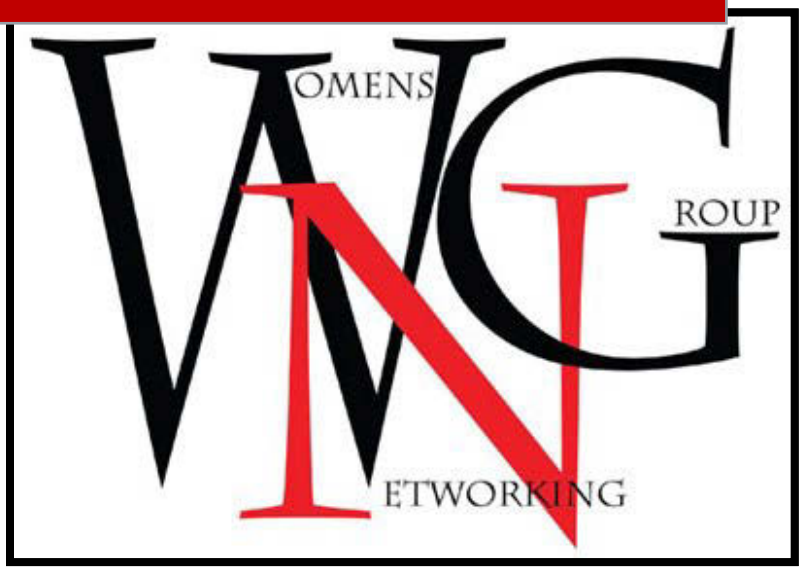
Membership Directory Setup Guide



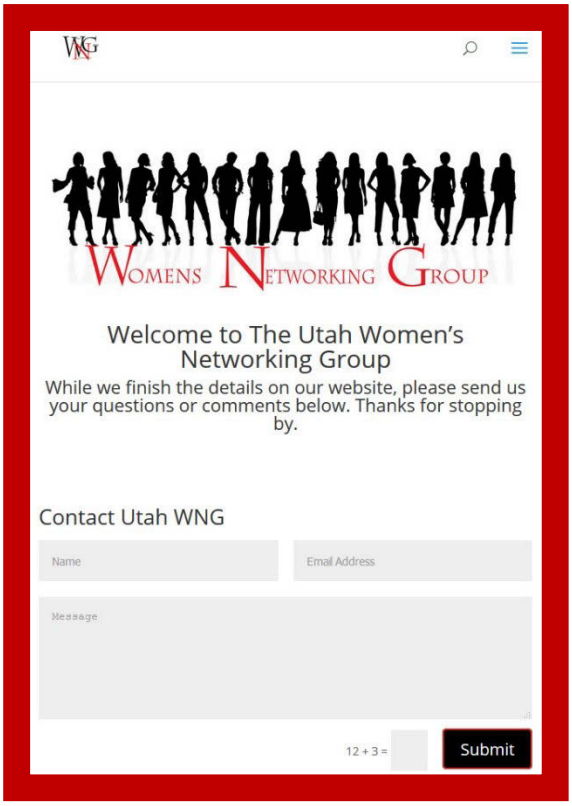
Utah Women's Networking Group

September 2016

Contact: ambassadors@utwng.com

Utah Women's Networking Group Online Membership Directory

This how-to guide is provided to our members to assist in the setup of their business listing profiles on our website. For members who wish to be in the directory without listing a business, they can just use their own name and contact information instead. Please read and follow the steps in the guide before sending questions or requesting assistance.



Most members will automatically claim their business listing during the setup of a new listing, but administrators can create listings and allow members to claim later if needed. Claiming a listing allows you to make edits and changes to it later. The listing will appear in the directory while membership is current. Memberships that lapse will result in listings being removed from the directory. Please be sure to act on notification messages for renewals in a timely manner.

Please contact our assistant or ambassadors if you have any questions.

You are responsible for keeping your listing up to date and making any changes to contact details as needed. Different levels of membership will control what you are allowed to list. Full Business members can upload a logo and a set of images to better feature themselves or their businesses. Be sure to optimize your images for web viewing (570 x 380 pixels is best) so they will look good in the directory previews. You can see the Example Full Listing for example images that work well in the directory.

