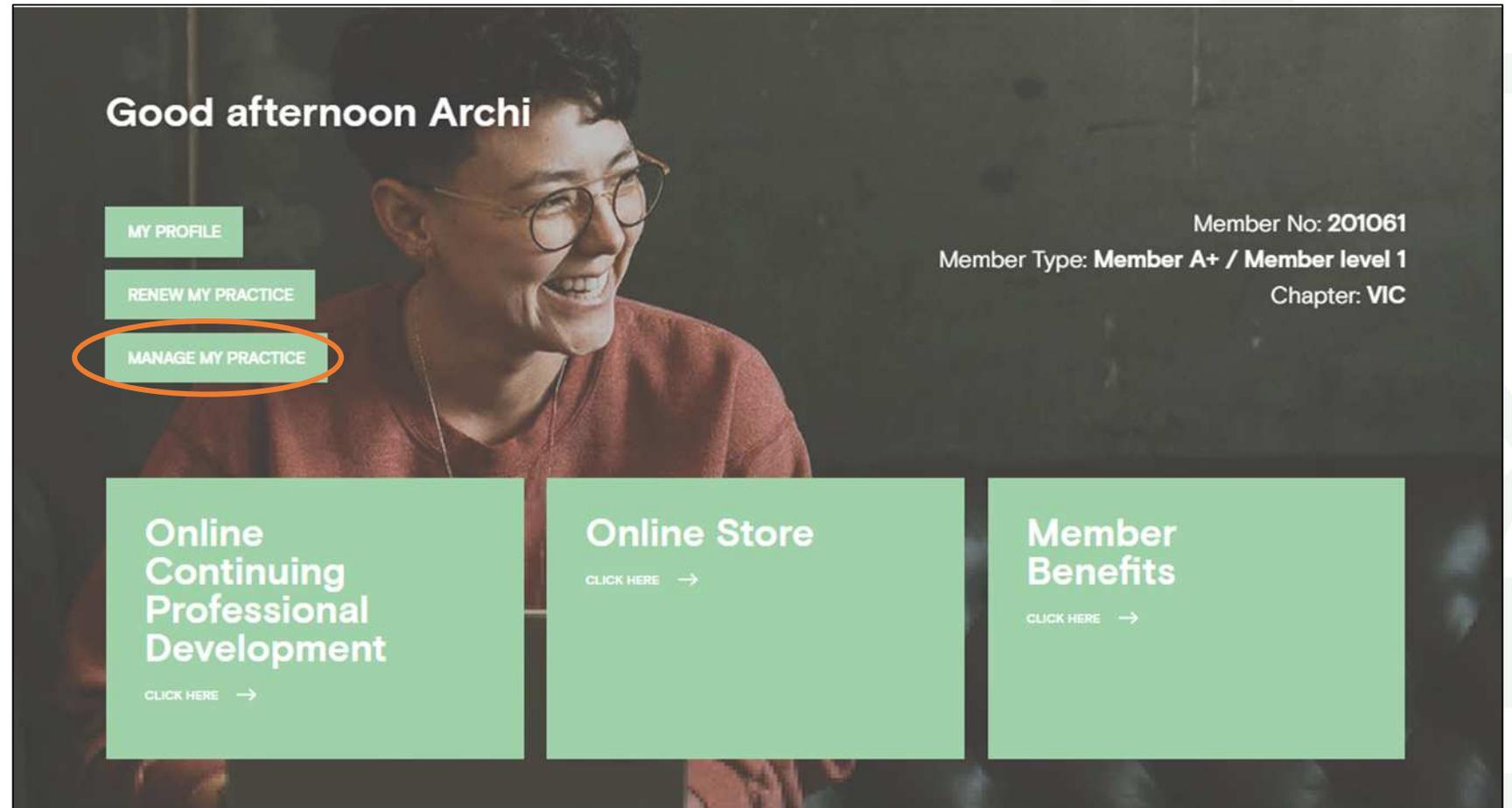
About Find an Architect

- The Find An Architect website allows prospective clients and the general public to search for the Institute's practice members by Location or by Name.
- Your practice profile will be published on the Institute's **Find an Architect** website directory (<https://members.architecture.com.au/FAA>)
- This is a voluntary service and you can opt out of having a public profile, by selecting **Opt out of Find an Architect** under **Find an Architect Profile**. (see page 5)
- Add a short description of your practice in the **About Us** section. As advised by the NSW Code of Professional Conduct (part 7, 19 Dealings with the Public), we recommend that you also add your registration number in this section.
- You must agree to FAA Website terms and conditions for your edited profile to be visible on the website (see page 5).
- For questions, comments or feedback about this A+ benefit, please contact membership@architecture.com.au.

Step 1: Login to Member Portal

[Login](#) to the Member Portal.

Once logged in, on the landing page click **Manage My Practice** to open your practice profile.

