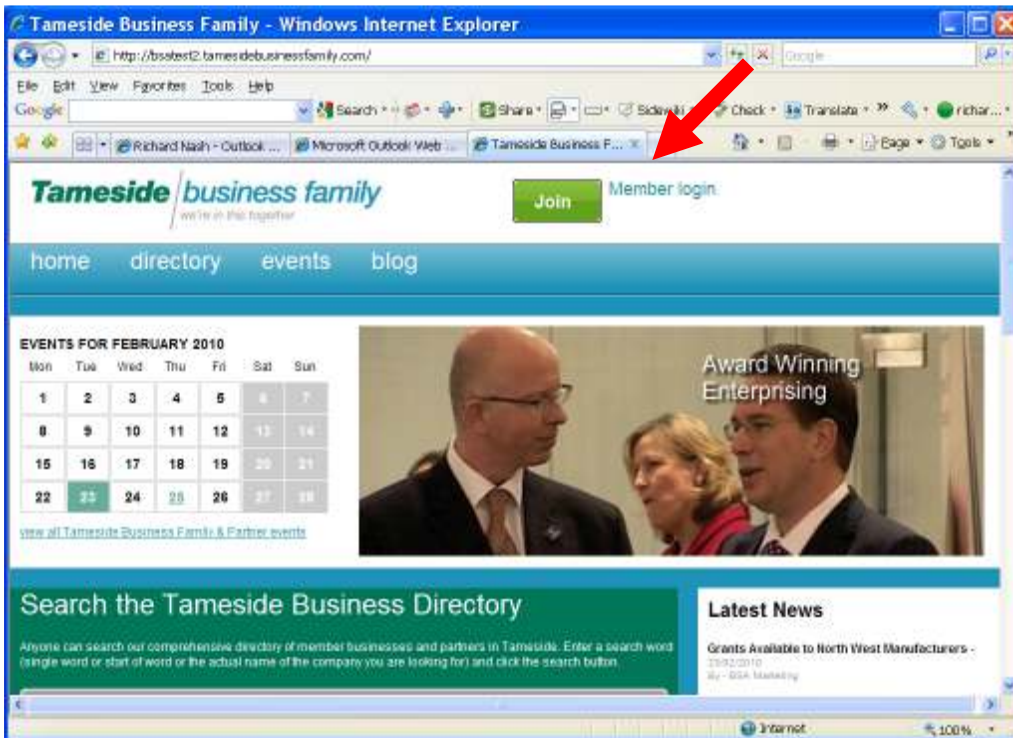


## Tameside Business Family Website – User Instructions

Welcome to the [www.tamesidebusinessfamily.com](http://www.tamesidebusinessfamily.com) web portal

This can be visited by anyone as an unregistered **Guest**. However by registering, extra features are available to **Members** and **Subscribers**.

Anyone can **Join**, after that they use the **Member login**. (The username is the user email)



All the News & Info is available to anyone browsing the website.

However there are significant additional benefits in **Registration**.

These include **Event Bookings**, & for **Tameside Business Family Members** a **Directory** & **Blog** facility.

<b>Member</b>	<b>Subscriber</b>
Event Bookings	Event Bookings
Directory Entry	✘
Blog	✘
e-News	e-News

You can **Register** as a **Member** (if your business is based within Tameside) or as a **Subscriber**.

Subscribers include people who want our e-newsletter & events but are not Tameside businesses. Tameside businesses can choose to be subscribers only if they do not want to be in the directory.

## The Join process:

**Tameside business family**  
we're in this together

Welcome back Richard  
[Edit My listing layout](#)

home directory events blog

### Be Part of the Tameside Business family

#### 1. Contact Details

If you'd like to join as a member you need to be a business with a Tameside address. However anyone can join as a subscriber. Members and subscribers receive regular updates and invitations to Tameside Business events.