Updated: 9/1/2016

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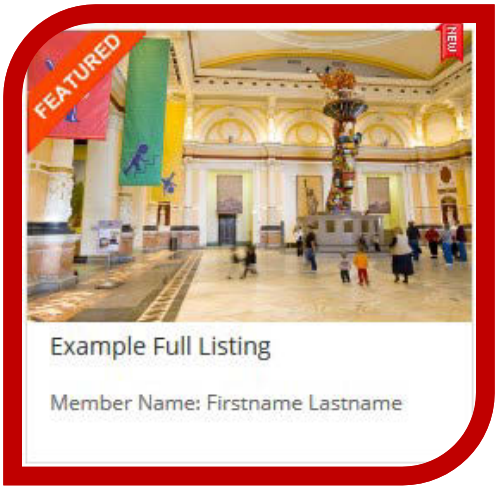
Welcome to Our Website

You can find the Utah Women's Networking Group website at www.utwng.com .

We maintain a directory of current members for the benefit of our community and to provide opportunities to support and promote each other's businesses. This guide will walk you through the steps of registering your user profile and business listing on our website. We will we rely on our members to add specific details and enhance their profiles with logos, business images, hours of operation, website and social media links, and special member to member offers.



Membership levels will include the following directory features (see Membership Packages page for other benefits):

Community Member – Basic listing with Business Name, Member Name, 1 business category, limited keyword tags, no images, can purchase 1 additional linked business listing. Also includes read only access to the separate Utah WNG Business Resources Page.

Resource Member – Same options as Community with the addition of a 2nd business category option, limited business description and more keywords, and the ability to list a contact email, can purchase up to 2 additional linked business listings. Also includes posting privileges on the separate Utah WNG Business Resources Page

Business Member – List up to 5 different business categories, full keyword tagging, up to 10 images, links to business hours, website, email, social media links, special offer fields, ability to link up to 2 other business listings at no extra cost. Includes Facebook and other benefits of Community and Resource members.

Get Started

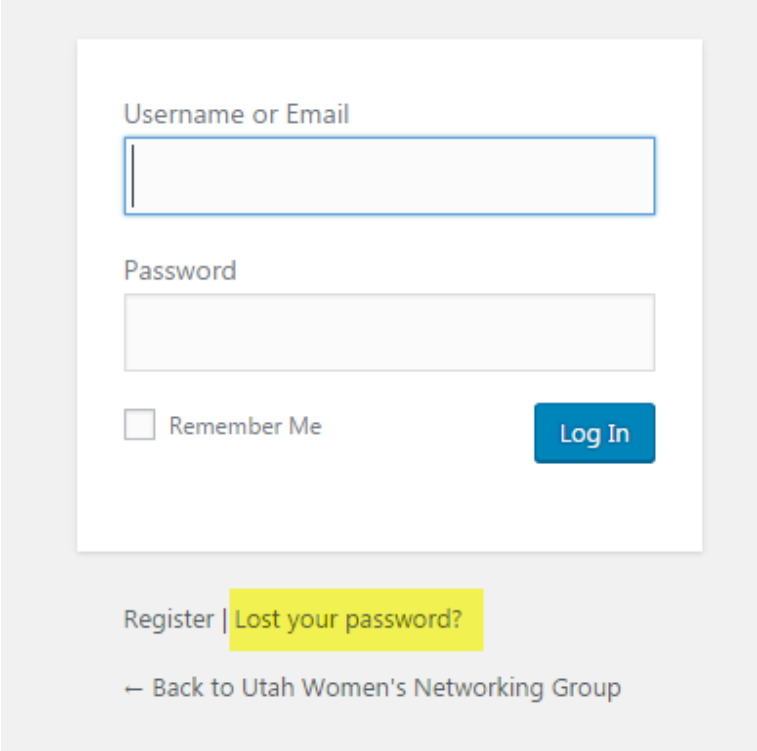
To become a WNG member, start by filling out our application form This piece is used to approve members for our closed Facebook group. Our existing Facebook group members have already done these steps. Before engaging on the Women's Networking Group Facebook Main Page or WNG Business Resources Page, please read our Posting Do's and Don'ts Page In order to post any content to the Facebook group, you will also need to submit the WNG Posting Agreement Once these steps are completed, we will give you access to Facebook.

If you wish to purchase a membership, but do not plan to use the website business listing directory, please contact us and we will give you a link to purchase the membership separately. You will still receive all of the other benefits of membership and Facebook participation.

For those who plan to use the website, please follow the steps on the next few pages.

