

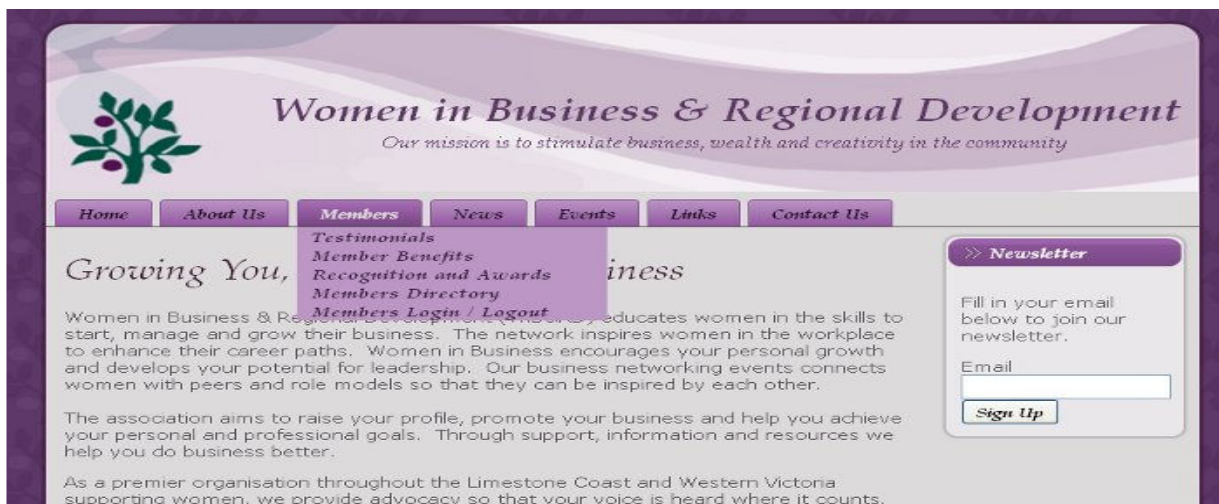


## MEMBERSHIP GUIDE TO THE WEBSITE For Financial Members

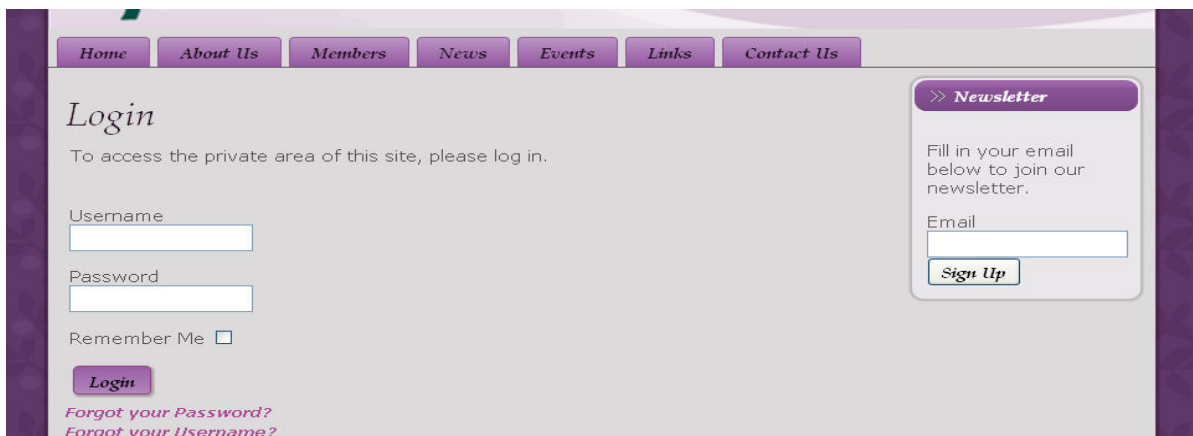
This guide is for financial members only. When you join Women in Business and Regional Development (WiBRD) you will be sent an email once you are set up on the website. This email will contain your username and password for the website <http://www.wibrd.org.au>.

Place your mouse over the Members tab and you see the sub menus as shown below.

Click on Members Login / Logout



Here you will see the Login screen if you are not already logged in (if you are then you'll see the logout screen).



As well as entering your username and password that you have been sent you can also retrieve your username or your password if you have forgotten them.

If you tick the 'Remember me' box your details will be stored on your computer.

Enter your username and password and press enter.

