

**B2B**  
**GIG**

# Adding a Listing

28/5/2019

# Introduction

1. B2Bgig connects service providers to service users.
2. It is accessed through the website at: <https://www.b2bgig.com/>.
3. The site launched commercially on the 1<sup>st</sup> May 2019.
4. This deck explains how to make a listing on the site.
5. Please share your finished result with anyone who may be interested or would review it for you.

# Step 1: Add a listing

1. Please visit <https://www.b2bgig.com/> and click the 'Add Listing' button.

# Step 1: Add a listing

The screenshot shows the B2B GIG website interface. At the top left is the B2B GIG logo. The navigation menu includes HOME, RECENTS, BLOG, ABOUT, CONTACT, and HELP. On the right side of the navigation bar, there is an 'Add Listing' button with a plus icon and a user profile icon. The main content area features the heading 'FIND B2B SERVICES' and the tagline 'Connecting your business with dedicated professionals'. Below this is a search bar with the placeholder text 'Click or type to choose a category...' and a magnifying glass icon. At the bottom of the main content area, there is a green button with the text 'CLICK TO FIND OUT HOW TO LIST YOUR BUSINESS HERE FROM £2.50 PER MONTH'. Annotations with green boxes and arrows point to the 'Add Listing' button, the user profile icon, and the bottom button. Red boxes with the text 'OR' are placed between the annotations.

Click the 'Add Listing' button

OR

Click the 'Login' button if you already have an account

OR

Click this button for more information

# Step 2: Select a pricing plan

1. Please visit <https://www.b2bgig.com/> and click the 'Add Listing' button.
2. Select a pricing plan.  
Scroll down and click '**CONTINUE**' on the pricing plan you choose.

# Step 2: Select a pricing plan

Click or type to choose a category...

HOME RECENTS BLOG ABOUT CONTACT HELP Add Listing

## SELECT YOUR PLAN

Home • Select Your Plan

MONTHLY ANNUAL

**STARTER**  
**£5**  
Per Listing

- Duration : 30 days
- Map Display
- Contact Display
- Image Gallery
- Video
- Business Tagline
- Location
- Website
- Social Links
- FAQ
- Tags/Keywords
- Business Hours
- Announcement
- Deals-Offers-Discounts
- Hide competitors Ads
- Events

CONTINUE

**VALUE**  
**£8**  
Per Listing

- Duration : 30 days
- Map Display
- Contact Display
- Image Gallery
- Video
- Business Tagline
- Location
- Website
- Social Links
- FAQ
- Tags/Keywords
- Business Hours
- Announcement
- Deals-Offers-Discounts
- Hide competitors Ads
- Events

CONTINUE

**PREMIUM**  
**£10**  
Per Listing

- Duration : 30 days
- Map Display
- Contact Display
- Image Gallery
- Video
- Business Tagline
- Location
- Website
- Social Links
- FAQ
- Tags/Keywords
- Business Hours
- Announcement
- Deals-Offers-Discounts
- Hide competitors Ads
- Events

CONTINUE

1. Slide the 'switch to toggle between monthly & annual plans

2. Click 'Continue' on your chosen plan

# Step 3: Create and submit your listing

1. Please visit <https://www.b2bgig.com/> and click the 'Add Listing' button.
2. Select a pricing plan.
3. Create and submit your listing.
  - a. Fill in all details of your business on the listing form.
  - b. Enter your email address and enter a suitable username. This will be used to create your account.
  - c. When done, scroll down, tick '**I Agree**' and click '**Save & preview**'. Note: This action also logs you into the site with the username you just supplied. The account password for future use will be sent to the email address that you specified.
  - d. After checking the preview, you can make further edits to the listing using the '**Edit**' button.
  - e. When all done, click '**Pay & Publish**' to make a payment and make your listing live.

# Step 3: Create and submit your listing

The image shows a registration form with four numbered steps indicated by green boxes and arrows:

