

South Sound BIPOC – Member Instructions

Welcome to BIPOC business directory where you can list and edit your business, add an event or offering, message fellow business owners.

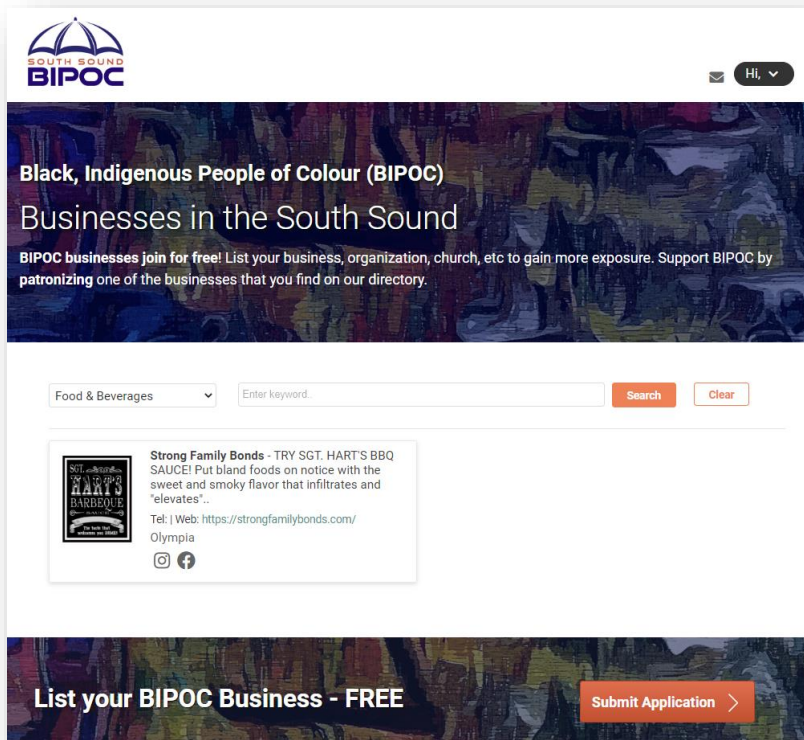
The website may be accessed at <https://ssbipoc.org/>

Member Directory

All BIPOC members are listed alphabetically on the front page.

You may filter listings by Business Type, or Search using either the member's name or business name as the keyword.

Each member controls the information for their listing. We have populated initial data but need your help to make it complete ([see below for instructions](#))



You may click any listing's image or Business name to see the full listing. Websites and social media links are clickable and will open in a new window.

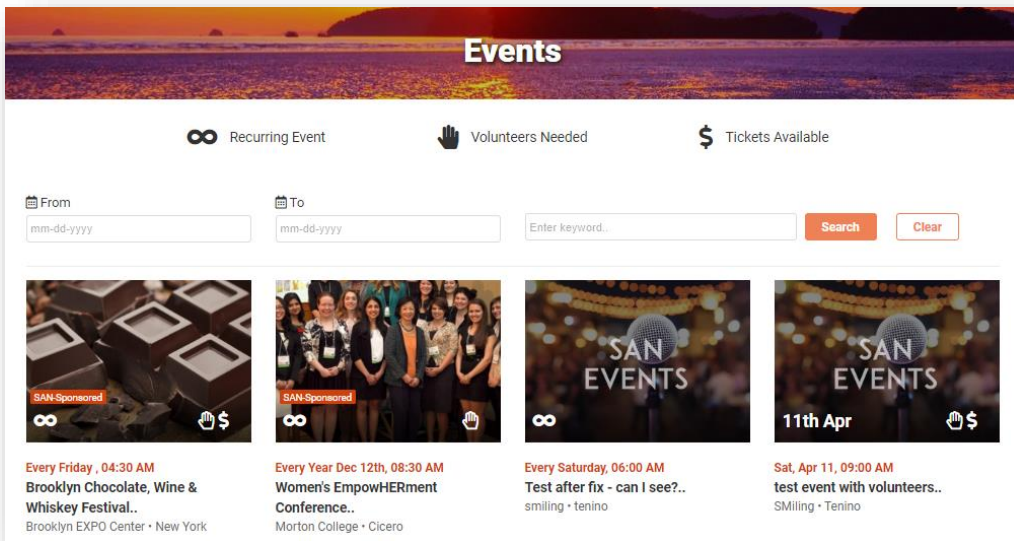
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Events

