

MBWales.com Pin Sign Up

Step by step guide



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

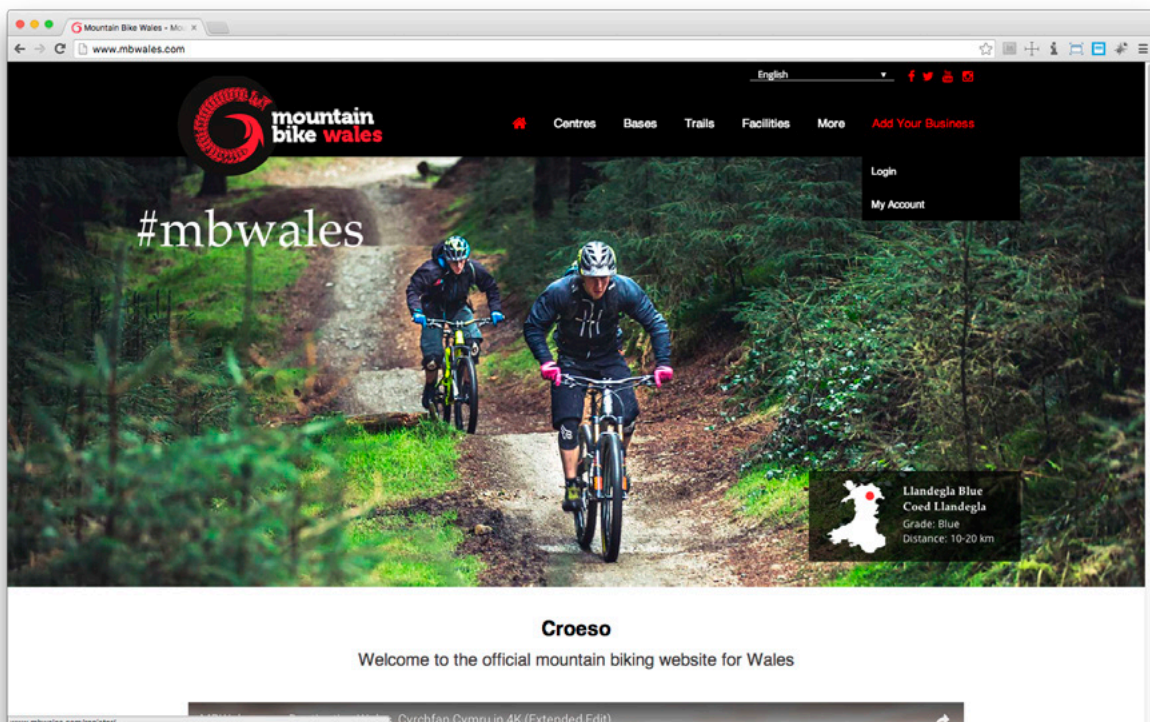
1. Get your description and images ready

