BLACKXCHANGE.NET™

YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

User Guide – July 2008

BLACKXCHANGE.NET™
YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

BLACK**X**CHANGE.net™ USER GUIDE

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SECTION 1 – INTRODUCTION

INTRODUCTION TO BLACK**X**CHANGE.net™

   BLACK**X**CHANGE.net™ was created to be a reliable source for people from all communities to be able to find black owned and operated businesses. BLACK**X**CHANGE.net™ is a networking system that is free of charge and allows people to communicate and share vital information about their products and services all in one source. This networking system provides an easy interface with a step by step manual that allows the amateur internet user to take full advantage of all of the features that BLACK**X**CHANGE.net™ offers. The main goal of BLACK**X**CHANGE.net™ is to provide everyone with a free powerful marketing tool that we hope will stimulate the black communities around us.

   We hope that you enjoy our website and all of the opportunities and features that we offer.

Dwayne Ferguson
Executive President
BLACK**X**CHANGE.net™

BLACKXCHANGE.NET™
YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

INTRODUCTION TO THE BLACK**X**CHANGE.net™ USER GUIDE

Welcome and thank you for becoming a new member of BLACK**X**CHANGE.net™. This site is devoted to giving endless opportunities for both yourself and your business. BLACK**X**CHANGE.net™ is a useful tool that helps business owners and people who wish to network with others have an opportunity to work with the world around them. As you follow along in the "BLACK**X**CHANGE.net™ USER GUIDE", you will find how simple it is to having your personal profile setup and how easy it is to meet new people along with new customers. BLACK**X**CHANGE.net™ has been careful to try and go over any problem(s) that may arise, and if at any time you have any questions, or find errors in this user guide please feel free to email our support staff at Info@BlackXchange.net.

We congratulate you on becoming the newest member of BLACK**X**CHANGE.net™ and hope that you enjoy the features and opportunities that BLACK**X**CHANGE.net™ offers. Prior to getting started, we recommend looking through your provided "USER GUIDE" to resolve any questions that may come up during your membership.

BLACKXCHANGE.NET™
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BLACKXCHANGE.net™ OVERVIEW

Free Membership – No more hassle with costly monthly memberships that may or may not help improve the amount of customers that you are able to contact.

Personal Profile Setup – No more categorizing your company, you determine what information you would like to input into your personal profile.

Image Upload – Upload your personal images of yourself or your company, allowing other users to see what your business is truly like as well as creating a more personal bond between you and your future customers.

Video Upload – Some businesses are more visually oriented. Uploading your video may allow customers to see what you are exactly capable of.

Customizable Profile – You are able to determine how your profile may look and what information is provided. Instead of simple questioners, you are able to input your own information.

Marketing Tools – Our marketing tools allow you to search through advertising possibilities such as banners, toolbar spots, and corporate sponsorship packages that reach our vast amount of members.

Messaging – Instead of waiting for phone calls, messaging will allow you to contact other members, or reply to members whom have contacted you, without having the hassle of the phone ringing constantly or giving out your personal email.

Events Calendar – Upload, edit or remove events that you have. Announcing that you have an event is another way for your potential customers to get to learn a little more about your business.

Listing Wizard – A step-by-step guide that will help you in all possible ways to make sure that your profile will be complete.

Check Listing Program – Ever wonder if your profile on other sites is "complete"? Our Check Listing Program will show you if there are any sections that need to be altered or do not meet the necessary components for a complete profile.

BLACK**X**CHANGE.NET™
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SECTION 2 – MAIN HOME
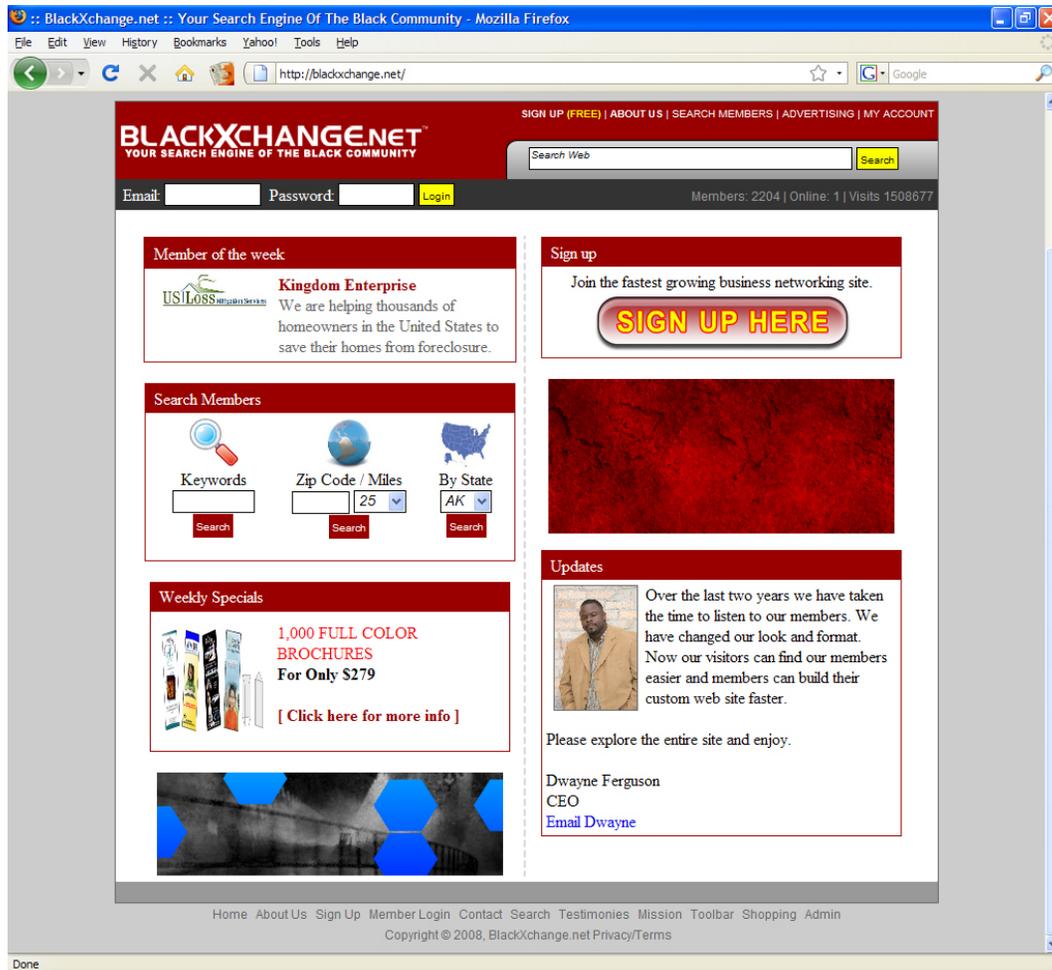
When you first see the **Main Home** of BLACK**X**CHANGE.net™ you will realize that there is a variety of options to get yourself started. You have the option of using our **Search** bar, learning about the history of BLACK**X**CHANGE.net™ by clicking on the **About Us** link, to **Sign Up**, **Search Members**, to check **Advertising** opportunities, to **Contact** BLACK**X**CHANGE.net™, or to login to your **Account**. Directly at the bottom of the page, you will find links that will direct you to either: the **Home Page**, the **Member Login**, our **Contact** information, **Testimonies**, our **Mission**, the BLACK**X**CHANGE.net™ **Toolbar**, as well as **Shopping**. Please make sure that you notice our **Weekly Specials** that BLACK**X**CHANGE.net™ offers to members only, our specials change every week so make sure you have a chance to look at them!