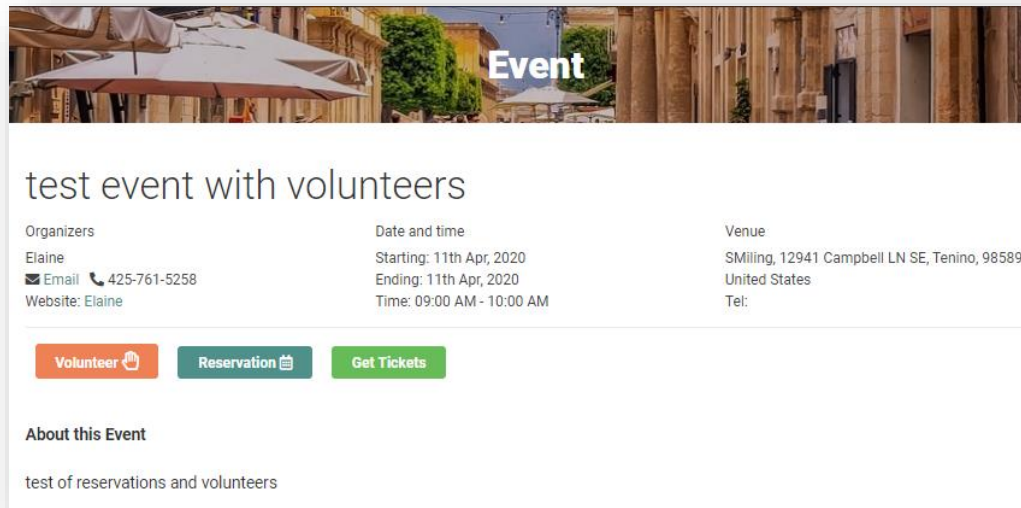
Events which members have added (and are approved by Admins). The event page will appear in a menu once we have an event added.

You may search for Events by keyword and/or by date.

Event Images show icons which depict if the event is recurring or needs volunteers, reservations, tickets or are BIPOC-Sponsored. Icons are explained at the top of the Events page.



To learn more about the event, volunteer, make reservations, or purchase tickets **click on the Event's image or Title** on the Event page.

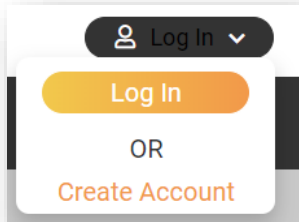


On the Event Details page, you may click the **Volunteer** button and enter your contact details, **Get Tickets** or make **Reservations**.

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How to Login, Update your Account

Here are instructions for updating your Account Details, Adding Events and Messaging BIPOC members.

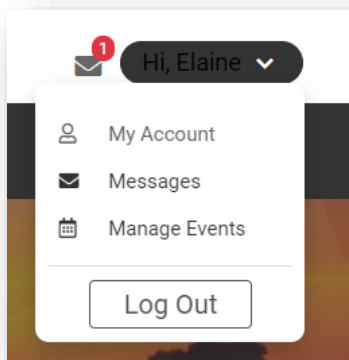


Access the website at <https://ssbipoc.org/> and click the **Log In** drop down on the top right, then click **Log In**.

A screenshot of the login form. It has two input fields: 'Username or Email' containing 'design@smilingwebdesign.com' and 'Password' with masked characters. Below the fields are three buttons: a green 'Log In' button, a blue 'Register ?' button, and a blue 'Forgot password?' button.

Enter your username or email and your password. Use the **Forgot Password** option if needed. This will email you a link to reset your password.

Managing your Account Details



Click the down arrow in the upper right where it now says “Hi, YourFirstName”, then click My Account. You will also see Messages and Manage Events that we will cover later in this document.

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Update any value in the account and Business Profile sections you wish. This is a free listing so there is no need to renew membership.

You may also set a new password here, as well as indicate if you wish to receive chat messages from BIPOC members, and if you wish to receive an email notification for messages sent to you from members. These are initially both set to Yes.