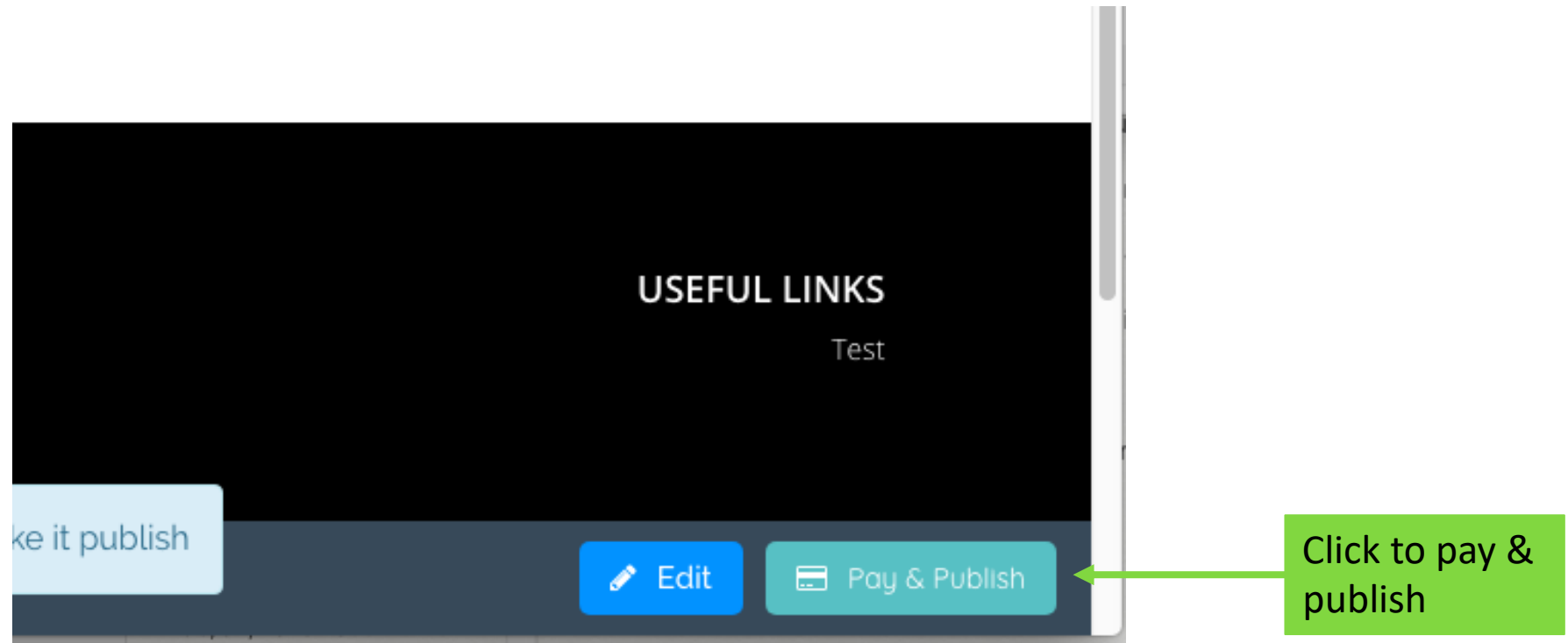
- 1. Enter your email address**: Points to the "Enter Your Email Address" input field containing the placeholder text "your contact email".
- 2. Choose a username**: Points to the "Enter Your Username" input field containing the placeholder text "user name".
- 3. Agree to site terms**: Points to the checkbox labeled "I Agree ?".
- 4. Click to save & preview**: Points to the "Save & preview" button at the bottom of the form.

The form also includes a checkbox labeled "Already Have Account?" below the email input field.



# Step 3: Prepare to publish your listing

**IMPORTANT: PLEASE SCROLL DOWN TO THE BOTTOM OF THE PAGE TO PUBLISH!**



# Step 4: Pay to activate your listing

1. Please visit <https://www.b2bgig.com/> and click the 'Add Listing' button.
2. Select a pricing plan.
3. Create and submit your listing.
4. Pay to activate your listing.
  - a. After clicking '**Pay & Publish**', you will be taken to the payment screen where you can select your payment method (PayPal or Bank Transfer).
  - b. Listings are activated automatically after a successful PayPal transaction or upon receipt of funds in our bank account.
  - c. Once activated, you may edit your listing at any time using the user dashboard in your account.

# Step 4: Pay to activate your listing

1. Select your listing

The screenshot shows a payment selection interface with a progress bar at the top containing three steps: 1. SELECT PAYMENT, 2. REVIEW PAYMENT, and 3. DONE. The first step is active. Below the progress bar, there are two main sections. The left section, titled 'Test Listing 2', contains a listing card with a placeholder image labeled '372 x 240', the date '27/03/2019', the category 'Marketing Services', the duration '30 Days', and a price of '£8'. A radio button is positioned to the left of the listing card. The right section contains two payment options: 'Bank Transfer' with the 'BANK TRANSFER' logo and 'Paypal' with the 'PayPal' logo. Below these options is a 'PROCEED TO NEXT' button. A green arrow points from the '1. Select your listing' box to the radio button next to the listing card. Another green arrow points from the '2. Choose Bank Transfer or PayPal as desired' box to the radio buttons for both payment methods. A third green arrow points from the '3. Click to proceed' box to the 'PROCEED TO NEXT' button.

2. Choose Bank Transfer or PayPal as desired

3. Click to proceed

Contact us at [support@b2bgig.com](mailto:support@b2bgig.com) if you need any help to add a listing.

**B2B**  
**GIG**