



# Brand Ambassador

TUTORIAL GUIDE



## Welcome to Export Portal!

We need for you to complete your Profile and create your very own BA Page, via the following Instructions.

Please, take your time completing each section. The more complete your profile, the better you will appear to prospecting users; thus, they will feel more comfortable reaching out to you.

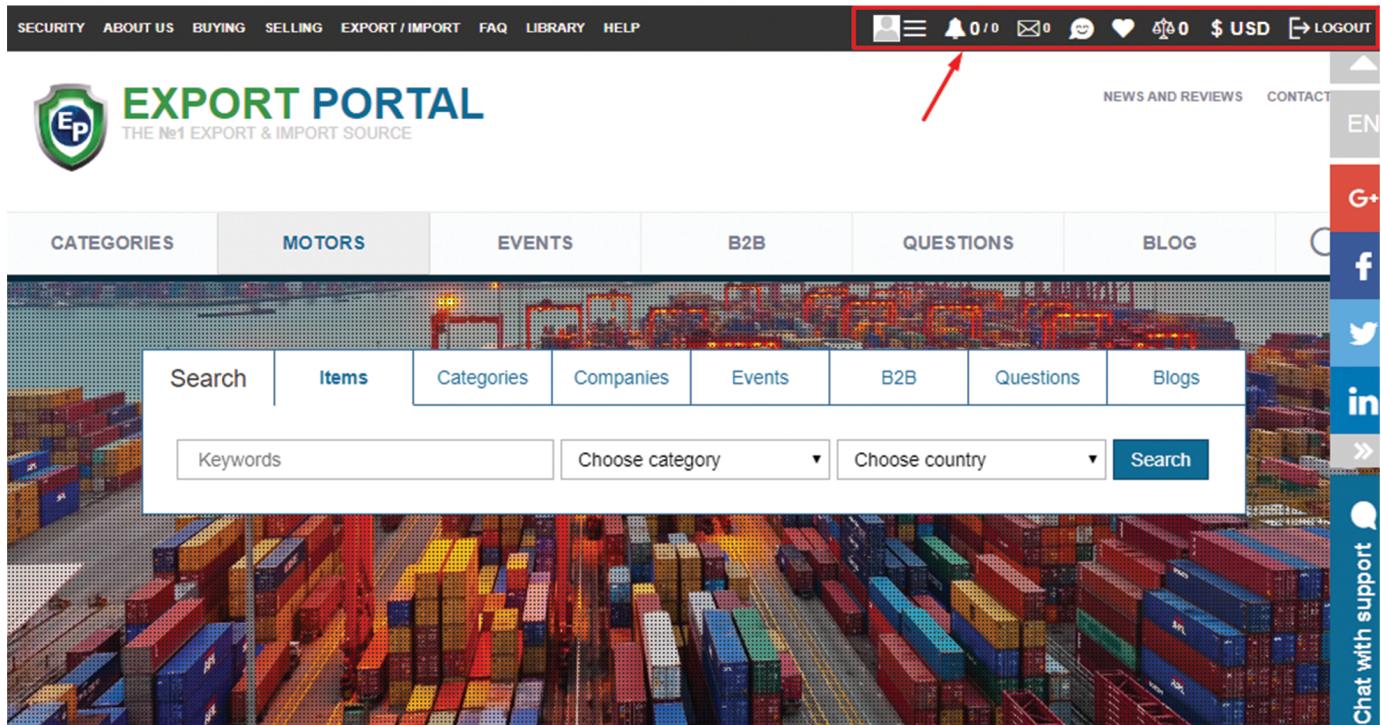
Best of luck,

*The Export Portal Team*

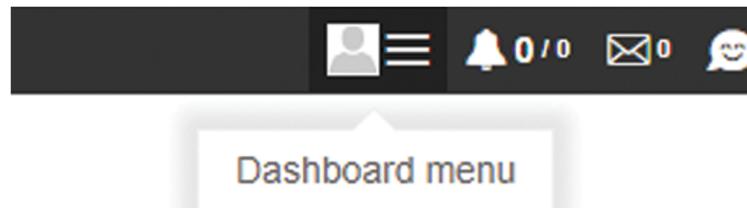
Note: Login using your email address and the password that you received via email from Export Portal.

# Step 1 – My Information

1/6 Find your work panel on the right side of your screen.



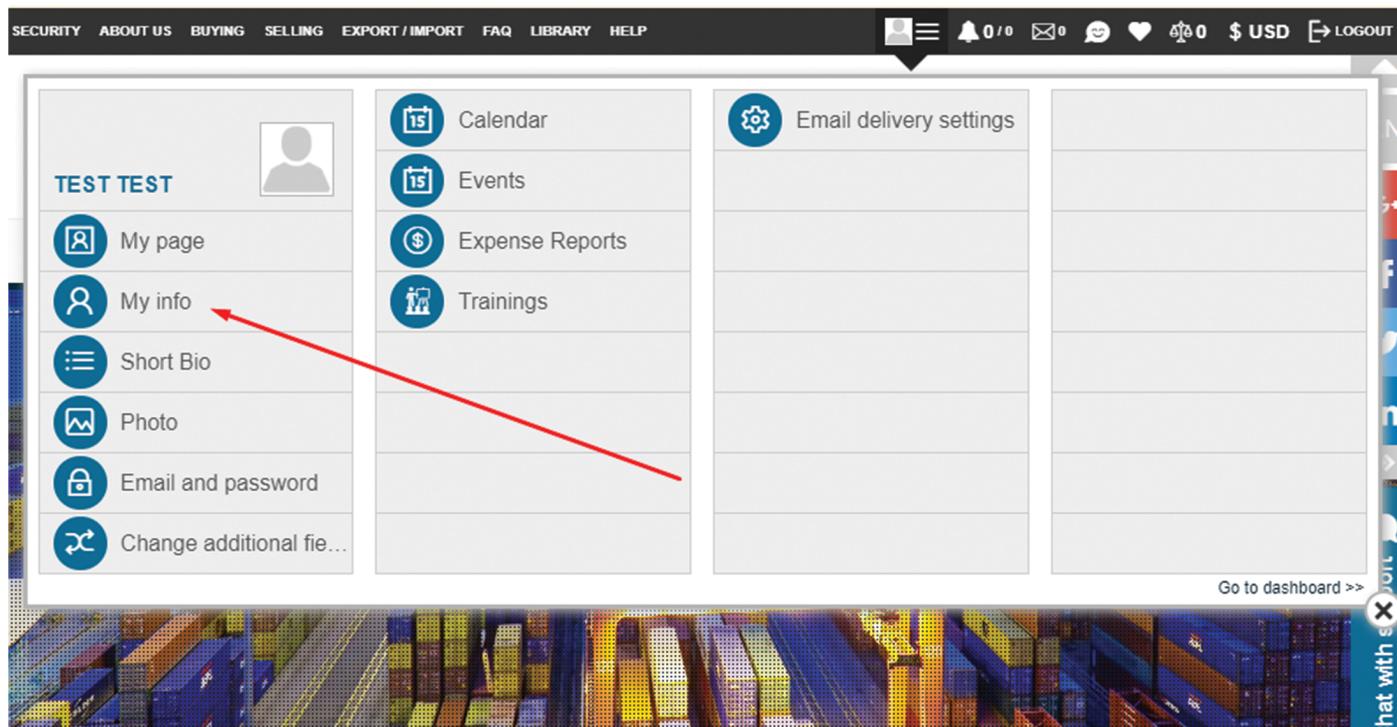
2/6 Navigate your mouse to the photo icon to find and click on your Dashboard menu.



