

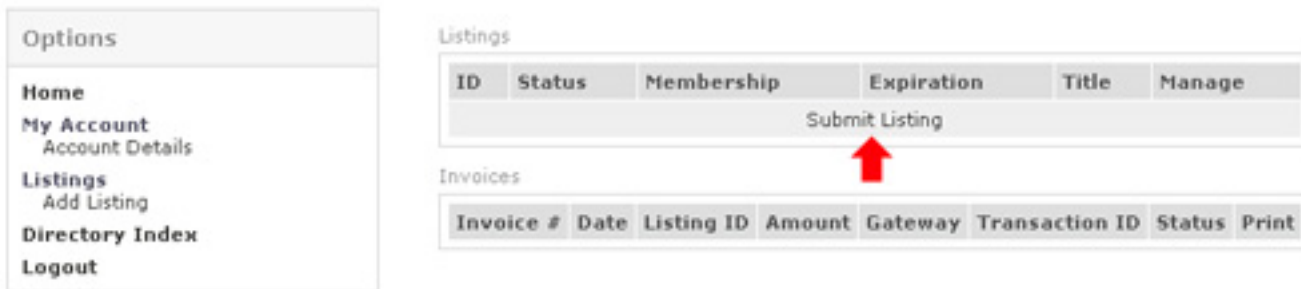
## It all starts with creating an account:

By simply clicking on the 'Submit Listing' link you will be taken to our membership registration page.

- Fill in the form and submit.
- You will receive a confirmation e-mail.
- Click the link in this e-mail
- On the confirmation page you will be able to log in.
- **NOTE:** If you don't receive a confirmation e-mail from us, please use the [Contact Us](#) button, and we will activate your account for you manually.

## Now that you're a member, here's how to create your listing:

Click on the 'Login Now' link (top right corner of the site), and enter your user name and pass word. Once logged in, the members' area will look like this:



By clicking on the 'Submit Listing' link or the 'Add Listing' link, you will open the Listing submission form.

The screenshot shows the Listing submission form with the following fields and annotations:

- Membership:** Select Membership: Basic (\$0.00) (indicated by red arrow 1)
- Select Category:** Category: > Technicians & Repairs (indicated by red arrow 2)
- Listing Details:** Listing Title: (indicated by red arrow 3)
- Short Description:** (indicated by red arrow 4)
- Description:** (indicated by red arrow 5)

1. **Choose your membership.** Our Basic membership is free and the choice of most businesses.
2. Chose a suitable category for your listing.
3. **Your listing Title** should be short, as it will make your listing look strange if you make it more than 3~4 words.
4. **Short Description:** is important and will be the first text people read about your business. Try to keep it to one paragraph, as it will look

The image shows a web form for creating a business listing. It includes the following fields and callouts:

- 5:** A large text area for the business description.
- 6:** Address Line 1 (123 Some St, SomeTown).
- 7:** Location dropdown menu (NSW).
- 8:** Post code (2541).
- 9:** Email (your@e-mail.com).
- 10:** Website (http://www.yoursite.com.au).
- 11:** Region dropdown menu (Shoalhaven).
- 12:** Keywords text area (all the keywords, should be seperated, by, a , commer, to insure that, they work).
- 13:** Phone (02 4412 3456).
- 14:** Instant Messenger dropdown menu (AIM).
- 15:** Instant Messenger ID.
- 16:** Contact Person.
- 17:** Mobile.
- 18:** Logo upload area (300 x 300, Limit: 1200000 bytes).
- 19:** Security Code (5 F 5 K).
- 20:** I agree to the terms and conditions checkbox.
- 21:** Submit Listing button.

strange if spreads over many lines.

5. **Description:** This is where you want to talk about your business in detail. You can use the HTML editor, or by clicking on "Source" paste HTML code into this field. This is what people will see when they click on your listing.
6. **Address:** Should be your street address, as this is used by the Google map feature of the site.
7. **Location:** select your appropriate loaction.
8. **Post code:** is important for the Google map feature.
9. **e-mail:** people will be able to contact you through our site, but your e-mail address is kept hidden (stopping SPAM).
10. **Website:** If you have one, it will be linked from your business listing.
11. **Region:** choose the region your business belongs to.
12. **Keywords:** are very important as they help people find your listing. Seperate each keyword with a comma and choose words that realate to your business or service.
13. Your phone and fax will be listed, if entered.
14. If you use instant messaging (IM), you can choose which one you like.
15. Simply add your IM ID to your listing by filling it in here
16. **Contact person:** this will appear in your listing.
17. **Mobile:** this will appear in your listing.
18. **Logo:** you can upload a logo of up to 300 x

300 px in size. We strongly suggest uploading an image as it encourages people to click your listing.

19. Type the security key here.
20. Read our terms by clicking on the link, and check once you have read them.
21. Click here to submit your listing.

Please note that you can always update these details on your listing at any time by simply logging into the members' area. When you have submitted your listing, it will be reviewed by one of our staff; once approved, it will then be 'live' on the public site. If you edit an approved listing, it will be submitted back to our staff to re-approve; therefore it will be made public once approved again.