1 2 3 4 5 6 7

contact first name:  Phone number:   
contact last name:  contact mobile number (used for SMS updates):   
company name:  fax number:   
address 1:  website address:   
address 2:  email address:   
address 3:  Your email Address is your login name. Enquiries sent through the contact form will be sent to this address.  
town:  password:   
postcode:  confirm password:   
 Withhold Address  Withhold Phone Number  
 Join as a subscriber  
Joining as a subscriber means you can register for events via the website and will receive e-newsletters from Tameside business family, but your details will not appear in the directory. If your postcode is outside the Tameside area, you will automatically be registered as a subscriber.  
I have read and agree to your [Terms & Conditions](#)   
 [Cancel Signup](#)

#### 2. Company Profile

We'd like the details of what you do. Members details are published.

#### 3. Area of business

Here you can select your Sector or add a new one.

#### 4. Social Networks

This is where you can include your social networking links

#### 5. Business Networks

Please include relevant business networks.

#### 6. Accreditations

Please include relevant business accreditations.

#### 7. Preview

Check out and edit your entry.

Latest News Up coming Events Navigation

The registration process automatically enrolls Tameside addresses as **members** using Post Code look-up tables.

However Tameside addresses can choose to join as a **subscriber**.

Members have the option to withhold their Address / Phone Number from the Directory.

An email address is required (user name) but is not published.

Addresses outside of Tameside are automatically joined as **subscribers**.

As you work through the 7 screens, details of the **Company Profile**, **Areas of Business**, **Social Networks**, **Business Networks** & **Accreditations** are collected.

All of these can be changed later.

**Social Networks**, **Business Networks** & **Accreditations** all offer a set of options. These options can be increased subject to (a) demand & (b) logo availability.

These are all available as filters on the advanced search, so it is intended keep these lists restricted to the most significant to potential searchers.

Members should be reminded that additional information – such as networks & accreditations can be added to the free text in their company profiles.

Your initial profile must be approved by the website administrator to check it isn't a bogus one created by a spammer. Please allow at least one working day for this process.

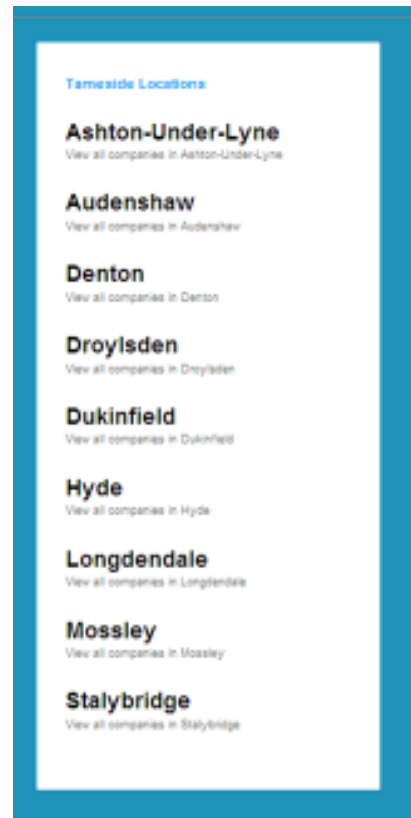
## Directory Search

Directory search is publicly available to view (i.e. you don't need to **log in**)

Directory searches can be conducted by **name**, **sector**, and geographic **area** or through **advanced** filters e.g. **networks** or **accreditations**.

The screenshot shows the search interface with three main sections:

- Search by Company Name:** A text input field with a "search" button. Below it, the text reads: "If you know the company name, or just part of it – start typing below."
- Search by Sector:** A text input field with a "search" button. Below it, the text reads: "If you know the sector, or just part of it – start typing below, and select a sector from the resulting dropdown list"
- Advanced Search:** A green background section containing:
  - Business Name:** A text input field.
  - Sector:** A dropdown menu.
  - Accreditations:** A grid of checkboxes for: Buy With Confidence, Gas Safe, Investors in People, CIM, ISO 9000 Series, Tameside Works First, Energy Star, Trustmark, Elecsa, and ISO 14001.
  - Networks:** A grid of checkboxes for: BNI, Business 4 Breakfast, and Tameside Business Network.
  - A "Submit Query" button at the bottom right.