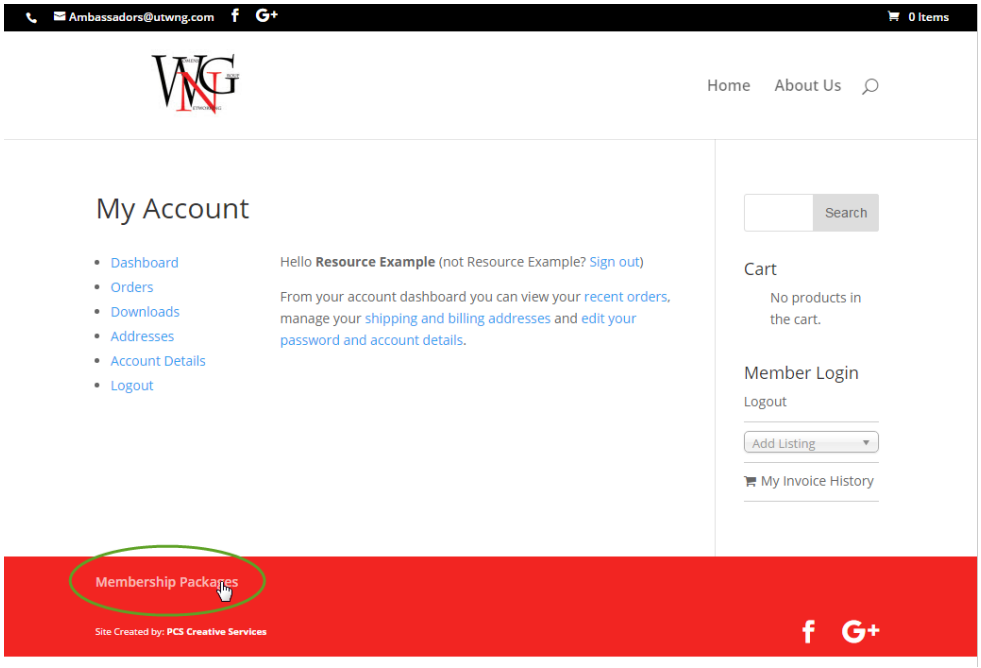
First you need to register as a user on our site. Use this link to register:
http://www.utwng.com/wp-login.php?action=register
To purchase your membership and create your business listing, you need to visit the website and log in to your WordPress account with the username and password you created. You can login using this link: http://www.utwng.com/wp-login.php.

If you ever need to reset your password, use the login page, enter your email address, and click the “Lost your password?” link.

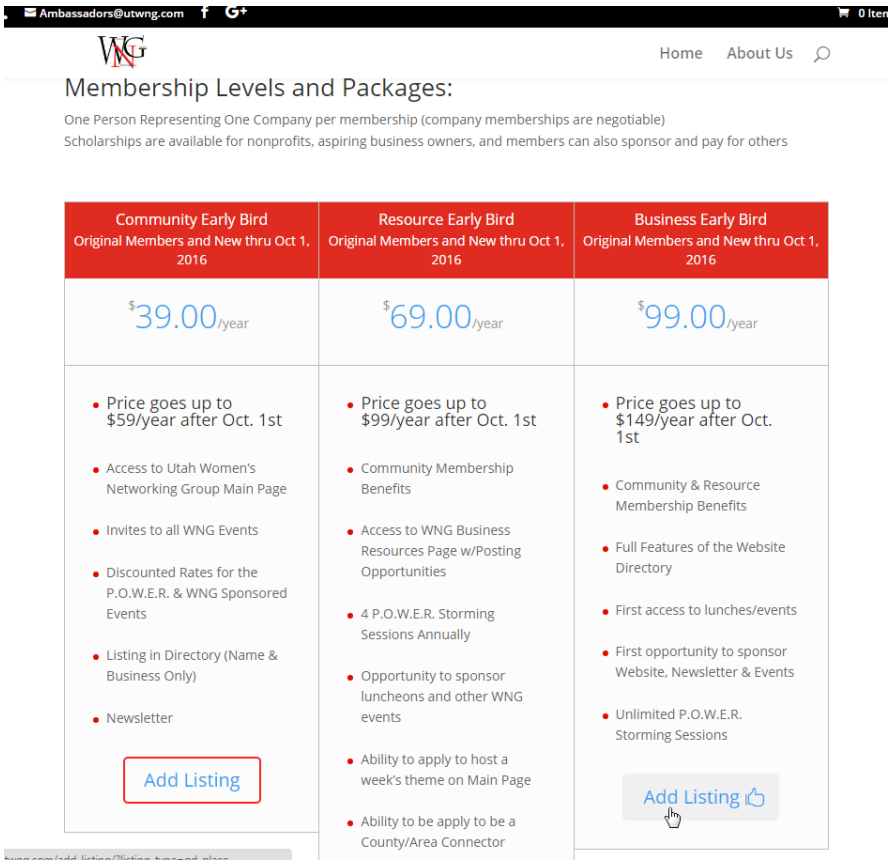


Directory Setup Step 1: Pick Your Membership Level

Once you are logged in, you will see this screen. Look at the bottom for the link titled "Membership Packages" and click it to see what the membership levels and costs are.

