

Pet Business Network



Connecting Pet Businesses with Pet People



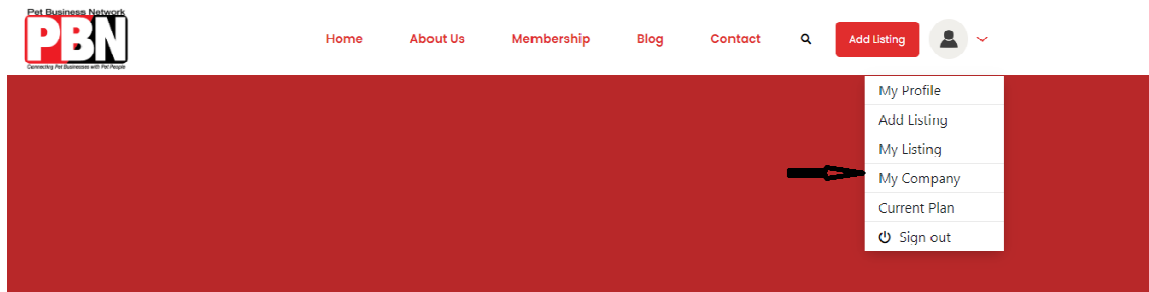
USER MANUAL

Once user logs on the website the member gets directed to user page. Member can then navigate to different sections on the website.

Profile Menu Icon

The Profile Menu icon has a list which gives access to members to check their plans, add listing, make changes in their profile and add information about their company listing. The List is as follows:

- My Profile
- Add Listing
- My Listing
- My Company
- Current Plan
- Sign Out



- **My Profile:**

In my Profile section the users need to fill in the basic details or can make changes in their details. Users also get the option to change their password and add their social media links and save the changes. Please refer the below screen shot.


0 Total Listing | 0 Active | 0 Pending | 0 Rejected

Your Profile

First Name	Last Name
A	A
Email Address	Phone
Address	Website
169 Bruce Elliott Dr	

Your Social

Facebook	Twitter
f	
LinkedIn	Instagram
in	

Change Your Password

Current Password
Current Password
New Password
new Password
Confirm Password
Re-Enter Pcssword

Promo Code Details

Promo Code Plan:
 No Promo Code Added.

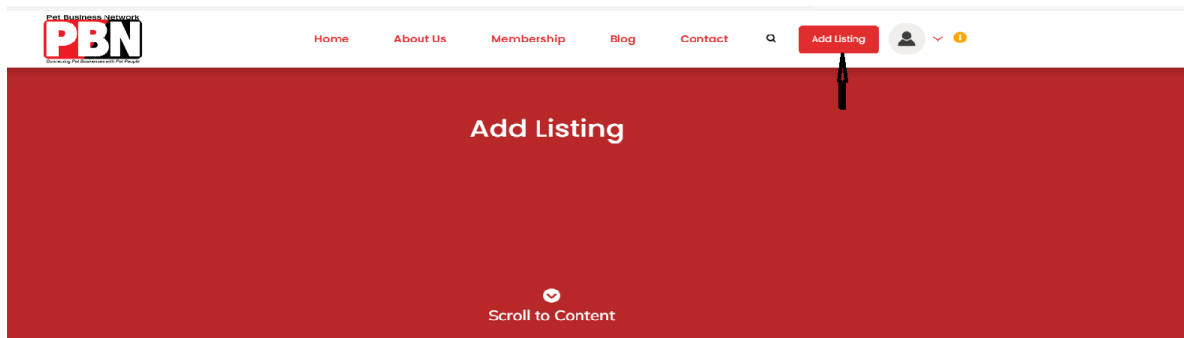
Current Membership

Selected Plan: Basic	Subscription Details: No plans subscribed. Change Plan -Select an option-
Payment Status: Pending	

Please complete the payment.[Pay Now](#)

- Add Listing:**

Once the user has signed up and has the login ID password. User is now a member and can create a listing by clicking on “Add listing”. Please refer the below screenshot.



Users will have to fill in the information regarding the business they want to list. Information includes Listing title, email, phone no., website, category and type of businesses. Please refer to the screenshot.

User needs to follow the steps to add the listing.

