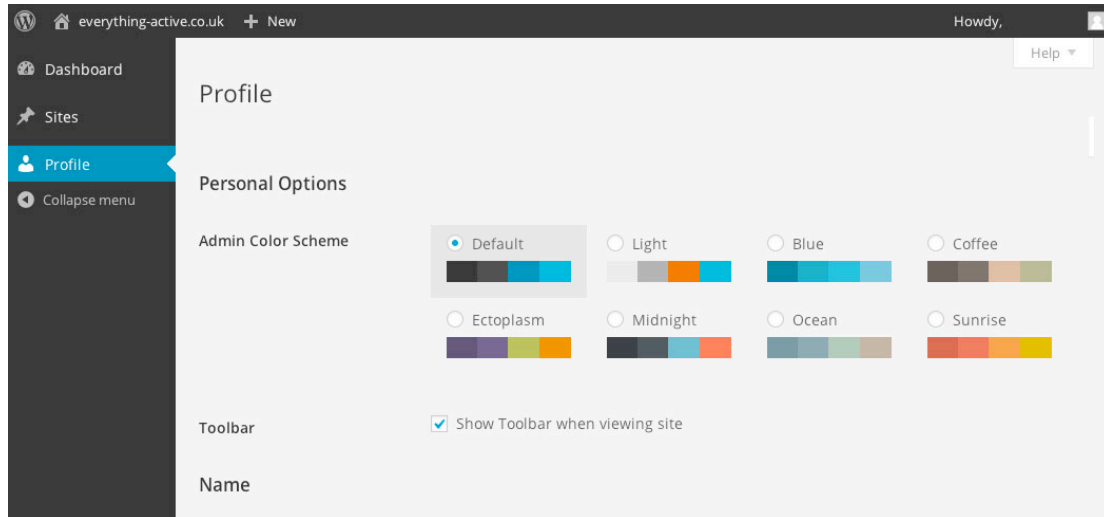


Everything Active Members User Guide

Welcome

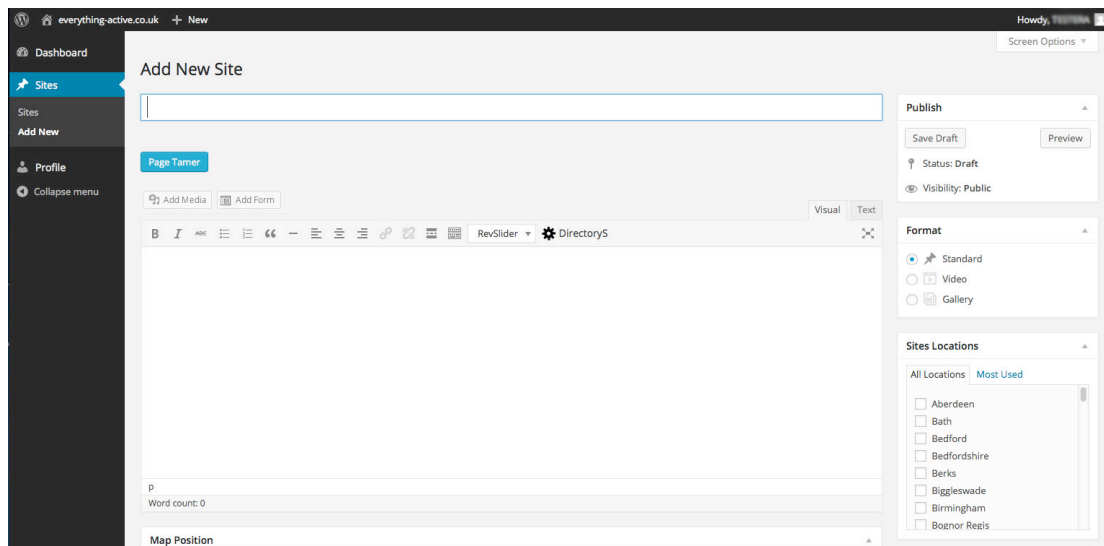
Please follow these steps in order to add your content to Everything Active.