3/6 Notifications from the system and messages from other users will be found next to your "Dashboard menu" icon.



#### 4/6 Go to "My Info" Sub-menu



The screenshot shows the Export Portal's navigation bar at the top with links for SECURITY, ABOUT US, BUYING, SELLING, EXPORT / IMPORT, FAQ, LIBRARY, and HELP. To the right of the navigation are icons for user profile, notifications (0/0), messages, heart, and a logout link. Below the navigation is a sidebar with a user profile picture and the text 'TEST TEST'. The sidebar contains a list of links: 'My page', 'My info' (which is highlighted with a red arrow pointing to it), 'Short Bio', 'Photo', 'Email and password', and 'Change additional file...'. To the right of the sidebar are three boxes: 'Calendar', 'Events', 'Expense Reports', 'Trainings', 'Email delivery settings', and a large empty area for notes. At the bottom of the sidebar is a decorative image of shipping containers and a 'Go to dashboard >>' link. A vertical sidebar on the right has icons for file, folder, and a close button.

5/6 Fill in all the required fields and save it. Please make sure the form with your personal data is filled up. This information is required for the further usage of the site.

##### General data

**Info** Please make sure the form with your personal data is filled up. This information is required for the further usage of the site.

First Name

\* John

Country

\* United States of America

ZIP

\* zip

Code

\* +1

Phone

\* phone

Code

+1

Fax

fax

Affiliate link

<http://dev.exportportal.com/register/ba/1304>

Last Name

\* Smith

State

\* Select state / region

City

\* Select state / region first

Address

\* address

Description

Remaining: 1000 characters

Save

6/6 The Affiliate Link is your personal Link which you can share to your clients for new registrations.

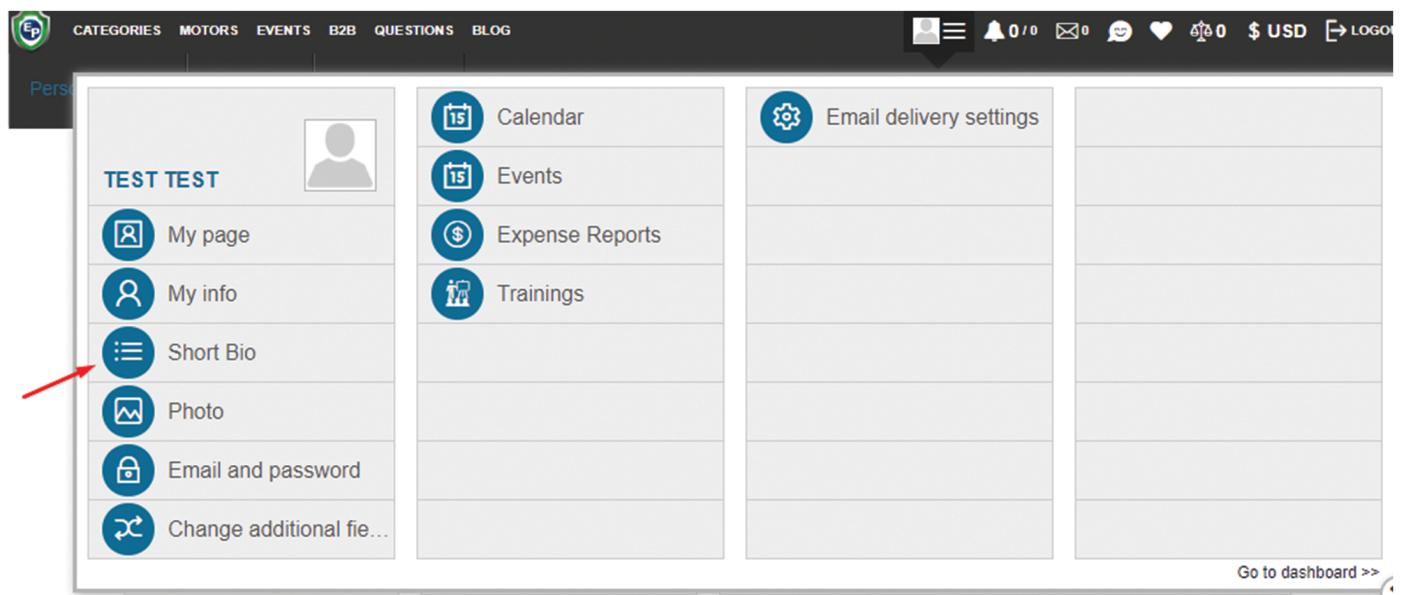
#### General data

**Information** Please make sure the form with your personal data is filled up. This information is required for the further usage of the site.

First Name	Affiliate link <a href="http://dev.exportportal.com/register/ba/1304">http://dev.exportportal.com/register/ba/1304</a>
* John	Last Name Smith
Country	State Select state / region
United States of America	ZIP City

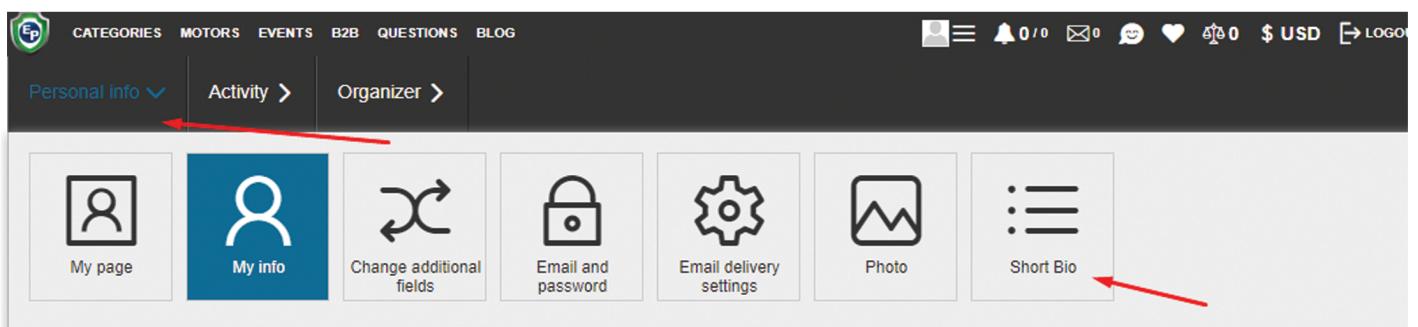
## Step 2 – Short Bio

1/2 On your dashboard menu find the “Short Bio” sub-menu.