Update Account

Expiry: 1st Jan, 2023 | Approval: Approved | [Renew Membership](#)

Account

First Name *: Elaine | Last Name *: Robinson
Email *: design@smilingwebdesign.com | Phone *: 425-761-5258
New Password (optional): [] | Current Username: smilingdesign

Turn on chat with SAN members: Yes | No
Receive chat notification on email: Yes | No

Business Profile

Profile Visibility: Public | Business Type: Web Design | Business Name: Smiling Web Design
Primary Contact: [] | Business Address: [] | Business City: []

Business Profile

Profile Visibility: Public | Business Type: Web Design | Business Name: Smiling Web Design
Primary Contact: Elaine Robinson | Business Address: 12941 CAMPBELL LN SE | Business City: Tenino
Business Zip Code: 98589 | Business Phone: 425-761-5258 | Business Email: design@smilingwebdesign.com
Business Website: https://smilingwebdesign.com | Business Linked In: https://www.linkedin.com/in/smilingweb | Business Facebook: https://www.facebook.com/SmilingWeb
Business Twitter: https://twitter.com/smilingweb | Business Instagram: https://www.instagram.com/geekygian

Business Description: **During the Covid-19 crisis, deferred billing is available!**
We design, re-design and maintain websites, help with social media, video, newsletters and more. Helping businesses succeed online since 1995 with mobile and user-friendly, search engine optimized, beautiful websites and social media. We can design from scratch or redesign/improve an existing site as we did for the Senior Action Network. Free initial consultation where we discuss your needs and vision.
Make an appointment to discuss your needs today: <https://calendly.com/smilingweb/>

Update Logo: [+] [Smiling Web Design Logo]
Update Photos: [+] [Elaine Robinson Photo]

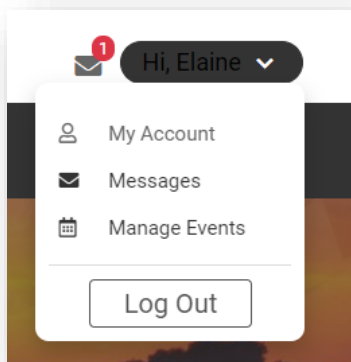
Add your social links, a description of your business (the first 100 characters are displayed on the initial member directory page), and Upload your Logo using the + button under Update Logo – **IMPORTANT! The Logo Must be SQUARE.** It can be any size from 200px by 200px to 800px by 800px, but MUST be square, and works best as a jpg file type. You may also add other SQUARE jpg images to your profile which will appear in your details page.

If you need help with this, email your logo (biggest size please) to elaine@smilingwebdesign.com or send a message with your logo attached (biggest size please) via the BIPOC website messaging app to Smiling Web Design and we will make it square for you.

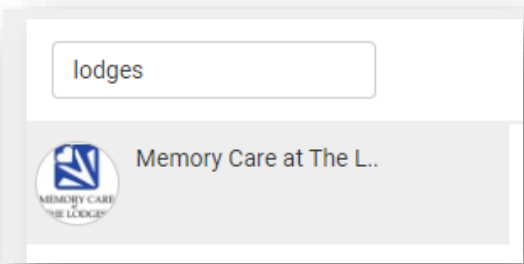
Click the green **Update Details** button at the bottom to save.

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Messages to BIPOC Members

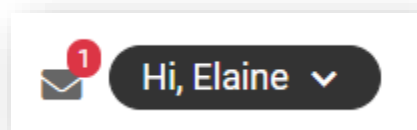
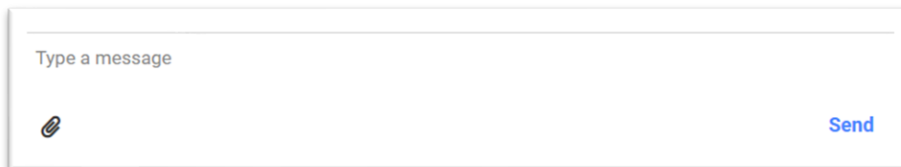


You may now send messages using the website to BIPOC members who have enabled this feature in their account. This is found in the upper right drop down on any page, just as you found My Account.



Search for members using any word in their business name. Messages you have sent will display on the right, and you may search chats to find specific information.