There is also a quick search box on the home page where you can search by business name or sector. Simply start typing the name of either business or sector and the box should display relevant results.

The screenshot shows a search box on a green background with the heading "Search the Tameside Business Directory". Below the heading, it says: "Anyone can search our comprehensive directory of member businesses and partners in Tameside. Enter a search word (single word or start of word or the actual name of the company you are looking for) and click the search button."

The search box contains the text "matt" and a "search" button. Below the search box, two results are displayed:

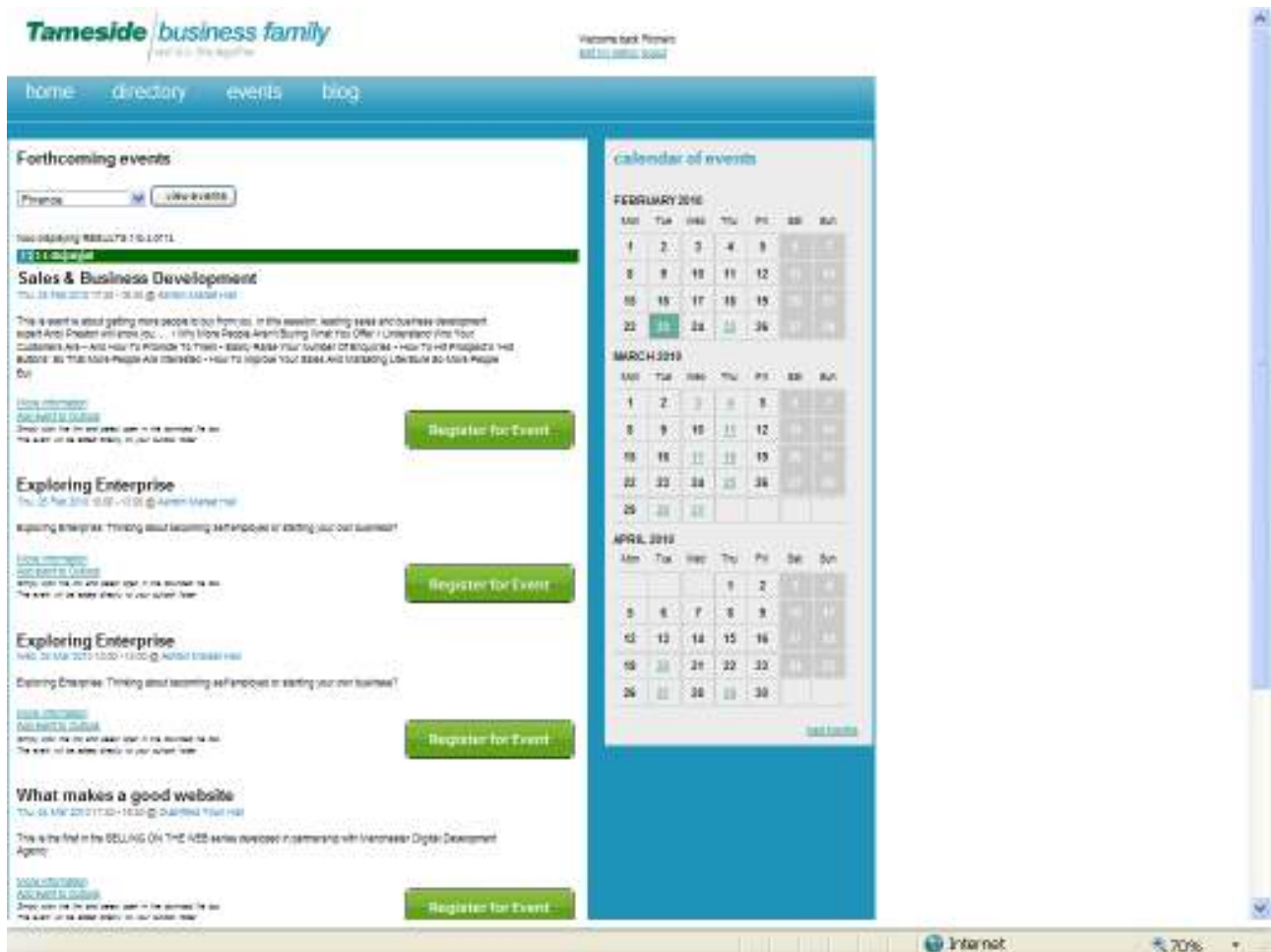
- Mattress Makers (Sector)**
- Matty Mobile Disco**