The dashboard menu shows a sidebar with 'Personal info' selected. Under 'Personal info', there is a list of options: 'My page', 'My info', 'Short Bio', 'Photo', 'Email and password', and 'Change additional fie...'. A red arrow points to the 'Short Bio' option. The main menu includes 'CATEGORIES', 'MOTORS', 'EVENTS', 'B2B', 'QUESTIONS', 'BLOG', and a notification bar with icons for messages, events, and notifications.

or you can also find it on your profile menu. Click on Personal Info → Short Bio



The profile menu shows a list of icons: 'My page', 'My info' (selected), 'Change additional fields', 'Email and password', 'Email delivery settings', 'Photo', and 'Short Bio'. A red arrow points to the 'Short Bio' icon. The top navigation bar includes 'CATEGORIES', 'MOTORS', 'EVENTS', 'B2B', 'QUESTIONS', 'BLOG', and a notification bar with icons for messages, events, and notifications.

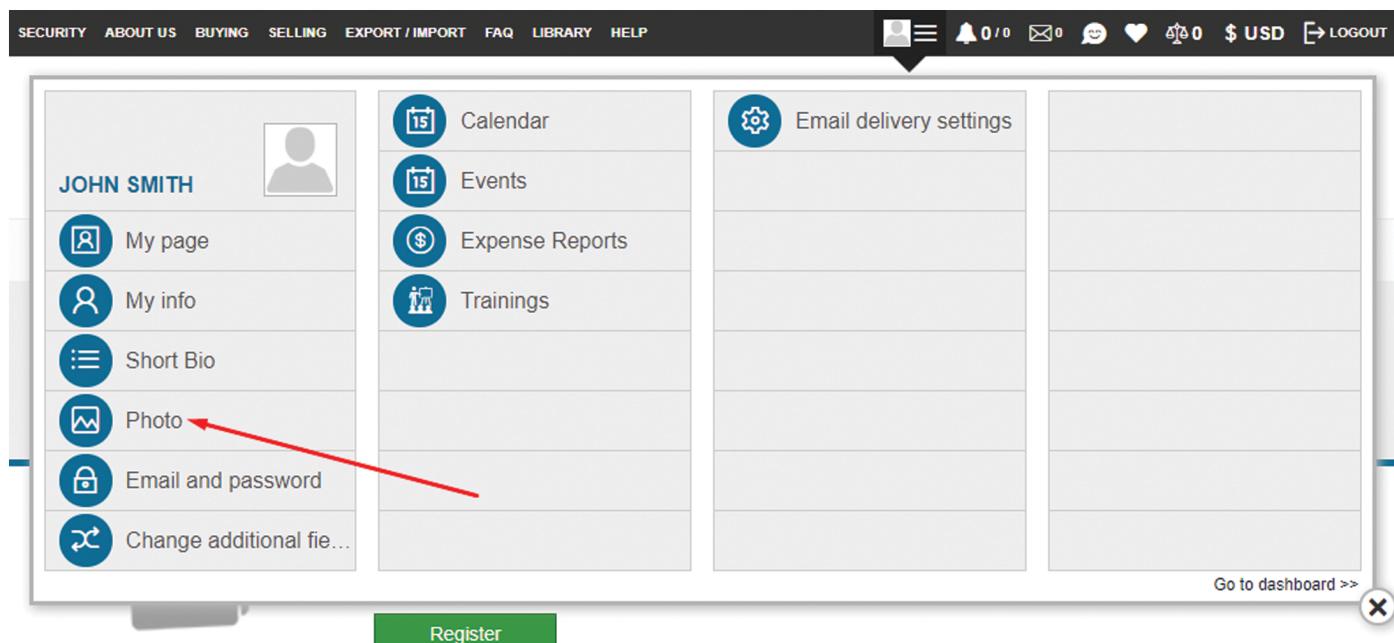
## 2/2 Add information about Languages, skills, awards, experience etc. and save them.

The screenshot shows a user profile edit interface. At the top, there is a navigation bar with links for 'CATEGORIES', 'MOTORS', 'EVENTS', 'B2B', 'QUESTIONS', and 'BLOG'. On the right side of the navigation bar are icons for user profile, notifications (0/0), messages (0), a heart, a scale (0), and a currency switch for '\$ USD'. Below the navigation bar, there are three main tabs: 'Personal info', 'Activity >', and 'Organizer >'. The 'Personal info' tab is currently active, showing a 'Short Bio' section. Below this, there are several expandable sections for adding information:

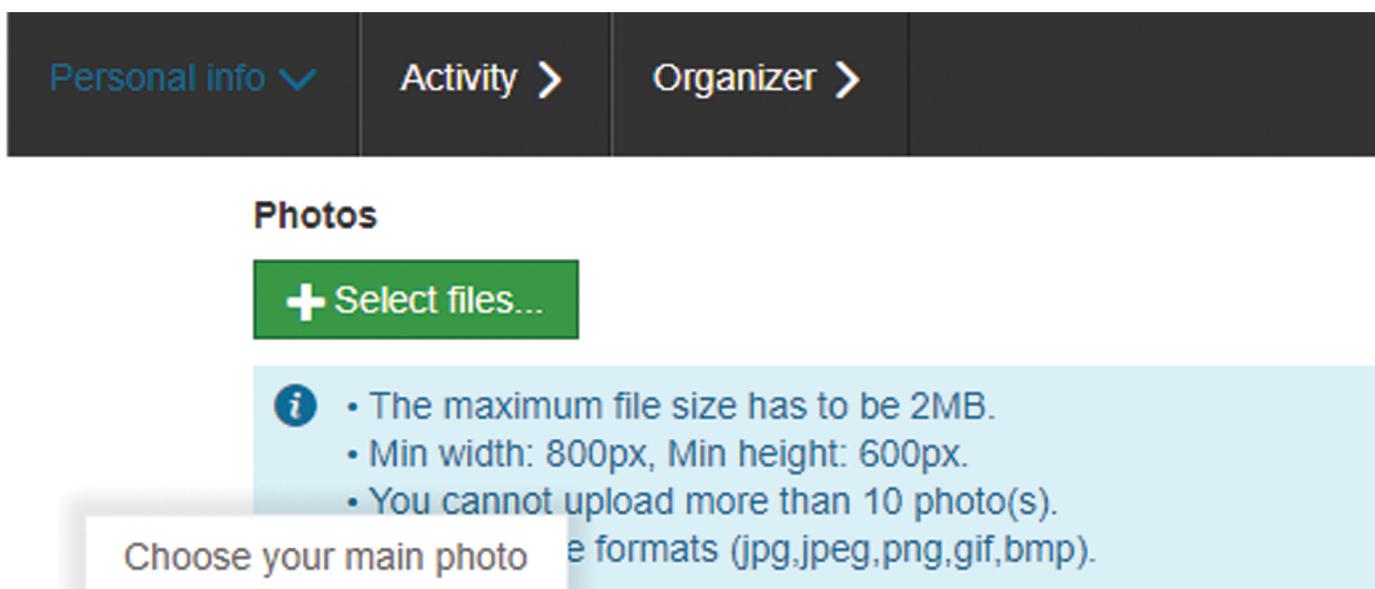
- Speak languages (Max. 10)**: Contains a '+ Add' button and a 'Save' button.
- Skills (Max. 50)**: Contains a '+ Add' button and a 'Save' button.
- Awards/Acknowledgements (Max. 10)**: Contains a '+ Add' button.
- Jobs Experience (Max. 10)**: Contains a '+ Add' button.
- Education (Max. 5)**: Contains a '+ Add' button.
- Video**: Contains a text input field with the URL [https://www.youtube.com/watch?v=wUi0jB\\_MsIA](https://www.youtube.com/watch?v=wUi0jB_MsIA) and a 'Save' button.
- Certificates (Max. 10)**: Contains a '+ Add' button and a 'Save' button.

