

Instructions to add your Biz Directory Entry

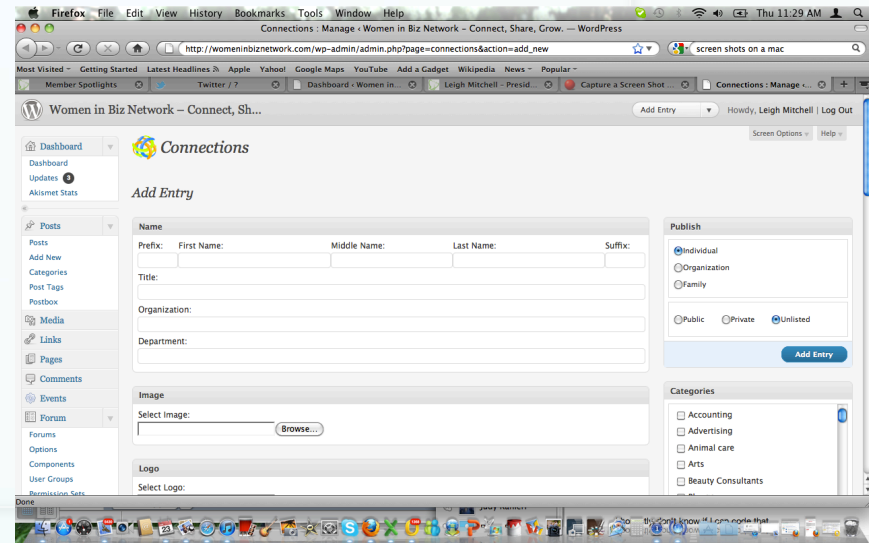
Click on the link:

http://womeninbiznetwork.com/wp-admin/admin.php?page=connections&action=add_new

Enter the information as requested
(enter only what you want to display)

When you choose “image” this should be a photo of you – this won’t appear other than on the internal page

IMPORTANT: FOR THE *DISPLAYED IMAGE* (it is called LOGO on the directory) = you can either upload a logo or picture of yourself to display on your biz listing.



The screenshot shows the WordPress admin dashboard for 'Women in Biz Network'. The main content area is titled 'Connections' and 'Add Entry'. The form includes fields for Name (Prefix, First Name, Middle Name, Last Name, Suffix), Title, Organization, and Department. There is a section for Image with a 'Select Image' field and a 'Browse...' button. Below that is a 'Logo' section with a 'Select Logo' field. On the right side, there are radio buttons for 'Individual', 'Organization', and 'Family', and checkboxes for 'Public', 'Private', and 'Unlisted'. At the bottom right, there is an 'Add Entry' button and a 'Categories' section with checkboxes for Accounting, Advertising, Animal care, Arts, and Beauty Consultants.

If you want your logo and image to appear as one our designer can do this for you in a logo/photo overlay for between \$20-30. Pls. contact me.

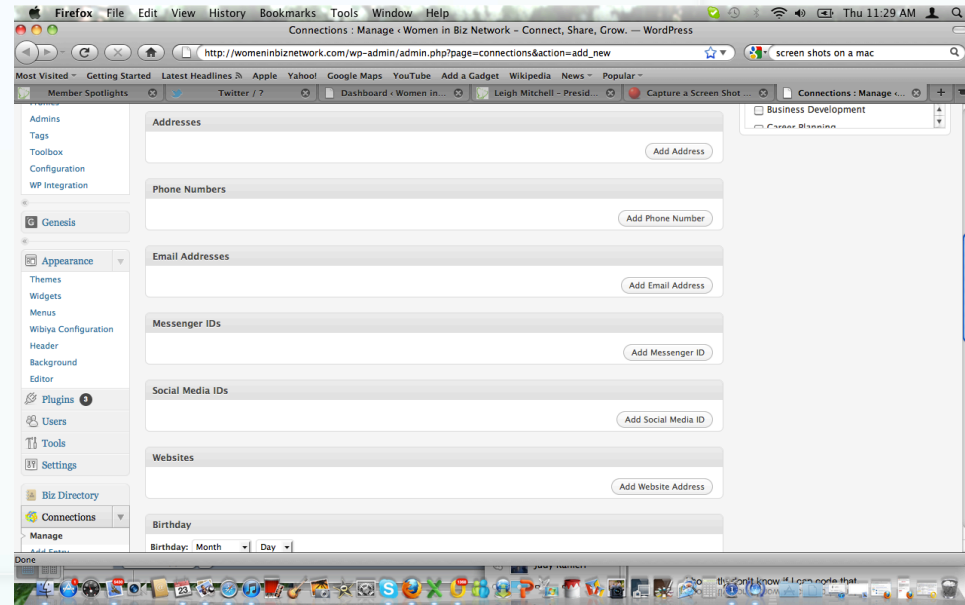
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Continue to enter the requested info but only what you want to display.

When you get to Social Media ID's choose the ID on the left you want to enter and then add the address ie:

www.twitter.com/womenbiznetwork

Then when done click add again to enter more. Keep doing until you have entered all you want to display.

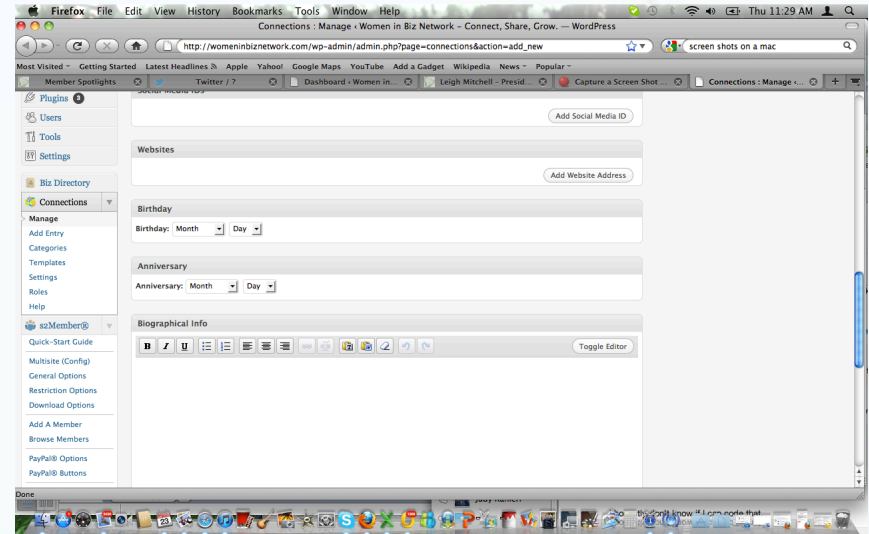


Instructions to add your Biz Directory Entry

Add your web site/web sites

Add your birthday only if you want it displayed (displays month/date not year 😊)

Enter your bio next – really put whatever you like. You can copy and paste from your web site if you like. You can link web site addresses using the “linking” icon (looks like a chain). Copy the text you want to link first then click on the icon).



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Then scroll back up to the top again “Publish” area and click on “Add Entry”.

It will then process for a couple seconds and then you should get a message highlighted in yellow that you have been successful in uploading the listing. You also go back and update your listing should you have a mistake. Go to <http://womeninbiznetwork.com/business-directory-2/> to see your live directory. Click on BIO to see your bio.

