

## AutoRegister – Classic Car Enthusiasts

USERNAME	
PASSWORD	

AR5

Thank you for advertising with [www.AutoRegister.co.uk](http://www.AutoRegister.co.uk)

We have designed this guide to setting up and maintaining your advertising so you can get the most out of the website. Your advert consists of a user profile, contact page and button advert. Your business will be automatically listed in the Directory.

You have administration rights for your own account so can change your details at any time. Changing your offer at regular intervals will keep your advertising fresh and interesting.

Your account has been created using information supplied. If you have any questions or problems, please email [info@autoregister.co.uk](mailto:info@autoregister.co.uk)

### [1] ACCESS YOUR ACCOUNT

AutoRegister uses on-page editing which means that you have full access to all the pages on the website but only you can see and edit your own information.

1. Click **LOGIN** on the **red menu bar**
2. Fill in your username and password
3. Click the **LOGIN** box
4. You are now logged in to your **PROFILE** page and can edit your account.
  - Click on your username on the red menu bar any time you need to return to your profile page

### [2] EDIT YOUR ACCOUNT

Change contact details on your account.

1. Access your account and open your **PROFILE** page
2. Click **EDIT ACCOUNT** (under profile name)
3. Change your contact details, username and password as required
4. Click **UPDATE ACCOUNT** when finished

### [3] ADD LINKS TO YOUR PROFILE

Create links to your favourite websites.

1. Access your account and open your **PROFILE** page

2. Click **ADD A LINK**
3. Add name of link e.g. AutoRegister
4. Add full website address e.g. <http://www.autoregister.co.uk>
5. Click **CREATE LINK** or **CANCEL**
  - You can add up to three links. Feel free to add a link to your own business, registers, motoring sites, national clubs or federations, charity sites and personal websites. We do not allow links to third part businesses unless they already advertise on the site
6. You can remove the link by following the instructions above and clicking on **(X)**

#### [4] USING THE FORUM

As a user you can post on the forum.

1. Access your account and Click **FORUM** on [blue menu bar](#)
2. Click on the forum name or **VIEW** previous post
3. Click **NEW TOPIC** or **REPLY TO TOPIC**
4. Write your post and click **POST TOPIC** or **CANCEL**
5. Click any menu button to exit forum
  - The forum can only be accessed by people who have registered on the site but all posts are public and will appear on the website.
  - Please do not use the forum for advertising, as it should be informal. You could answer queries, post general information, etc. If there is enough interest we can open a new forum for special offers.

#### [5] EDIT CONTACT DETAILS

Edit business contact details on contact page.

1. Access your account and Click on **EDIT ADVERTISER: YOUR BUSINESS NAME** on the [red menu bar](#)
2. Change contact details as desired
3. Click **UPDATE**
  - Details are automatically updated in the Directory

#### [6] ADD/CHANGE PROFILE PICTURE

Add or change a picture on the contact page – this is done on the actual page.

1. Access your account and Click **DIRECTORY** on [blue menu bar](#)
2. Find your business in the directory and click on business name
3. Beside '**NO PROFILE PICTURE**', Click **ADD ONE**
4. Tick box to certify that you have the right to add the picture

5. Identify the document you want to use with **BROWSE**
6. Click **UPLOAD** to add picture
  - The profile picture is 212 x 198 pixels; less than 15kB, jpg format
7. You can change a profile picture by clicking **CHANGE PROFILE PICTURE** below the logo and filling in the details as above

## [7] **ADD/CHANGE ADVERT**

Add or change a button advert.

1. Access your account and Click on **EDIT ADVERT: YOUR BUSINESS NAME** on the **red menu bar**
2. Write in the desired **TEXT** e.g. your business name
3. Ensure **ADVERTISER** is set as your own business name
4. Identify the graphic you want to use with **BROWSE**
5. Click **UPDATE**
  - The button advert is 125 x 125 pixels; less than 15kB, jpg format