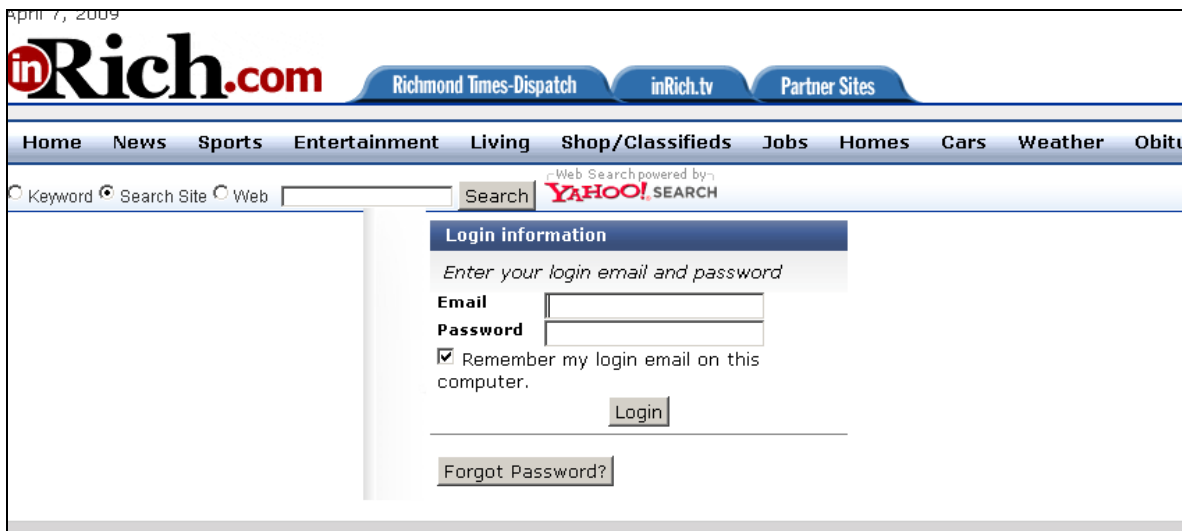




RMA Member User Guide

1. Log in to the Richmond.com Business Listing Advertiser Web Application by pointing your browser to the following link:
<https://mymarketplaceadmin.travidia.com/?mp=800121>



April 7, 2009

Rich.com Richmond Times-Dispatch inRich.tv Partner Sites

Home News Sports Entertainment Living Shop/Classifieds Jobs Homes Cars Weather Obitu

Keyword Search Site Web Search Web Search powered by YAHOO! SEARCH

Login information

Enter your login email and password

Email

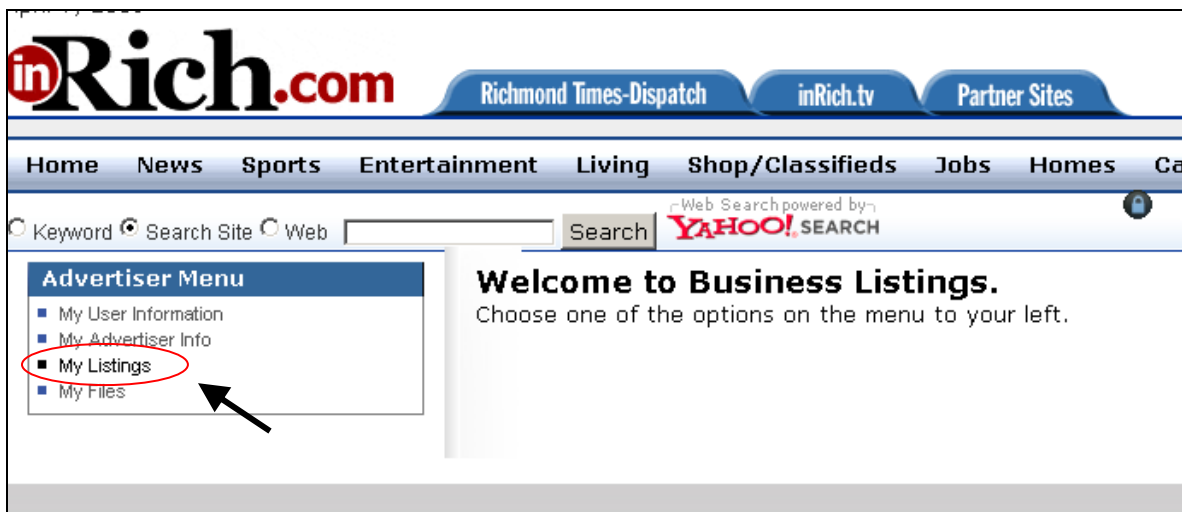
Password

Remember my login email on this computer.

