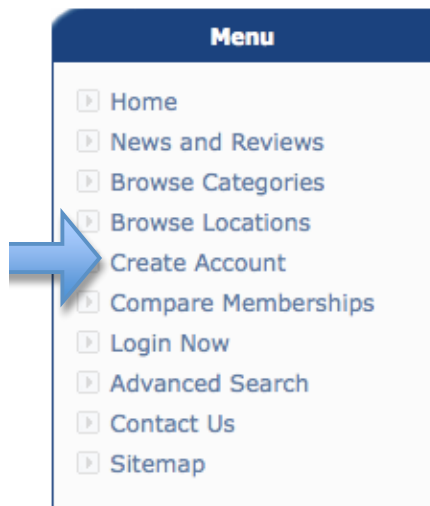


How to Register a User account:

In the Side Panel (Left on Website) find the Menu.



Click on Create Account.

Complete the form. The fields with red stars and required fields and must be completed.

Please note the security code has a picture below it. Type what you see in the picture inside the security code field to verify you are human.

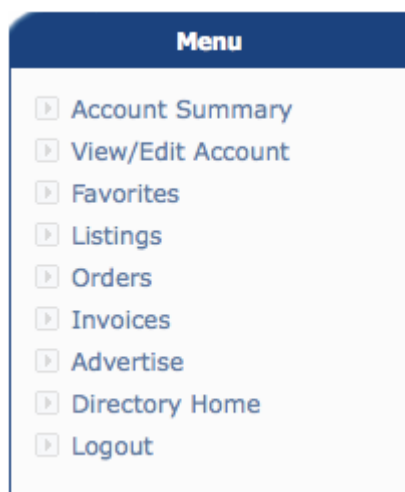
When done click on Submit.

Within a minute or two you should receive an email. Inside the email is a link you have to click on to confirm you are the owner of the email address.

Login to Account

Once you have completed the steps above you will be able to log into your account. On the same menu as above you will find "login now". Click on the link and type your username and password to log in.

Your menu will look like this:



To add your business to the Directory you first need to click on Advertise.

You will be presented with the different options available.

Just a quick rundown of the options.

Basic gives you a listing you contacts details.

Silver gives you Basic with Map Search, Products, Photos.

Gold gives you Silver with advert space on the sides of the website.

Once you have selected the option go to the next screen Primary Classification.

Find the category that best describe your business. You can click on the plus to see sub categories. Select one by putting a dot in the circle next to your category. Click on Submit.

Adding your Business

Title of Business: Business Name

Friendly Url: Just click in the box to activate. Will give you a link like www.upington.biz/mybusiness

Categories. If you signed up for the Silver or Gold option you are allowed to advertise your business under multiple categories. Silver gets 1 extra. Gold gets 2 extra.

Short Description: Something short that will tell a person what your business do. Keep it short.

Description: Here you can write a more in detail list of things your business do.

Keywords: Very important. Keywords are what people use to find your business. Use a comma between keywords to separate them. Example: Accommodation, B&B, verblyf, oornag, nameofmybusines

Meta Keywords and Description: Exactly the same as above but this will be used by search engines like Google and not this website. You can just copy and paste from the description and keyword fields.

The rest of the information required is very straightforward. Just remember to click on **Select Coordinates** and point us to your business. (Silver and Gold only)

The **logo** must be a small image (large images take forever to open on the internet) so we blocked all large images. If you don't know how to make it smaller, search Google for iZoom. It's free and easy to use.

Payment

Once you have clicked on submit you will be at payment.

You have 3 options available. Paypal, Setcom and Offline Payment.

If you don't know what Paypal is, select Setcom.

If you are like most people and to scared to do online transactions select option 3. You can pay the money over by Internet Banking or Deposit.

Once the payment is received your listing will be verified for any mistakes and improvements and activated. Normally 12 Hours or less!

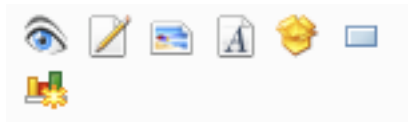
Additional contents

Once your business has been approved you can view your invoice and add photos, documents and adverts. (Only Silver and Gold)

Adding contents:

Go to your account. Click on listings. You will see all your businesses in a table.

Look for these Icons:



By clicking on the icons you will be able to manage your listings information should it change. You can add photos of your business, show some of your products, add documents like brochures and view how many times your adverts and listing has been viewed.