## Step 3 – Photo Uploading

1/2 You have the possibility to upload your photo to your public profile. Find in your dashboard menu the “Photo” sub-menu and click it.

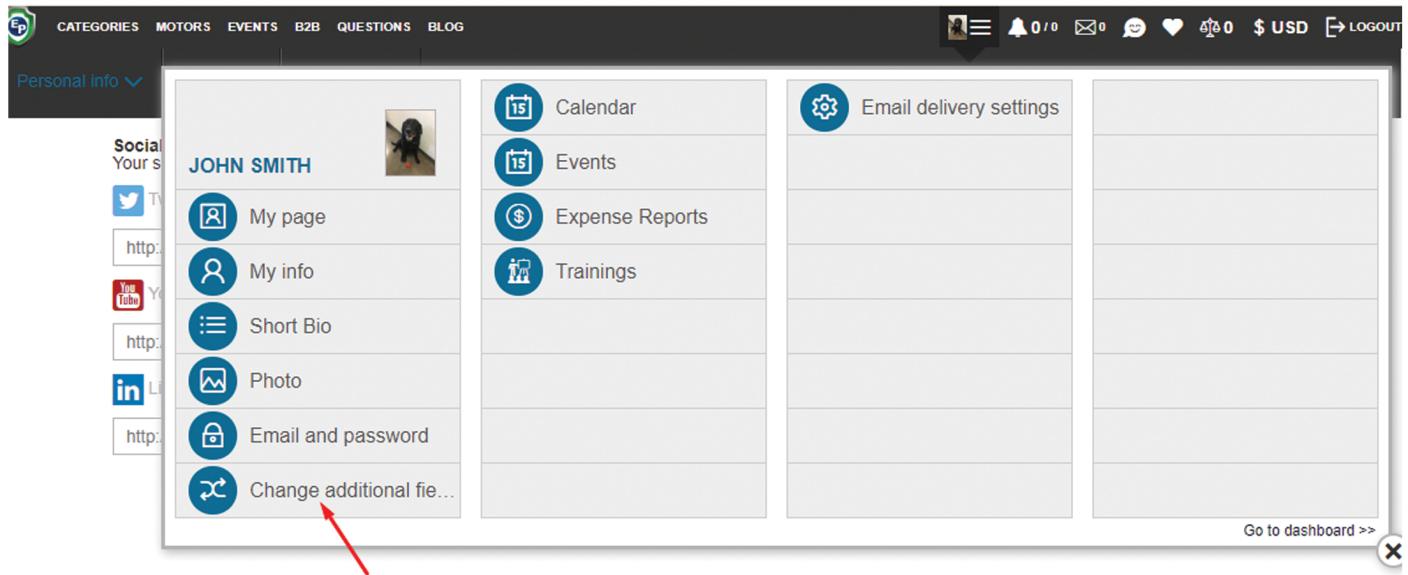


2/2 You can upload up to 10 photos. Choose your main photo by checking one of them.



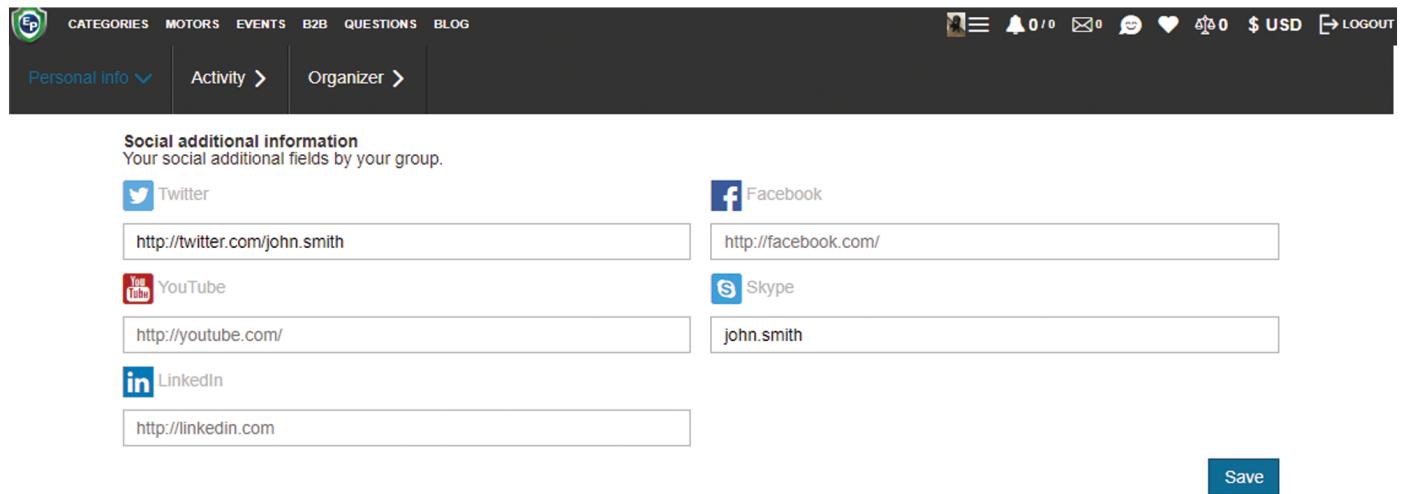
## Step 4 – Social Links

1/2 Open your dashboard menu. Find Change additional fields sub-menu and click it.



