#### New Stilbaai Sakekamer Website!

Due to unforeseen circumstances the Stilbaai Sakekamer recently lost its website and all related content. This unfortunately means that all member directory listings are lost, and we have no way of recovering the data.

The good news is that we have built a fresh new website but this must be populated from scratch. We have decided to allow businesses to load their own website entries as this provides you with the flexibility to make changes as you require. And yes, we do have mechanisms in place to ensure that there is no re-occurrence of the loss of data.

The link to the website is <u>www.stilbaaibusiness.online</u>

We will also use this website to give you access to the Stilbaai Sakekamer documentation.

We have allowed for three listings that registered users can add to the site:

- A directory listing with your contact details, description of your services, address details and pictures / logo, social network links etc
- An event listing with event details, location etc
- Vacancy board where you can advertise for staff

To prevent spam from being posted these listings will be approved by admin before becoming visible.

To post a listing you must register as a user on the website.

#### Register as a user

Click register top right of page



Provide your name, surname and email

Select a username and password – you will need these to create listings on the site so please remember these details.

Verify you are not a robot and click sign-up. Easy as that!

Sign in Register		
First Name		
Last Name		
Email		
Username		
Password		
Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our privacy policy.		
I'm not a robot	reCAPTCHA Privacy - Terms	
Sign Up		

# Add a directory listing

After you have signed in select member directory on top of the page.

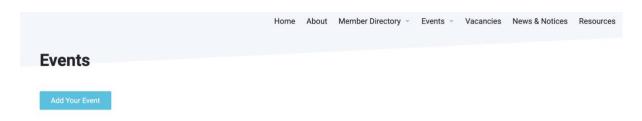
## Click 'Add Your Own Business'



Field	Description
Logo	An image of the logo you would like to show
Title	The name of your business
Description	A description of your business. Business services, etc in free text
Cover Image	An image that will show as the banner background on your listing
Gallery Image	Any photos you would like to show potential customers
Email addr	Your email address for customers, this website will also use this
	address to send you confirmations etc.
Contact Number	Your preferred business contact number
Website	Your business website if you have one
Social network	Link to your social network pages, eg Facebook, Twitter, Linkedin etc
links	
Location	Your address, you can also select by dropping a pin on the map
Category	Please select business categories, you can select multiple.
	Used for search purposes
Region	Select where your business is for search purposes
Not a robot	To prevent spam
Preview or	You can preview your listing or submit it for inclusion.
submit	Please remember to submit if you preview

### List an Event

Select Events on the menu and select 'Add Your Event'



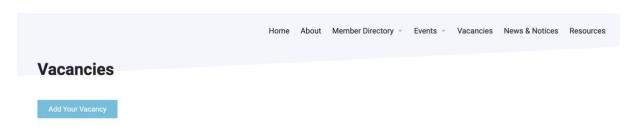
Follow the instructions and provide:

Field	Description
Event Name	Add your event name
Description	Free text description for the viewers. Make it exiting!
Cover Image	Main image for your event, this can be your poster or any eye-catching
	image
Gallery Images	Photos you want to share
Contact Number	Contact number where supporters can reach you
Contact email	Contact email where supporters can reach you
Location	Your address, you can also select by dropping a pin on the map
Region	Select where this will take place
	Used for search proposes
Not a robot	To prevent spam
Preview or	You can preview your listing or submit it for inclusion.
submit	Please remember to submit if you preview

## List a Vacancy

Select Vacancies from the Menu bar on top

Click on 'Add Your Vacancy'



Follow the instructions and provide:

Field	Description
Job Title	Provide the job title
Job Description	Provide a full description to attract best candidates
	Skills
	Qualifications
Vacancy Type	Is this a permanent, temp etc role
Company Logo	Please provide your company logo / name
Contact email	Provide your contact email
Contact Number	Provide your contact phone number
Website	Provide your website – especially if there is more information
	available
Region	Select where the job will be
	Used for search proposes
Not a robot	To prevent spam
Preview or submit	You can preview your listing or submit it for inclusion.
	Please remember to submit if you preview