Login

Forgot Password?

2. Enter in log in credentials. Please note that your Username is the e-mail address that you provided to RMA and your Password is your 4- or 5-digit RMA member ID.
3. Click on “My Listings” on the left, beneath **Advertiser Menu**.



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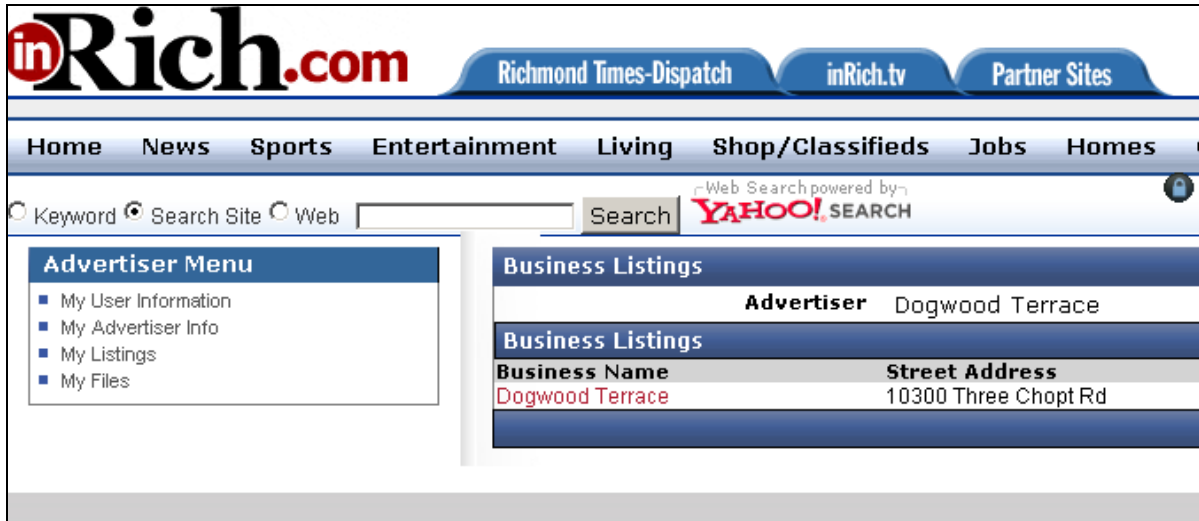
Keyword Search Site Web Search Web Search powered by YAHOO! SEARCH

Advertiser Menu

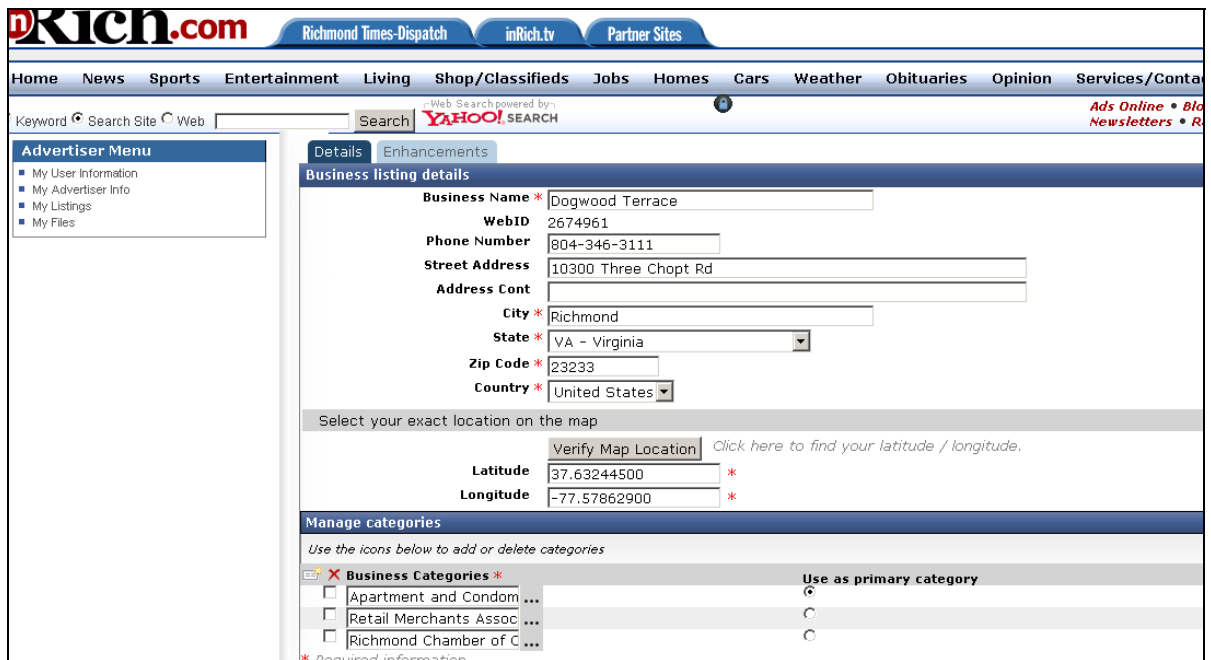
- My User Information
- My Advertiser Info
- My Listings
- My Files