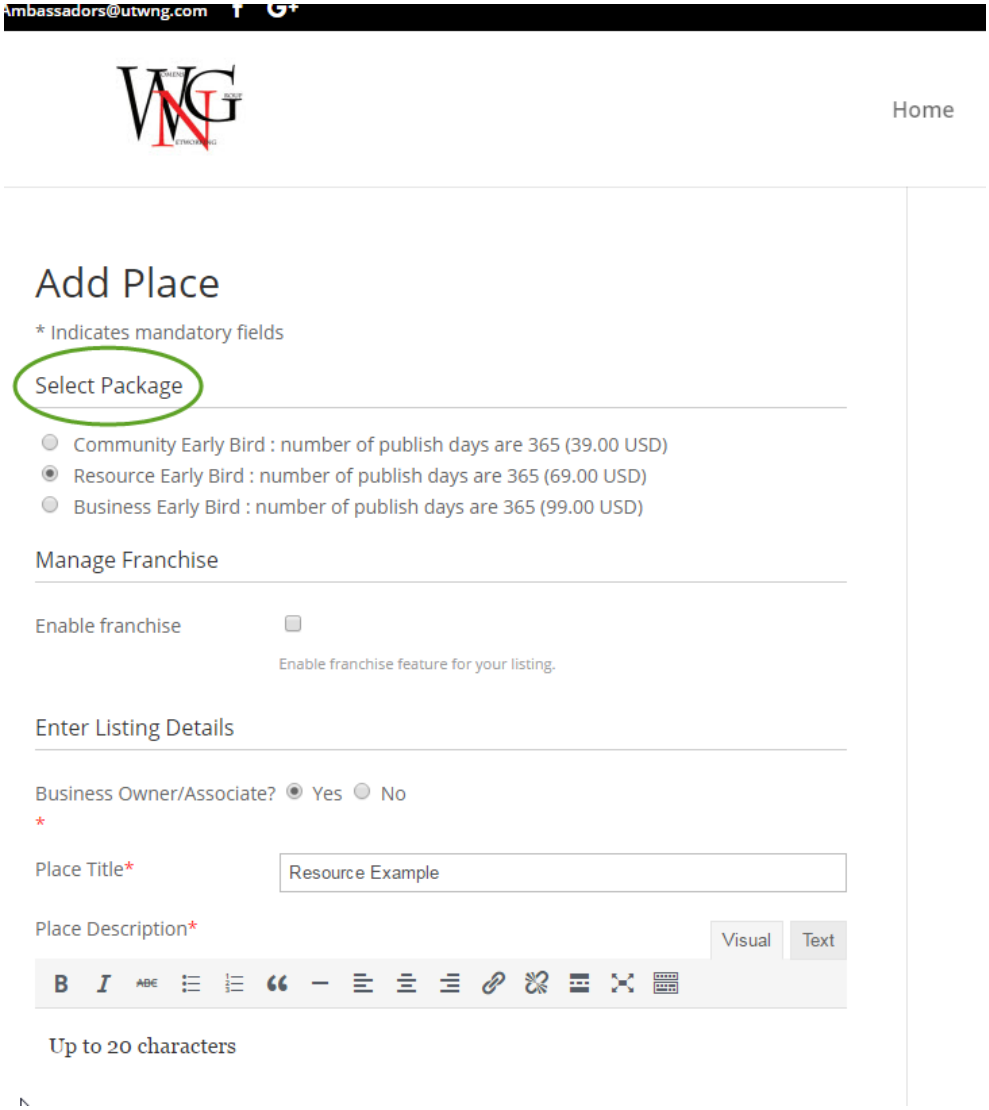


Click the Add Listing button at the bottom of a package.



