

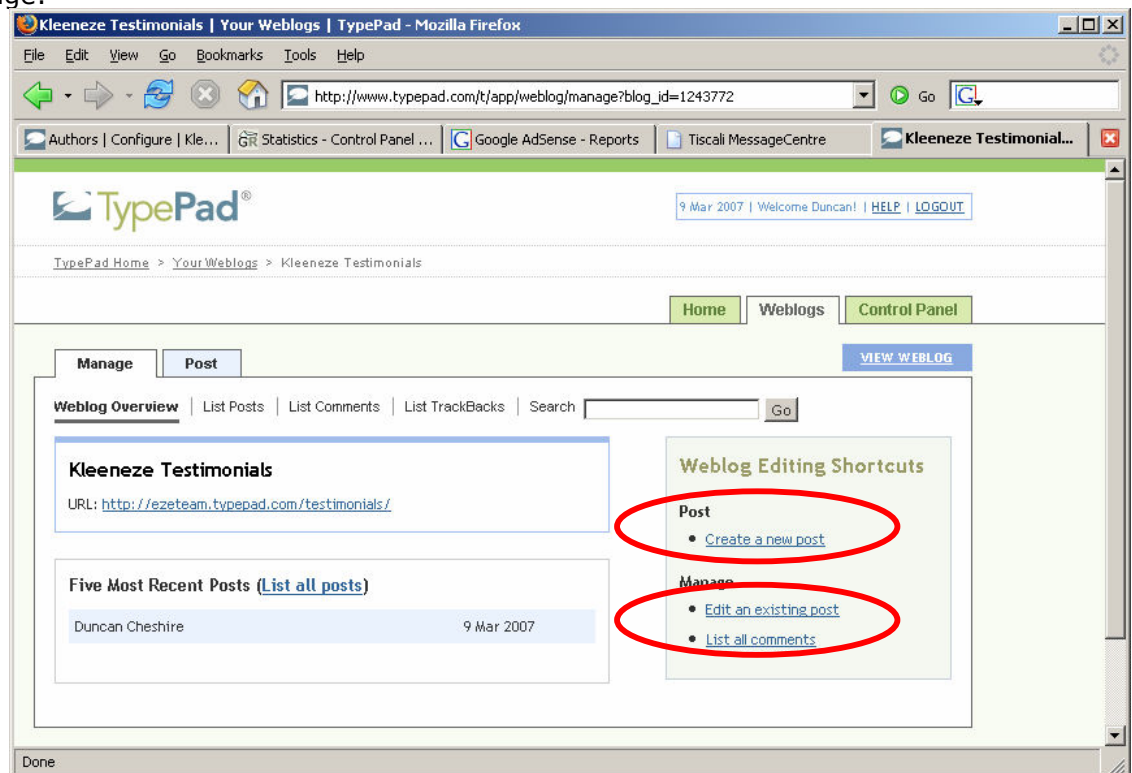
## To Register as an Author on the Testimonials Website

(<http://ezeteam.typepad.com/testimonials/>):

1. Email Duncan Cheshire ([duncan@eze-team.com](mailto:duncan@eze-team.com)) and ask to be included as an Author in the Testimonials Website.
2. Wait for the Invitation Email to Arrive from Typepad. (this will be within 24 Hours of sending the request to Duncan (assuming he has access to a Computer!))
3. Click on the Accept Invitation Links and follow the instructions to register your Guest Account. (If You already have a Typepad Account, you can use that one)
4. You Can Now Add Posts to the Website.