## Events

A list of events is publicly available to view (i.e. you don't need to **log in**)

However, you must **log in** to **Register for Event**

(**Members/Subscribers** don't have to give their details again for every booking, and have a personalised diary with optional SMS alerts.)



The screenshot displays the 'Tameside business family' website. The navigation menu includes 'home', 'directory', 'events', and 'blog'. The 'Forthcoming events' section features a search bar and a list of events, each with a 'Register for Event' button. The events listed are:

- Sales & Business Development** (Thu 28 Feb 2010 11:00 - 12:00 @ 43000 Lakeside Hall)
- Exploring Enterprise** (Thu 25 Feb 2010 09:00 - 10:00 @ Ashton Market Hall)
- Exploring Enterprise** (Wed 24 Mar 2010 10:00 - 11:00 @ Ashton Market Hall)
- What makes a good website** (Thu 25 Mar 2010 11:00 - 12:00 @ 43000 Lakeside Hall)

On the right, a 'calendar of events' shows the months of February 2010, March 2010, and April 2010. The browser's address bar shows 'Internet' and the zoom level is set to 70%.

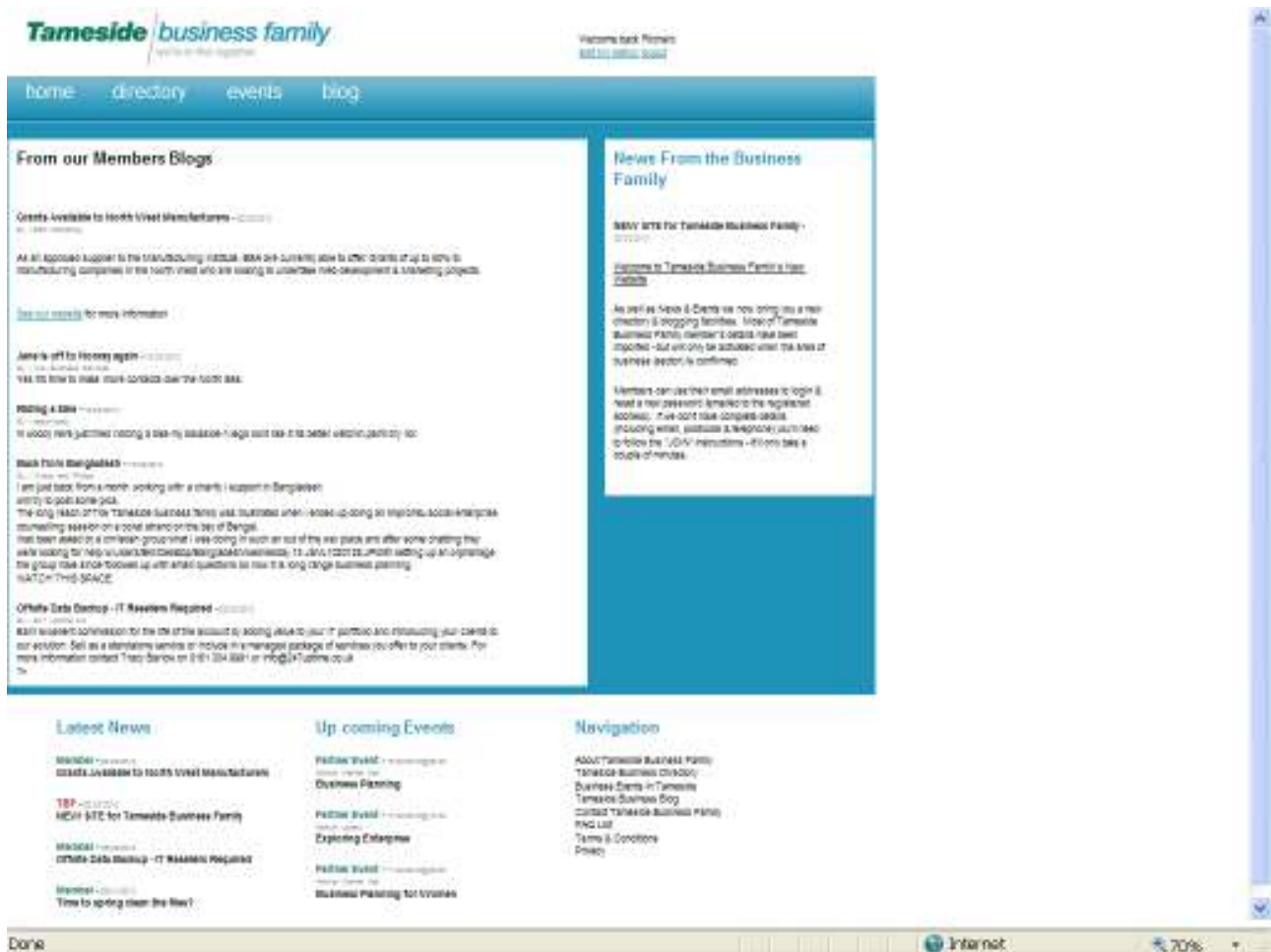
**Note:** If you use Microsoft Outlook and its Calendar facility you can add the event automatically to your calendar by clicking 'Add event to Outlook'.