Step 2: Pick Your Membership Package and Add Business Info

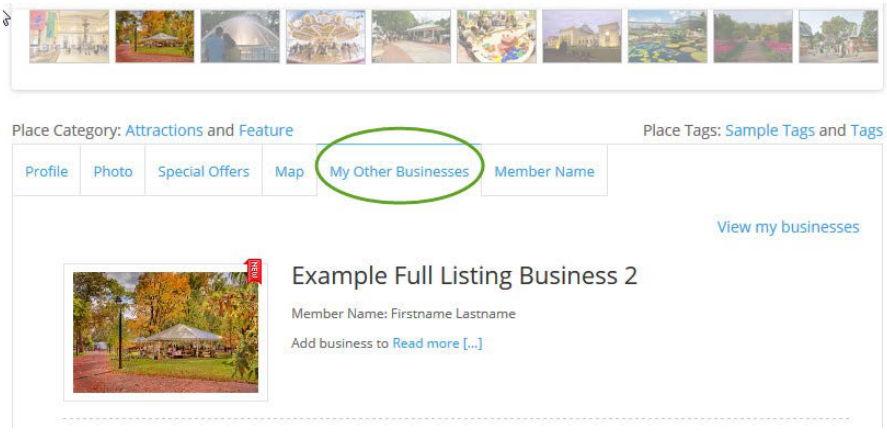
The type of membership package you select will determine which options you can fill in. You will pick your package, fill in the fields allowed, review and confirm your listing, then pick your payment method and process your payment. The example images below are for a Resource level membership.



To claim the Listing and own it, select "Yes" by *Business Owner/Associate*. When you select "yes" here, it gives the user account currently logged in, the right to edit the listing in the future.

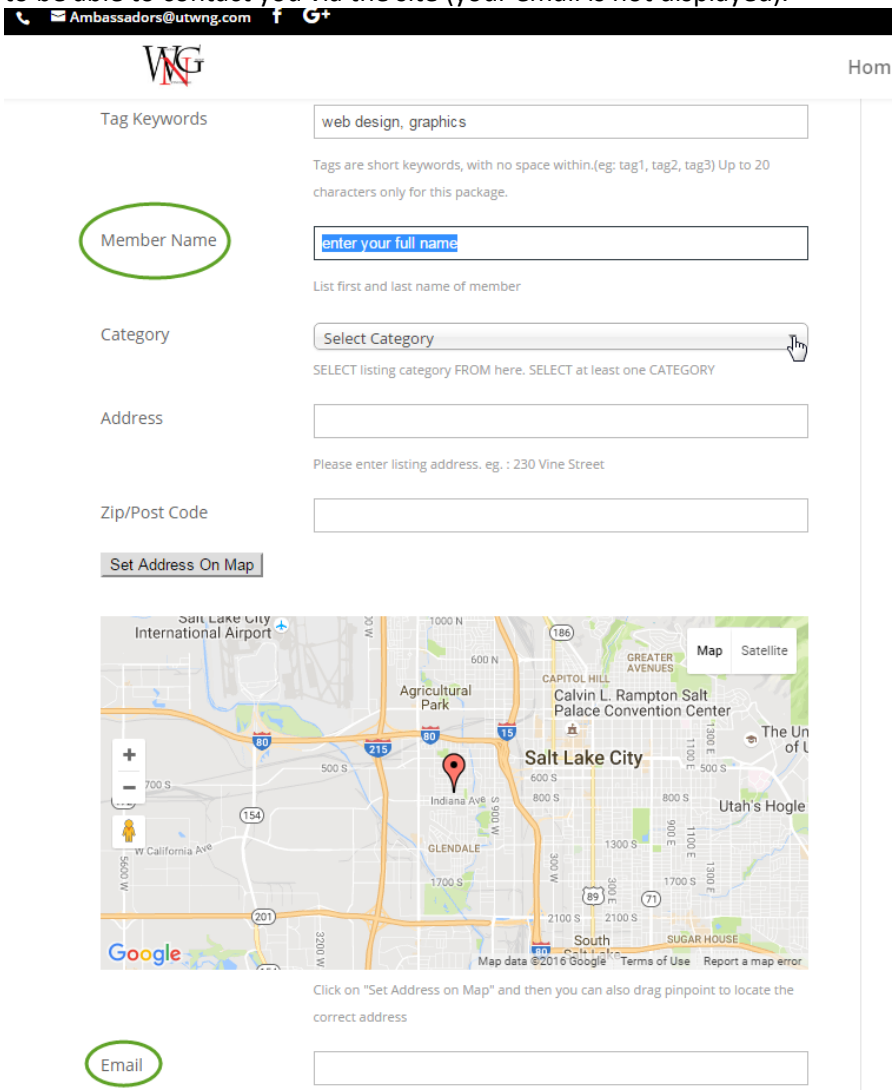
Email confirmation messages from our site will be identified as from "Wordpress@utwng.com" with a subject line stating "[Utah Women's Networking Group]." You will see several confirmation messages during the signup process with links to your listing and other account information.