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YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

ABOUT US

By clicking on "**ABOUT US**" you will be directed to our personal biography, letting you know how BLACK**X**CHANGE.net™ has come to be, and what the site offers. You are now able to take advantage of this opportunity of becoming a member of BLACK**X**CHANGE.net™ and see how we have found this method to prove to be an asset to all companies.

If you have any questions at any time, please feel free to contact us. **Office:** (559) 251-1200 **Fax:** (559) 251-1222
Email: Info@BlackXchange.net **Address:** 2727 N. Grove Industrial Dr. 155 Ste. B   Fresno, Ca. 93727

BLACKXCHANGE.NET™
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SIGN UP

FIGURE 1

THE SIGN UP PROCESS

Signing up on BLACK**X**CHANGE.net™ is a simple way for you to be connected with a variety of people and opportunities. To sign up for BLACK**X**CHANGE.net™ you need to follow three very simple steps:

*All user ID's and passwords may not contain any spaces or characters.

STEP 1: Create your BLACK**X**CHANGE.net™ ID: Enter any combination of letters and numbers that you wish to be identified with. This will serve as your internet address at BLACK**X**CHANGE.net™. *All user ID's and passwords may not contain any spaces or characters.
EXAMPLE: http://www.blackxchange.net/ID

STEP 2: Login information: Your email address will be required to sign up on BLACK**X**CHANGE.net™, please enter it in the space provided along with your created password. **A conformation email will be sent to you to activate your account**. Your email is for BLACK**X**CHANGE.net™ use only and will at no time be viewable to other members.

STEP 3: Referral information: Please take a moment and enter how you've come to hear about BLACK**X**CHANGE.net™. If you were referred by a BLACK**X**CHANGE.net™ member, please enter their referral number. If you have not received a referral number, please leave the "**referral number**" area blank.

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BLACK**X**CHANGE.net™ USER GUIDE

SEARCH MEMBERS

Being a user of BLACK**X**CHANGE.net™ allows you to search other members in a variety of ways. This tool is helpful to find businesses, people or simply browse BLACK**X**CHANGE.net™ members. You are now able to search by the following areas:

KEYWORDS

To search by **keyword**, click on the highlighted yellow box, and proceed to put your keyword of choice. *EXAMPLE: GRAPHIC DESIGN, LANDSCAPING, ECT.*

BUSINESS TYPE

To search by **business**, select the first letter of the profession you are trying to search for. *EXAMPLE: SELECT THE LETTER "A" FOR ACCOUNTANTS OR "T" FOR TRAVEL AGENCIES, ECT.*

AREA

To search by **area**, simply type in the zip code and the amount of area you would like to search around that zip code. *EXAMPLE: Zip Code: 93727; Area: 25 Miles*

MEMBER ID

If you are looking for a specific member, simply enter their **member ID** and click "Search Member's ID".

TOP 10 LISTING

To view the **top 10 listings**, click "View List", once you have clicked, you are able to scroll down and view each of the top ten persons profile and information.

STATE

To search members by **state**, click the arrow to find the state of your choice, followed by "Search State", this will bring up all registered members in that state.

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DOWNLOAD TOOLBAR

By installing the BLACKXCHANGE.net™ toolbar, you will have the ability to be directly connected to your BLACKXCHANGE.net™ messages, search both BLACKXCHANGE.net™ and Google® and various tools for marketing and shopping. To download the toolbar:

FIGURE 2

FOR MOZILLA FIREFOX®

STEP 1: Click on the "**INSTALL TOOLBAR**" (refer to Figure 2), immediately following you will see a window pop up.
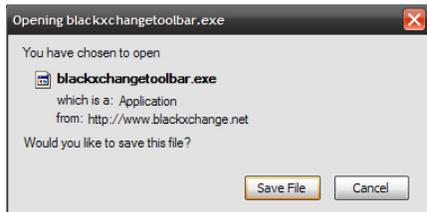
FIGURE 3

STEP 2: Click on the "**Save File**" button, after pressing this button please continue on to step 2. (refer to Figure 3)
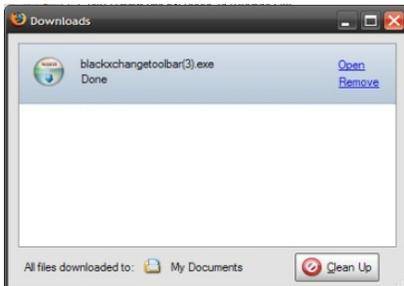
FIGURE 4

STEP 3: After the download is complete, simply press "**open**". (refer to Figure 4)
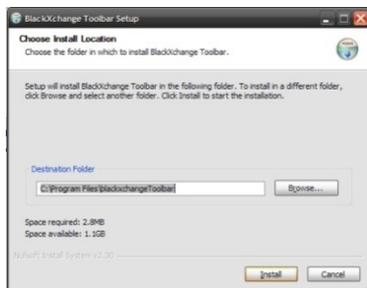
FIGURE 5

Step 4: Choose "**install**". (refer to Figure 5)

FIGURE 6

Step 5: Once the toolbar has been installed properly, a window will pop up showing you new BLACKXCHANGE.net™ toolbar. This will redirect you to the "**Toolbar Installed Successfully**" page. (refer to Figure 6)

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If you have any questions at any time, please feel free to contact us. **Office:** (559) 251-1200 **Fax:** (559) 251-1222
Email: Info@BlackXchange.net **Address:** 2727 N. Grove Industrial Dr. 155 Ste. B   Fresno, Ca. 93727

BLACKXCHANGE.NET™

YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

FIGURE 2

FOR INTERNET EXPLORER®

STEP 1: Click on the "**INSTALL TOOLBAR**" sign, immediately following, you will see a window pop up.(refer to Figure 2)

FIGURE 3

STEP 2: Click on the "**Save**" button, after pressing this button continue on to step 2. (refer to Figure 3)
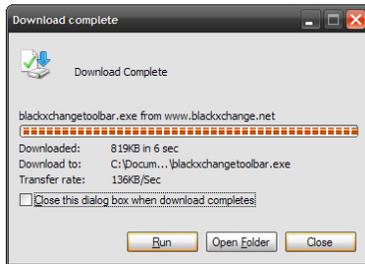
FIGURE 4

STEP 3: After the download is complete, simply press "**run**". (refer to Figure 4)
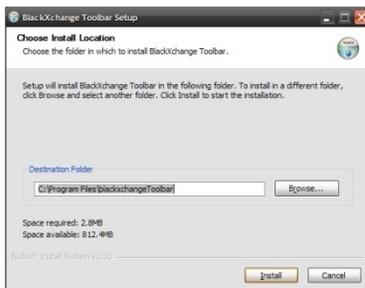
FIGURE 5

Step 4: Choose "**install**". (refer to Figure 5)

FIGURE 6

Step 5: Once the toolbar has been installed properly, a window will pop up showing you new BLACK**X**CHANGE.net™ toolbar, and redirect you to the "**Toolbar Installed Successfully**" page. (refer to Figure 6)

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ADVERTISING

BLACK**X**CHANGE.net™ now offers advertising slots that will help your business in reaching customers. We have a variety of advertising possibility such as:

<u>The BLACK**X**CHANGE.net™ Toolbar</u>: This toolbar allows you as customers download it free from BLACK**X**CHANGE.net™, to quickly and easily access your site. When the customer downloads the toolbar it will be placed on the top of the users web browser, so they are enabled to view their BLACK**X**CHANGE.net™ messages along with various other businesses that are on the drop down menu on the toolbar.

