



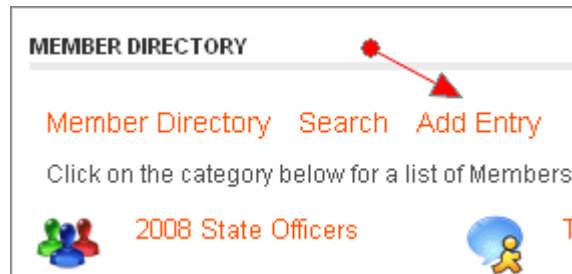
Member Instructions

Add Your Directory Listing – 4 easy steps.

1. While logged into www.wcr-tn.com, click on the Directory tab at the top of the page.



2. On the Member Directory page, click on “Add Entry” in the menu above the main categories to add your Member Directory listing.



3. Fill out the form with your information. You can add a member bio in the About Me box.

Add New Entry

All fields with * are required.

Name *

Company Name *

Street *

City *

4. Select the categories to add your listing to one by one. When you're done, click send to save and add your listing.

The screenshot shows a web interface for adding categories to a listing. On the left, there is a list of categories under the heading "Categories":

- 2008 State Officers
- TN 9'r Referral Roster
- Sponsors
- Chattanooga
- Great Smoky Mountains
- Knoxville
- Lakeway
- Memphis
- Middle Tennessee
- Nashville
- Sumner
- Tri-Cities
- Upper Cumberland
- Williamson

In the center, there are two buttons: ">>>" and "<<<". To the right of these buttons is a list box. A yellow callout box with the number 1 and an arrow pointing to the category list says: "Click on your category first. Then click the arrow to add it in the box. Do this one by one for each category your listing belongs in."

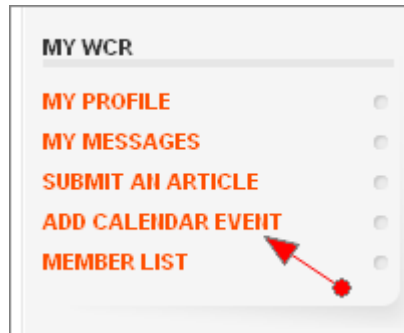
Another yellow callout box with the number 2 and an arrow pointing to the ">>>" button is also present.

Below the category list is a text input field labeled "Category Description:". A yellow callout box with the number 3 and an arrow pointing to the "Send" button says: "When you're finished, click send."

At the bottom right, there are two buttons: "Send" and "Cancel".

Add a Calendar Event – 3 easy steps.

1. Log in to www.wcr-tn.com. After logging in, you are taken to your Profile page. In the left hand column in the “My WCR” menu, click on “Add Calendar Event”.



2. Fill out all the add event form with all of the necessary information.

.. Add Event

Event Details

Event Title

Event Description

B I U ABC | | | | | | | | | |

insert image insert page break

Category

Start Time:
 At:

Event Date
Duration:
 Days Hours Minutes
 All Day
 No end date (Show start date only)

3. Fill out the contact info and click “Add Event” to save and add.

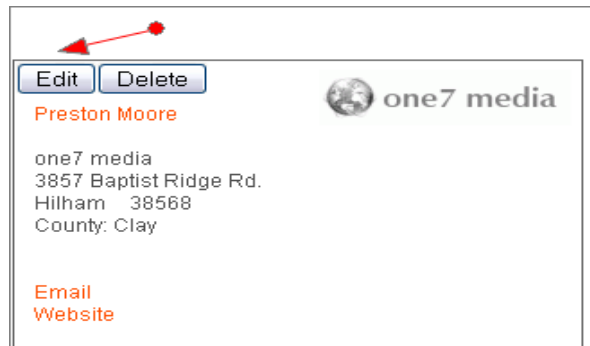
The screenshot shows a web form for adding an event. It is divided into several sections: **Contact Details**, **Contact Info** (with a large text area), **Email** and **URL** (with input fields), **Repeat Event** (with a plus sign button and the text "This event does not repeat"), and **Administrative Options** (with a checked "Event Approved" checkbox). A yellow callout box points to the plus sign with the text "If this event repeats, click on the plus sign to show more fields." Another yellow callout box points to the "Add Event" button with the text "Click to save and add event."

Updating Member Directory Listing – 3 easy steps.

1. While logged in, click on the Directory tab at the top of any page.



2. Click on a category that your listing is in and scroll down until you find your listing. Click on “Edit” to change your information.



3. When you're finished, click "Send" to save.

