

MBWales.com Pin Sign Up Step by step guide



Ariennir gan Lywodraeth Cymru Funded by Welsh Government



Follow these 5 steps to get your business listed on MBWales.com

- 1. Get your description and images ready
- 2. Sign up
- 3. Login using your new password
- 4. Choose and pay for your map pin
- 5. Create your listing

1. Get your description and images ready

Before you start we advise you to get the following ready:

- Description of business (this is the section to sell what you have on offer)
- Images
- We'd recommend up to a maximum of 300 words and 8 pictures

2. Sign up

Head to www.mbwales.com and click on Add Your Business





2. Sign up (continued)

You'll get to this page:

v.mbwales.com/register/		⊡ #
Dike wales	Centres Bases Trails Facilities More Add Your Business	
If you are new to the Mountain Bike Wales website, please register for an account below. You will be emailed your password which you can then use to login. You may then purchase your choice of map pin package, and add your business details and images to create a map pin on this website to advertise your business.	MBWales: com - Business Listings - Be a part of it	
Register	Login	
Register Register to add your business to mbwales.com.	Login to edit your existing business listing.	
Register Register to add your business to mbwales.com.	Login to edit your existing business listing.	
Register Register to add your business to mbwales.com.	Login Login to odit your existing business listing.	
Register Register to add your business to mbwales.com.	Login to edit your existing business listing. Username Password LOGIN	
Register to add your business to mbwales.com. Username Email I agree with terms & conditions A password will be e-mailed to you REGISTER	Login to edit your existing business listing. Username Password LOGIN Register now! I Forgot Password?	

Choose a username and enter your email address and click that you agree with the terms and conditions of the site. You should then receive a password to your email address to allow you to log into the site.

3. Login using your new password

Once you've received your password head back here <u>http://www.mbwales.com/register</u> and log in using your username and password.



4. Choose and pay for your map pin

Once you've logged in you will get to your profile page and this is where you'll need to purchase the pin for your business.

Scroll down to the bottom of the screen and there'll be an option to choose your package.

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	P Pay with PayPal	UPDATE PROFILE		
	Packages Available	Change Password		
	One Year Subscription – 4 map pins	*After you change the password you will have to login again.		
	Time Period: 1 year	Old Password New Password	Confirm New Password	
	4 Listings 0 Featured			
	One Year Subscription – 3 map pins			
	Time Period: 1 year	RESET PASSWORD		
	3 Listings			
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Choose from the scroll down list how many pins you would like to purchase (for most businesses this will be 1 unless you have a number of sites/locations).

Once you've selected the correct option, click to 'Pay with PayPal' – if you do not have a PayPal account still click on this option and you can make the payments as a guest using a credit/debit card.



5. Create your listing

Once you've paid for your listing, head back to your profile page and click the add new pin button on the left hand side of your profile.

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My Profile	Welcome, psimpson	2016			
My Pins List		First Name	Phone		
+ Add New Pin					
♥ Favorites		Last Name	Mobile		
Q. Saved Searches		Email	Skype		
My Involces		psimpson985@gmail.com	chippe		
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Your Current Package	Facebook Url	Title/Position			
Free Membership					
Listings Included:	Twitter Url	About Me			
Listings Remaining: 0					
Featured Remaining: 0	Linkedin Url				
Ends On -	Pinterest Url				
	Website Url (without http)				

You will then be able to add in your business details. The information you will need to complete your listing is:

- Contact details
- Description of business (this is the section to sell what you have on offer)
- Business location
- Facilities and any grading
- Images

We'd advise writing the description and gathering your images prior to starting the listing to make it easier for you.

Save your listing and the listing will be approved by the website's administrator.



5. Create your listing (continued)

Once you've completed your listing head to 'My Pin List' and your listing will appear here with a status of whether it's published or not.

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www.mbwales.com/my-business/	mountain bike wales			English • f ¥ 👌 🖸	M = 1 T = 4
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This is where in future you will also be able to edit your listing if you need to (update images, change description, etc.)

How to make the most of MBWales.com

Once you've signed up and your pin listing is live, here are some handy tips including how to get the most exposure on our social media channels:

- Follow us on Facebook, Twitter and Instagram
- Tag us in your Facebook, Twitter and Instagram posts. We'll then see what you're up to and can share your message and events
- E-mail <u>mbwales.com@gmail.com</u> with any mountain biking news that you have including events, offers and developments
- Head to our YouTube channel (<u>https://www.youtube.com/channel/</u> <u>UCQ05mY4N0GSq2nJhkSenLWQ</u>) and you can embed our promotional videos on your website and also share them on your social media channels