<u>Banners</u>: Adding your personal banner to BLACK**X**CHANGE.net™ will expand your companies' exposure, build awareness and drive traffic to your companies' web site. You have a choice of adding a variety of different positioned banners that will help with recognition of your company.

<u>Corporate Sponsorship</u>: BLACK**X**CHANGE.net™ is now offering exclusive advertising spaces on the BLACK**X**CHANGE.net™ tour bus! For any and all questions please see the number below.

FOR QUESTIONS ON PRICING PLEASE CALL (559) 251-1200

If you have any questions at any time, please feel free to contact us. **Office:** (559) 251-1200 **Fax:** (559) 251-1222
Email: Info@BlackXchange.net **Address:** 2727 N. Grove Industrial Dr. 155 Ste. B   Fresno, Ca. 93727

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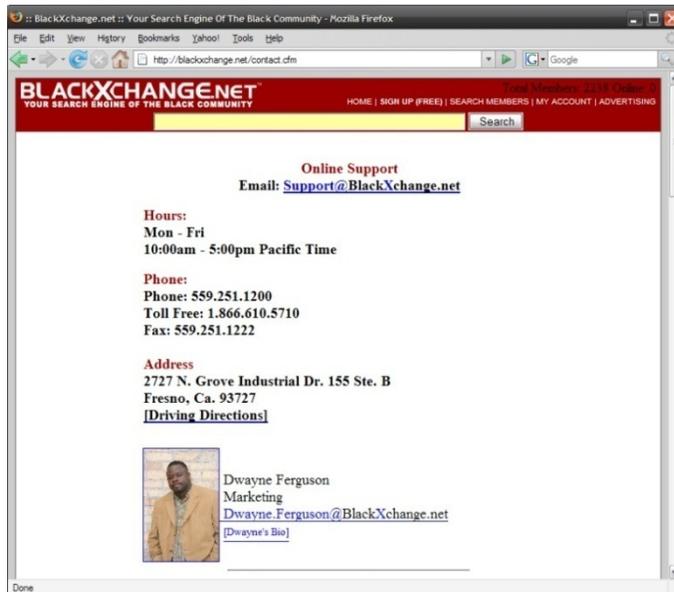
CONTACT

FIGURE 7

By clicking on "**Contact**" you will be directed to a page with all the support numbers needed along with the email address that will enable you to contact our support staff. (refer to Figure 7)

Provided on our contact page is:
*Hours of operation
*Main telephone number
*Toll free telephone number
*Fax number
*Address
*Various Board Members

If you have any questions at any time, please feel free to either contact our office or email any questions to Info@BlackXchange.net. We will be sure to reply to your messages in the order they were received.

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MY ACCOUNT

"**My Account**" will automatically direct you to our member's login page. To sign in please place your information correctly for the following steps:

Place the provided email address that you signed up for BLACKXCHANGE.net™ in the "**Email**" bar.

Enter the "**Password**", which you created when you signed up for your account.

The "**Remember Me**" option is an option for our site to remember your email every time you visit BLACKXCHANGE.net™ on your current computer. We do not recommend saving your password if you share your computer with others. If you would like your computer to save your email, simply check the "**Remember Me**" box.

Click "**Login**" to be directed to your member's page.
(refer to Figure 8)
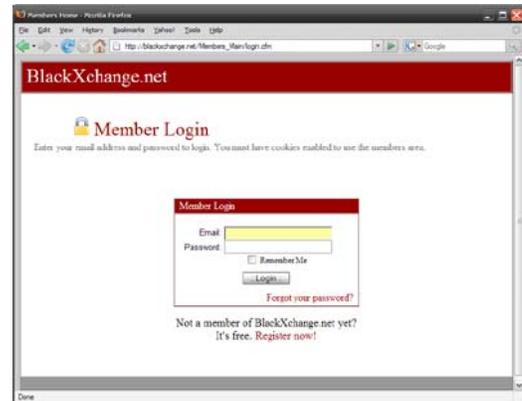
FIGURE 8

EXTRA: If you have not signed up for your BLACKXCHANGE.net™ account, please chose the link below that says "**Register Now**" to begin setting up your personal account.

EXTRA: Having trouble remembering your password? Simply press "**Forgot your password?**" and you will be directed to another page that you will need to enter your email address in order to retrieve your password.

EXTRA: Once you have logged in, you will be directed to the **Members Home**.

BLACKXCHANGE.NET™
YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

BLACK**X**CHANGE.net™ USER GUIDE

SEARCH

Our "**Search**" section located on the **Main Page** enables you to search the web, and BLACK**X**CHANGE.net™ for links with results that will best suit your search. While searching, you will find on the far right side of the searching area, that BLACK**X**CHANGE.net™ searches it members whose profile fit the criteria of your search. On the left side, you will find the results that were found on the web, as you will notice, the words that are in **bold** are the words that you have entered in your initial search.

To start a search:
Enter your desired search phrase, words, or term. (Refer to Figure 9)
Press the "**Search**" button.

If you are looking for web results (Refer to Figure 10), please look at the column on the left this will bring up common web results for your


FIGURE 9

FIGURE 10

search. The top line will let you know the name of the site, and the basic information. If you feel that this is an accurate result for your search, then click on the top link. Below the link and its name is basic information about the site that will typically give you basic insight before you click on the link.

If you are looking for BLACK**X**CHANGE.net™ members (Refer to Figure 10), the results are located on the right side of the search results page. By clicking on one of the BLACK**X**CHANGE.net™ member links, you will be directed to that user's page that will allow you to see the information about their business.
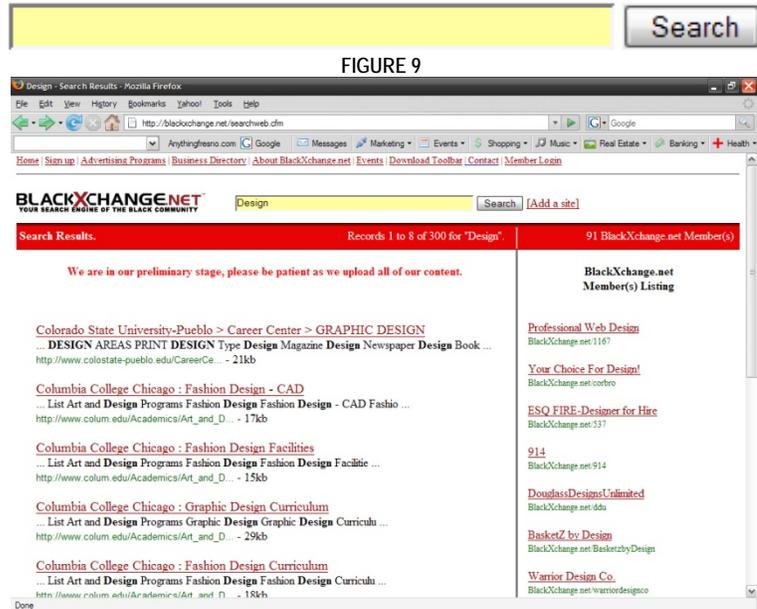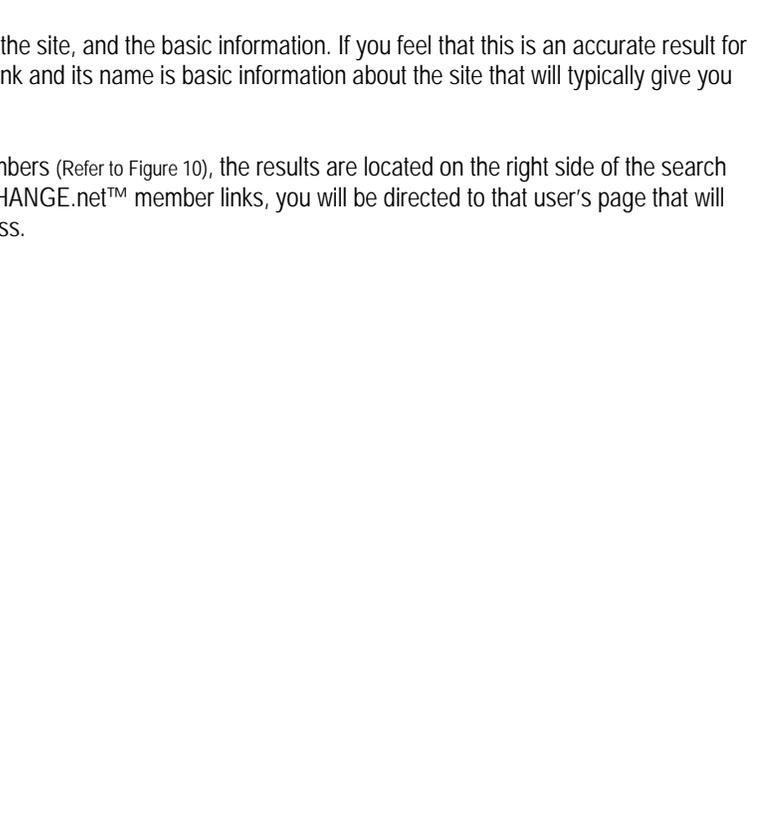
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SECTION 3 – MEMBERS HOME

