

## STEP 3: PROMOTE YOUR BUSINESS

### ▪ TASK 2 – MEMBER’S ONLY PROMOTION

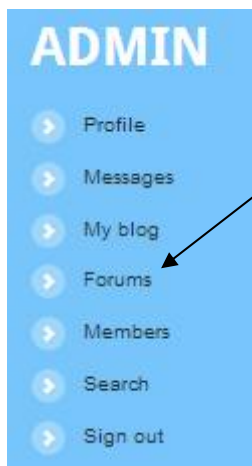
Running a member’s only promotion is a great way to get your business noticed and to let other members know about what you do and how you can help them.

You have the following two options:

- list your promotion in the forums; and/or
- send your promotion personally to members you think would be interested in it.

#### 1. LISTING YOUR PROMOTION

1. Click on the FORUMS link from the menu.



2. Select PRODUCTS or SERVICES.



3. Select ADD NEW FORUM TOPIC to list your promotion.



**SERVICES**

[Add new Forum topic](#)

	<u>Topic</u>	<u>Replies</u>	<u>Last reply</u>
	<a href="#">Website Design</a> By <a href="#">Dr James Pratt</a> 1 month 2 weeks ago	0	n/a
	<a href="#">Introduction</a> By <a href="#">admin</a> 2 months 1 day ago	0	n/a

4. Enter a summary of your promotion i.e. Website Design.



Home » Add content

## CREATE FORUM TOPIC

Subject \*

5. Enter a brief summary of you and what the promotion is for members in the BODY.

For example:

JamesPratt.com is an information technology solutions provider focused on supplying electronic commerce and web solutions to assist organisations to design, implement and support critical information technology.

Formed in 1995 as a result of the information revolution, we work with you to make a management difference in your use of information technology as a business resource and on bridging the gap in understanding and planning between business decisions and technology choices.

We are impartial, working with you to design, implement and manage customised business solutions. Our mission is to lead you through an integrated transformation of your strategies, processes and people supported by leading-edge information technology.

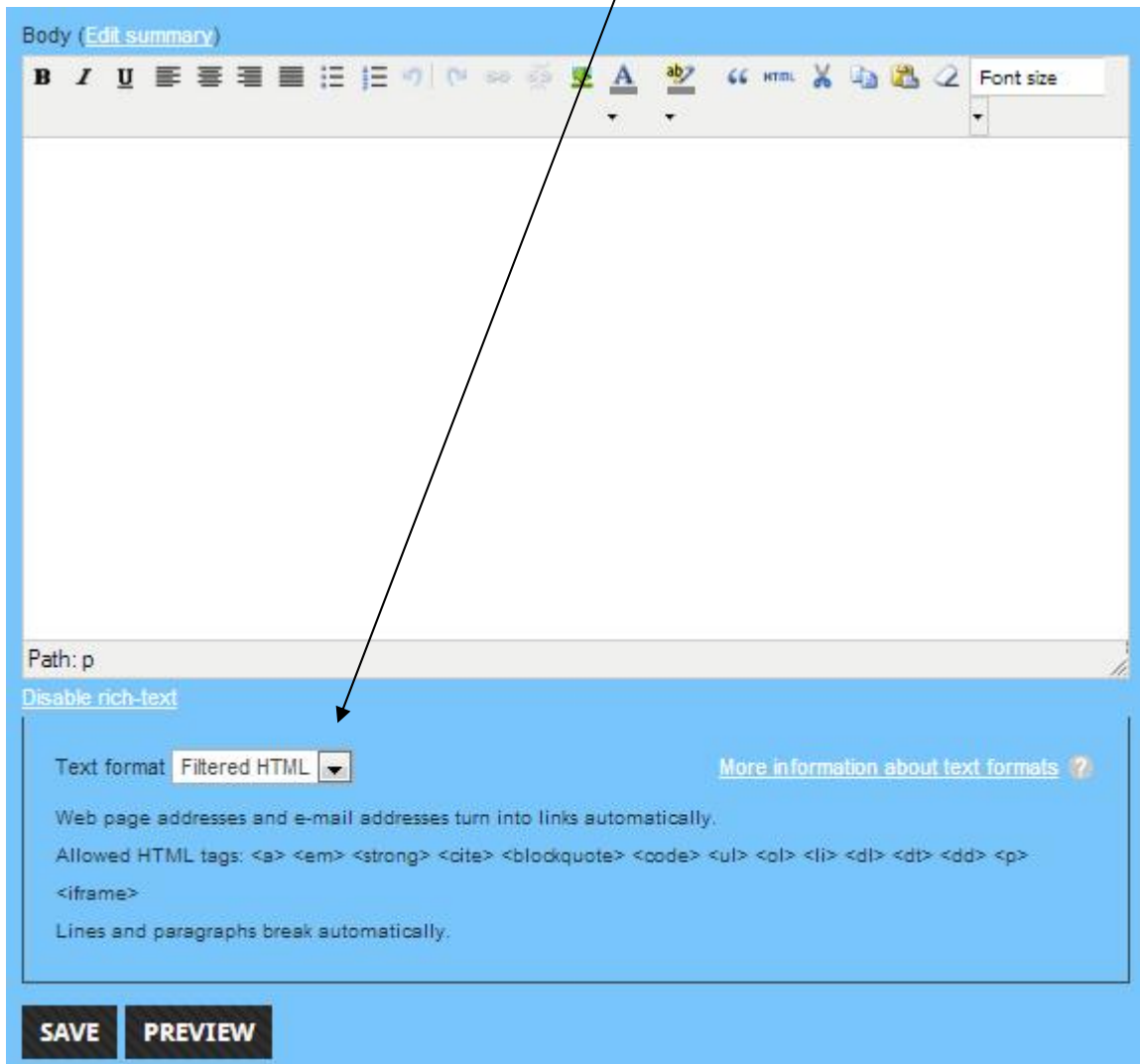
--- WEB SOLUTIONS SPECIAL PROMOTION ---

This discount is for Members Only.

20% discount and FREE website management for 12 months valued at \$360+GST for every new website we design and build.

Our FREE consultation allows us to get an understanding of your business and the needs you are trying to solve before recommending a fixed price solution.

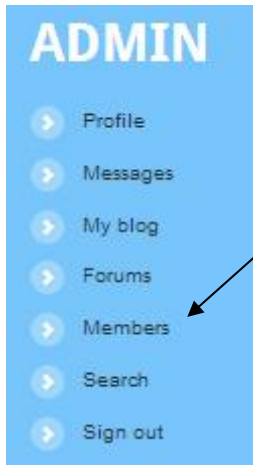
6. Select FILTERED HTML to use a word editor.



7. When you have finished, you can select SAVE.

## 2. SENDING YOUR PROMOTION

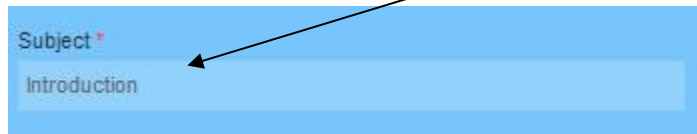
1. Click on the MEMBERS link from the menu.



2. Select a member from the list by clicking on their picture.
3. Select CONTACT.



4. In the SUBJECT area write "Introduction".



Subject \*

Introduction

5. Enter a brief summary of you and what the promotion is for members in the BODY.

For example:

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6. Send message.