The “Manage Franchise” feature is not just for Franchises. It lets a business owner create and connect other “my businesses” listings to a membership. Community and Resource members can pay $25 to add one more business listing. Business level members can add up to 2 more listings at no added cost. How it appears in the directory →.

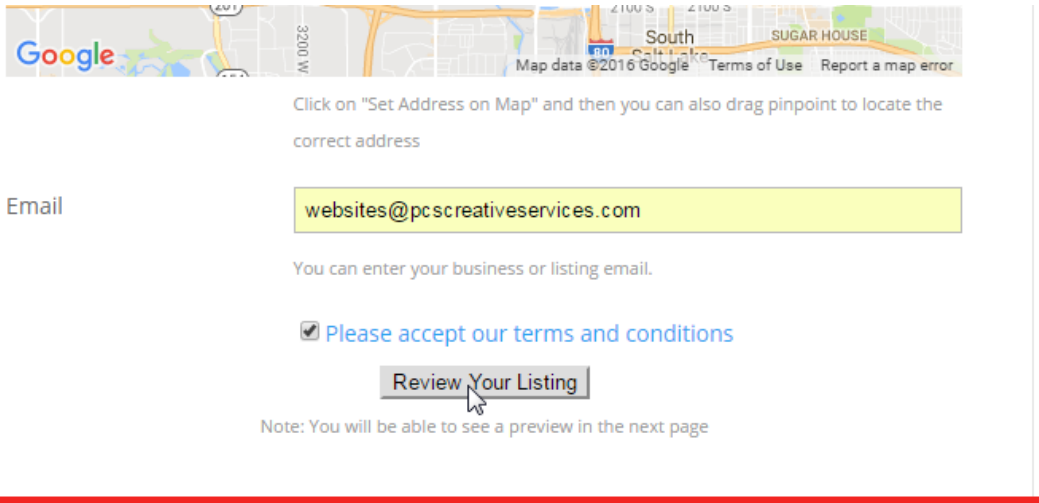


Tag Keywords are descriptive words to help you identify specialties and business subcategories. Separate each with a comma.

Directory listings are intended to show a business name, but each member should also put their first and last name under *Member Name*. If you do not have a business, just list your own name as the “place.” Add an email address (not available at Community level) if you would like people to be able to contact you via the site (your email is not displayed).

