mybusinesswebsite
CREATE YOUR OWN BUSINESS WEBSITE

MyBusinessWebsite.co.za enables you to create your own business website, anywhere, anytime of day or night. You can add new products, change prices, add and delete pages, display photos, upload documents for visitors to download, add contact forms and receive client comments too. You can even email your clients through the site. Here's how you do it:

START with a 14 DAY FREE TRIAL

Click the START button to register for a 14 day FREE trial by adding in some basic details that you will need to get the site going. You can change this later in the PREFERENCES section. You can choose to password protect your site, so only password holders have access to it (e.g. if you have a neighbourhood watch). You can choose to approve comments before they go live, so that nothing defamatory is on your site. You'll be taken to the EDITOR which is where you build your website in the following sections:

TEMPLATES

Here you can choose from our wide range of template designs. Be sure to rollover the white blocks below the template thumbnails to view the variations. Click PREVIEW to view a fully working example of that template or click SELECT if you wish to continue, using that template. You can change your template anytime and as often as you like.

PHOTOS

You can upload 50 photos to be used in the Text pages and Photo Gallery pages of your site or as your logo. They need to be in .gif, .jpeg or .jpg format. In Text pages, choose an image from the drop down menu next to your text. This will be the cropped version of your image. In Photo Gallery pages select the images you want to include from the full list of images you have uploaded and select ADD. These images are full size. Go to the PREFERENCES tab to choose your logo from all your uploaded photos. This will appear on every page.

HEADERS

The header image enables to you to customise your template even further. Images must be in .gif, .jpeg or .jpg format and at least 600 x 170 pixels. Upload your header images in the HEADER tab. When you edit a page, you will be asked to select a header image from the drop down menu, this can be different for every page or the same one throughout your site.

FILES

To include a downloadable document on your site simply upload the document in the FILES tab. When you are in any of the page types, select the text to which you wish to link the document and click the links icon below the text area where you are able choose the file from the *Link List* drop down menu.

PAGES

This is where you really create your site. You can name your pages and choose from four different page types: Text, Photo Gallery, Contact Form and Comments. You can choose to keep pages DE-ACTIVATED until you are happy that the content is perfect and you can re-arrange the order of the pages anytime.

COMMENTS

This is where you can APPROVE or REJECT comments before they appear on your site. In the PREFERENCES tab you are able to choose whether you wish to approve comments first or not. When a visitor makes a comment you will be notified via email.

CLIENTS

Here you can add the names and email addresses of your clients and suppliers and then categorise them into groups. e.g. by region or by special interest. This way you are able to email different groups of clients at a time about issues pertaining to that group. A person can belong to more than one group.

EMAILS

When you have something to say to any of the groups you have created in CLIENTS choose that group from the drop down menu in EMAILS. The email will have your logo at the bottom and replies will come into your inbox. Remember to PREVIEW the email before you send it.

PREVIEW

Everything you see in PREVIEW is exactly what visitors to your site are seeing, so be sure to check all your images, spelling and that links to other sites or documents work before you log out.

Feel free to contact us if you need any further information: **info@mybusinesswebsite.co.za**