- The users would need to add the listing title for ex: Pet paradise or Dog care or anything of member's choice.
- Members need fill the next field with valid email address and phone no.
- Members need to select category and types according to the given option.
- The next step for members is to add a banner image for which we have a cropping feature too. The image can be uploaded with a ratio of 2:1 with space at the top of the image, similarly members can upload the thumbnail image with a ratio of 4:3.
- Users can then add their content/description about the listing, and it will be displayed in the listing detail page.
- Next step takes the members to add multiple gallery images which will be displayed in listing detail page.
- Members can also add their business hours with details about day and time. Please refer screenshot

Business Hours	
Monday	9 am - 7 pm
Tuesday	9 am - 7 pm
Wednesday	9 am - 7 pm
Thursday	9 am - 7 pm
Friday	Closed
- Members would need to add their business address giving every detail. If a member doesn't wish to provide their address they can option and can only give information about city, state or zip code. If member do not wish to provide any detail of the address they can select 'Address unavailable'.
- Members also have the option of geocode address where they can drag the pointer to pin the location.
- Next steps follow with entering the details about social media profiles for Facebook, twitter, Instagram and LinkedIn.
- Members also have the option to enable member to member discounts by clicking on the checkbox.
- We have an additional option for premium users. By enabling the check box members display their listing in the homepage and gets the option of Business Video.

Scroll to Content

Basic Information

Listing Title *

Add name of the listing such as Pet Paradise, Dog Care etc..

Email *

Enter a valid email address for your listing.

Phone Number *

Enter a valid phone number for your listing.

Website

This must be an external URL such as <https://example.com>.
If you don't have a website, create landing page by clicking on the link here
[Add Company](#)

Category and Types

Category *

- ☐ Art / Media / Publications
- ☐ Animal Shelters / Rescues / Non-Profit
- ☐ Legal / Financial / Insurance
- ☐ Home / Lifestyle / Recreation
- ☐ Other Pet Services
- ☐ Pet Care Services & Training
- ☐ Pet Friendly Businesses / Housing / Accommodations
- ☐ Pet Health & Wellness
- ☐ Pet Products & Retail
- ☐ Pet Businesses

What Kind of Business *

Features *

- ☐ Credit Card
- ☐ Parking
- ☐ Wheelchair Accessible
- ☐ Wi-Fi

Main Content

Banner Image:

 No file chosen

Please provide Image in the ratio of 3:1

One file only.

256 MB limit.

Allowed types: png gif jpg jpeg.

Listing Description

B *I* U Source Paragraph

Please include keywords that describes your business.

Add content/description about your listing. It will be displayed in the listing detail page.

Gallery Images

Add multiple images with a similar resolution of 1350 x 900 pixels or 1000 x 667 or 640 x 480px or 1280px x 960px to your listings.

Add a new file *

 No file chosen

Maximum 10 files.

256 MB limit.

Allowed types: png gif jpg jpeg.

Business Hours *

Title *

Provide the Title for Business Hours eg: Working Time

Day and Time *

Business Hours Sample

Business Hours

Monday	9 am - 7 pm
Tuesday	9 am - 7 pm
Wednesday	9 am - 7 pm
Thursday	9 am - 7 pm
Friday	Closed

Day *

Provide day such as Monday,Tuesday etc.

Time *

Provide time such as 9 am - 7 pm or Closed or Open

Add Day and Time

Listing Address

☐ Address Unavailable
If address not available check this checkbox

Address Add Street Address for example "123 Main Street"	State - None - Select State for example "California"
City Add City for example "Anytown"	Landmark Add landmark for example "Anytown Public Library"
Zip Code Add Zip Code for example "12345-6789"	

Map Location

Geocode address

Use this to geocode your search location.

+

-

+

-

Social Media Profiles

Facebook This must be an external URL such as https://www.facebook.com/username	Twitter This must be an external URL such as https://www.twitter.com/username
Linkedin This must be an external URL such as https://www.linkedin.com/in/username	Instagram This must be an external URL such as https://www.instagram.com/username

Add your Business Video

This video will be displayed in the listing detail page

Video Cover Image

Choose File

No file chosen

Add a background image to be displayed behind the video.

One file only.
256 MB limit.

Allowed types: png gif jpg jpeg.

Video Upload

No file chosen

One file only.
256 MB limit.
Allowed types: mp4.

