



ONLINE DIRECTORY - USERS GUIDE

ESIG - ENTREPRENEUR SPECIAL INTEREST GROUP

Introduction

As a member of IABC/Houston, you can log in and utilize our fully searchable [member directory](#). The directory includes members' address, phone, and fax information, and other search parameters such as geography or industry.

But we also provide a separate directory of business listings searchable by category. It also gives business providers space to create a detailed profile, explain their offerings in depth and even upload photos. It's a great membership benefit.

This guide will help you set up a basic listing. It's easy, so let's get started!

How to add a basic directory listing

Begin by visiting the main directories page. From the [iabchouston.com](#) homepage, click the large "Browse or Entrepreneur Directory" button on the left or go directly to the listings via this URL: <http://www.iabchouston.com/en/directories/index.asp>.

Click on "Add Directory."

Directory Listings | Search

Business Listings for IABC Entrepreneurs

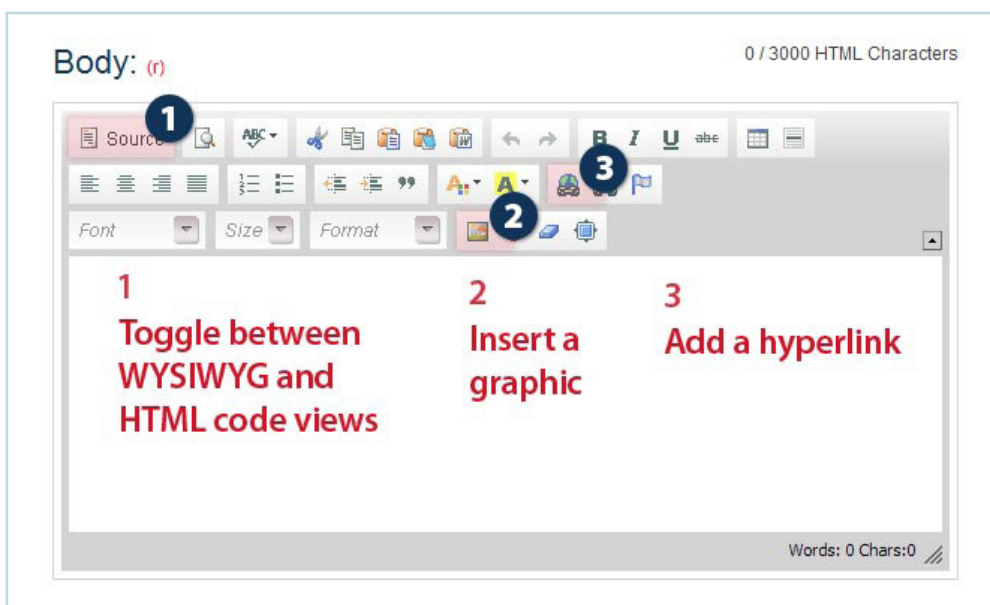
Consulting (8)	Photography (3)	Web (7)
Designers (7)	Public Relations (9)	Writers (14)
Marketing (9)	Training (3)	

- **Directory Options**
- [Search for Directory Listings](#) (Edit/Delete)
- [My Directory Listings](#)
- [Add a Directory Listing](#)

While anyone can search the IABC/Houston Entrepreneur Directory, only members of IABC can add a listing. **Login now** using your member number or the username you presently log on with when registering for luncheons, etc.

Fill out the fields to create a basic listing. Items followed by the red (r) are required fields.

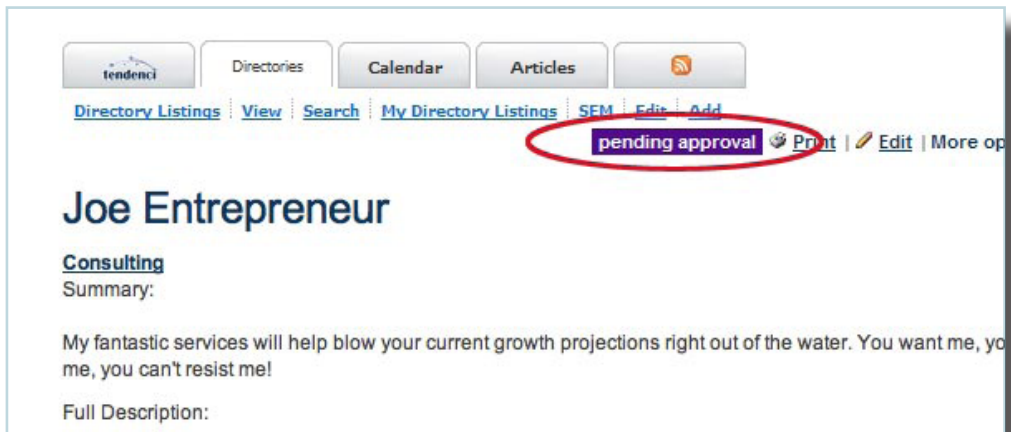
- The **Directory Name** field will display as your actual listing – enter your name or your business’s name.
- Select a **Category** (business specialty). You can be listed in as many categories as you like.
- Include a brief **Summary** of your business.
- The **Body** section allows you to include more detailed information in your profile page. Using the editor, you can format your text, add hyperlinks, and insert images. You can also edit the source code (see below).



If you are only interested in setting up a basic business listing, simply copy and paste your brief summary here to satisfy the requirement. You can edit this information at a later time.

Continue filling in the remaining fields. If you’d like to add a company logo, you can do this only after clicking the **Submit** button at the bottom of the page, and returning to edit the listing after it has been posted.

Get your directory submission approved.



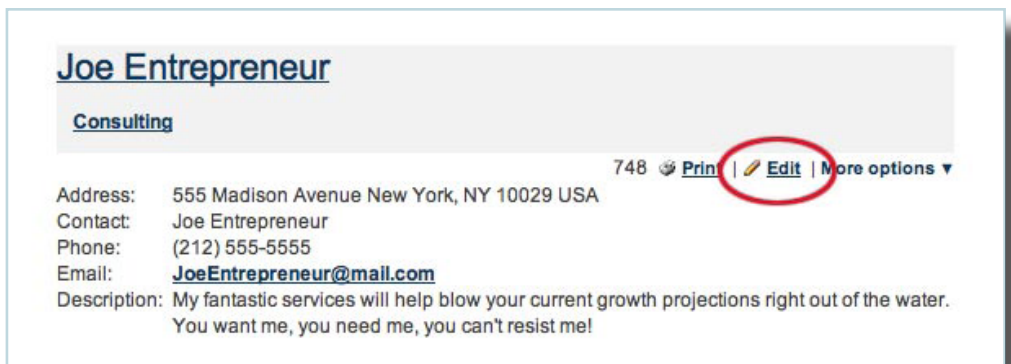
Once you've submitted the listing, let the ESIG directory coordinator know, by e-mail, because it has to be activated by a registered administrator in order for it to be publicly added to the online listings. Once the listing is approved, you can go back and make additional changes to your listing at any time.

Current ESIG directory coordinator: Elaine Krause, ewkrause@houston.rr.com

Adding a logo or making additional changes

After your listing is approved, you can add a logo file to go along with your listing. Graphics files should be in .jpeg format, and should not exceed 550 pixels wide.

To add your logo or make other changes, find your listing in the directory under the category(ies) you chose and click **Edit** to make any new changes to your listing.



You are now free to revisit any field and make as many changes as you see fit. Congratulations! Your business is now listed in the ESIG Business Directory!