You will be returned to a Members Only page and you will also have extra links under the Members button.



## 1. Add Your Details

Click on Add Your Details

Where ever you see a  that means if you hover over that symbol you will see some extra text.

All fields marked with an \* are mandatory.

Fill in the fields with your details and your company details. The information you enter will be shown in the Membership Directory which is open to the public.

## Members Directory

Search

### Edit Entry

All fields with \* are required. If you need help place your mouse on the ? symbol. PLEASE NOTE: This information will be displayed in the Membership Directory to the public

First & Last Name *	<input type="text"/>
Company Name	<input type="text"/> ?
Street	<input type="text"/>
Town or Suburb *	<input type="text"/> ?
State *	<input type="text"/> ?
Postcode *	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
Contact Person *	<input type="text"/>

The description field is for the description of your services / products.

Meta keywords are the words that people type into search engines to find your services / products on the internet. For example if you had a bed and breakfast you may want to have keywords of accommodation, bed and breakfast, B&B, B&B accommodation and your location.

To load a picture to the directory entry click on the browse button and select an image from your PC. The file size will not be accepted if it's greater than 300kb. The maximum size the system allows is 200px x 200px.

To load a logo to the directory entry click on the browse button and select an image from your PC. The file size will not be accepted if it's greater than 300kb. The maximum size the system allows is 200px x 200px.

If you think your photos are too big you can access a free service such as [www.shrinkpictures.com](http://www.shrinkpictures.com) to reduce the size of your images.

The screenshot shows a form with the following fields and controls:

- Phone: A text input field.
- Fax: A text input field.
- Description: A rich text editor with a toolbar containing Bold (B), Italic (I), Underline (U), font family and size dropdowns, bulleted and numbered list icons, and a link icon. Below the toolbar is a large text area.
- Picture: A text input field followed by a "Browse..." button and a help icon.
- Logo: A text input field followed by a "Browse..." button and a help icon.
- Meta Keywords: A large text area with a help icon.

Meta Description is the description of your services / products that you would like displayed in the search engine.

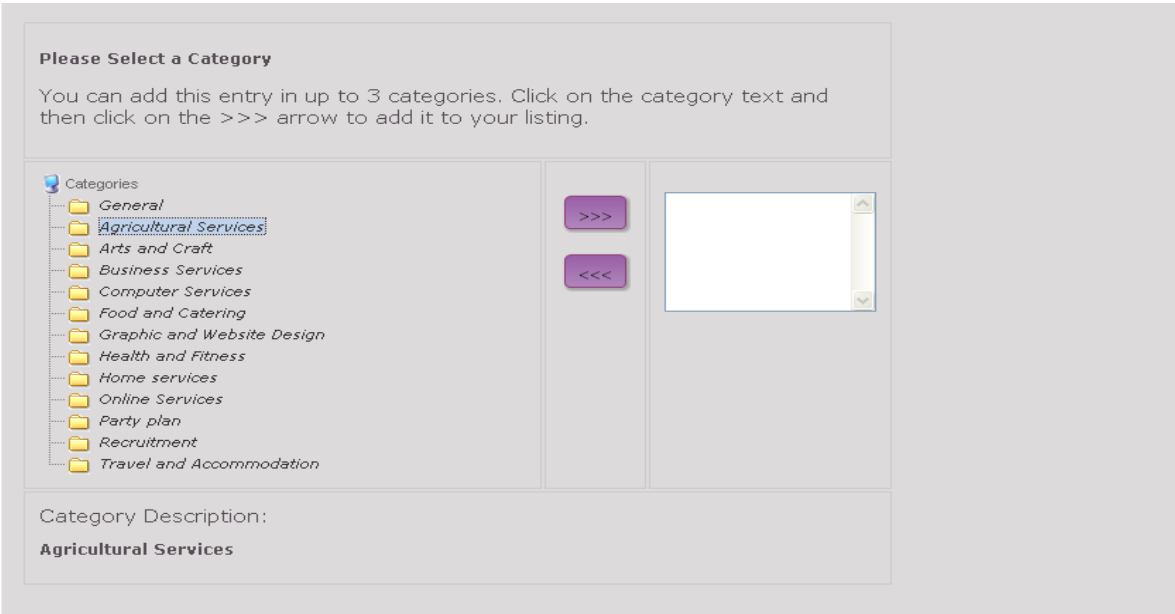
The screenshot shows a single text input field labeled "Meta Description" with a help icon to its right.

