



# EGCCI Network

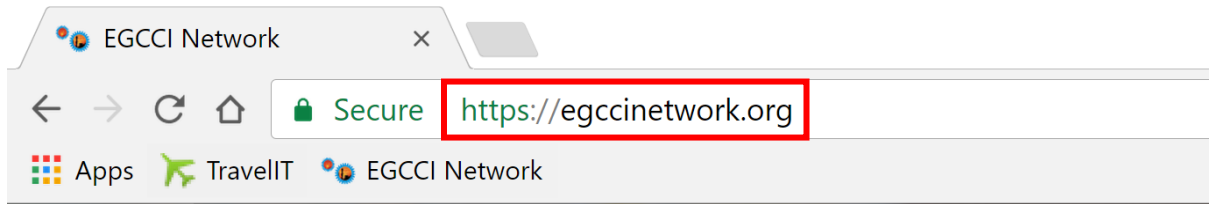
User Guide

**Ricky Reynolds**

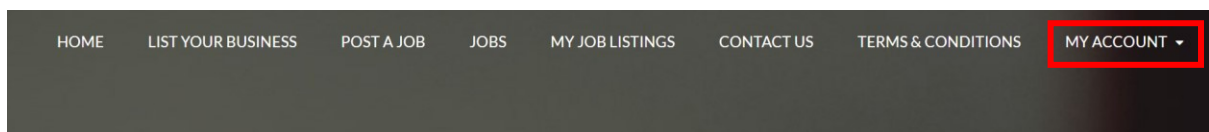
EASTERN GAUTENG CHAMBER OF COMMERCE AND INDUSTRY

# CREATING YOUR ACCOUNT

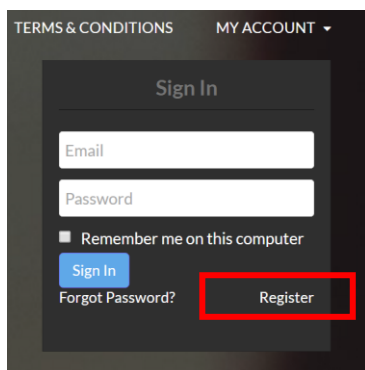
Step 1: Go to [www.egccinetwork.org](http://www.egccinetwork.org)



Step 2: Click on "MY ACCOUNT"



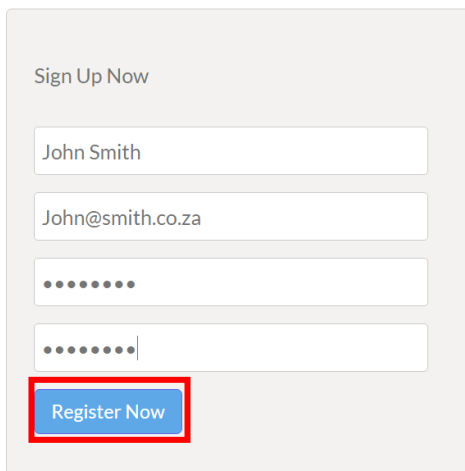
Step 3: Click "Register"



Step 4: Fill in your details

A "Sign In" form with a light grey background. It contains two white input fields for "Email" and "Password". Below the fields is a checkbox labeled "Remember me on this computer". At the bottom left is a blue "Sign In" button, and to its right is a "Forgot Password?" link.A "Sign Up Now" form with a light grey background. It contains four white input fields: "Full Name", "Email", "Password", and "Confirm Password". A red rectangular box highlights the entire form area. At the bottom is a blue "Register Now" button.

Step 5: Click "Register Now"



Sign Up Now

John Smith

John@smith.co.za

.....

.....|

Register Now

The image shows a registration form with four input fields: a name field containing 'John Smith', an email field containing 'John@smith.co.za', a password field with seven dots, and a confirm password field with seven dots and a cursor. A blue 'Register Now' button is located at the bottom of the form and is highlighted with a red rectangular border.

Step 6: You are now registered and will receive a registration email.