## To Add or Edit a Testimonial:

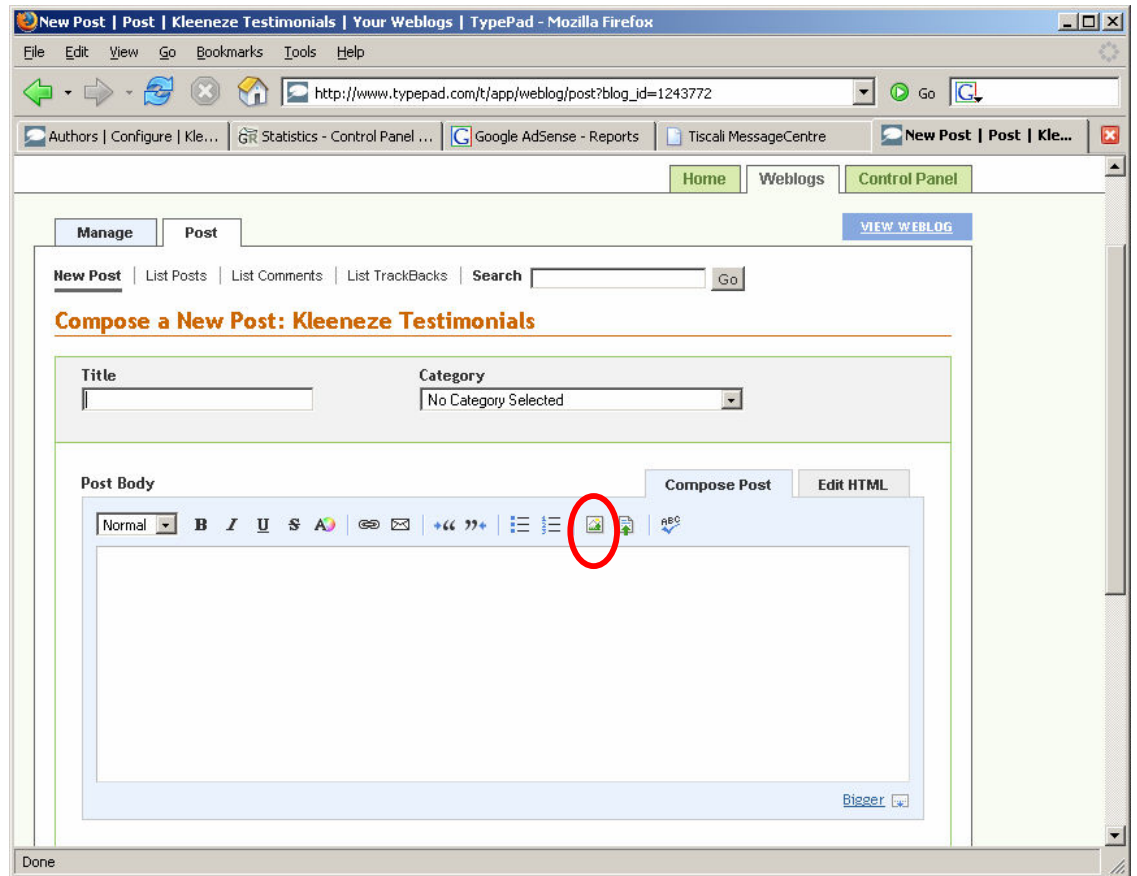
1. After you've accepted the Invitation you received, go-to [www.typepad.co.uk](http://www.typepad.co.uk) and click on "Members Sign In"
2. Login with the Member Name and Password you set-up in Step 3 above.
3. When You've logged in, click on: "Kleeneze Testimonials" and you should see this page:



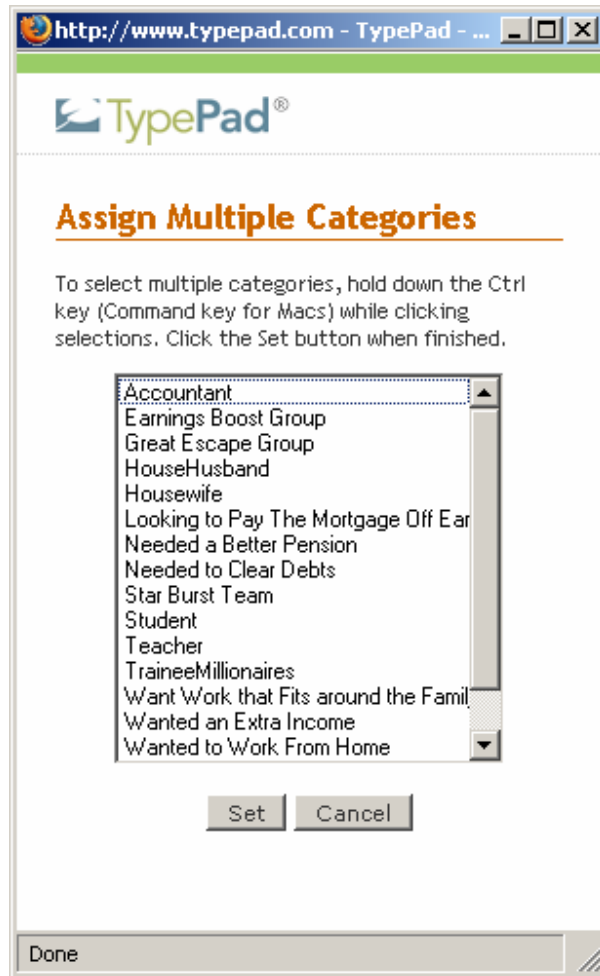
a.

- b. You Can now Select "Create a New Post", or "Edit an Existing post" to change one you Created Before. (Note: You can only edit your own Posts, so you are safe no-one can update yours!!)