Your membership entry can be added in up to three categories.

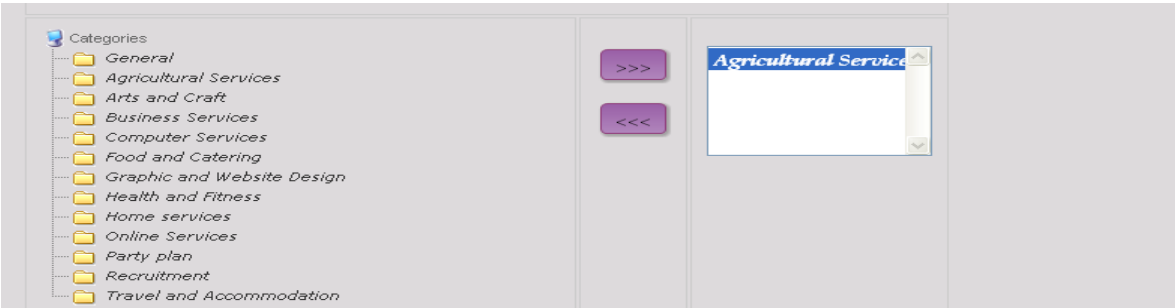
Click on the category and the category will be highlighted and any extra information will be shown under the category description.



If that category is suitable for you click on >>> to add to the list on the right.



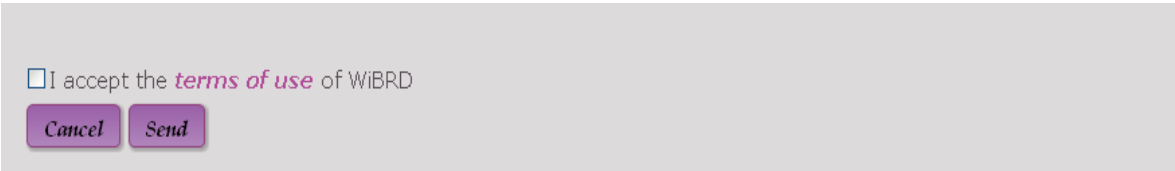
And the category will appear on the right.



If that category is unsuitable for you click on  to remove that category from your listing.

Please make sure that you read and accept terms of use of WiBRD.

Then click on send.



Your directory entry has been submitted for approval and once approved will appear in the Members Directory.

**2. Edit / View Your Details**

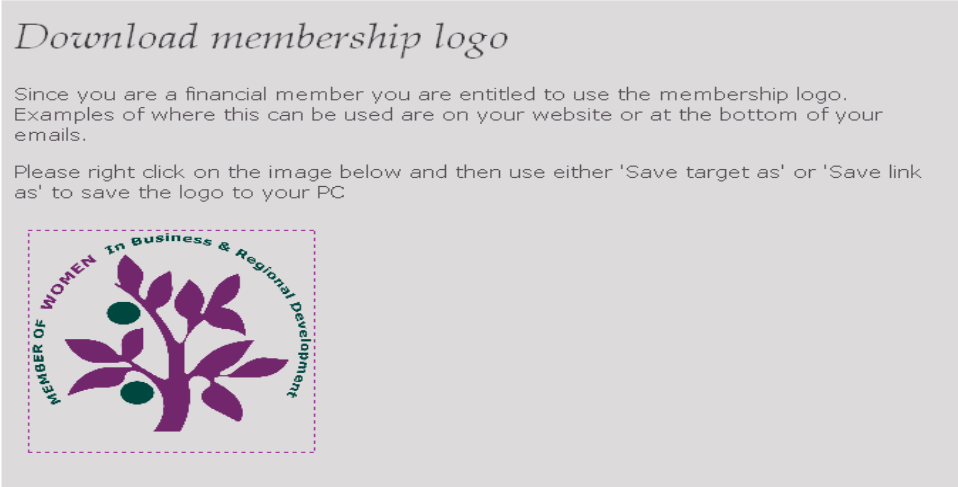
Once your listing has been approved you can edit or view it through this option.

If you click on edit you will be taken to same screen as when you added in the entry and any options can be changed and an email is sent automatically to the website administrator to let them know that a change has taken place.



3. Download Your Membership Logo

Follow the instructions on the screen to download the membership logo to your PC.



4. Change Your Details

You can change the details for your name, email and password as shown below.

Click on Save to make sure that you save any changes.