## CLAIMING AND UPDATING YOUR BUSINESS LISTING

Step 1: Search for your business

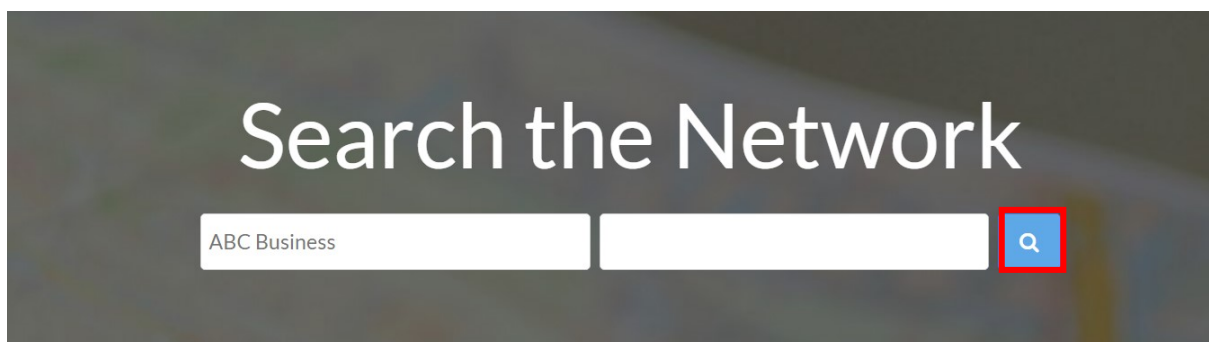


Search the Network

ABC Business

The image shows a search interface with the title 'Search the Network' in large white text. Below the title is a search bar with two input fields. The first input field contains the text 'ABC Business' and is highlighted with a red rectangular border. To the right of the second input field is a blue search button with a white magnifying glass icon.

Step 2: Click

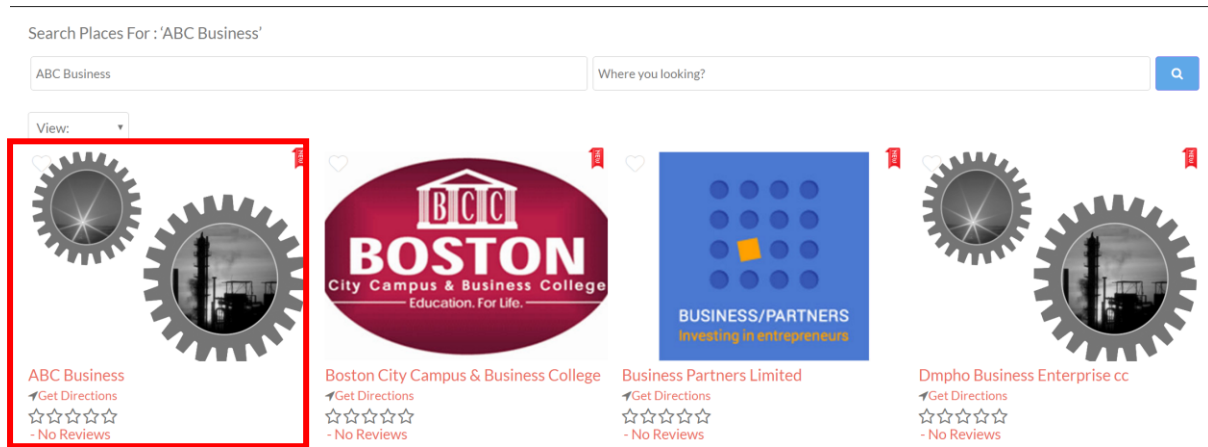


Search the Network

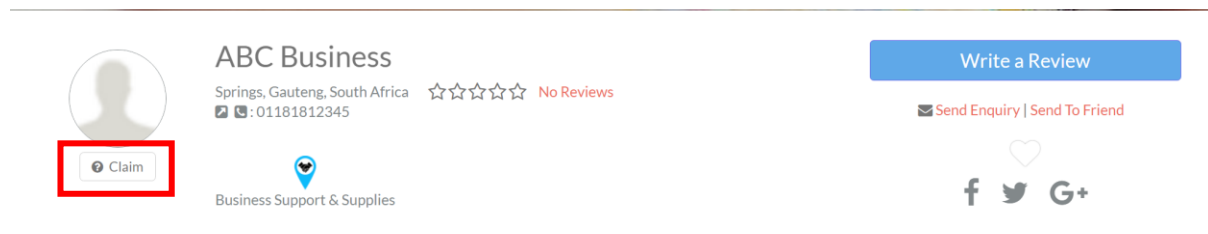
ABC Business

The image shows the same search interface as in Step 1. The search bar contains 'ABC Business' in the first field. The blue search button with the magnifying glass icon is now highlighted with a red rectangular border.