Once you find the member you want to send a chat to, **click on their name on the left**, then enter a new message on the bottom of the screen "Type a Message" Field. You may also attach documents and images as needed. Then click **Send**.



The member will get an email **IF** they have allowed emails to be sent in their account settings. Otherwise they will see a notification with the number of unread messages the next time they log in.

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Events

You may Add or Edit an Event you previously added using the Manage Events link in the top right drop down, as you did for Account and Messages.

If you have previously submitted Events, you will be able to click the various orange icons to see the details or Volunteers, Reservations, and Ticket Bookings, as we all email these lists from the system, or export a CSV with the details. This will be very handy to communicate changed information, delayed events, and such to the Volunteers, or those with reservations & tickets.

You may search for events you created here as well. You will NOT see events others have created here, only on the client side of the website.

You will see at a glance:

- If the event has been approved or not by Admin and if it is active (green highlighted text)
- View the event as it appears to others in the front end, using the orange View icon on the event listing
- How many Volunteers have signed up – Click the Volunteers icon to see details, email or export a csv
- How many Reservations have been made – Click the Reservations icon to see details, email or export a csv
- How many Tickets are booked – Click the Bookings icon to see details, email or export a csv

You may edit your event using the Edit icon, delete it with the Trash Icon. In edit mode, you may elect to Pause it if the Event is in Draft or may be postponed.

The screenshot shows the 'Manage Events' interface. At the top, there is a header with the text 'Manage Events' over a sunset background. Below the header is a green button labeled 'Add Event +'. Underneath is a search section with 'From' and 'To' date pickers (format mm-dd-yyyy), a text input field for 'Enter keyword...', and 'Search' and 'Clear' buttons. The main content is a table of events with columns for ID, Event, Posted By, Schedule, Event Date, Start Time, Status, Approval, and Created. Each row includes edit and delete icons.

ID	Event	Posted By	Schedule	Event Date	Start Time	Status	Approval	Created	
60	Test Event Notification at Smiling. View	Elaine User ID 82	One Time	15th Apr, 2020	09:30 AM	Active	Approved	14th Apr, 2020	Edit Trash
59	Test Recurring at Smiling Deck. View	Elaine User ID 82	Recurring	18th Apr, 2020	7:00 PM	Active	Approved	13th Apr, 2020	Edit Trash
54	test event with volunteers at SMiling. View Volunteers 1 Reservations 1 Bookings 0	Elaine User ID 82	One Time	11th Apr, 2020	09:00 AM	Active	Approved	7th Apr, 2020	Edit Trash

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To add a new Event, click the green **Add Event +** button, which will open a new screen for you to fill in the event's details. Once submitted, Admins are notified via email and will review/approve your event, which will then display on the Events page.

Add Event

Event Name * Event Website URL

Schedule Type Recurring Schedule *

Recurring Cycle Start * Recurring Cycle End * General Start Time * General End Time *

Recurring Dates and Time

Reservations for the event? Yes | No Volunteers for the event? Yes | No

Event Description *

Fill in all required (*) fields, indicate if you need volunteers or reservations, the venue information and the organizer's details. You can create either **One Time**, or **Recurring** events using the Schedule Type drop down.

If **Recurring**, select the Schedule (Daily, Weekly, Monthly or Annual) first, then enter the first event date and the last event date, as well as the start and end times. You may then add dates manually using the Add Next Date button, or use the Auto Fill Dates button to pre-populate all the dates and times based on the recurring schedule you selected. You can then delete or edit these dates/times

Venue

Venue Name * Address *

City * State /Province *

Postal Code Phone

Website

Organizers

Organizers Name * Organizers Phone *

Organizers Email Organizers Website

Tickets

Ticket Name Ticket Cost \$

Photos

If tickets are offered, you may add as many types as you need – for example Regular Ticket \$10, VIP Ticket \$20 etc, using the + button in the Tickets section to add additional ticket types and prices. **Note: the payments for these tickets are deposited into Smiling Web Design's PayPal account.** If you have another ticketing option be sure to put that in the description as to how to obtain.

At the bottom you may upload photos for the event. The first one uploaded will be used in the front end for the Event.

Square or slightly rectangle images will display nicely.

Click Add Event when you are ready to submit to the Admins.