



## QUICK START GUIDE

Thank you for signing up to the Love Corby Visitor website.

This website has been funded by Corby Borough Council (CBC) who have provided seed funding to promote Corby to residents and visitors alike. The Corby Visitor Forum has been formed from the private sector to manage this funding and spend it to maximum effect. The Forum is immensely grateful to CBC for taking this initiative. The website and related marketing of Corby is run on a not-for-profit basis and the Forum members are all giving their time free to promote Corby and area.

By signing up you're gaining access to our network and tools to help market your local business. You can contact us through the website or via [info@lovecorby.co.uk](mailto:info@lovecorby.co.uk) if you need any help setting up your account.

Let's get you started!

## REGISTER A NEW ACCOUNT

First you'll need to register an account. Go to the join link in the header and fill out the form with your email and choose a password. Click the 'Join' button to get started.

You'll be sent an email to the address you've registered with and you'll need to click the link to activate your account.

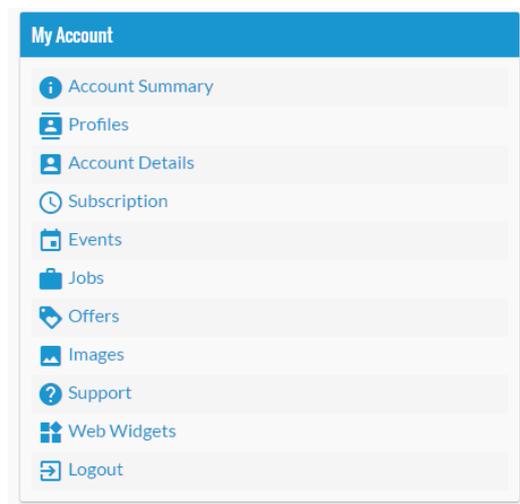
Check your spam folders as it may land there, or contact Love Corby.

## LOGGING IN

Once your account is activated you can login and start building your profile. Go to the 'Login' link in the header bar and sign in with your email and password.

## BUILDING YOUR PROFILE

You can create as many profiles as you need for your business, though we recommend keeping it simple. You can access all your tools from the account menu sidebar. To begin building a profile click the 'profiles' option.



Click the 'Add a profile' option from the profiles page.

Choose a name for your profile and click 'Add a profile'

Your new profile will appear in your list of profiles now. Click the edit  button to start editing your details.

Follow the prompts for each field and fill out the information for your profile. Once everything is completed click 'Save profile' to save.

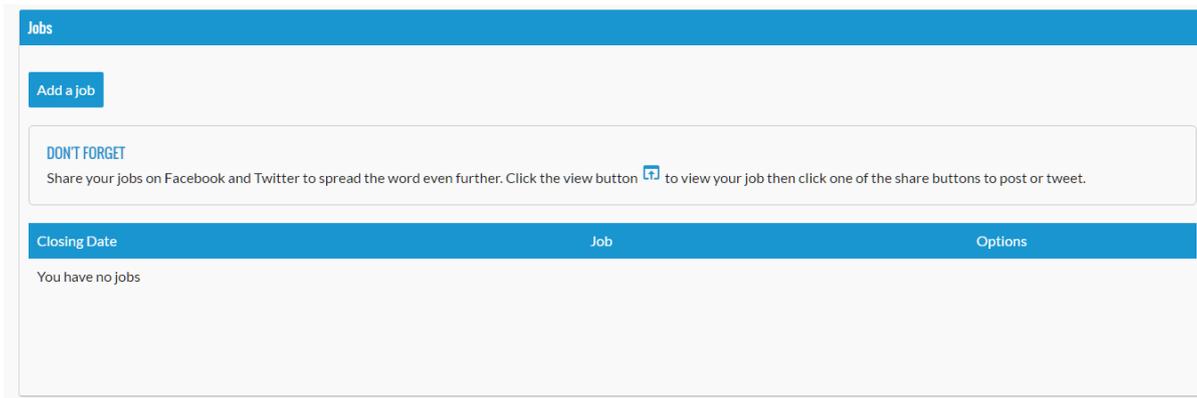
## SUBSCRIBING

Your profile will not go live until you pay for your subscription. Click the 'Subscription' option from the account menu and follow the instructions to complete payment.

## ADDING EVENTS, JOBS AND OFFERS

You can add events, jobs and offers to your profiles for the site. Click on the relevant option in the account menu to access the tools.

You can view and edit all your events, offers or jobs and create new ones by click the 'add' button at the top of the list.



**Note: Events and offers only go live with a fully subscribed profile, HOWEVER you do not need a paid subscription to add jobs to the site.**

## UPLOADING GALLERY IMAGES

You can upload gallery images for the site. All images are moderator approved and may not appear on the site.

To upload an image select 'Images' from the account menu and fill in the form.

## WEB WIDGETS

There are some web widgets available for you to use on your own websites. Simply select 'Web Widgets' from the account menu and copy and paste the code from your choice of image into your own website.