## Updating or Adding to your listing:

Options
<b>Home</b>
<b>My Account</b> Account Details
<b>Listings</b> Add Listing
<b>Directory Index</b>
<b>Logout</b>

Listings						
ID	Status	Membership	Expiration	Title	Manage	
1	Active	Basic	Never	Raise4Fun Advertising	View/Edit	Delete

Invoices							
Invoice #	Date	Listing ID	Amount	Gateway	Transaction ID	Status	Print



Once you have logged in to the members' area, you will now see your listing and its status. To the right you will see the "Manage" field, and by clicking on the "View/Edit" button you will see the following page:

Listing Details (Edit Listing | View Public Listing)

Categories	[Edit Categories]	2	1 Used, 2 Free
Banners:	[Edit Banners]	3	
Products:	[Edit Products]	4	0 Used, 3 Free
Images:	[Edit Images]	5	1 Used, 2 Free
Documents:	[Edit Documents]	6	1 Used, 0 Free

Upgrade:  
Premium Upgrade 8

**Raise4Fun.com.au**

Listing ID: 1  
Membership: Basic  
Listing Title: Raise4Fun Advertising  
Categories: - Business & Finance > Business Services  
Short Description: Locals helping Locals in a perfect cycle...  
Description: **16 Unique and Unprecedented Benefits strictly for Local Business Owners**  
Saving you Time & Money: Increasing your Profits whilst Reducing Expenses  
The only advertising where you don't pay for the service until after it's been delivered (yet you can opt out anytime)  
With a solid background in website design & troubleshooting since 2002, we have diversified with Raise4Fun advertising. Only for local business owners (small, medium & large) & local franchise owners (Australian co.'s). Cutting edge & unique advertising that's delivered on a face to face level.

1. To edit or update your active listing, you can click on the "Edit Listing" link. This will open your listing up in the editable fields for you to update and re-submit.
2. As a basic account you may add your listing in up to three different categories; this is done by clicking on the "Edit Categories" link. Premium memberships are entitled to add their listings into 10 different categories.
3. Adding Banners to your listing is only a feature for Premium Listings. By clicking here you can add a large banner that is rotated throughout the site, as well as a smaller banner which is also rotated in the side panel of the website. This is a great way to ensure extra exposure through our Directory for your business or service.
4. To add or edit products, you click on the link "[Edit products](#)". On the next page you can fill in the details about your product and upload a picture. Please look below for more information.
5. To add images to your listing click on the "[Edit Images](#)" link. Basic listings can add up to 3 products and premium listings can add up to 30. More information about this below.
6. To add a PDF or Word document to your listing, click on the "[Edit Documents](#)" link. Businesses can add menus, product lists, or any other information that may be of interest to your clients here.
7. If you have more than one business, you can add a separate listing from your member's area -- just by clicking on the "add Listing" link.

- For businesses who are interested in taking a Premium Listing, simply click here. For only \$50 / year you can have your businesses banner rotated throughout the directory as well as appearing at the top of the categories your business is listed in.

## Editing or adding Products to your listing:

Listing Details (View/Edit Listing)

Listing ID: 1  
 Membership: Basic  
 Listing Title: Raised4Fun Advertising

Products (3 Free, 0 Used)

Product	Product	Price	Edit
Type: *	For Sale <span>← 1</span>		
Product Title: *	<input type="text"/> <span>← 2</span>		
Description:	<input type="text"/> <span>← 3</span>		
	1500 characters left		
Quantity:	<input type="text"/> <span>← 4</span>		
Packaging:	<input type="text"/> <span>← 5</span>		
Expiration:	0 days		
Purchase link:	<input type="text"/> <span>← 6</span>		
Price:	<input type="text"/> <span>← 7</span>		
Image:	<input type="text"/> <span>← 8</span> <input type="button" value="Browse..."/>		
	(600 X 600 @ 50000 bytes)		
<input type="button" value="Submit"/>			

- Choose the Type of product listing from the drop-down field.
- Add a Title for your product, generally a short 3~6 word title works best.
- Give a Description of your product.
- List the number of products available.
- Describe packaging if relevant.
- Choose the length of time the product listing will be active.
- You can add code in here for a PayPal "buy now" button. Otherwise leave blank.
- Type the price without the \$ sign.
- Select an image of your product from your hard drive, and upload it to our server.

## Editing or adding Pictures to your listing:

Listing Details (View/Edit Listing)

Listing ID: 1  
Membership: Basic  
Listing Title: Raise4Fun Advertising

Images (3 Free, 0 Used)

Image	Image Title	Edit
Image Title: *	<input type="text" value="1"/>	
Description:	<input type="text" value="2"/>	
Submit Image (600x600@50000 bytes):	<input type="text" value="3"/>	<input type="button" value="Browse..."/>
<input type="button" value="Add"/>	<input type="button" value="4"/>	

1. Add a Title for your image or picture; generally a short title works best (3~6 words.)
2. Give a description of your image.
3. Select the image from your hard drive to be uploaded to our server.

## Editing or adding Documents to your listing:

Listing Details (View/Edit Listing)

Listing ID: 1  
Membership: Basic  
Listing Title: Raise4Fun Advertising

Documents (1 Free, 0 Used)

Document Title	Edit
Document Title: *	<input type="text" value="1"/>
Description:	<input type="text" value="2"/>
Submit Documents (Max: 100000 bytes)	<input type="text" value="3"/> <input type="button" value="Browse..."/>
<input type="button" value="Add"/>	<input type="button" value="4"/>

1. Add a Title for your document; generally a short, 3~6 word title works best.
2. Add a description of your document.
3. Select your document from your hard drive.
4. Click "add" to upload this document to your listing.

Documents can be PDF's, Word or Notepad documents. This feature is a very good way of placing a products' price list or company portfolio onto your listing for new clients to see.