The screenshot shows a dark-themed dashboard menu. On the left, there's a sidebar with a 'Social' section containing links for Twitter, YouTube, and LinkedIn. The main menu has categories: CATEGORIES, MOTORS, EVENTS, B2B, QUESTIONS, and BLOG. On the right, there are notification icons for messages, events, and other notifications, along with a currency switcher for USD. A red arrow points to the 'Change additional fields' option in the 'Personal info' dropdown menu.

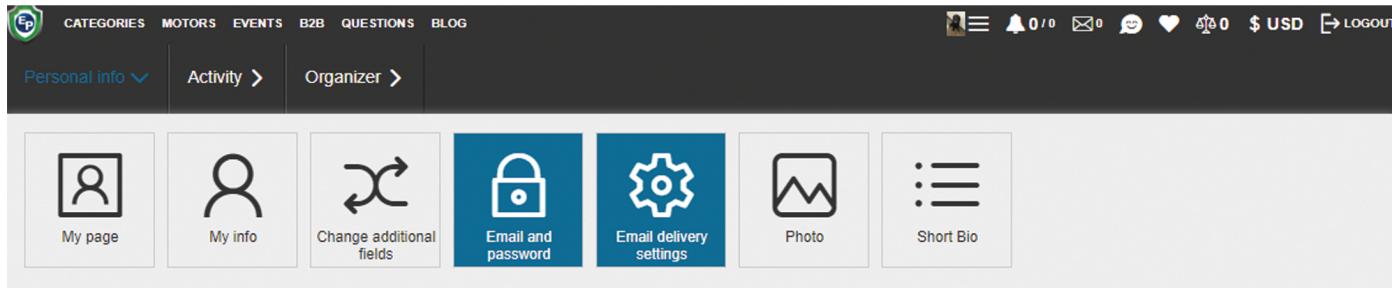
2/2 Add the social media links, which you consider will help you get more clients as a Brand Ambassador. Save it.



The screenshot shows the 'Social additional information' form. It includes fields for Twitter (http://twitter.com/john.smith), Facebook (http://facebook.com/), YouTube (http://youtube.com/), Skype (john.smith), and LinkedIn (http://linkedin.com). A 'Save' button is at the bottom right.

## Step 5 – Other configurations

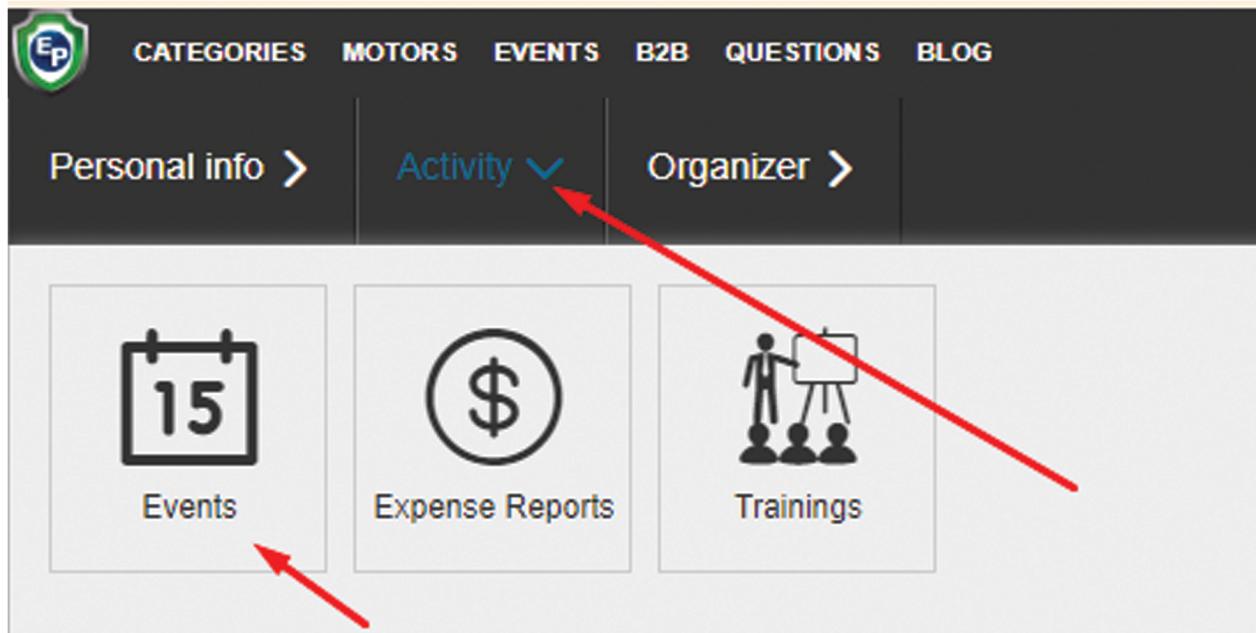
1/1 You have the possibility to change your configurations according to your needs. On your profile menu find in the “Personal Info” drop down list the “Email and Password” and “Email delivery settings” sub-menus and make your changes.



