Once you have been added to the website,

Could you please log in using the details in your welcome email.

Once you have logged in you should land on the Members home page, then on the right there is a menu, click **My Business Listing**.

Then in the main window under the word **Title** select Your Business Name

Then your listing will open, you can add extra categories, change or add contact details, social media (twitter must be your twitter user name (e.g. @yourtwitterhandle) then below that you can add your write up and photos.

Once you have finished please remember to ‘save changes’ at the bottom of the screen

Many thanks in advance Hilary

*Hilary Pulsford*

*Administrator*

*NABAS Helping You Take Your Business To A Higher Level*

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