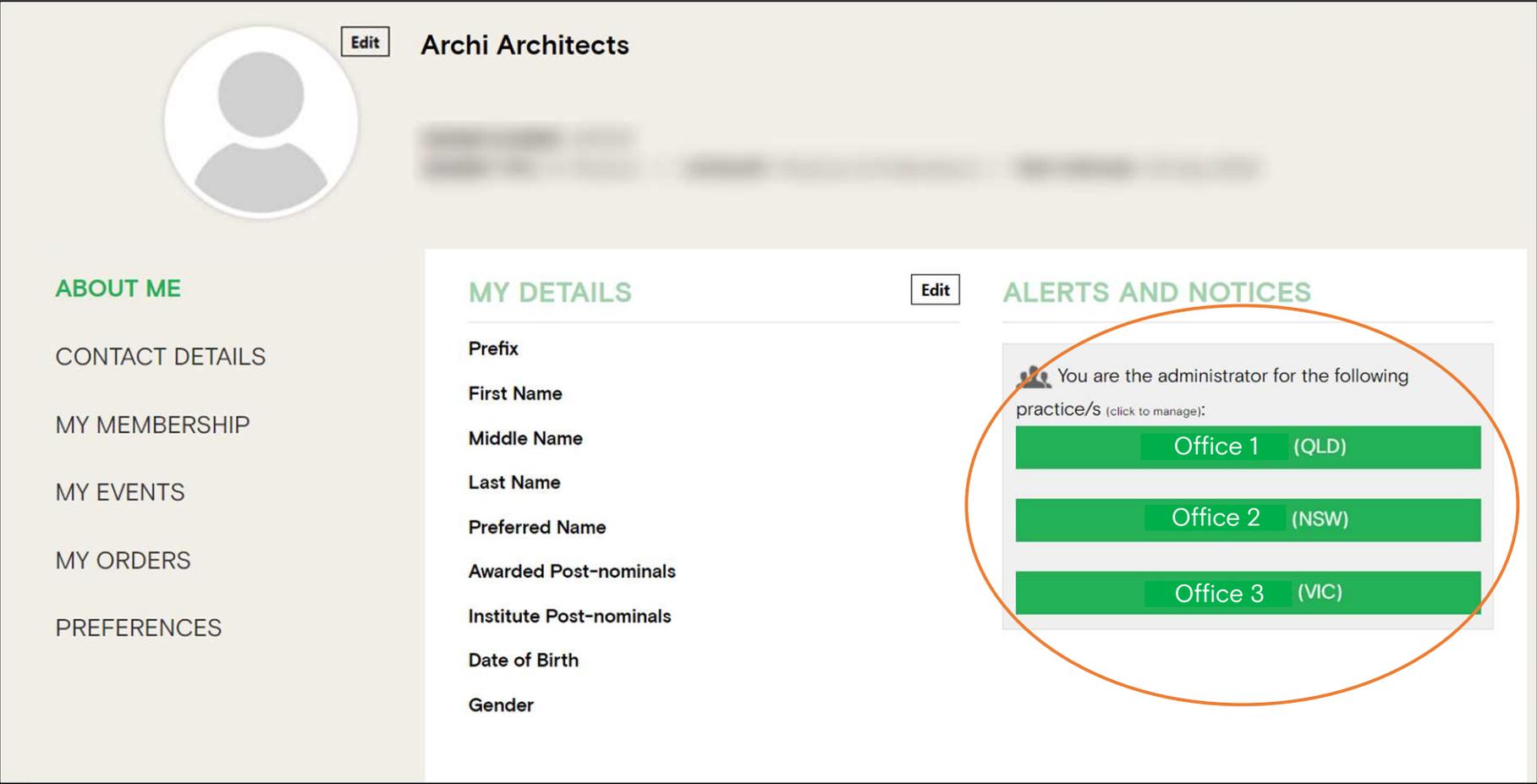


To [login to the member portal](#) you will need to use your Institute-registered email as your **username**.

If you cannot recall your password, use the **Forgot Password?** link below the login window, to reset your password.

Step 1: Login to Member Portal cont.

If you are a company administrator for multiple practices/offices you will need to **click on the practices listed** on the **About Me** section of **your personal profile** to **update each practice profile separately**.



Archi Architects Edit

ABOUT ME

- CONTACT DETAILS
- MY MEMBERSHIP
- MY EVENTS
- MY ORDERS
- PREFERENCES

MY DETAILS Edit

- Prefix
- First Name
- Middle Name
- Last Name
- Preferred Name
- Awarded Post-nominals
- Institute Post-nominals
- Date of Birth
- Gender