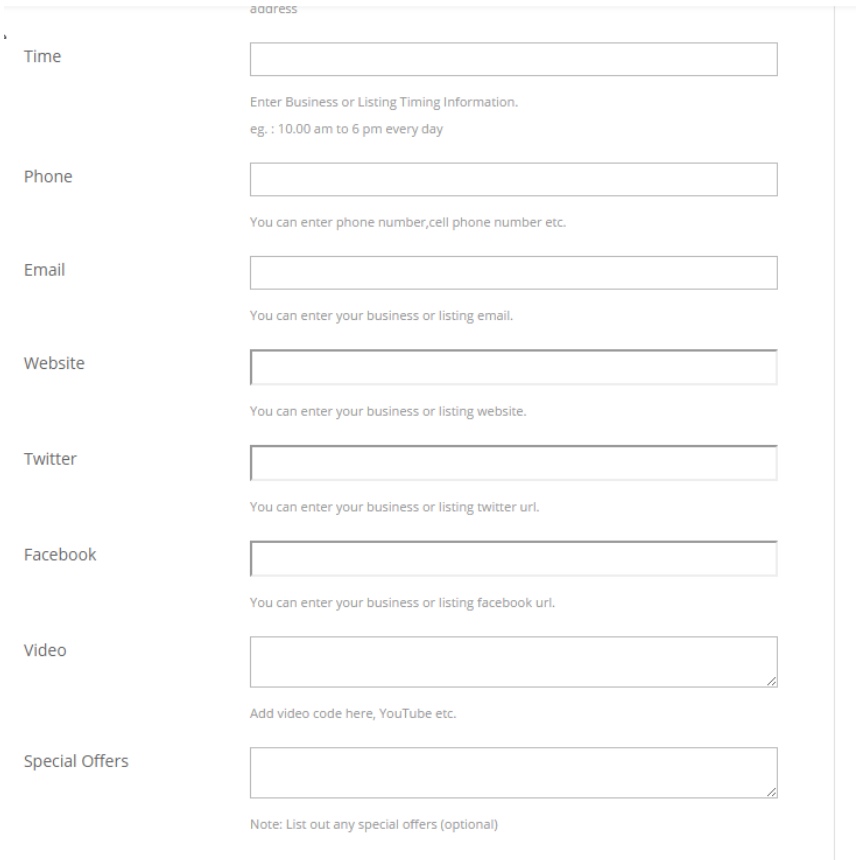


Click the check box to accept our terms and conditions (if you click the link to review these first, we recommend you right click and select “Open Link in New Tab”).
Then click the “Review Your Listing” button to proceed to the checkout process.



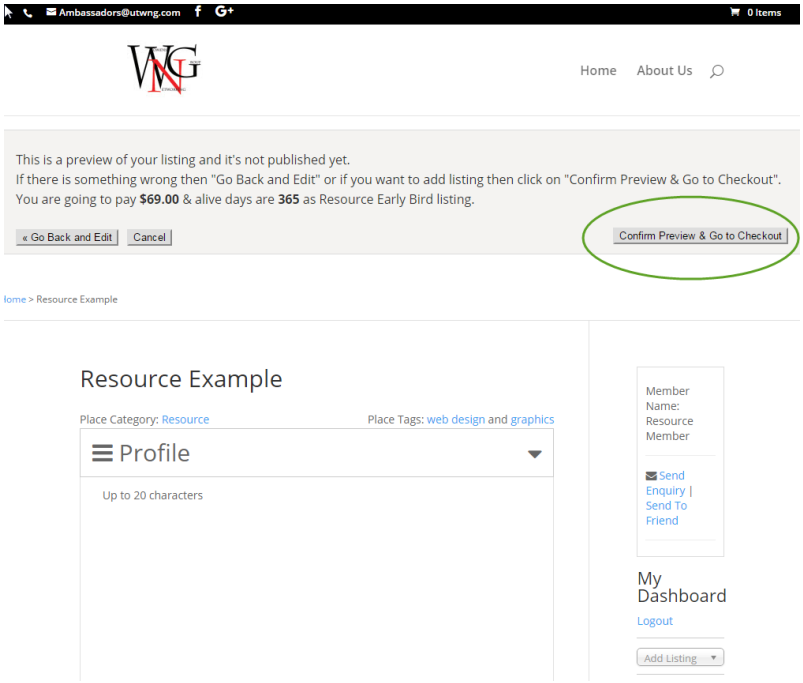
Membership Packages

Here are a few of the additional options available at the Business level of membership. Business level can also add up to 10 images (recommend 570 x 380 pixels).