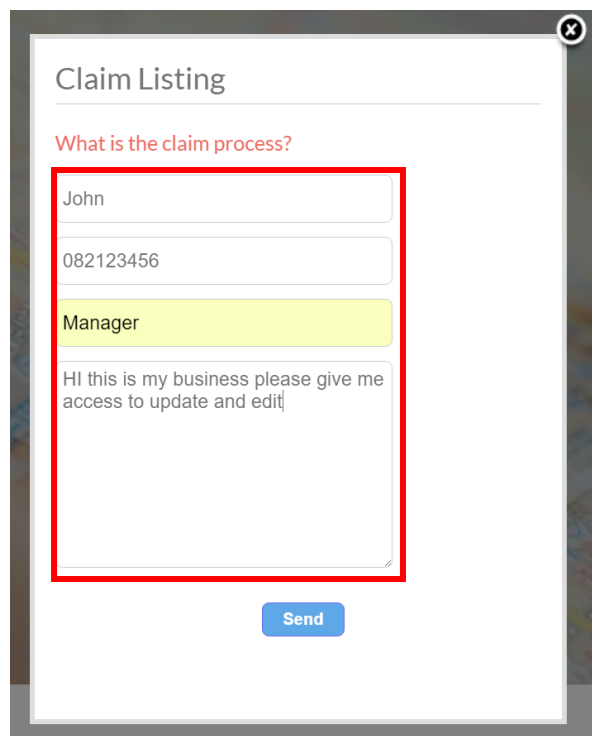
### Step 3: Find and select your business



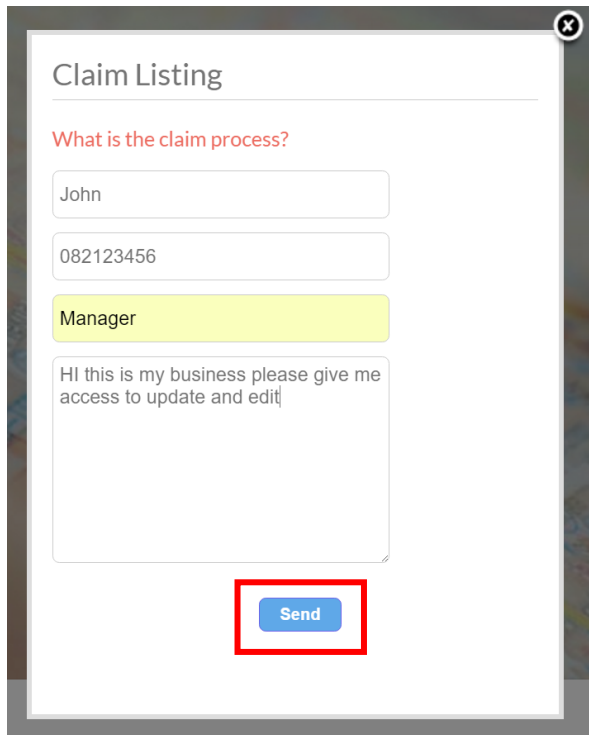
### Step 4: Click "Claim"



### Step 5: Fill in your details and a message to claim your business



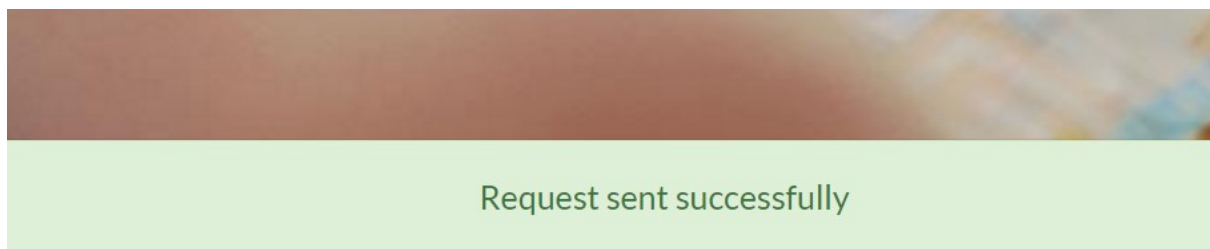
Step 6: Click "Send"