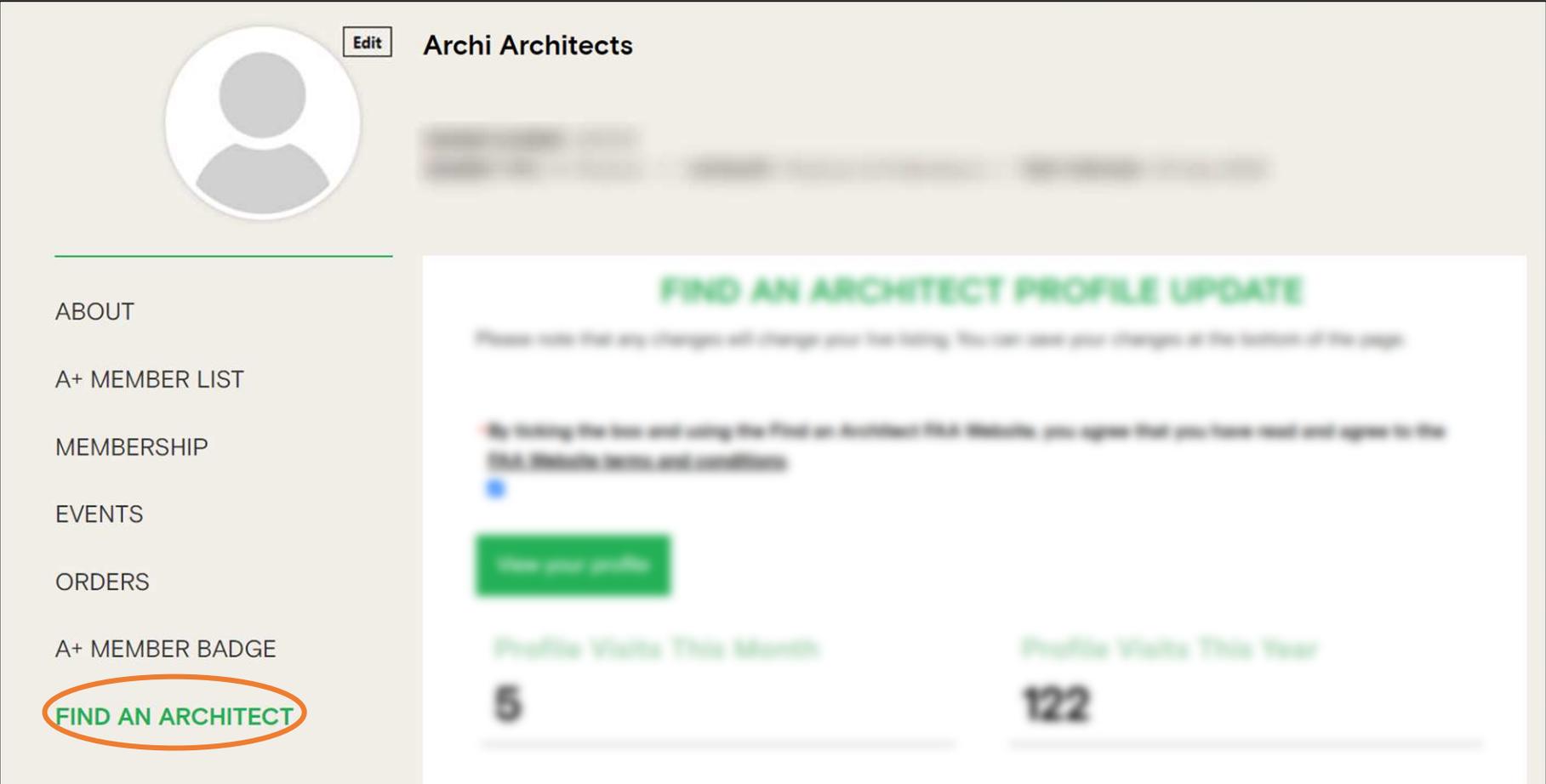
ALERTS AND NOTICES

 You are the administrator for the following practice/s (click to manage):

- Office 1 (QLD)
- Office 2 (NSW)
- Office 3 (VIC)

Step 2: Menu Navigation

Select **Find an Architect** from the vertical menu in your **practice record** in the member portal.



Archi Architects Edit

ABOUT

A+ MEMBER LIST

MEMBERSHIP

EVENTS

ORDERS

A+ MEMBER BADGE

FIND AN ARCHITECT

FIND AN ARCHITECT PROFILE UPDATE

Please note that any changes will change your fee listing. You can view your changes at the bottom of the page.

By hitting the box and using the Find an Architect that Website, you agree that you have read and agree to the [Site Website terms and conditions](#).

[View your profile](#)

Profile Visits This Month	Profile Visits This Year
5	122

Step 3: Terms & Conditions

Review the **Find an Architect (FAA)** terms and conditions and **tick** if you agree.

Remember to **Save** any changes made to your profile!

• By ticking the box and using the Find an Architect FAA Website, you agree that you have read and agree to the [FAA Website terms and conditions](#).



The **Find an Architect Directory Terms and Conditions** is also available via this [link](#).

Opt out of FAA (your practice will not be listed)



If you do not wish to have a public profile listing on the Find an Architect website, select **Opt out** of Find an Architect at the bottom of the page.

Save your selection.

Step 4a: Enquiries

These fields allow you to view the enquiries that visitors to the **FAA website** have made.

This lists the My Enquiries (active and archived details), My Shares And Profile Views.

ABOUT

A+ MEMBER LIST

MEMBERSHIP PAYMENTS

EVENTS

ORDERS

PRACTICE MEMBER BADGE

FIND AN ARCHITECT

PRINT PUBLICATIONS

FIND AN ARCHITECT PROFILE UPDATE

Please note that any changes made to your profile will be shown in your live listing immediately. You can **save your changes** throughout and at the bottom of the page.

FAA PROFILE MANAGEMENT INSTRUCTIONS

For further instructions on updating your FAA Profile click here.



By ticking the box and using the Find an Architect FAA Website, you agree that you have read and agree to the FAA Website terms and conditions.