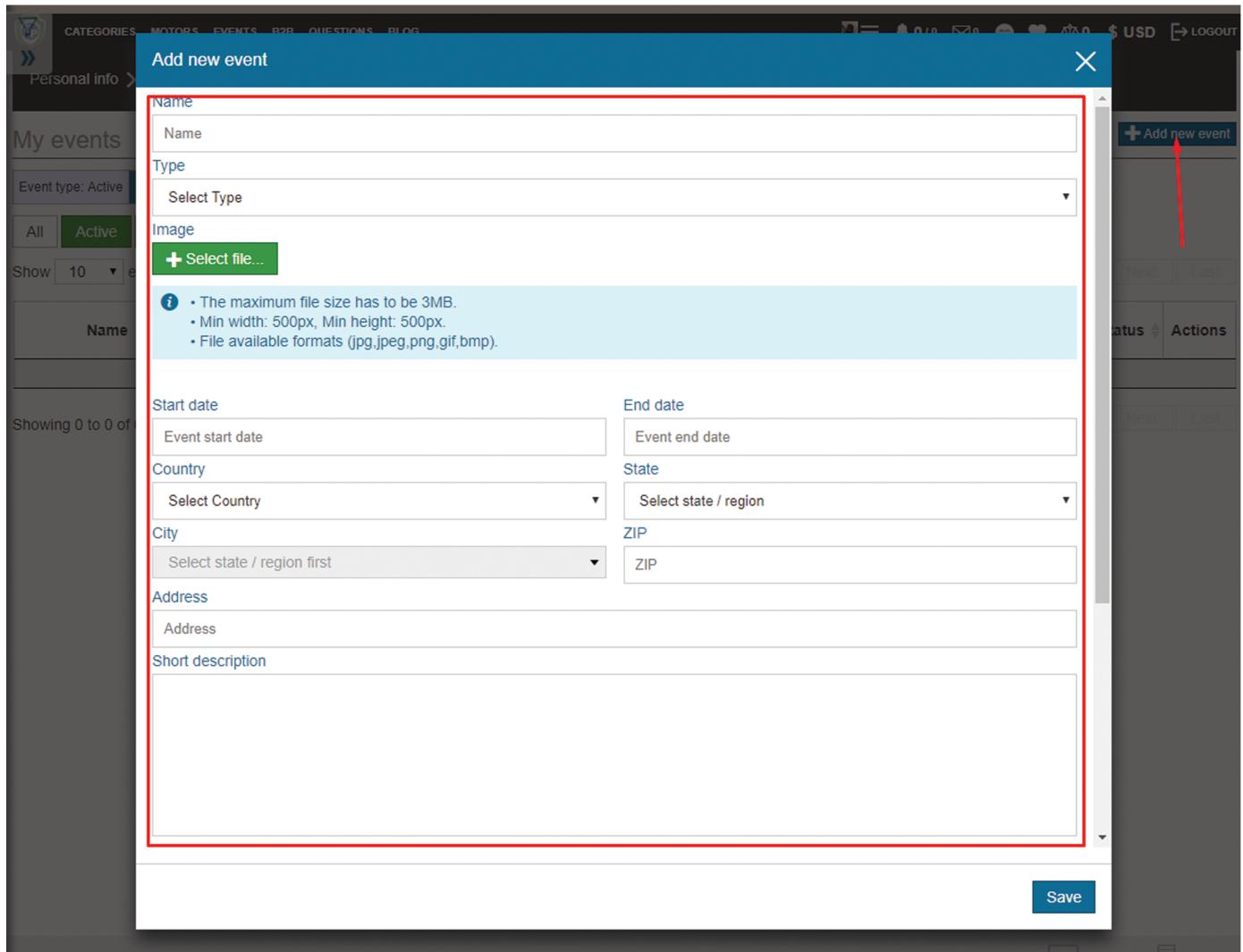
## Step 6 – Events

If there is an event which you would like to promote and bring more attention to, you may create an activity in your page on our platform. This is a useful way of letting your followers and the public in general, know about the activities you are attending and/or developing. Once you have created it, an EP Supervisor will review and approve it.

1/3 In your profile menu find the second drop down section “Activity”. Then, go to events page.



2/3 Click on “Add new event” button on the right side of your screen to create a new event.



Add new event

Name

Type

Select Type

Image

+ Select file...

• The maximum file size has to be 3MB.  
• Min width: 500px, Min height: 500px.  
• File available formats (jpg,jpeg,png,gif,bmp).

Start date

Event start date

End date

Event end date

Country

Select Country

State

Select state / region

City

Select state / region first

ZIP

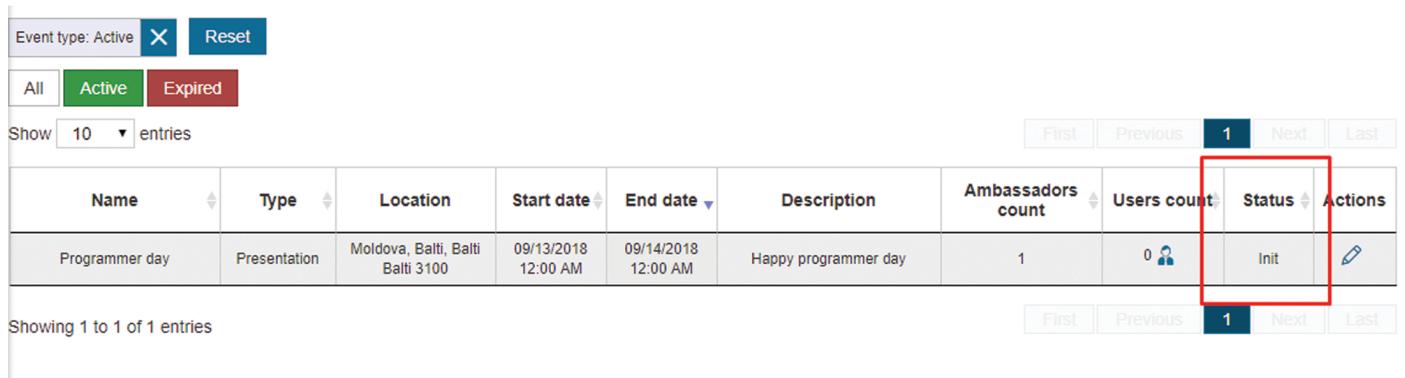
Address

Address

Short description

Save

3/3 When saving the event you will see the status “Initiated”. This means the event was created and an EP supervisor will check and approve it. Once approved you will see the status “Approved” and the event will be added to your profile.



Event type: Active X Reset

All Active Expired

Show 10 entries

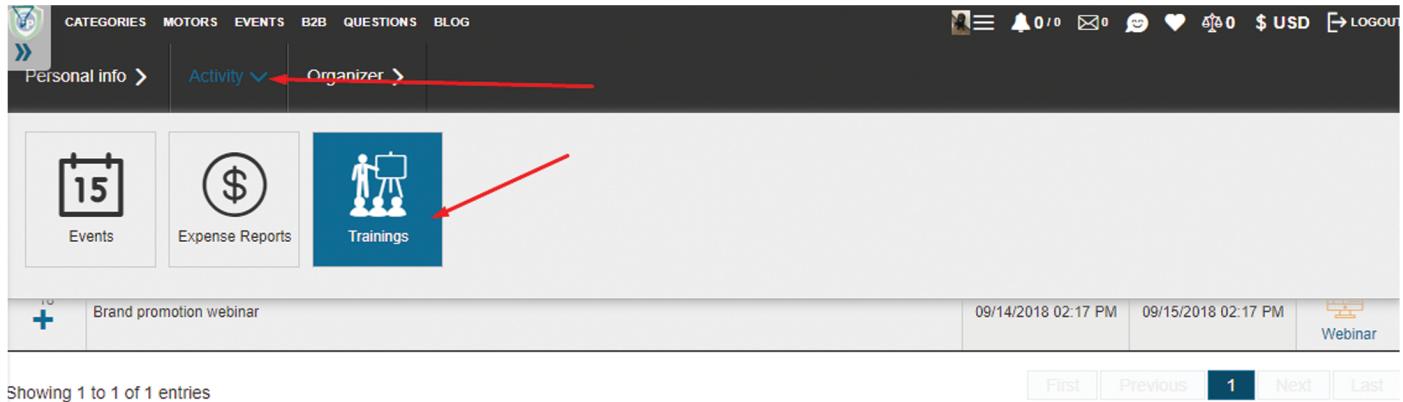
Name	Type	Location	Start date	End date	Description	Ambassadors count	Users count	Status	Actions
Programmer day	Presentation	Moldova, Balti, Balti Balti 3100	09/13/2018 12:00 AM	09/14/2018 12:00 AM	Happy programmer day	1	0	Init	

