

Website Profile Instructions

1. Login into account at wwba.biz (search email for email from <u>mailer@mail2.clubexpress.com</u> for login username and access). You will be asked to reset password on first login.



2. Login with your username and password (reset your password as asked on first login).

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3. Click on your profile in the upper right hand corner

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Promoting and supporting our local business community through educar O tapes

4. Click on my directory listing



5. Fill out information in this section by clicking on the pencil by biography for your member directory listing (personal profile photo, personal bio, and business social media links) and save changes.

Visibility Shov	name, city and state only; no	to work, bio or contact information	•		
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Copy and pasts the URL Inco	your personal social networking a	ale to the respective tool box below. Hat	e sure to copy the entire URL from your browser's as	thress bar (i.e. Mijns/hurwwr facebook com/yoursile)	
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6. Click on profile when you click on drop down menu under name in upper right hand corner.



7. Click on business directory under personal info.

Membership Summary	
Type: Member Join Date: 2/26/ Status: Active Last Renewal: N Exp. Date: 2/26/2019	2018 VA
Personal Info	Website
Contact Info	User Name / Password
Standard Member Directory	Blogs
Privacy/Cancel/Remove	
Business Directory	User Manual
Additional Members in Your Account	Download version 8.0 (19.2 MB - Updated 6/11/2018)
Financial/Historical Data	(PDF format - requires Acrobat viewer).
	Video: Updating your Member Profile
Transaction History	.MP4 Format .MOV Format
Payment/Credit History	
Credit Card	
Event History	
Optional Additional Charges	
Volunteering	
Forums	7
Forum General Preferences	
Forum Memberships	
Thread Subscriptions	

8. Choose up to 5 business listings – if you can not find listings that you are looking for, email <u>communications@wwba.biz</u> and they will be added. Fill out applicable areas including business description and logo. Click save.

	our business here including a test deacription aloud your	business. Select a business category and type from the links, you may confinue atting classifications until you reach the maximum proteins. This your business description under the atting to pay and to pay the first the formula.	m defined amount.
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9. Check your member and business directory listings to make sure business is listed as you wish. If you have any issues, contact Club Express or email communications@wwba.biz.