VIEW YOUR PROFILE

Enquiries

My public profile

MY ENQUIRIES

1

MY SHARES

0

PROFILE VIEWS

3

ACTIVE ENQUIRIES



No enquiries

ARCHIVE

FIRST NAME	LAST NAME	EMAIL	PHONE	VIEW
------------	-----------	-------	-------	------



Step 4b: Publicly Listed Location

These fields allow you to choose the details you wish to have **published on the FAA website.**

Save your profile!

Note: If the display address selected is empty, incomplete or refers to a PO Box-only postcode, your profile will not be shown in the **Location search** results. Your practice profile will be displayed in the **Name search** results regardless of the display address selected.

The minimum information required for inclusion in the **Location search** is suburb, state, postcode and country.

FIND AN ARCHITECT

PRINT PUBLICATIONS

VIEW YOUR PROFILE

Enquiries **My public profile**

All the addresses from your user record are listed below.
You can use the checkbox to change which address will appear on the map

PUBLISHED	PURPOSE	ADDRESS	SUBURB	STATE	ZIP
<input type="checkbox"/>	Other	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	Work	[Redacted]	[Redacted]	[Redacted]	[Redacted]

ADDRESSES

Work Other +

Edit

- Preferred Mailing Address
- Preferred Billing Address
- Preferred Shipping Address

Addresses can be modified here.

Specify which address to use for Find an Architect. We recommend a street address.

Default option: if no address is selected, the **Work** address will be used.

Other: To list an alternate address, select **Other**.

Step 5: Publicly Listed Name & Contact Details

These fields allow you to choose the details you wish to have **published on the FAA website.**

Save your profile!

DISPLAY & CONTACT DETAILS

Current Display Name
Archi Architects

Name to show on FAA (if different from above)
Archi Architects Display name

Current Email
membership@architecture.com.au

Email Address to display (if different from above)
membership@architecture.com.au