4. New Post Screen:



- a.
- b. Enter Your Name in the "Title" Box
- c. Enter Your Testimonial Text using the Editor (You can pretty it up with Bold, Font Colour, Font Size etc!)
- d. You can upload pictures by clicking on the Picture Button (highlighted in the screen shot above)... Use this for your Mug Shots! and/or Scanned Cheques etc.
- e. Assign Categories to your Post. Click on the Dropdown Category Selector, and from the top of the list Click on "Assign Multiple Categories"

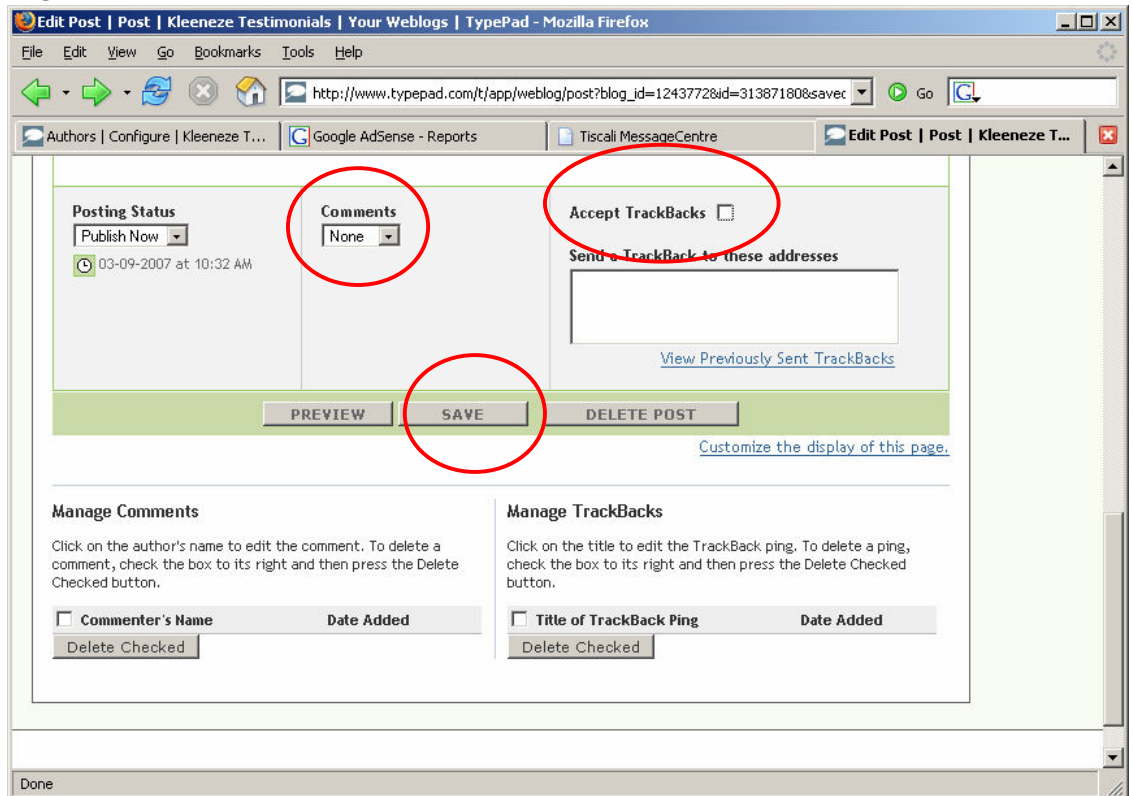


- f.
- g. Now hold down the "Ctrl" key on your keyboard and click on the categories that are relevant to your post. (eg The Teams you are in... Your "Reason Why" you're in Kleeneze, current or previous occupation)
- h. If you want a new Category Added, send an email to Duncan ([duncan@eze-team.com](mailto:duncan@eze-team.com)) to request a new one. (only the Weblog Owner can add categories !!).... you can complete your Testimonial, then edit it later to include the new Category once it's been added.
- i. Note: By Adding and Assigning Categories to a Testimonial, this provides the website with the ability to group the posts so that anyone visiting can click on a menu item for, say, "Work At Home Mum" and see testimonials from others who have been in a similar situation and made a success from Kleeneze. You will also be able to link directly to Category Listings from other websites or emails etc, so that you can place Targeted Advertising Campaigns. Eg.

[http://ezeteam.typepad.com/testimonials/extra\\_income/index.html](http://ezeteam.typepad.com/testimonials/extra_income/index.html)

or  
http://ezeteam.typepad.com/testimonials/great\_escape\_group/index.html

5. At The bottom of the Post Set "Comments" to None (to prevent people responding to your Testimonial), and Remove the Tick for "TrackBacks" then Click on "SAVE"



a.

b. Your Testimonial Will now be Live on the Website.

6. To Edit you Post Login as at Steps 1-3, then Select "Edit an Existing Post"
  - a. Select Your Post from the List, make changes and "Save"

**7. The Only Strict Rule that will be applied, and will result in your Post being amended is:**

**a. No Links to Other Websites within your Testimonial Text.**

The reason for this is so that EVERYONE can safely send Prospects to this site knowing that they can't find links to other people's websites and go join their team instead!!

8. Any Problems or Improvement Suggestions Contact:
  - a. Duncan Cheshire (duncan@eze-team.com)