

## Website Presence

FIRA's [website](#) is visited by a constantly growing visitor base from consumers to CEO's of large organisations. To make sure our visitors find out about your products and services, you can add your information to our Member's Directory.

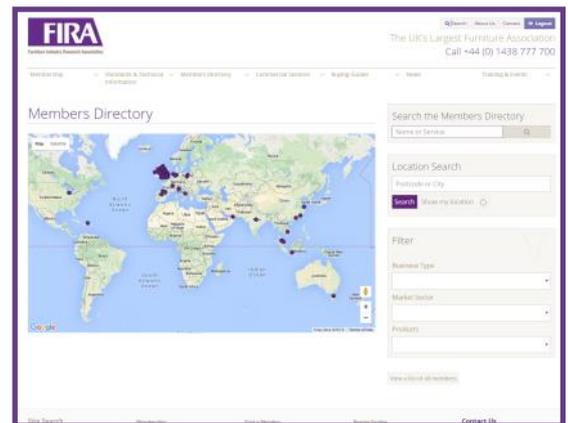
**Please edit your company's profile page by following the link to access the administration part of your page, along with your username and password**

### Basic website profile information:

- company details
- business sectors
- check your map pin position

### Please follow the steps below to add information to your profile:

- Click [here](#) to login, using your username and password (which should have been emailed to you separately. Please contact us if you have not received this).
- On the Dashboard page, click '**Edit your profile**' in the welcome box
- Please check that the **contact details** here are correct
- Check that your **Address Map Position** is correct and drag the map pin accordingly to adjust
- **Profile text** - To add this, or updated content, to your new page, click '+ Text Area' under Main Content, where you can either type or copy and paste text in.
- **Business Sectors (very important)** – Please add at least one but you can add multiple rows, and each row can have one business type, one market sector and multiple products. **To add a row follow these steps:**
  - ◆ Click '+ Business Category'
  - ◆ Choose from one of the Business Types listed (e.g. Manufacture or Retail / Wholesale), then select a Market Sector (e.g. Domestic or Contract), then select as many of the products from the product list that are relevant to your Business Type and Market Sector selections.
  - ◆ Collapse the section by clicking the 'Actions' button at the top right of the section and clicking 'Collapse' (This makes it easier to view your admin page)
  - ◆ To add another category simply click '+ Business Category' again and repeat the process. You can also delete a row by clicking 'Actions' and then selecting 'Delete'.



**Please do not hesitate in contacting us if you require assistance.**  
Email: [marketing@fira.co.uk](mailto:marketing@fira.co.uk) or call 01438 777 700