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

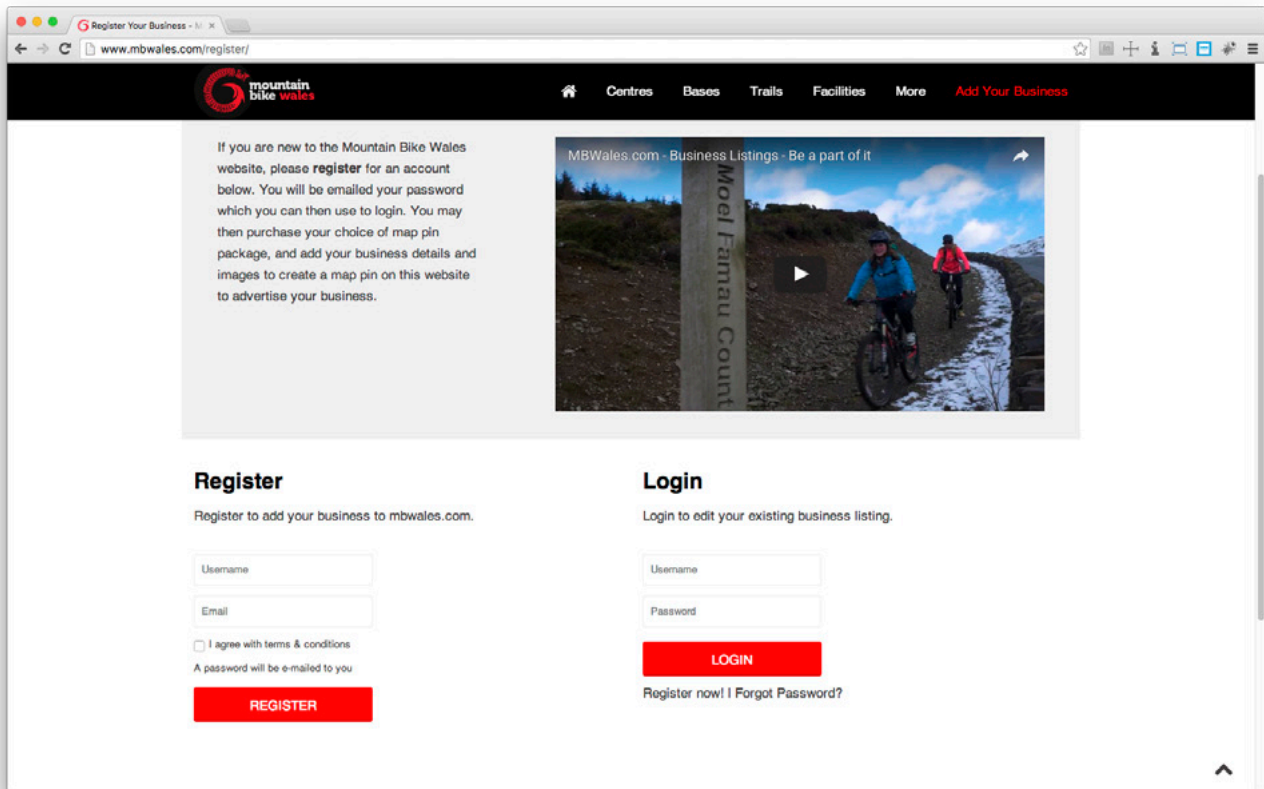
2. Sign up

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



2. Sign up (continued)

You'll get to this page:



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.

