

WindsorBusinessHub

windsorbusinesshub.com

Setting up business profile

Welcome! Having a landing page or business profile in Windsor Business Hub is **optional**. Some businesses would like to have just a link to their web-site in the member's directory while others might not have a web-site or want a business profile in Windsor Business Hub Network site. In case your business wants a business landing page/profile below are the steps to get the landing page and perhaps additional web pages depending on your membership tire.

1

Request your business id and business key.

After verification of membership, it is optional for your business to request a landing page or business profile. Most times it is recommended if your business doesn't have a web-site. If you want to take this option then reply to the verification email requesting your business id and business key to start the process.

2

Landing Page and additional web pages in WindsorBusinessHub.com

Depending on the membership tire, your business will have a landing page and up to two additional web pages. "Network" members have an option to a landing age. "Sponsors" have an option to a landing page plus one extra web page and "Partners" have an option to a landing page plus two more web pages.

3

Receiving the business id and business key next steps.

Once you receive the business id and business key, you will have access to fill up your business profile in WindsorBusinessHub.com selecting the link "UPDATE SITE CONTENT". The next step would be to select your template from the catalog.

4

Select your template from the catalog.

Access the catalog in the link "WEBSITE TEMPLATES CATALOG" and select the template that best fits your business. There are 5 basic color palettes to keep business profiles consistent in Windsor Business Hub. As the design will be the same to keep consistency if business wants a different color palette there's an additional fee. Once you select the template contact customer service with your choice. Our team will start loading your profile landing page to WindsorBusinessHub.com. The next step will be filling up your business profile.

5

Filling up the template and submitting pictures or graphics.

The template is composed of pictures, graphics and text. **Our team will request from you the pictures or graphics you want to use for your landing page.**

The first graphic is the logo that is on the top left side of the page. The second graphic is the main banner on the page, at the top just below the business name header. And the rest three are pictures below the welcome text. **Our customer-service will request these five graphics or pictures from you.** Your business will email these graphics or pictures to us.

Header Banner Business Name

Home page: Welcome text:

Home page: Mid Section Header 1:

Home page: Mid Section Header 2:

Home page: Mid Section Header 3:

Home page: quote/tag line:

Home page: Mid Section Description 3:

Home page: Mid Section Description 2:

Home page: Mid Section Description 1:

Next, go to the link “UPDATE SITE CONTENT” and start filling up your landing page “Home Page Section” For membership with additional pages can choose to fill up “Service Page Section”, “Portfolio Section” or “Contact Us page Section”.

6

Landing Page / Business Profile Review

Once we update your profile, our customer-service will let you know for review before loading.

7

Your business profile is live!

Once you have reviewed and approved your landing page / business profile we will update the link in the member’s directory and your business profile is live!

Questions? Contact us at windsorbusinesshub.com — We're here to help you grow.