Video Link

Add a link of the video that supports both internal and external links

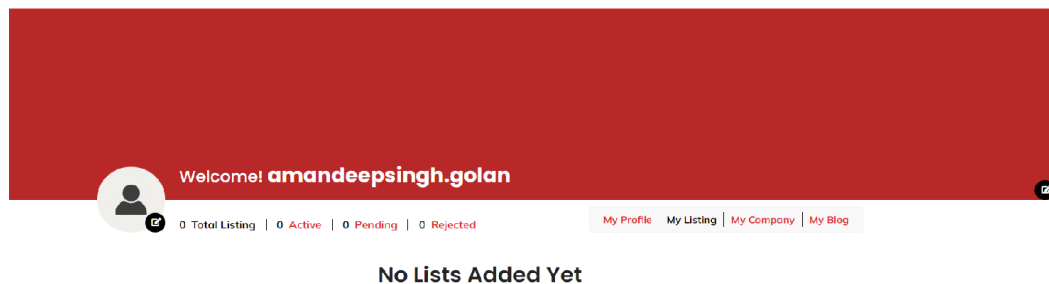
☐ **Member to Member Discounts**
Enable this checkbox for Member to Member discounts

☐ **Featured Listing**
Enable this checkbox to display your listing in Homepage Featured Listings section

Save

- **My Listing:**

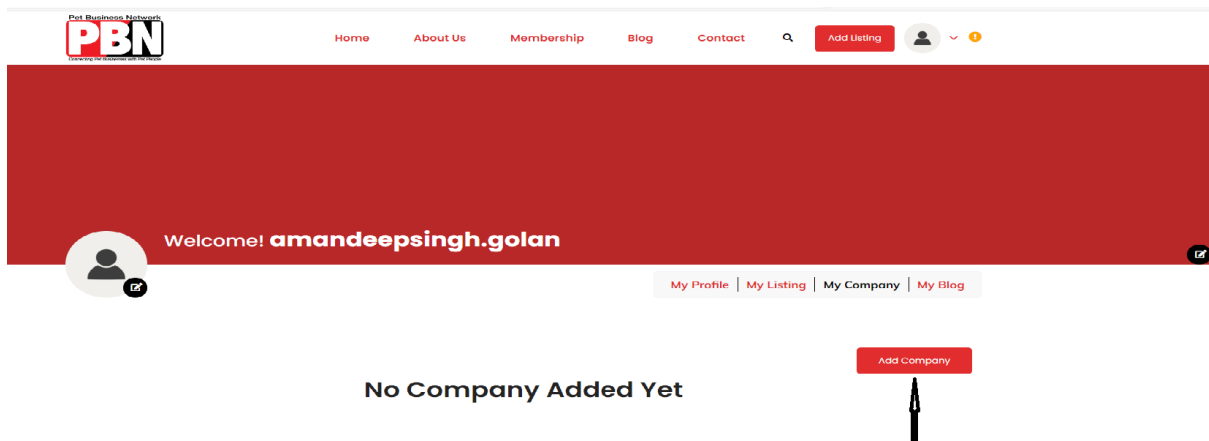
This section allows members to view their active listings.



No Lists Added Yet

- **My Company:**

If a member does not have a website, they can create their landing page by clicking on “My Company” under profile icon. The click on My company the member will be redirected to the below page. Please refer to the screenshot.



Members can click Add Company to fill in their company's details and save them

The member would be redirected to “My Company” page where the admin needs to review and publish the listing. After publishing the member can see their company's landing page from where they can copy the link and paste it in the website link field.

- **Current plan:**

Members can check their current membership status and upgrade their plan as needed.

Current Membership

Selected Plan:
Premium

Payment Status:
Pending

Please complete the payment.[Pay Now](#)

Subscription Details:
No plans subscribed.
Change Plan

-Select an option-

[Save Changes](#)

For premium membership we have couple of additional features which are checking or adding Blogs, members list. Premium members can also add the blogs on the website. Please refer to the screenshot.



HomeAbout UsMembershipBlogContact

Add Listing



My Profile

Add Listing

My Listing

My Company

Current Plan

My Blog

Members List

Sign out



HomeAbout UsMembershipBlogContact

Add Listing









Welcome! **amandeepsingh.golan**

My Profile

My Listing

My Company

My Blog

No Blog Added Yet

[Add Blog](#)