After logging in you will be in your **Profile** page (on each subsequent log in session you will be taken to the dashboard) here you can add details about your self - although these will not be published on Everything Active they can still be read by search engines. You can also change your password on this page.



Create you listing

In the black bar to the left you will see 'Sites' a Site is a listing within Everything Active. Hover your mouse over 'Sites' and click on 'Add New' to start creating your Site listing.



Title and listing content

Here you will need to add the Name of your business (in the white box below 'Add New Site') this will be the title of your listing.

The large white area below that is the main content area of your listing. Feel free to fill this with quality information about your business. You can add text, images or embed videos from Youtube or Vimeo. Images are added by clicking on the 'Add Media' button.

****PLEASE ENSURE THAT YOU OWN THE COPYRIGHT ON THE CONTENT THAT YOU PUBLISH ON YOUR LISTING****

More adventurous users can try creating their page content with **Page Tamer**. This offers an array of design functions via a drag and drop process but will take a little getting used to.

Map Position

It is **ESSENTIAL** that you complete this section correctly as it controls how your business is displayed on the map. This requires Latitude and Longitude co-ordinates to pin point where you are located. Simply click on the blue text link in this section to take you to a website that can provide these details by providing your full address.

The screenshot shows the 'everything-active.co.uk' website interface. The main content area is titled 'Map Position' and contains two input fields: 'Map Latitude coordinates' and 'Map Longitude coordinates'. Below each field is a blue link that says 'Find the Latitude/Longitude coordinates using this application'. Below the 'Map Position' section is the 'Opening Hours' section, which includes a 'Show Schedule' checkbox and seven input fields for the days of the week (Monday through Sunday). Below that is the 'Other Options' section, which includes a 'Show Ratings' checkbox and a 'Featured Listing' checkbox with a note: 'This is used for "Best Sites" shortcode'. At the bottom is the 'Contact' section, which has a table with 'Name' and 'Value' columns. On the right side of the form, there is a 'Sites Categories' sidebar with a list of categories: Activity Holidays & Boot Camps, Activity Retail Outlets, Angling, Cycling, Equine, Outdoor, Running, and Sports & Leisure. The sidebar also has tabs for 'All Categories' and 'Most Used'.

Opening Hours

Self-explanatory

Other Options – Show Ratings

Click this if you would like customers to rate your business

Featured Listing – Best Sites

Ensure to click this so that your listing is displayed alongside all other members!

Contact

Add all contact details but please leave icon settings as they are 😊

Discussion

By default visitors to the site will be able to add comments to your members page.

We suggest that you un-tick these to minimise the management of comments.

Location

It is essential that you select your location details from the drop down list in this panel on the right hand side. If for some reason you do not see your town or city then please contact info@everything-active.co.uk and we will add it straight away.

The image shows two panels from a web application. The top panel is titled 'Sites Locations' and has two tabs: 'All Locations' and 'Most Used'. Below the tabs is a list of locations with checkboxes: Aberdeen, Bath, Bedford, Bedfordshire, Berks, Biggleswade, Birmingham, and Bognor Regis. The bottom panel is titled 'Sites Categories' and also has two tabs: 'All Categories' and 'Most Used'. Below the tabs is a list of categories with checkboxes: Activity Holidays & Boot Camps, Activity Retail Outlets, Angling, Cycling, Equine, Outdoor, Running, and Sports & Leisure.

Categories

Ensure that you select the **single** most relevant category for your business in this panel here. You may also add any relevant sub-categories.

Publish

When you are happy to publish your Site/Listing simply click on the Publish button. If you would rather save your work to publish at a later date then click 'Save Draft'.

Publish ▲

Save Draft Preview

📌 Status: Draft

👁️ Visibility: Public