TOOLS
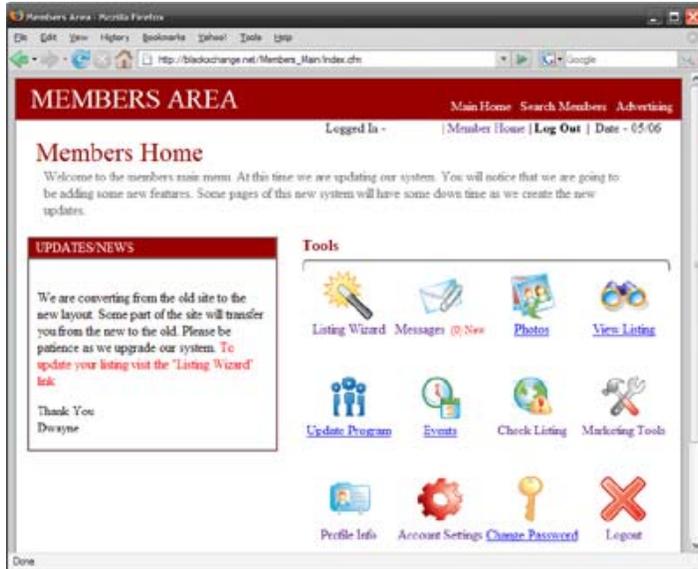
FIGURE 11

Since you have already signed up for BLACK**X**CHANGE.net™ you now have access to our **Members Home**. This is where all of our updates are located, along with all of the necessary tools that you will need to manage your account. In the **Members Area**, you will find useful tools/options such as: (See figure 11)

Updates/News
Listing Wizard
Messages
Photos
View Listing
Update Program
Events
Check Listing
Marketing Tools
Profile Info
Account Settings
Change Password
Logout

PHOTOS

By clicking on "**PHOTOS**" you will be redirected to Step 10 where you can upload your photos by browsing through your files, and uploading them to your personal profile.

In order to upload your photos please follow the steps below:

Click the "**Browse**" button, and chose the folder in which
        your picture is located.
Click on the image that you would like to upload to your
page. Once you have found your picture click "**Open**".
Once you have chosen the photo, it will show up in the
Bar.   Click the arrow that says "**Save & continue to
        next step**".
Once your photo has been successfully uploaded you will be
redirected to a page letting you know that your photo has been
uploaded and it will also let you know the remaining picture slots that
you have left! (Refer to figure 12)
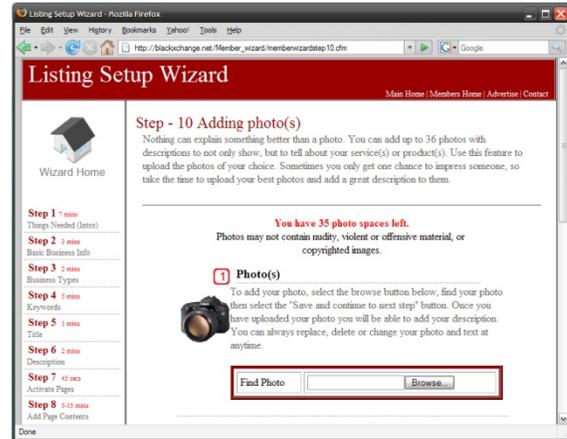
FIGURE 12

STEP 1	STEP 2	STEP 3
Browse...	Open	Save & continue to next step ▶
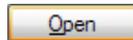
What makes a good photo? A good photo is CLEAR, CLEAN and TO THE POINT. It is better that you show your potential customers EXACTALLY what you offer. By allowing them to see clearly what your business offers, they will be able to communicate with you without miscommunication, thus making it easier for you as a business owner.

ACCEPTED PHOTO FORMATS: JPEG, GIF AND BMP

All photos must abide by the BLACK**X**CHANGE.net™ rules and regulations. Your photos may NOT contain any nudity, violence, offensive material, copyrighted images. For detailed explanations of the rules and regulations please see our **Terms** online.

VIEW LISTING

By choosing "**View Listing**" from the tools page, you will be directed to your personal page that you have built yourself. It will contain all the content that you have put into your profile when it was set up using the **Listing Wizard**. If at any time, you would like to change the appearance or edit the text on your listing, please go back to **Step 8** in the **Listing Wizard** and proceed to edit the sections. (Refer to Figure 13)
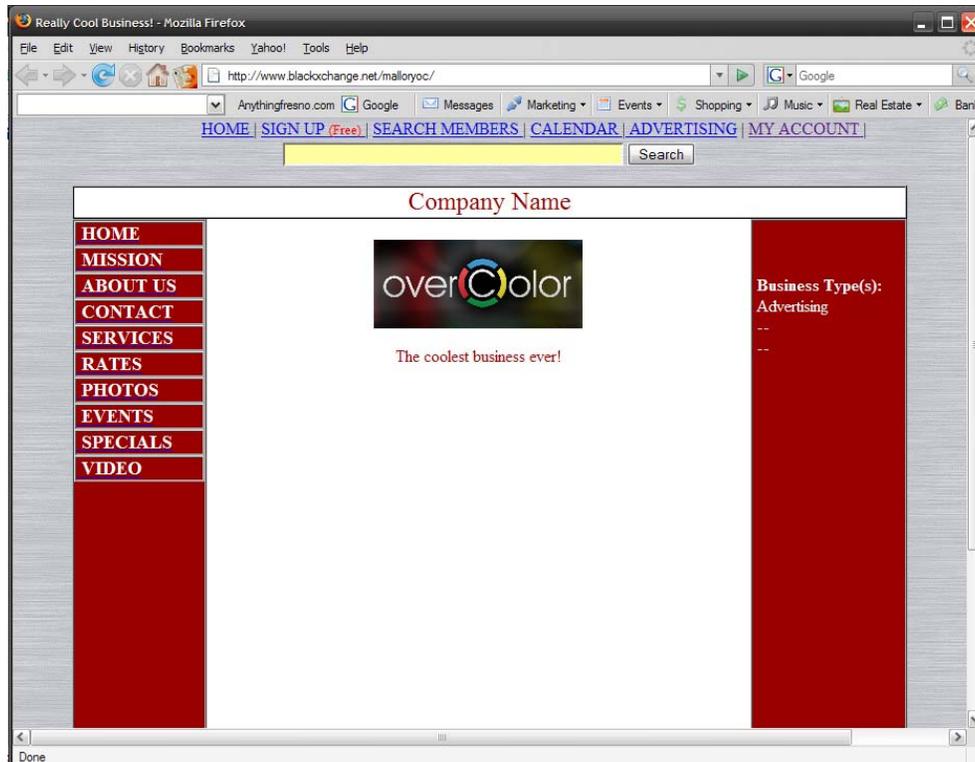
FIGURE 13