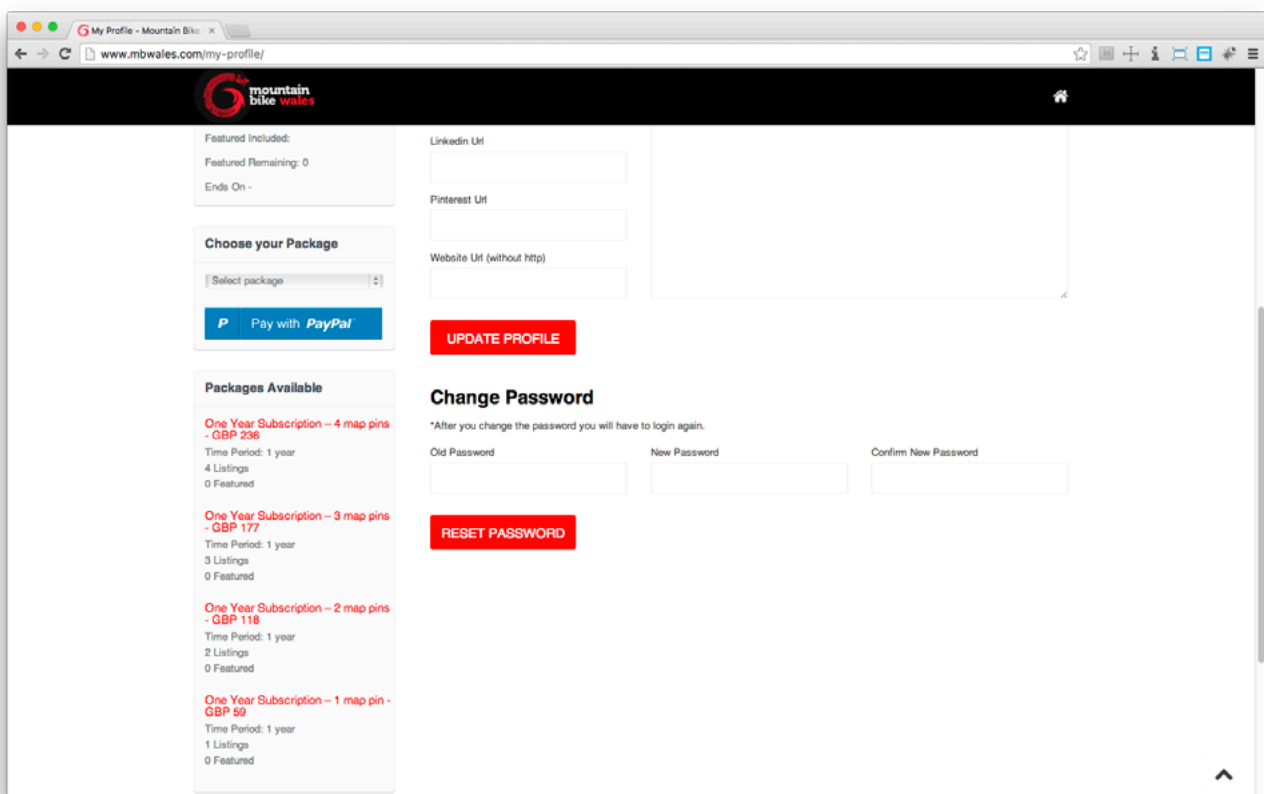
3. Login using your new password

Once you've received your password head back here <http://www.mbwales.com/register> 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.

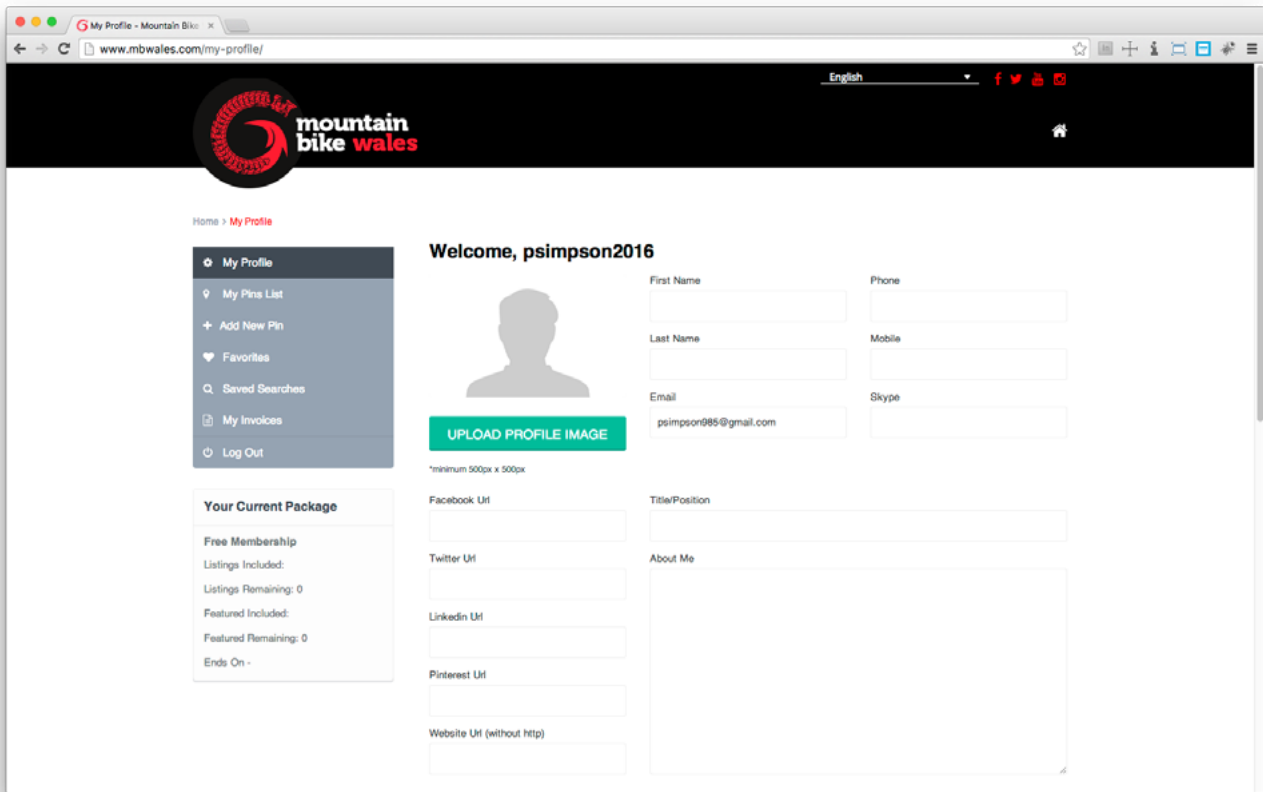


Choose from the scroll down list how many pins you would like to purchase (for most businesses this will be 1 unless you have a number of sites/locations).

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.



