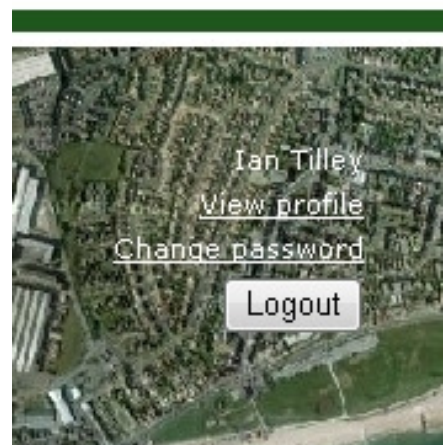
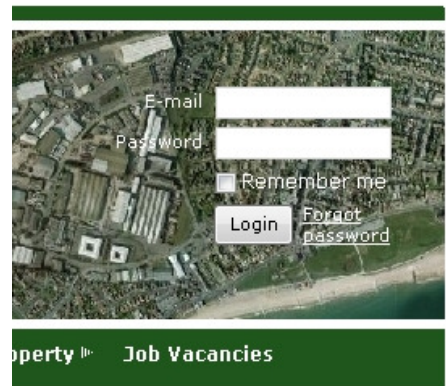




Making the most of your membership – How to use the new Lancing Business Park website

Signing on for the first time

- Go to the new Lancing Business Park website: www.lancingbusinesspark.co.uk
- At the top right of the home page (and every other page), is the member login box. Enter your registered email address and select "**Forgot Password**". Follow the on-screen instructions, enter your email again and click "**Submit**". Call the LBP office on 01903 876 296 if the system does not recognise the email you input i.e. if you received an "*email not found*" message
- You will shortly receive an email from LBP, when you have received this, follow the instructions and the link provided to choose a new password.
- Enter your new password twice and click "**Change Password**" to make the change.
- Login again via the "**home**" link using your registered email and the password you have just created.
- Accept the terms and conditions displayed.
- Now that you are successfully logged in, the top right area of the home page changes as shown so that you can now make changes to your company profile and password.
- Click on "**View Profile**" and then "**Edit Profile**", make your changes and then click "**Save**" at the bottom of the page. This procedure is described in greater detail in the following section.
- Click on the "**Home**" menu item top left, to return to the main web site pages.
- Click on the "**Logout**" button top right when you have finished modifying your company profile or using the site Forums etc. Note that when you are not logged in there are several pages - the document archive containing Committee Meeting minutes for example – that you cannot view.



Updating your Member Directory entry

- The Member Directory will ultimately list every company on the Lancing Business Park. The Member Directory page allows website visitors to find your entry, visit your own website or send you an email quickly and easily.
- Follow these steps to view and modify the information that will be displayed.
- Go to www.lancingbusinesspark.co.uk
- Sign in using your registered email address and password. (If this is the first time you have done this, see "**Signing on for the first time**" above)
- Click "**View Profile**" (top right). You will then see your current company profile as shown in the example below.

[My directory profile](#)
Profile [Privacy](#) [E-mail subscriptions](#) [Member photo albums](#)

Membership details

Membership status **Active**
Member since 11 November 2010
Renewal due on Never

Bundle summary

Bundle limit 5
Used so far 1

Member ID 3431410
First name Ken
Last name Green
Organisation Lancing Business Park Ltd
e-Mail kengreen@lancingbusinesspark.co.uk
Phone
Password Password is not shown for security reasons.
You can change it when editing your profile.

Company Information

Logo
Email address kengreen@lancingbusinesspark.co.uk
Website www.lancingbusinesspark.co.uk
Phone Number

- Click the "**Edit Profile**" button, you will then be able to make changes to your entry.
- We have already added basic details about your company obtained from information held by Ken Green the Business Park co-ordinator and from your own website if available. Where the **Company Profile** and **Further Information** sections have been completed, this information will have been taken from your own website and you will probably want to modify and/or correct it. If a logo is displayed, this will have been extracted from your website and may not be 100% correct or of a suitable quality. Please replace it if necessary. The image displayed is based on a 110 x 100 pixel square so if your logo is a vastly different shape, it may be displayed quite small.
- Make any necessary changes to your entry. Fields that can be changed include **Contact Name, Organisation, company address, email address, Industry Sector, Description, Detailed Profile** etc. etc. Be sure to double check all email and website addresses as these will be active in your profile.






Company Profile	
Industry Sector	
Description	
Further Information	
Detailed Profile	
Member to Member Offer	
Offer	

- The **Company Profile** section is displayed at the bottom of your entry. Use this to select an **Industry Sector** from the drop-down list and to provide a short description of your business. This should be kept to a maximum of approx 250 characters which is around 2-3 lines in the member directory display. **Overly long descriptions will be edited.**
- Use the **Further Information** section to provide a more detailed description of your company and its products. This entry is displayed when a user clicks on your entry in the searchable member directory and can contain a great deal of information if required.
- Use the **Member to Member Offer** section to advertise any special offers your company is offering to other Business Park Members. These can also be displayed on the Member Offers Page – simply send the details to our administrator via email (admin@lancingbusinesspark.co.uk)
- Once again, click "**Save**" (bottom left) when you are happy with your changes.

- The "**Privacy**" link at the top allows you to change what information is seen by other members and by the general public when they look at your entry. You can modify any of these settings so that, for example, your email address or phone number is only available to other members and not to other site visitors. Simply select the required level for each entry as shown below.

[Profile](#) [Privacy](#) [E-mail subscriptions](#)

Allow to show profile

Details to show (in member directories, forum and blog posts)			
	 Anybody	 Members	 No access
 Photo album	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Send message form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Membership level	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Member ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organisation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e-Mail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Logo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Website	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fax Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address Line 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address Line 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Once again click "**Save**" when you have completed your changes.
- The "**E-mail subscriptions**" link at the top allows you to select which emails you receive from us. We will be sending out newsletters, event invitations etc so as to keep you informed of what is happening on Lancing Business Park. You can of course unsubscribe from these emails at any time
- The "**Member Photo Album**" link allows you to add photographs to your profile. You can upload approx 50 pictures into a single album, (one picture will be displayed at the bottom of your profile, you can select which one is used when you view the uploaded photos). Clicking on this photo will take you to the photo album page for your company where all the others can be viewed. Simply follow the on-screen instructions to upload your photographs.

Adding a "bundle" entry

- Your LBP website membership allows you to add up to 4 other members of staff as members. Each will have their own login and will receive our newsletters and event invitations. They will also be able to register for LBP events using their assigned email address.
- The registered user – the person listed as the main contact in the LBP membership list is designated as the "**Bundle Administrator**" and should be the only person permitted to perform these steps.
- Go to www.lancingbusinesspark.co.uk
- Sign in using your registered email address and password. (If this is the first time you have done this, see "**Signing on for the first time**" above)
- Click "**View Profile**" link by the Login box, top right.
- Under Bundle summary click "**Add Member**"
- Fill in the details of the new member: Note that the following fields are mandatory: Name, Organisation, Email address, Password.
- Click "**Save**" bottom right of page when you have completed the form. You will then be taken to the member summary page.
- Click the "**Edit Profile**" button top left.
- Click "**Privacy**" and **CLEAR** the "**Allow to show profile**" box.
- Click "**Save**" bottom left and then the "**Home**" menu item to return to the main web site pages.
- You will receive an email containing confirmation of the actions just performed.
- This new member can then login using the email/password combination you have set up above, participate in the forums and make event bookings etc.