Showing 1 to 1 of 1 entries

## Step 7 – Training

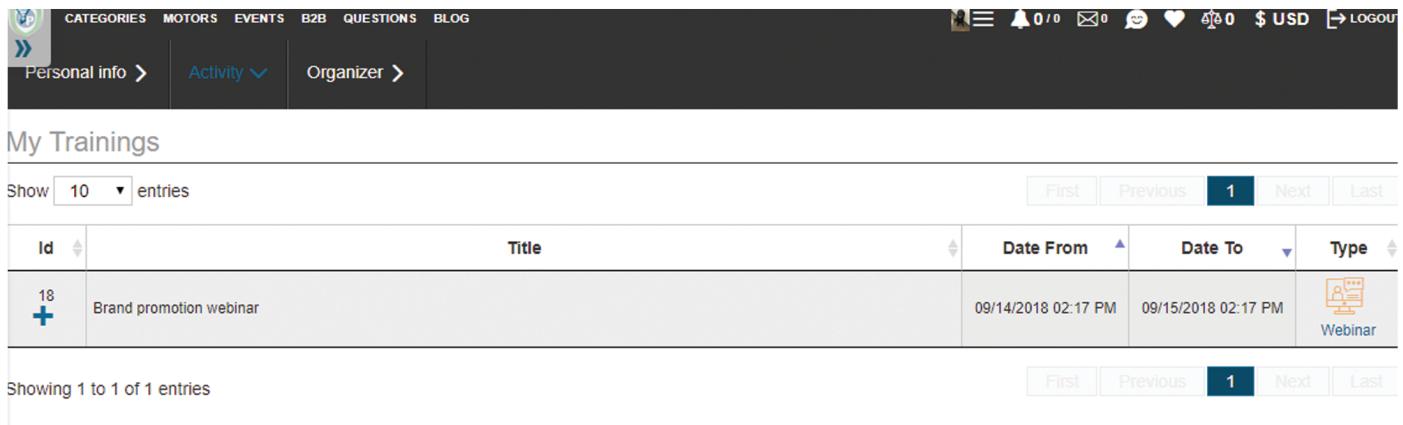
The admin can schedule your training and webinar. You will be notified about new webinars or training.

1/2 Go to Activity drop down in your main menu and find Training section.



The screenshot shows a dark-themed web interface. At the top, there is a navigation bar with links for 'CATEGORIES', 'MOTORS', 'EVENTS', 'B2B', 'QUESTIONS', and 'BLOG'. On the far right of the bar are icons for user profile, notifications (0/0), messages (0), a heart, a gear, a dollar sign, and 'LOGOUT'. Below the navigation bar, the 'Activity' dropdown is open, showing 'Personal info', 'Activity' (selected and highlighted in blue), and 'Organizer'. The 'Organizer' dropdown is also open, showing 'Events', 'Expense Reports', and 'Trainings' (which is highlighted with a red arrow). Below this, there is a list of a single entry: 'Brand promotion webinar' with a date range from '09/14/2018 02:17 PM' to '09/15/2018 02:17 PM' and a 'Webinar' icon. At the bottom, there are navigation buttons for 'First', 'Previous', '1' (selected), 'Next', and 'Last'.

2/2 Here you will check the list of training/webinars which you are assigned to.

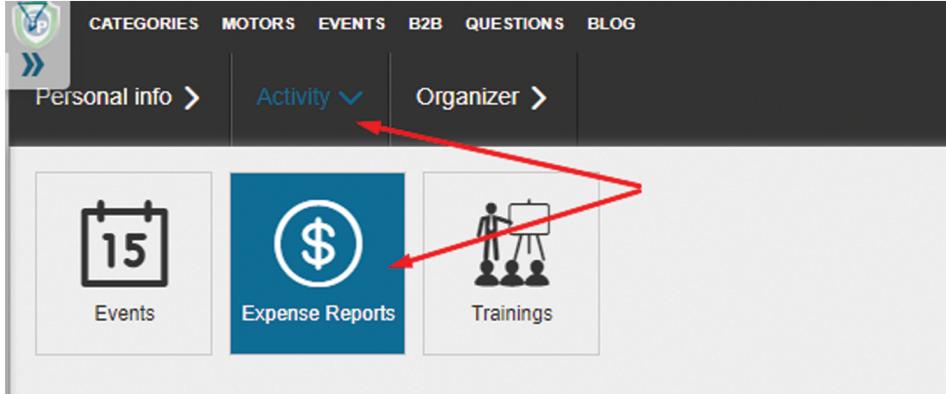


The screenshot shows a list titled 'My Trainings'. At the top, there is a navigation bar with links for 'CATEGORIES', 'MOTORS', 'EVENTS', 'B2B', 'QUESTIONS', and 'BLOG'. On the far right of the bar are icons for user profile, notifications (0/0), messages (0), a heart, a gear, a dollar sign, and 'LOGOUT'. Below the navigation bar, the 'Activity' dropdown is open, showing 'Personal info', 'Activity' (selected and highlighted in blue), and 'Organizer'. The 'Organizer' dropdown is also open, showing 'Events', 'Expense Reports', and 'Trainings'. The main content area shows a table with one row. The columns are 'Id' (18), 'Title' (Brand promotion webinar), 'Date From' (09/14/2018 02:17 PM), 'Date To' (09/15/2018 02:17 PM), and 'Type' (Webinar). At the bottom, there are navigation buttons for 'First', 'Previous', '1' (selected), 'Next', and 'Last'.

## Step 8 – Expense reports

This page is for reporting all expenses which you may have had.

1/3 Go to Activity drop down in your main menu and find Expense Reports section.



The screenshot shows a dark-themed web interface. At the top, there is a navigation bar with links for 'CATEGORIES', 'MOTORS', 'EVENTS', 'B2B', 'QUESTIONS', and 'BLOG'. On the far right of the bar are icons for user profile, notifications (0/0), messages (0), a heart, a gear, a dollar sign, and 'LOGOUT'. Below the navigation bar, the 'Activity' dropdown is open, showing 'Personal info', 'Activity' (selected and highlighted in blue), and 'Organizer'. The 'Organizer' dropdown is also open, showing 'Events', 'Expense Reports' (which is highlighted with a red arrow), and 'Trainings'. Below this, there is a list of a single entry: 'Expense Reports' with a date range from '09/14/2018 02:17 PM' to '09/15/2018 02:17 PM' and a dollar sign icon.

