



## RESOURCE GUIDE FOR BLN MEMBERS

**Not a registered user? Sign up now!** <http://www.bizlawnetwork.com/register/>

### **What can BLN members do online?**

If you are a BLN member, you can

1. Set-up your reoccurring monthly subscription
2. Join our directory by creating and submitting your directory listing
2. Contribute your expertise to our Blog/News feed

Please read through this user guide to learn how to participate in BLN's online community.

## SETTING UP MONTHLY SUBSCRIPTION PAYMENTS

You do not have to be a registered user of the website to set up your monthly BLN subscription. You must, however, have a password to enter into the payment authorization. If you have not been issued a password to view this section please E-mail us at [support@bizlawnetwork.com](mailto:support@bizlawnetwork.com)

After you have entered your password, you can then review the Terms of Use and accept them. Upon accepting the Terms of Use you will be taken to PayPal to complete the transaction.

## DIRECTORY LISTINGS HELP

### **How can I add a listing to the directory?**

Once you are registered and logged into WordPress, click on the Member Area link in the footer navigation. In the right sidebar, find the link 'Add Listing'. The listings admin is intuitive. Fill out all the fields and then 'Submit Listing'.

A few notes...

Location -

After you enter your location/address, click on the blue button 'Find on map' to verify.

Categories (i.e. Practice Areas) –

To add additional Practice Areas, use the 'Add More' button. The order you select them will be the order in which they appear. Don't see your Practice Area? Please E-Mail us at [support@bizlawnetwork.com](mailto:support@bizlawnetwork.com) and let us know which practice area you'd like added.

Licensed to Practice in –

You must select at least one state. To select more than one, hold down the command key while clicking on any number.

Listing Description –

Copy and paste your bio here. For styling, simply use the 'paragraph' setting as the body text. This is the default. To distinguish the headings (Sample Engagements, Bar and Court Admissions, Education, Distinctions, etc.) highlight the title text of each and select Heading 3 from the style drop-down in the text editor. The style drop-down field is the first item in the second row. If a second row of editing options is not viewable, click the last icon on the first row to toggle to the full toolbar view.

Photos –

It is best to upload a square image (for ex. 300px by 300px) because the system will automatically crop it to a square on the About Us page's Glimpse feature. It must be at least 150px wide. It should be a .jpg or .png file.

If you wish to add your business logo, add this image second. The first image will appear as the featured image for your listing.

### **I submitted my directory listing, now what?**

A BLN website administrator will review your submission and then publish it in our directory. Please give us up to 48 hours to verify your submission. If you have any questions or concerns you can eMail us at [support@bizlawnetwork.com](mailto:support@bizlawnetwork.com)

### **I want to edit my directory listing, can I?**

Absolutely! Make sure you are logged into our website. At the top of the screen, click the link 'Directory Dashboard' in the black bar. In the far right column, click the 'Edit listing' icon (a square page with pencil). Make your changes, and don't forget to 'Save Changes'.

### **How do I add a photo to my listing?**

It is best to upload a square image (for ex. 300px by 300px) because the system will automatically crop it to a square on the About Us page's Glimpse feature. It must be at least 150px wide. It should be a .jpg or .png file.

If you wish to add your business logo, add this image second. The first image will appear as the featured image for your listing.

Photo Troubleshooting --

If you are having trouble getting the image to load, the image may be too big or not in the right format. Open your image in an image editor (like PicMonkey.com) and do a 'save as'. Make sure it is either a jpeg or png file. 72 dpi is fine for resolution. The max width should be 300px or less. It

must be a minimum of 150px wide. Your image should be no bigger than 300kb. Less than 100kb is preferred.

## CONTRIBUTING TO BLOG/NEWS FEED HELP

After you have registered to be a user on the website, a BLN administrator will upgrade your Subscriber user status to Contributor. A Contributor can write a post/article, but it must be 'Submitted for Review' before it is published to the website. A BLN Administrator will respond to you or publish your draft within 48hours of submission.

### **I'm new to WordPress. What do I need to know about creating Posts/Articles?**

When you login to the Dashboard as a Contributor you will see a Posts link in the left sidebar. Select 'Add New'. Use the intuitive text editor to write, edit and then 'Submit for Review'.

#### Selecting Categories-

To help your posts/articles be found through search, please make sure you select all categories your post relates to in the Categories box in the right column. Don't see your category listed here? Please send us an Email ([Support@bizlawnetwork.com](mailto:Support@bizlawnetwork.com)) letting us know which category or categories this post should be linked to.

### **Need to make an edit to your blog post?**

If you have submitted your post for review, but it is still pending approval, you can go ahead and edit the post and resubmit it. To do so, go to Dashboard > Posts. Click on the 'Edit' link below your Pending Post.

If your post has already been published, E-mail any edits to [Support@bizlawnetwork.com](mailto:Support@bizlawnetwork.com)  
An administrator will make the necessary edits within 48 hours.

### **How do I add an image or downloadable PDF to my post?**

If you have images or downloadable items to include with your post, submit them separately to [support@bizlawnetwork.com](mailto:support@bizlawnetwork.com). Please specify the post title with your submission so the post can be easily identified.