Welcome to Business Listings.
Choose one of the options on the menu to your left.

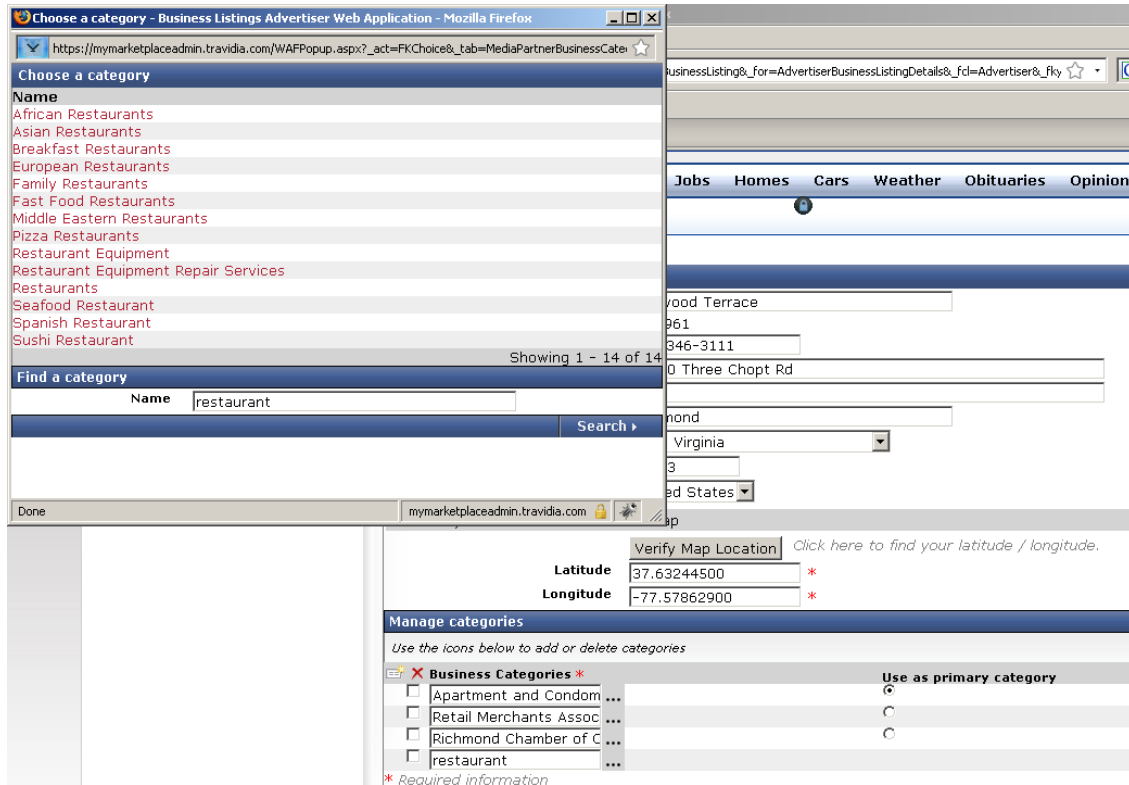
- Select your listing from the business listings selections by clicking on your listing name in red.