If you have any questions at any time, please feel free to contact us. **Office:** (559) 251-1200 **Fax:** (559) 251-1222
Email: Info@BlackXchange.net **Address:** 2727 N. Grove Industrial Dr. 155 Ste. B   Fresno, Ca. 93727
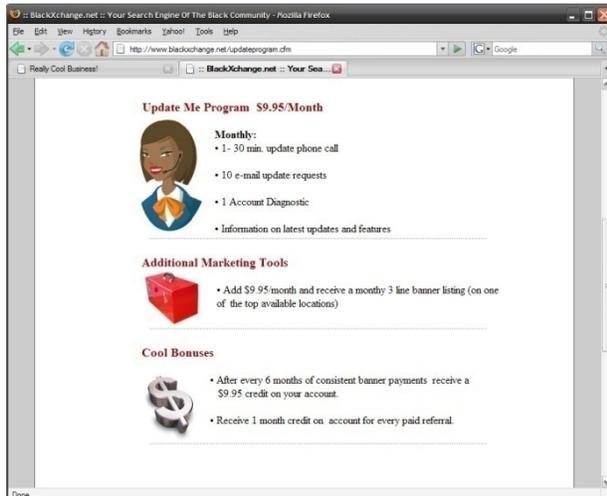
UPDATE PROGRAM

FIGURE 14

Our update program is simple and allows us to update your personal information for only **$9.95 a month**! If you choose to sign up for this program, we will have one of our BLACK**X**CHANGE.net™ representatives call you and take time to update your listing. If you choose to participate in this program you will receive:

1-30 Minute update phone call
10 E-Mail update requests
1 Account Diagnostics
Information on the latest updates and features

By letting our representatives update your profile, we can reassure you that the customers will view your profile in the most current form. Once you have let us update your listing, we will make sure that you are satisfied and that your customers will have the newest information and events for your business.

(Refer to Figure 14)

If you have any questions at any time, please feel free to contact us. **Office:** (559) 251-1200 **Fax:** (559) 251-1222
Email: Info@BlackXchange.net **Address:** 2727 N. Grove Industrial Dr. 155 Ste. B   Fresno, Ca. 93727

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CHECK LISTING

___

Passed Warn Fail

By clicking on "**Check Listing**" you will be automatically redirected to Step 12 of the "**Listing Wizard**". If any box in the "status" area is either yellow or red, click the link provided so you may update the necessary information to have a complete profile.

When you see a field that is red and says "**Fail**", please look to the left and our check listing area will provide you with the reason why this certain area has been flagged. If you would like to adjust this section, please click the link "**Click here to updat**e" so that you can update the information.

When you see a field that is orange and says "**Warn**", this means that you have provided information in this field, but adding more content is reccommened. Although you do not *need* to adjust this section, it is better for you to be able to adjust or add more information so anyone looking at your page will have all the necessary information about you or your business.

If at any time you see a field that has been colored green and says "**Passed**", that means that you have provided enough information that our site feels is necessary.

*Once all of your fields are marked green, then your profile is as complete as we feel is necessary. Please keep in mind that more information is always better for your customers, it allows them to get to know more about your business or yourself without having to second guess anything. Also remember to always save your content after editing or adding new content.

(Refer to Figure 15)

Test Detail	Test Data	Test Response	Status
Reviewing Mission Page	Mission Page	Your Mission Page is not active and has no content. If you would like to have your mission viewable. Please activate the page and add content. Click here to update.	Fail
Reviewing Business Type	Business Type 2	By using the business type you can greatly improve your changes of being seen. Viewers are allow to search for members by the business type they are listed under. This business type has been left blank. You should select a business type. Click here to update.	Warn
Reviewing Logo	Logo	Logo has been found.	Passed

FIGURE 15

BLACKXCHANGE.NET™

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MARKETING TOOLS

BLACKXCHANGE.net™ Toolbar:
Have you ever thought about having a majority of people being able to access your business' website at a click of a button? If you choose to purchase a spot on our BLACK**X**CHANGE.net™ toolbar, our members and your future customers will be able to access your business as easy as a click. Our drop down menus hold up to eight different businesses in each section. When the drop down menu pops up, you will be able to see your business and chose it to automatically direct you to your personal or business web site.
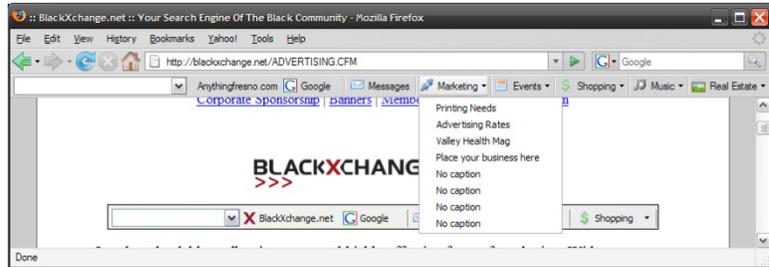
FIGURE 16

Update Me Program: As your company grows, we understand that your time is very valuable, by letting one of our listing representatives update your page for $9.95/Month, you will receive:
1-30 Minute update phone call
10 E-Mail update requests
1 Account Diagnostic
Information on latest updates and features

Banners: Adding your personal banner to BLACK**X**CHANGE.net™ will expand your companies' exposure, build awareness and drive traffic to your companies' web site. You have a choice of adding a variety of different positioned banners that will help with your customers gain recognition of your company. If you feel that your company is not getting the necessary exposure, then banner placements may be your ticket to the marketing needs that you desire.

Corporate Sponsorship: BLACK**X**CHANGE.net™ is now offering exclusive advertising spaces on the BLACK**X**CHANGE.net™ tour bus! For any and all questions please see the number below.

FOR QUESTIONS ON PRICING PLEASE CALL (559) 251-1200

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SECTION 4 – LISTING WIZARD

STEP 1

THINGS NEEDED: Step 1 is an introduction to our Listing Setup Wizard; this is where you will know if you have all of the necessary components in order to have a successful profile on BLACK**X**CHANGE.net™. You will need to know such things as your contact information, a description of your business, your logo, among other various components to complete your profile.