Work Phone
03 8000 0000

Phone number to display (if different from above)
03 8620 3877

Website
www.architecture.com.au

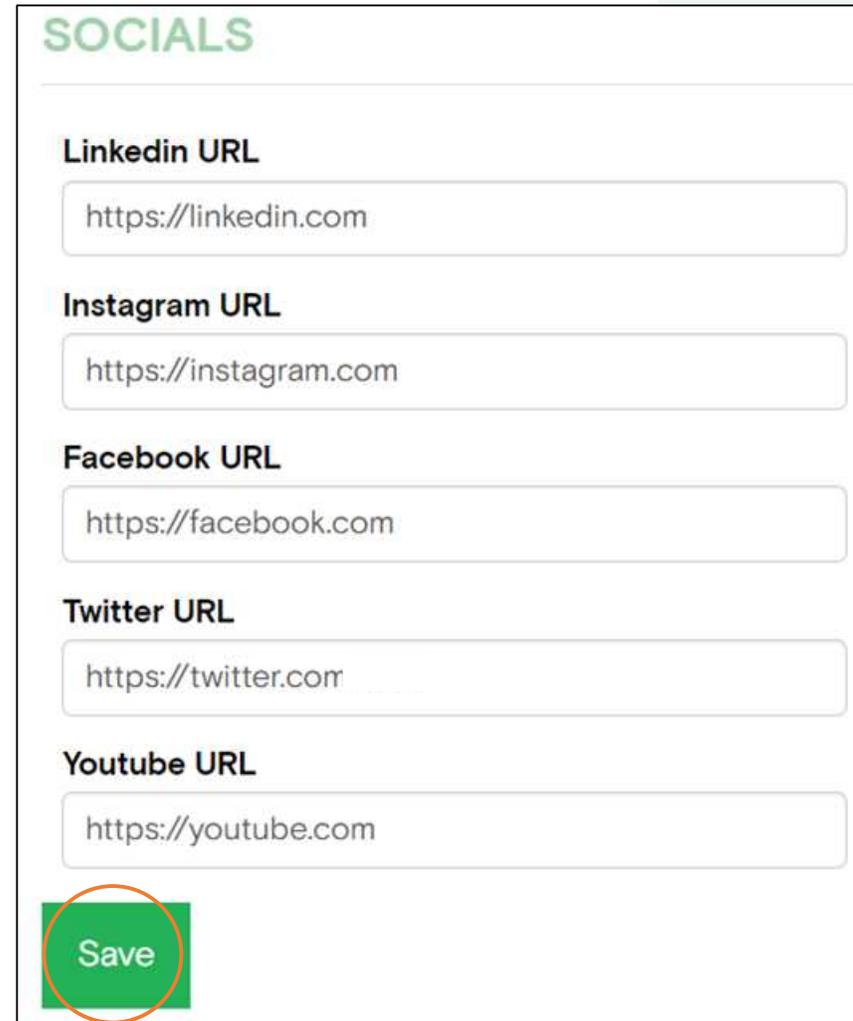
Save

You may wish to enter a general office email address here (e.g. contactus@) where public enquiries can be sent.

Step 6: Link your Social Profiles

If you have social media accounts associated with your practice, you can choose to **link** these to your **Find an Architect** profile.

Save your profile!



SOCIALS

Linkedin URL

Instagram URL

Facebook URL

Twitter URL

Youtube URL

Save

As shown in the examples above, the **full URL** must be provided including the **https:// at the beginning**.

The address will appear as a button in your profile.

Step 7: About Us

About Us is a free text field where you can provide greater detail about your practice.

Save your profile!

BIOGRAPHY

About Us (Biography)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut malesuada dapibus sem et congue. Vivamus eu nunc ut lacus malesuada pretium imperdiet sed ligula. Proin vulputate tellus ultrices, laoreet ligula et, feugiat erat. Nullam placerat aliquam elit sed bibendum. Fusce eget massa ac ipsum condimentum sollicitudin. In non urna vitae tellus sodales varius. Integer pellentesque, lectus ut blandit consequat, ligula dolor commodo velit, non elementum turpis enim non est. Fusce pretium iaculis commodo. Phasellus et dictum diam, ut finibus justo. Phasellus ac ligula vitae leo dapibus sodales. Ut auctor vulputate risus, viverra facilisis felis dapibus iaculis. Mauris convallis arcu id quam aliquam venenatis. Proin tristique tellus eu pellentesque lacinia. Pellentesque nibh lacus, malesuada vel convallis in, cursus ac nunc.

Save

In the **About Us** section you can provide a short description about your practice.

Here you may wish to mention:

- Background information about your business
- Information about your qualifications and registrations
- Provide details about awards you have received
- Highlight particular projects
- Your design ethos
- Further details about areas of specialisation

Step 8: Define your scope & budget

Select **checkboxes** that **specifically apply to your practice**. This will assist potential clients in using the filtered search on the **Find an Architect** website.

Target potential clients based on their search criteria linked to project size and budget.

Save your profile!