The screenshot shows a web browser window with the URL www.mbwales.com/my-profile/. The page features the Mountain Bike Wales logo at the top left. On the left side, there is a navigation menu with the following items: My Profile (selected), My Pins List, Add New Pin, Favorites, Saved Searches, My Invoices, and Log Out. Below the menu is a section titled "Your Current Package" which shows "Free Membership" with "Listings Included: 0", "Featured Remaining: 0", and "Ends On -". The main content area is titled "Welcome, psimpson2016" and contains a profile picture placeholder with an "UPLOAD PROFILE IMAGE" button. To the right of the profile picture is a form with the following fields: First Name, Last Name, Email (pre-filled with "psimpson985@gmail.com"), Phone, Mobile, and Skype. Below these are fields for Facebook Uri, Twitter Uri, LinkedIn Uri, Pinterest Uri, and Website Uri (without http). A large text area for "About Me" is also present, with a "Title/Position" field above it. A note below the profile picture states "*minimum 500px x 500px".

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

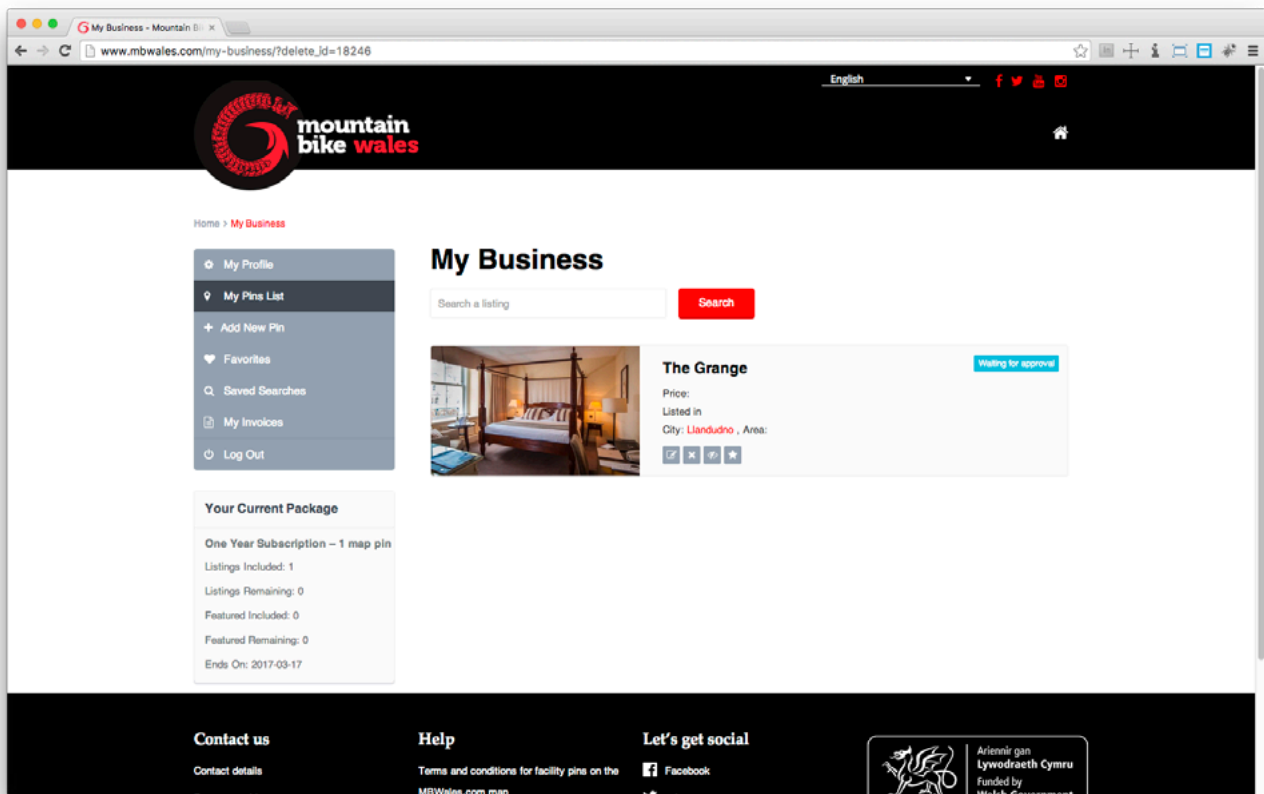
- Contact details
- Description of business (this is the section to sell what you have on offer)
- Business location
- Facilities and any grading
- Images

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.



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 mbwales.com@gmail.com with any mountain biking news that you have including events, offers and developments
- Head to our YouTube channel (<https://www.youtube.com/channel/UCQ05mY4N0GSq2nJhkSenLWQ>) and you can embed our promotional videos on your website and also share them on your social media channels