You can also choose to receive SMS alerts. (For details see FAQs)

## Blog

The blogs are publicly available to view (i.e. you don't need to **log in**)

However, you must **log in** and **Edit My Listing** to **blog** as a member.



The **blog** page contains Member Blogs (without moderation) and Business Family News.

Member blogs appear on the member pages and **blog** page without moderation. Members' attention is drawn to our terms & conditions.

Anti Spam monitoring may result in inappropriate postings being withdrawn. However the legal responsibility remains with the originator and TBF accepts no responsibility for individual postings.

The Front Page News may be selected from the individual blogs, but is entirely an editorial decision.

## Member Log In

When you are signed in you'll see the "Welcome back" message & invitation to **Edit My Listing** or logout.



Welcome back Richard  
[Edit My listing](#) [logout](#)

**Edit My Listing** gives members access to their own Portal

**Tameside business family**  
we're in this together

Welcome back Richard  
[Edit My listing](#) [logout](#)

home directory events blog

### Morroch Bay Beach Cottages

[Edit](#) [Change Password](#)

Morroch Bay is a remote bay on the South West coast of Scotland. It is only accessible down the side of a cliff by off-road vehicle or on foot. There are 2 cottages - Morroch Cottage sleeping up to 6, and the Southern Croft for up to 4. Whilst seriously remote there are satellite broadband wifi systems in both houses. Spectacular remote sea/loft cottages in a private bay. See WWW.MORROCH-BAY.COM (check out the press web album!)

Morroch Bay Beach Cottages  
Hilltop House  
Dunrobin  
Orkney  
ZE1 2JL

Telephone: 01507-35-85-85  
Fax: 01457-852000  
Website: [www.morroch-bay.com](http://www.morroch-bay.com)

[Edit](#)

### Morroch Bay Beach Cottages Accreditations

[Edit](#)

### Morroch Bay Beach Cottages Social Networks

[Edit](#)

[in](#) [YouTube](#) [Google+](#)

### Morroch Bay Beach Cottages Contact Names

[Edit](#)

You can add contacts to your company profile here. Contact names will not be listed in the directory, but will receive newsletters from Tameside Business Family, and can register for Tameside Business Family events.