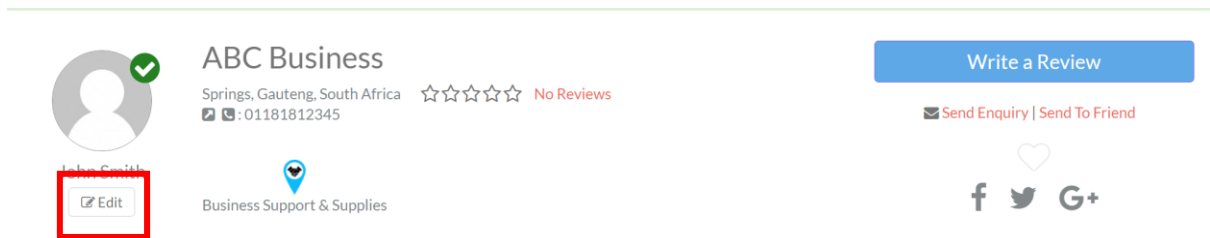
The screenshot shows a 'Claim Listing' form. At the top, it asks 'What is the claim process?'. Below this are three input fields: the first contains 'John', the second contains '082123456', and the third is a yellow button labeled 'Manager'. A text area below contains the message 'Hi this is my business please give me access to update and edit'. At the bottom center, a blue 'Send' button is highlighted with a red rectangular border.

Step 7: You see a message saying, "Request sent successfully"

Note: Please give 48 hours for your request to become active.



Step 8: Once your "Claim" is confirmed. Search for your business again and you will see a "Edit" button.



The screenshot shows a business profile for 'ABC Business'. It includes a profile picture with a green checkmark, the business name, location 'Springs, Gauteng, South Africa', phone number '01181812345', and a star rating of 'No Reviews'. A blue 'Write a Review' button is on the right. Below the profile picture is a red-bordered 'Edit' button. Social media icons for Facebook, Twitter, and Google+ are at the bottom right.

Step 9: You can now edit and update all your details at any time.

## Edit Place

\* Indicates mandatory fields

### Enter Listing Details

Business Owner/Associate?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Place Title*	<input type="text" value="ABC Business"/>
Place Description*	<input type="text" value="We do everything"/>
Tag Keywords	<input type="text"/>
<small>Tags are short keywords, with no space within.(eg: tag1, tag2, tag3) Up to 40 characters only.</small>	
Category *	<input checked="" type="checkbox"/> Add listing in Business Support & Supplies category <input checked="" type="checkbox"/> Set Business Support & Supplies as default category
<input type="text" value="Select Category"/>	
<small>SELECT listing category FROM here. SELECT at least one CATEGORY</small>	
Address *	<input type="text" value="123 second street"/>
<small>Please enter listing address. eg. : 230 Vine Street</small>	
City*	<input type="text" value="Springs"/>
<small>Click on above field and type to filter list or add a new city</small>	
Zip/Post Code	<input type="text" value="1559"/>

[Set Address On Map](#)



Click on "Set Address on Map" and then you can also drag pinpoint to locate the correct address

Address Latitude *	<input type="text" value="-26.267656024694016"/>
<small>Please enter latitude for google map perfection. eg. : 39.955823048131286</small>	
Address Longitude *	<input type="text" value="28.456624306640606"/>
<small>Please enter longitude for google map perfection. eg. : -75.14408111572266</small>	
Select Map View	<input checked="" type="radio"/> Default Map <input type="radio"/> Satellite Map <input type="radio"/> Hybrid Map <input type="radio"/> Terrain Map
Time	<input type="text"/>
<small>Enter Business or Listing Timing Information. eg. : 10.00 am to 6 pm every day</small>	
Phone	<input type="text" value="01181812345"/>
<small>You can enter phone number,cell phone number etc.</small>	
Email	<input type="text" value="john@smith.co.za"/>
<small>You can enter your business or listing email.</small>	
Website	<input type="text" value="http://www.abcbusiness.co.za"/>
<small>You can enter your business or listing website.</small>	
Twitter	<input type="text"/>
<small>You can enter your business or listing twitter url.</small>	
Facebook	<input type="text"/>
<small>You can enter your business or listing facebook url.</small>	
Video	<input type="text"/>
<small>Add video code here, YouTube etc.</small>	
Special Offers	<input type="text"/>
<small>Note: List out any special offers (optional)</small>	

**Add Images :** (You can upload more than one images to create image gallery on detail page)  
(You can upload unlimited images with this package)

Drop files to upload

[Select Files](#)

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Please drag & drop the images to rearrange the order

[Please accept our terms and conditions](#)

[Review Your Listing](#)

Note: You will be able to see a preview in the next page