PROJECTS	SPECIALISATIONS
<p>Project Types</p> <p><input checked="" type="checkbox"/> Residential</p> <p><input checked="" type="checkbox"/> Commercial</p> <p>Residential Project Types</p> <p><input type="checkbox"/> Duplex</p> <p><input checked="" type="checkbox"/> New home</p> <p><input checked="" type="checkbox"/> Renovation or addition</p> <p>Commercial Project Types</p> <p><input type="checkbox"/> Check all</p> <p><input checked="" type="checkbox"/> Commercial and office</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Health and aged care</p> <p><input type="checkbox"/> Hospitality and tourism</p> <p><input type="checkbox"/> Industrial</p> <p><input checked="" type="checkbox"/> Mixed use</p> <p><input type="checkbox"/> Multi-residential</p> <p><input checked="" type="checkbox"/> Public and cultural</p> <p><input type="checkbox"/> Sport and recreation</p> <p>Project Budgets</p> <p><input checked="" type="checkbox"/> \$1 - \$250K</p> <p><input checked="" type="checkbox"/> \$250K - \$500K</p> <p><input type="checkbox"/> \$500K - \$1m</p> <p><input type="checkbox"/> 1 million+</p> <p>Project Sizes (m²)</p> <p><input type="checkbox"/> 0 - 100 (m²)</p> <p><input checked="" type="checkbox"/> 100 - 200 (m²)</p> <p><input checked="" type="checkbox"/> 200 - 500 (m²)</p> <p><input type="checkbox"/> 500 - 1000 (m²)</p> <p><input type="checkbox"/> Larger than 1000 (m²)</p>	<p>Specialisations</p> <p><input type="checkbox"/> Check all</p> <p><input type="checkbox"/> Accessible design</p> <p><input type="checkbox"/> Green star</p> <p><input type="checkbox"/> Heritage considerations</p> <p><input checked="" type="checkbox"/> Interior design</p> <p><input type="checkbox"/> Landscape design</p> <p><input type="checkbox"/> Low energy</p> <p><input type="checkbox"/> Off grid houses</p> <p><input checked="" type="checkbox"/> Sustainability</p> <p><input type="checkbox"/> Urban design</p> <p><input checked="" type="button" value="Save"/></p>

By selecting the specific areas of architecture you practice, you can attract potential clients with projects that **match your expertise and interest areas**.

Project Types: You can select **either or both** Residential and/or Commercial project types.

Project Subtypes and Specialisation: Multiple checkboxes can be selected, however it is recommended, to only select **areas you specialise in**. Selecting all types will reduce the filtered search capability for potential clients to find you.

Step 9: Add project images

Each profile has a limit of 6 images (of up to 500KB in size).

Click the **Add** button to add an image. Click **Edit** to replace or the **X** to remove.

This showcase will assist potential clients in better understanding the work and design thinking of the practice.

Save your profile!

SHOWCASE IMAGES (MAX OF 6)
Please upload a max image size of 500 KB

Your Reference	Image	Caption		
https://content.api.news/v3/images/bin/24d7e30404162cff83653fa0afef28c		My house	Edit	X
Image 2		Image 2	Edit	X
Image 3		Image 3	Edit	X
Image 4		Image 4	Edit	X
Image 5		Image 5	Edit	X
Photo of a building		This is a building we did	Edit	X

You have reached the maximum amount of imagesYou have reached the maximum amount of imagesYou have reached the maximum amount of images

Opt out of FAA (your practice will not be listed)

Save **Cancel**

Edit

Your Reference
Image 1

Image
Download file

Select

Caption
A lovely image of mountains

Save & Close **Cancel**

Step 10: Add links to your Institute Awards Submissions

Click the **Add** button to add a link to an award submission. Click **Edit** to replace or the **X** to remove.

Save your profile!



The screenshot shows a table titled "NATIONAL ARCHITECTURE AWARDS SUBMISSIONS". The table has two columns: "Award Year" and "Project Name". The first row contains "2023" and "Project Name". To the right of the "Project Name" cell are "Edit" and "X" buttons. An "Add" button is located in the top right corner of the table area, circled in orange.

In 2023 the Institute introduced the [National Awards Gallery](#) to its public website and created a dedicated webpage for every project entered in the Institute's National Awards Program. You can now share this webpage from your FAA profile.