STEP 2

(Required)

BASIC BUSINESS INFO: Please enter your basic business information; this is for others to be able to contact you about your business/services. In this step you will need to know your company's name, contact name, phone numbers, and your email address. All yellow highlighted boxes indicate that the field must not be left blank. Simply click on the text area and begin typing!

STEP 3

BUSINESS TYPES: To further help your future customers/clients we have added a drop down list of business types that you may choose from so our members can find your business/profile with ease. Please add as many business types that you feel suitable. If you cannot find a business type that you are looking for please suggest to us a business type so we will be enabled to help you. **EXAMPLES:** *Attorney, Lawyer, Law, Divorce.*

STEP 4

KEYWORDS: Adding keywords for our users to find you is a simple way to gain business. You may add up to 30 different keywords that best describe your business. If you are entering more than one word, please put a coma or a space signifying that they are separate keywords. **EXAMPLES:** *Contracting, Lawyer, Clothing, Reality.*

STEP 5

TITLE: Entering a title in this field will allow people to see the windows name when the window is minimized for easy viewing. **EXAMPLE:** *"Joe's Business", "Home Goods".*

STEP 6

DESCRIPTION: In the space provided you may enter a brief description about your company and the products or services that you have/provide. **EXAMPLE:** *"For the past 20 years our company has provided you with all the art supplies you can find!"*

STEP 7

ACTIVATE PAGES: BLACK**X**CHANGE.net™ now allows you to control which parts of your profile you would like to share with the public. By marking a check inside one of the boxes, it will allow others to view it publicly. If not then no BLACK**X**CHANGE.net™ member will be able to view that certain part of your page. Please make sure that you are done with the sections that you have checked off before you activate the pages. The "**Activate Pages**" choice menu is designed so that you the member, will be able to have your site show as much as you want and when you want it to be shown.

STEP 8

ADD PAGE CONTENTS: Our word editor will now allow you to enter or edit your page contents that you have previously entered. This step will allow you to add any visual changes, such as font size, color, spell check, among other functions. In order to adjust each section, click on the link to the right of the desired section that you need to make changes on.
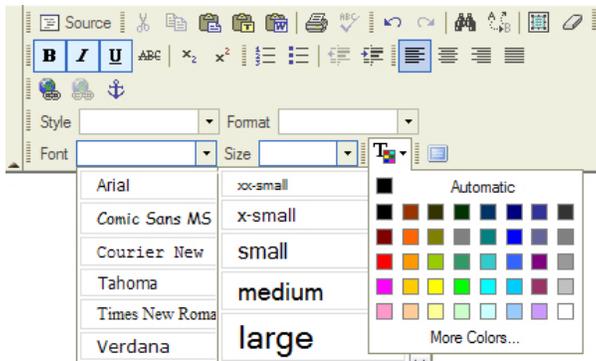
Once you have clicked on any of our editing options, you will be directed to our editing toolbar; this toolbar allows you to change the look and text of your profile. With this toolbar you have the options of changing the font look (**bold**, *italicized*, and underlined) and you also have the option of changing the font size, type, positioning, among various other things. (Refer to figure 15)

FIGURE 15

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EDIT HOME PAGE: By choosing "Edit Home Page" you will open the editing toolbar.

EDIT MISSION: By choosing "Edit Mission" you will open the editing toolbar.

EDIT ABOUT US: By choosing "Edit About Us" you will open the editing toolbar.

EDIT SERVICES: By choosing "Edit Services" you will open the editing toolbar.

EDIT RATES: By choosing "Edit Rates" you will open the editing toolbar.

EDIT EVENTS: By choosing "Edit Events" you will open the editing toolbar.

EDIT SPECIALS: By choosing "Edit Specials" you will open the editing toolbar.

EDIT CONTACT: By choosing "Edit Contact" you will open the editing toolbar.

STEP 9 <u>LOGO</u>: Adding a logo to your page will allow customers to associate your business with your personal logo. In order to upload your logo, click on the "Browse" button to search your computers files for your specific logo that you would like to select. After double clicking on the correct file simply press "Open" and the file will be placed into the bar below. By simply pressing "Save and Continue" at the bottom your logo will automatically be saved to your page.

STEP 10 <u>UPLOAD PHOTOS</u>: Uploading photos is an easy way to describe your work without having to go through the hassle of trying to explain it to someone. By uploading your pictures your customers will be able to get the sense of your business. In order to upload a photo (you may add up to 36 photos!) click the "**Browse**" button, and find the file you wish to select, press "**Open**" and then "**Save and Continue to next step**". When your photo is successfully uploaded your page will be directed to let you know that your photo was successfully uploaded.

STEP 11 <u>VIDEO</u>: We are currently uploading this part of our site, when it resumes, we will be sure to let you know via email when it's ready for you to use!

STEP 12 <u>CHECK FOR ERRORS</u>: Please check the status of your profile before you activate your listing. If any boxes in the "status" area are either orange or red, click the link provided so you may update the necessary information to have a complete profile. The boxes that appear to be green have been cleared through our checking system and seem to be complete.

STEP 13 <u>ACTIVATE LISTING</u>: Now that you have completed your profile, you have a chance to activate your profile if you feel ready. A good idea is to look back at step 12 to see if all the information provided was properly inputted. When you are ready, press "activate" and your profile will upload to BLACK**X**CHANGE.net™!

LISTING WIZARD

Worried about the steps to creating your profile? Follow the guide to the **Listing Wizard** and we will stop by each step to make sure that your profile will be complete and well maintained. If you are having problems maintaining your personal profile, please check our "**Advertising**" section or call (559) 251-1200 for any questions.

SECTION 5 – MESSAGES

MESSAGES – INBOX

FIGURE 17

By choosing the "**Messages**" icon on the **MEMBERS HOME PAGE**, you will be redirected to your personal messages page. This page shows your inbox area and gives you control to all of your messages. For your convenience we have broken the messages page into three categories: Your "**Inbox**" is a gathering off all the messages that have been previously sent to you as a member of BLACK**X**CHANGE.net™. Some of these messages will be from the administration; letting you know about updated events, or new features. Most of your messages will come from other BLACK**X**CHANGE.net™ members. As you post your profile, other businesses will contact you about your products/services and you will be on your way to connecting to other members.
(Refer to figure 17)

MESSAGES - DELETED

DELETED
(0)

Your "**Deleted**" folder is the messages that you have previously deleted from your inbox. By automatically storing your previous messages into your "Deleted" folder, you will be able to view the old messages, when they were sent, who they are from, the subject of the message and if they were read, or remained unopened. These messages at all times can be restored which will place the deleted message into your inbox folder once again. (Refer to figure 18)
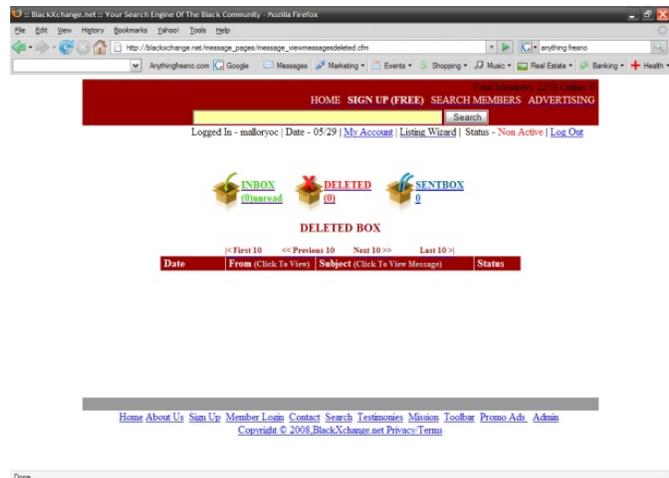
FIGURE 18