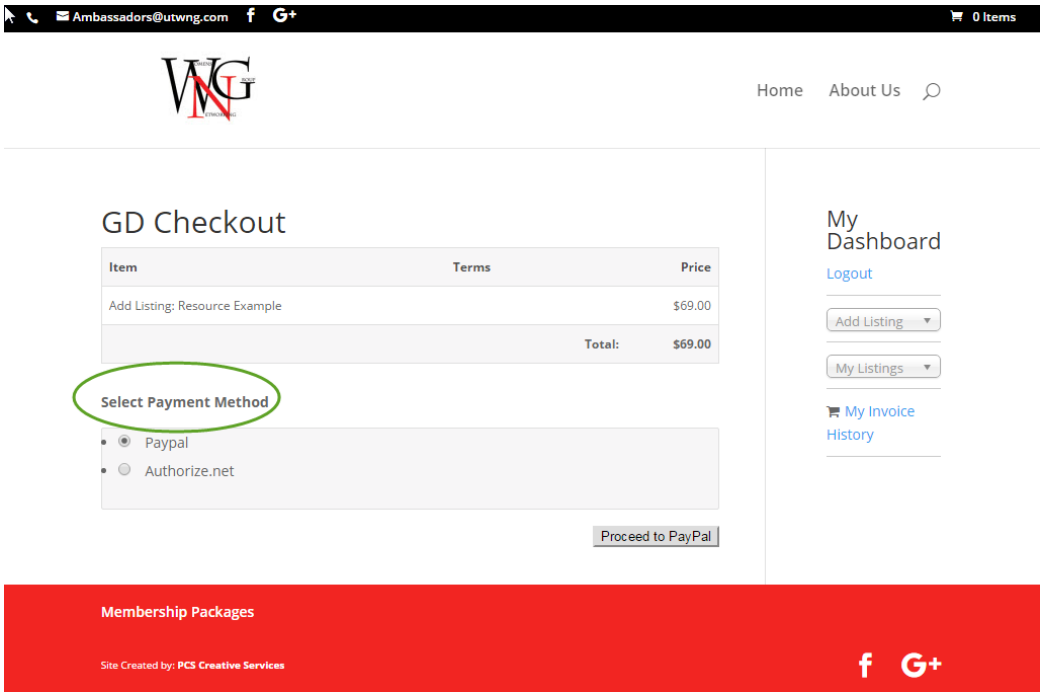


Step 3: Checkout and Pay for Listing

New listings will still need to be approved before they will appear, but you must complete the checkout process first. (If you start your listing but don't finish paying online, a draft with your details can be saved, but this may delay the process quite a bit.) If the listing package cost and details are correct, click the "Confirm Preview & Go to Checkout" button.

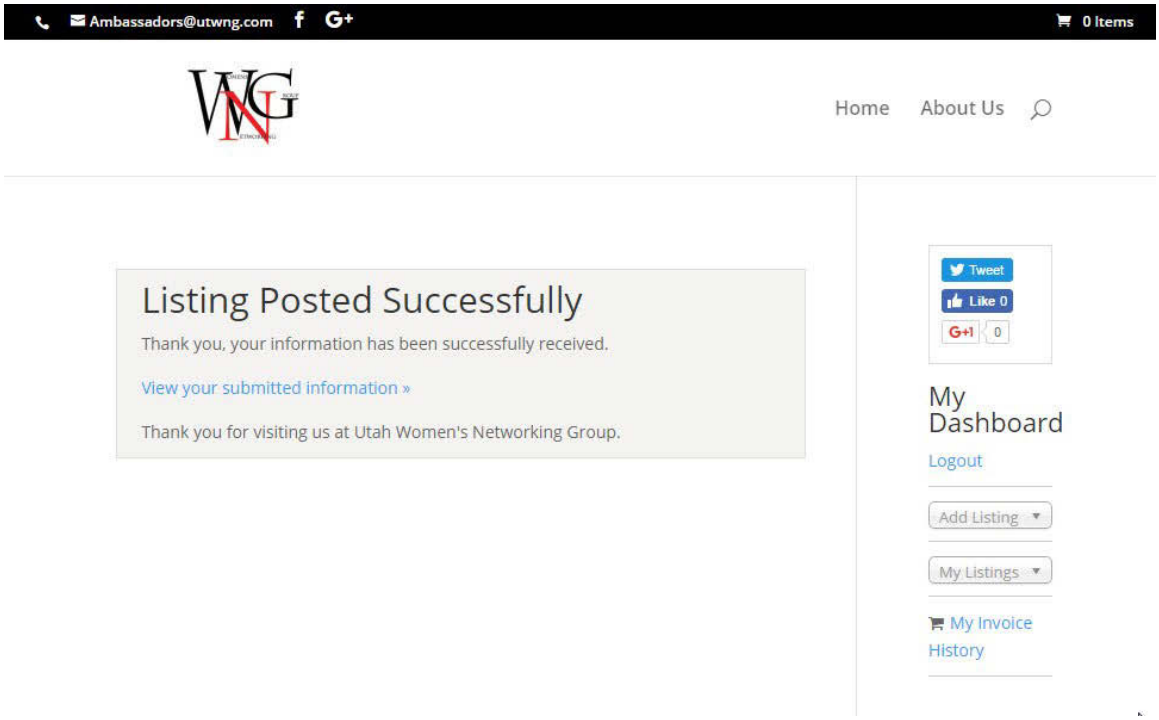


Select your payment processing method and continue through the payment screens.



Confirmation

You should see the following screen confirming your successful setup. From here you can click to "View your submitted information" or click to "Logout" below the *My Dashboard* section. For now, we are reviewing all listings before they are published. It may take a few hours (depending on when you complete), before your listing appears in the Member Directory.



You will receive a renewal notification message 5 days before your membership is due for renewal next year. Please keep your email address updated on the site so you don't miss these notices.

Thank you for being a part of the Utah Women's Networking Group. We appreciate your support!