

WE DIRECTORY INSTRUCTIONS



STEP 1: REGISTER

Login here: <https://www.womenentrepreneurstexas.com/account/>

- If you don't remember your password or which email you used, click "Lost your password?"

STEP 2: DASHBOARD

After you login, it will redirect you to your Dashboard page. From here, you can:

- view and edit your listing(s)
- edit your profile (this is public info about you, not your business)
- view your favorite listings (can be favorited by clicking the heart icon in a listing)
- submit a new listing (submit one listing for each business you own or manage)
- log out

STEP 3: PROFILE

Your profile is meant to be public info about you as the owner/manager, not your business.

- The image area is intended for a headshot or profile pic rather than a business logo, but you can leave blank if you'd like.
- Your email is required and is public.
- All other info is optional, but remember this is your personal profile rather than business profile (that comes later). So rather than putting your business linkedin, consider putting your personal.

STEP 4: DIRECTORY LISTING

This listing is where you showcase your business, so make it count!

- You are able to indicate whether you'd like to be contacted for vendor or sponsorship opportunities.
- For percentage women-owned, enter 100 if entirely women-owned, 50 if half, etc. Don't enter the % symbol, just the number.
- I was able to edit the form so that you are able to add multiple categories AND tags! **PLEASE DO NOT ADD MORE THAN 3 TAGS. IT WILL BE VERY HARD TO SEARCH.** Remember, categories are broad and tags are more defined. You are able to add your own tags, but I will need to add the categories. Email Amelia at howdy@mentservices.com if there is a category you think should be added.
- The ideal image ratio is 350x260. Your image will be cropped if it doesn't fit this ratio. **And please do not upload images larger than 1MB! Large images will slow down the site.**

STEP 5: VIEW LISTINGS

Click "Directory" from the menu or this link to view all of the listings:

<https://womenentrepreneurstexas.com/directory/>

- Try out the filter settings.
- You are able to view all of the listings in a grid view, list view, or map view.
- You can also sort the listings.