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MESSAGES - SENTBOX

SENTBOX
0

Your "**Sentbox**" keeps all the copies of previously sent messages to other users. You will be able to see when you sent each message, who you sent it to, and the subject of the message and the status of each message. You are able to delete the messages that have been previously sent to you as well, simply click delete, and the messages will be deleted from your sentbox. (Refer to figure 19)

FIGURE 19

SECTION 6 - EVENTS

EVENTS
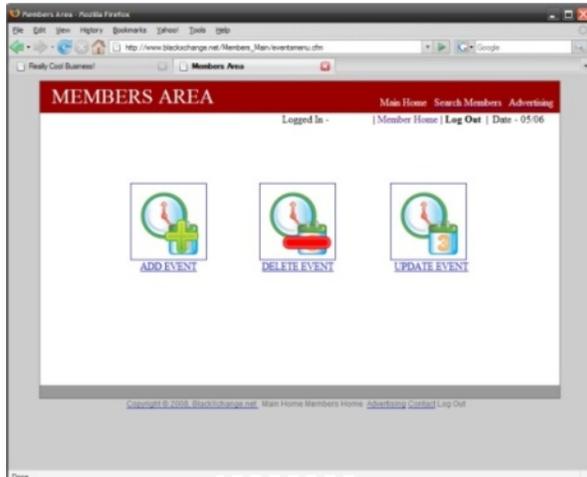
FIGURE 20

Have a new event that you would like to share publicly? A gathering for various companies or a BBQ for business owners, then you may add the event to the calendar for all to see. To add an event simply click "**ADD EVENT**" and enter in the necessary information. When your event has expired, simply delete the event by clicking on "**DELETE EVENT**", and choose the specific event/events you would like to discard. If you feel at any time that you need to alter the information in your event, simply press "**UPDATE EVENT**" and you will be able to make changes to the event that you have chosen.
(See figure 20)

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TO ADD AN EVENT:

ADD EVENT

Choose "**Add Event**". (Refer to Figure 21)
Enter in the information about your event.
For your event, please add as much information as possible, you may add in the date of the event, the time, the event name, the contact person, address, description and directions to your event.
Please keep in mind that all highlighted yellow fields must be entered in before you upload your event.
Once you have entered all the information for your event, simply press "**Upload Event Information**" or "**Reset**" to clear the event information and start over. (Refer to Figure 22)

FIGURE 21

FIGURE 22

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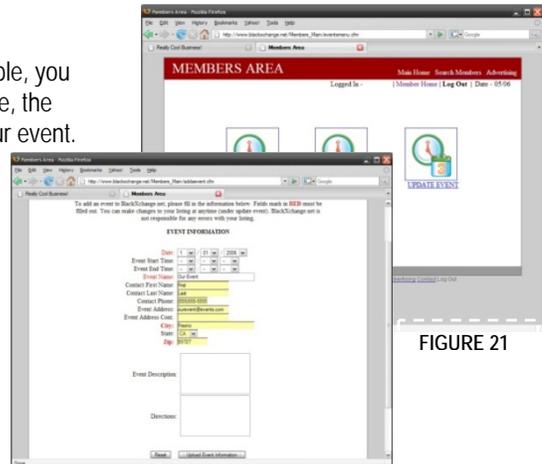
TO DELETE AN EVENT:

DELETE EVENT

Choose "**Delete Event**".
Chose the title of the event you would like to delete. All event titles are in a highlighted blue. By clicking on the title, it will automatically delete your event, so please be sure that you would like to delete this event at this time. (Refer to figure 23)

After your event has been deleted, you will be redirected to an alternate page letting you know that "Your Event has been deleted!". (Refer to figure 24)

* Please keep in mind that once you have deleted an event, you will NOT be able to retrieve it. If you feel that you have made a mistake in your event information, do not delete your event, you are able to update your event by click on the "**Update Event**" icon on the previous page.
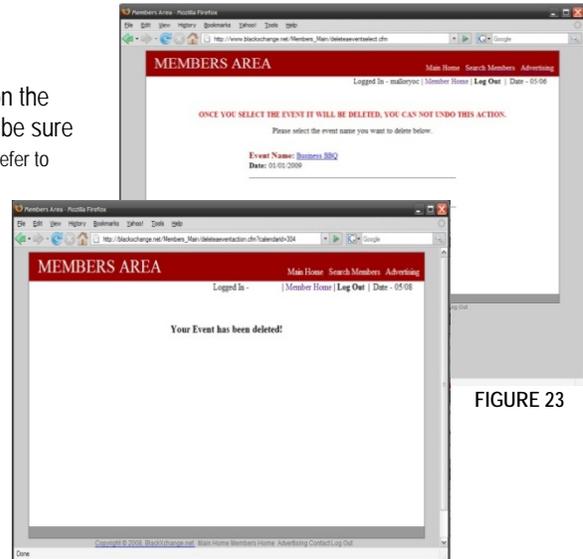

FIGURE 23

FIGURE 24

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BLACK**X**CHANGE.net™ USER GUIDE

TO UPDATE AN EVENT:

UPDATE EVENT

Reset   :: Update Event Information ::

FIGURE 25

Choose "**Update Event**".

Click on the title of the event that you
would like to update/alter.

By chosing to update this event, you will be able to alter any of the information that you have previously provided. If you delete any of the highlighted yellow fields, you will need to put in new information. Please remember that any highlighted yellow text area must not be left blank.

After you have updated/altered the information on the event, proceed to click "**Update Event Information**". This will save all the entered iformation that you have provided. If you wish to clear the whole form, simply press "**Reset**" and all the information that you have previously entered will be deleted. (Refer to Figure 25)

*Please keep in mind that once you reset an event, your original information that you have provided will show. If you wish to start a new event and delete this one, please follow the steps to "delete an event" and then begin a new event by choosing "add an event".

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SECTION 7 - PROFILE AREA

PROFILE SETTINGS

When you choose the "**Profile Settings**" icon, you will be redirected to "**Profile/Settings Area**" main page. This page will give you the basic overview of what to expect from the profile settings options.
Personal Information: (Refer to Figure 26)

    The personal information page will allow you to adjust your First name, Last name, Birth date and whether or not you would like to display that information.

    First and Last Name:

To alter the content of your first and last name, first delete the content you previously had, then enter the new information you would like to put.

Birth date:

FIGURE 26

To enter your birth date, select the month, day and year that you were born from the drop down menu.