- From here, you will be able to update general information such as your business name, address, phone number, and categories. Update desired information and be sure to click “Save” after making changes.

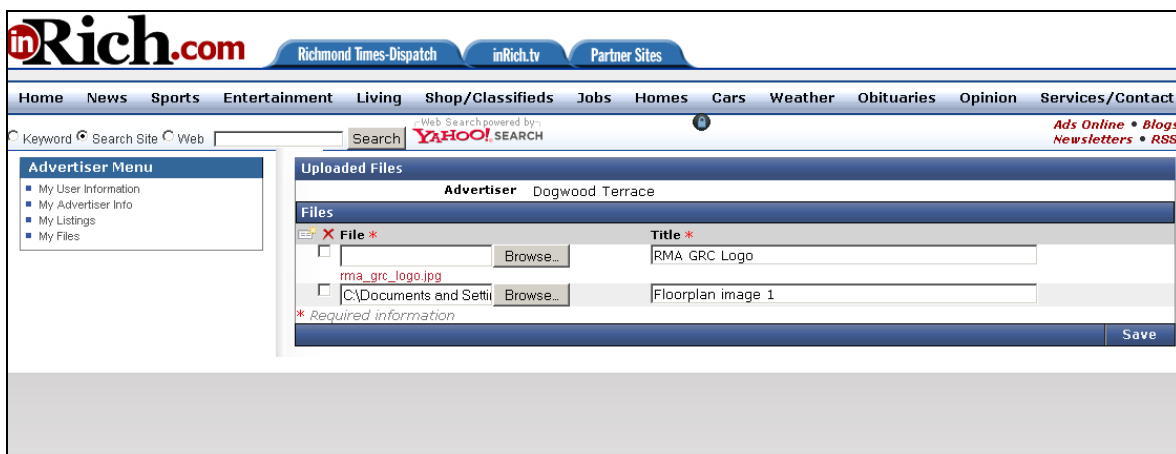


To add a category, click on the white icon next to “Business Categories.” A new search field will appear. Type in the desired category (for instance restaurant, jewelry .. etc) and click the gray ellipses ([]) beside it. Select from the appropriate category from the list supplied.



Again, be sure to hit the “Save” button before continuing.

- To add files to your listing (photos, logos, images); click on the “My Files” link underneath **Advertiser Menu**. Click on the white icon beside “File.” This will add a new row for you to upload an image. You may upload up to 10 additional images (please note that you can only display four at a time on your listing). Images and logos will automatically be re-sized, however it is advisable not to upload extremely large images/logos. Once you have uploaded your image, type in a title for the image so that you will be able to distinguish what it is later. Click “Save”.



- To display images, website, fax, email, additional phone numbers, description, and hours of operation, select My Listings and select the name of the listing you wish to update. Click the “Enhancements” tab at the top. From here, you will be able to add a description to your listings along with supplemental information (as indicated above). To display images, scroll down to the “4 Photo Set” section and select the images you wish to display from the images that were previously uploaded. You may also give you image a caption. Click “Save.”

3 Interactive Links		
Display Text	<input type="text"/>	<i>The text to be displayed</i>
URL to navigate to	<input type="text"/>	<i>e.g. www.mycompany.com</i>
Display Text	<input type="text"/>	
URL to navigate to	<input type="text"/>	
Display Text	<input type="text"/>	
URL to navigate to	<input type="text"/>	

Logo Image		
Logo	<input type="text" value="RMA GRC Logo"/>	<i>Choose a previously uploaded file for your logo.</i>

4 Photo Set		
Photo	<input type="text"/>	<i>Choose a previously image for your photo collection for your logo.</i>
Caption	<input type="text" value="RMA GRC Logo"/>	<i>Description of this photo for alt text</i>
Photo	<input type="text" value="Floorplan image 1"/>	
Caption	<input type="text"/>	
Photo	<input type="text"/>	
Caption	<input type="text"/>	
Photo	<input type="text"/>	
Caption	<input type="text"/>	

Save

- To view your listing, you can go to the following link and search for your business in the Yellow Pages or Local Business Directory:
<http://directory.inrich.com/VA-Richmond>.
- Please contact Christie Newman at Richmond.com at 804-649-6388 for more information regarding marketing your business on Richmond.com.