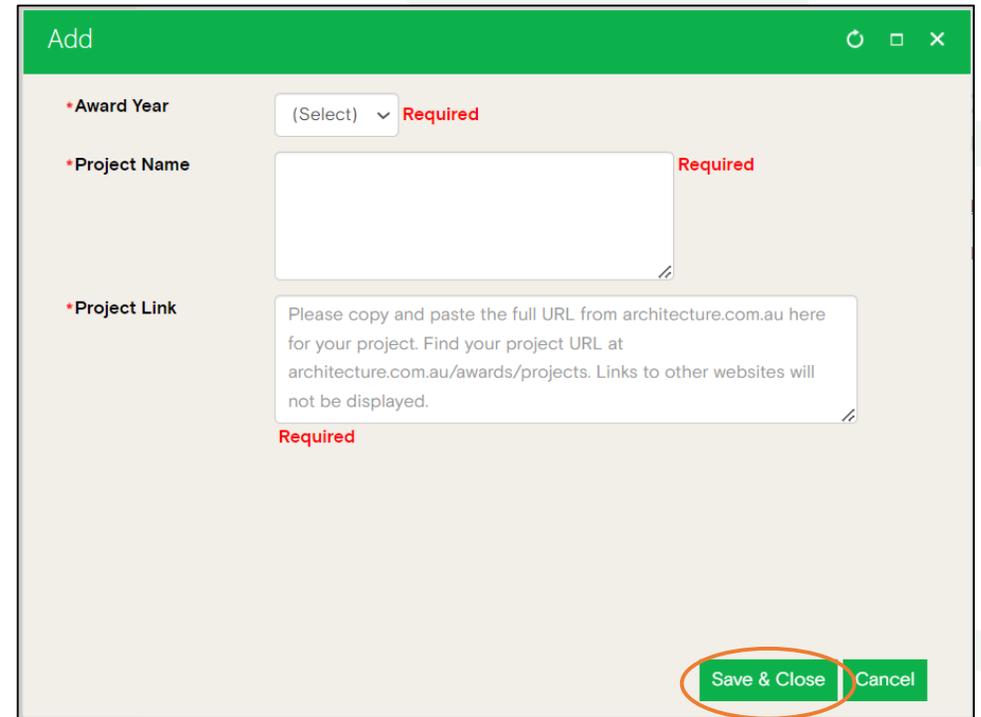
Include the award year, the project name and copy and paste the full URL of your project submission from the Institute's **National Architecture Awards** website.

You can find your project URL at <https://www.architecture.com.au/awards/projects>.

The project name will appear as a link in your profile.

Please note:

- Awards submissions from 2023 onwards are available to be linked at present
- Links to external websites will not be displayed



The screenshot shows a form titled "Add" with three required fields: "Award Year" (a dropdown menu), "Project Name" (a text input field), and "Project Link" (a text input field with a placeholder message: "Please copy and paste the full URL from architecture.com.au here for your project. Find your project URL at architecture.com.au/awards/projects. Links to other websites will not be displayed."). The "Save & Close" button at the bottom right is circled in orange.

Step 11: Review your Published Profile

Once you have saved any final changes, click the **View Your Profile** button at the start of the page to review your published profile as it appears on the **Find an Architect** website.

Note: Remember that by listing a profile on the [Find an Architect website](#) you are promoting your practice as a registered architectural business. Members are responsible for the accuracy of all information displayed on their profile.

FIND AN ARCHITECT PROFILE UPDATE

Please note that any changes will change your live listing. You can save your changes at the bottom of the page.

• By ticking the box and using the Find an Architect FAA Website, you agree that you have read and agree to the [FAA Website terms and conditions](#).



View your profile

The screenshot displays a user profile on the Find an Architect website. The profile is for 'ARCHI ARCHITECTS' and includes a map of their location at 62-64 Victor Cres, Narre Warren VIC. The profile features a 'BIOGRAPHY' section with placeholder text, a 'PROJECT SHOWCASE' section with five images, and sections for 'PROJECTS' and 'SPECIALISATIONS'. The contact information provided is: Phone: "phone", Email: membership@architecture.com.au, and Website: www.architecture.com.au. The profile also includes social media icons for Facebook, Twitter, Instagram, and YouTube.

The project scope and areas of expertise that were selected will be shown in the drop-down menus under headings **Project** and **Specialisations**.

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