Display in Profile:

You have the option of displaying your First name, Last name and Birth date. If you would not like to show this information, click on the "**No! Only use for others to search for me.**" If you would like this information to display, simply select "**Yes**" on every section that you would like to display.
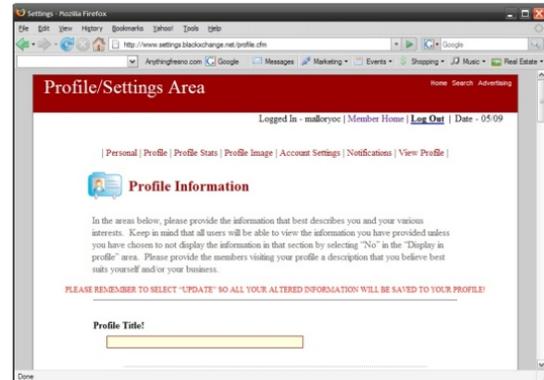
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PROFILE INFORMATION:

The profile information is an area where you have the ability to describe information about yourself, your goals, who you would like to work with, your interests, what you would like to do, your favorite music, the things you could change in the world, your wish list, and likes as well as dislikes. This is a very important part of your profile because as other members read through your personal profile, they will be able to get to know you as a person. This creates a better business environment.
(Refer to Figure 27)

Editing Profile Information:
Our site has developed a list of categories for you to respond to in your own personal way. To enter information about yourself, simply press in the highlighted yellow box of each section and begin typing.
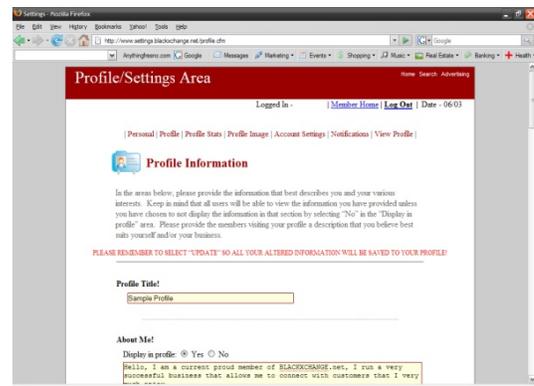
FIGURE 27

PROFILE STATS:

On the profile stats information page, you have the option of letting others know about your personal status. You always have the option to not provide the answer to any of the selected questions. If you choose not to provide the information, then the information will not be shown; however if you do post a reply to a certain section, it will show in your profile stats section. (Refer to Figure 28)
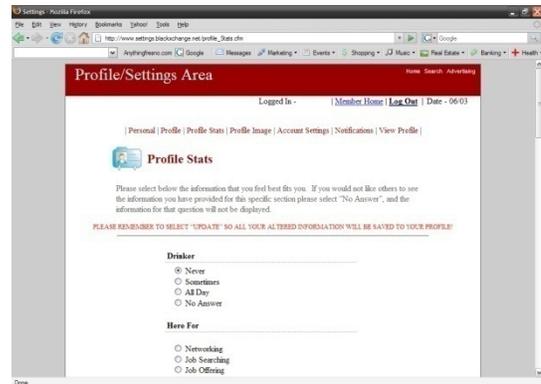
FIGURE 28

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PROFILE IMAGE:

By adding a profile image, member will be able to view an image of you/business. To upload an image follow the steps below:

Select "**Browse**" to sort through the folders on your computer to find an appropriate image that best represents you.

Click "**Open**", and you will see that the picture file has been placed into the box.

Select "**Upload**" to save the computer to your profile. (Refer to Figure 29)
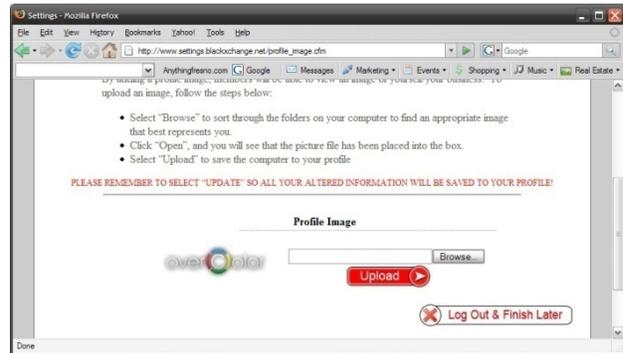
FIGURE 29

MAIN ACCOUNT SETTINGS:

On your account settings page, you have the choice of letting other members know when you are online or not, to show or hide your profile and to let members either sends you messages or you can chose not to receive any messages. To choose your preference of account settings, select the option that you would like for each category. (Refer to figure 30)
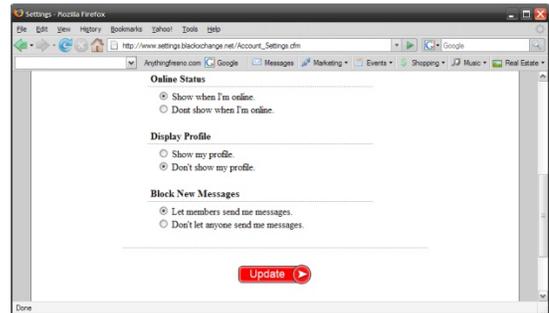
FIGURE 30

NOTIFICATIONS

In the notifications page of your profile settings area, you will be able to select which updates you would like to be sent to your email. You have options for your email, newsletters, marketing emails, specials, new message notifications, current updates, account status, network list, training videos, and event update emails. You have a choice of receiving your emails daily, weekly, or monthly. If at any time you would like to change the options, you may return to this page and change any settings followed by "**Update**" to save the information that you have previously entered.

(Refer to Figure 31)
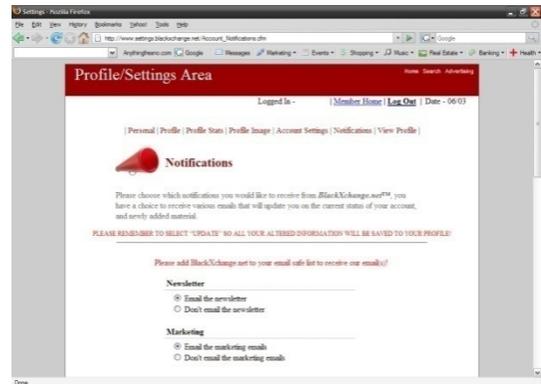
FIGURE 31

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ACCOUNT SETTINGS

On your account settings page, you have the choice of letting other members know when you are online or offline. You also have the option to show or hide your profile and to let members either send you messages or you can choose not to receive any messages. To choose your preference of account settings, select the option that you would like for each category. Please remember to always press "**Update**" to save your information.

(Refer to Figure 33)
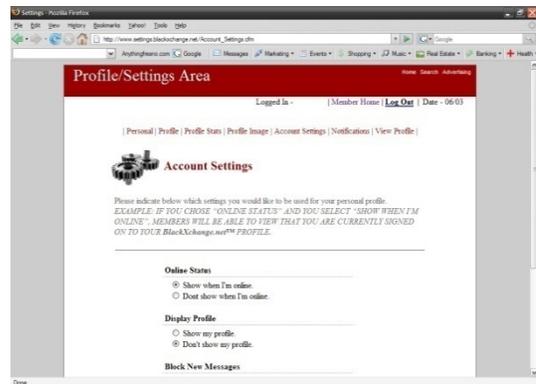
FIGURE 33

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CHANGE PASSWORD

In order to change your profile password, follow the next simple steps to complete the process successfully. Be aware that if you change your password, you will not be able to log in with the old password:

1. Click on the Change Password text box.
2. Delete the old password.
3. Type in the new password.
4. Click "**Submit**".

If you have completed the process successfully, BLACK**X**CHANGE.net™ will redirect you to an alternate page that lets you know that your password has been updated. Keep in mind that you are able to change your password as many times as you would like. (Refer to figure 34)

FIGURE 34

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LOGOUT

By clicking on "**Logout**", you will be logging out of your personal profile. This will end the session that you have had on BLACK**X**CHANGE.net™, and if you have chosen to let other members know when you're online, BLACK**X**CHANGE.net™ will show you as offline. Once you have signed out successfully, BLACK**X**CHANGE.net™ will redirect you to an alternate page letting you know that you have logged out of your account. If you would like to sign in, simply click on the "**Home**" link, followed by "**My Account**" to sign yourself back into your account. (Refer to figure 35)

FIGURE 35

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