## 2/3 Add a new expense report and save it for the refund.

Expense reports list

Add new expense report

Title: Event participation costs

Description: I spent \$200 for this event.

Refund Amount: 200.00

Select files...

**Note:**

- The maximum file size has to be 2MB.
- Min width: 500px, Min height: 500px.
- You cannot upload more than 10 photo(s).
- File available formats (jpg,jpeg,png,gif,bmp).

Save

3/3 EP supervisor gets the expense report from you and is processing it. The status will be displayed as "Processing". Once approved, the status will be changed to "Processed".

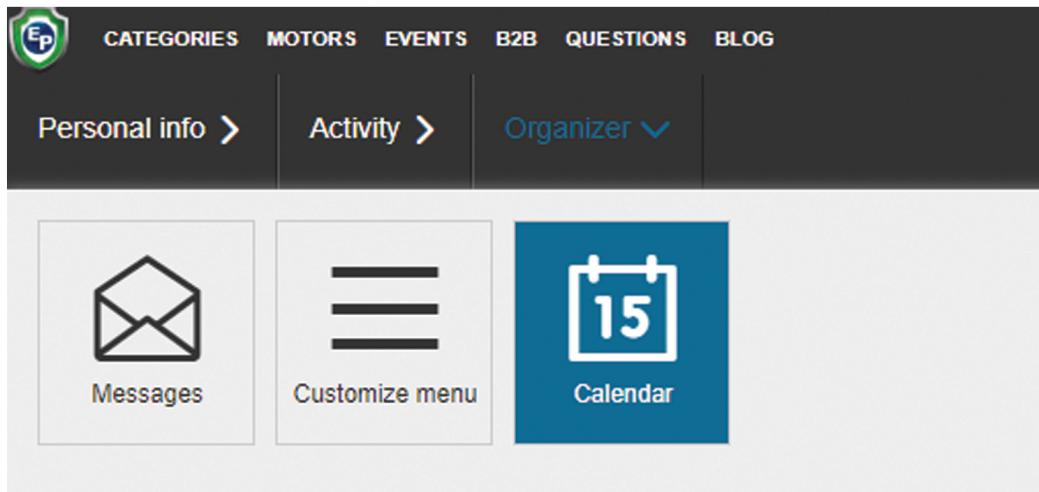
#	Title	Refund amount	Create date	Status	Actions
44	Event participation costs	200.00	09/14/2018 02:37 PM	Processed	

Showing 1 to 1 of 1 entries

## Step 9 – Organizer

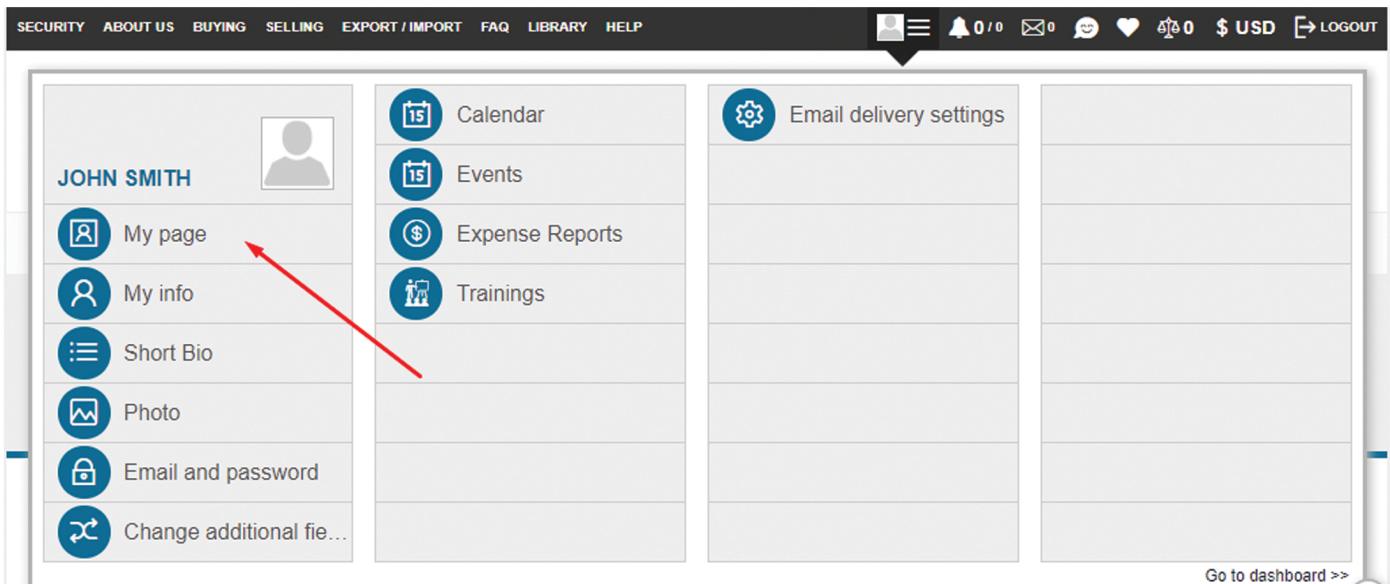
In the Organizer drop down menu you will find the pages for

- Messaging with users
- All notifications displayed by the date in your calendar
- Customize menu – this is for rearranging your “dashboard menu”



## Step 10 – Check your profile page

1/2 To check your public page go to “My Page” from the Dashboard Menu.



2/2 Your information is now being displayed on your public page



NEWS AND REVIEWS CONTACT US

CATEGORIES

MOTORS

EVENTS

B2B

QUESTIONS

BLOG



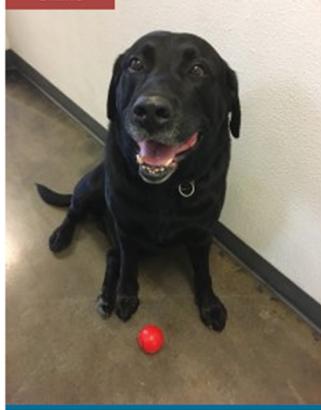
Home » India » Brand Ambassador » John Smith



Brand Ambassador

## John Smith India Brand Ambassador

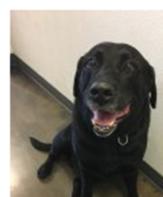
Offline



In case you are satisfied with the services offered, I highly suggest you to register on our e-Commerce website!

[Register](#)

### Pictures (2)



Registration date: 09/05/2018

Email: tt-ba2@gmail.com

Phone: +151977

[About](#)

[Awards](#)

[Skills](#)

[Languages Spoken](#)



About me text

### Address

United States of America, Ash Flat, Arkansas

[Future events](#)

[Past events](#)

[No events.](#)