Richard Nash	07507358585	<a href="mailto:ronald@morroch-bay.com">ronald@morroch-bay.com</a>
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### Morroch Bay Beach Cottages is networking:

[Edit](#)

### Morroch Bay Beach Cottages areas of business

[Edit](#)

Hobby: [Accreditations & Press](#)

### My Event Bookings

<a href="#">Book a Summer Celebration</a> - 25/02/2010
Richard Nash - <a href="#">Cancel Booking</a>
<a href="#">Book a Summer &amp; Good Night In</a> - 04/03/2010
Richard Nash - <a href="#">Cancel Booking</a>
<a href="#">Book a Summer &amp; Good Night In</a> - 30/03/2010
Richard Nash - <a href="#">Cancel Booking</a>

**With a new theme to your mobile blog:**  
This year I have done you a new way to view my mobile blog. It is now mobile blog - visit [www.morroch-bay.com](http://www.morroch-bay.com)

### Morroch Bay Beach Cottages - in a blog

[View Blog](#) [Add Post](#)

**Have you ever sold a house? Order from the South Pole**  
A member of the British Antarctic Survey team has just booked a Scottish beach cottage for Easter 2011. The phone call and email came directly from the ice cap. [www.morroch-bay.com](http://www.morroch-bay.com)

**Other published fields include**  
**Accreditations, Social Networks & Networking Groups.**

Social Networks provide live links into the **social networks**.

This is also where you blog, **member news** appears on the **blog page**.

## FAQ's

Below are the answers to the most commonly asked questions about the Tameside Business Family website. If you do not find the answer to your question here, please feel free to contact us at [info@tamesidebusinessfamily.com](mailto:info@tamesidebusinessfamily.com) or call 0161-342-2058.

### **My Network, Social Network or Accreditation isn't listed. How can I add this?**

**Social Networks, Business Networks & Accreditations** all offer a set of options. These options can be increased subject to (a) demand & (b) logo availability.

If you hold additional accreditations which are not listed, please feel free to add these to your profile under "Company information". Additionally, if you would like us to add additional accreditations to the list, please contact us at [info@tamesidebusinessfamily.com](mailto:info@tamesidebusinessfamily.com) and we will look to add it.

### **My Business address is my home address; I don't want to publish this but still want to be included in the directory. What can I do?**

We do require a postcode on file because the system is automated to scan your postcode to determine whether you are based in Tameside.

However from the **Contact Details** section, you can set it so that your address and phone number are hidden from being shown on your directory page.



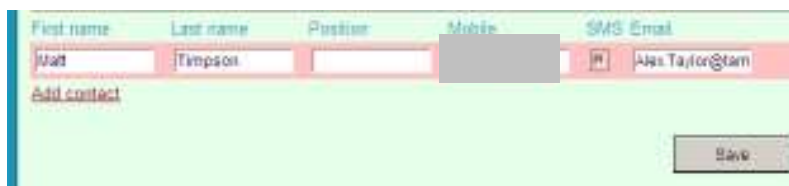
postcode  confirm password

Withhold Address  Withhold Phone Number

I have read and agree to your [Terms & Conditions](#)

### **Can I get an SMS alert for the event I'm booked on?**

Yes, head to 'Edit my Listing'. Edit the 'Contact Names' section, next you will need to input a mobile number if not done so then click the tick box underneath 'SMS'.



First name	Last name	Position	Mobile	SMS Email
Mat	Timpson			<input checked="" type="checkbox"/> Ales.Taylor@tam

[Add contact](#)

### **Can another member of staff at my business have their own page?**

The page is for the business; however you can add an additional contact for your business.

### **The areas of business are not specific enough to my business, can we add one more specialised?**

We would like to try our best to stick to the yellow pages classifications, because businesses can have more than one this should give more scope. However in very rare circumstances we can add additional sectors.