



**Becoming Part of the Professional Network
Users Guide**
for www.gilliangladstoneslp.com

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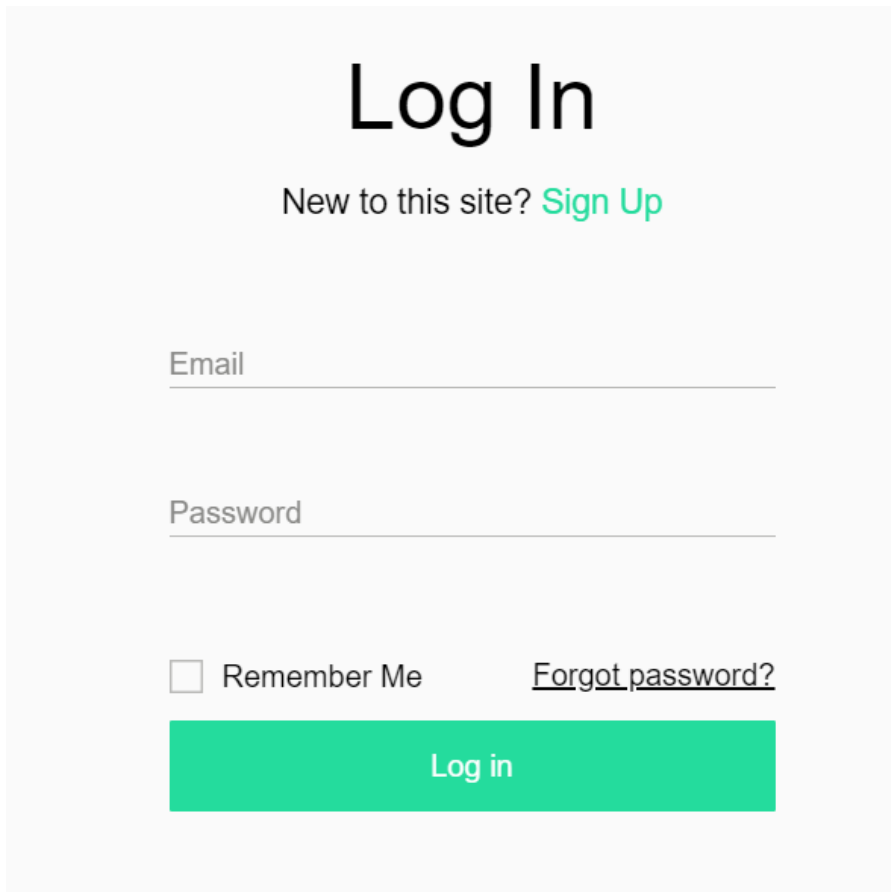
1. Revision History

Review Date	Reviewed by	Version	Summary of Changes
27 Feb 2010			Initial Draft

2. Steps

The following steps are required to add a professional to the professional network.

1. Go to: <https://www.gilliangladstoneslp.com/network-registration>
2. You will get this page:



Log In

New to this site? [Sign Up](#)

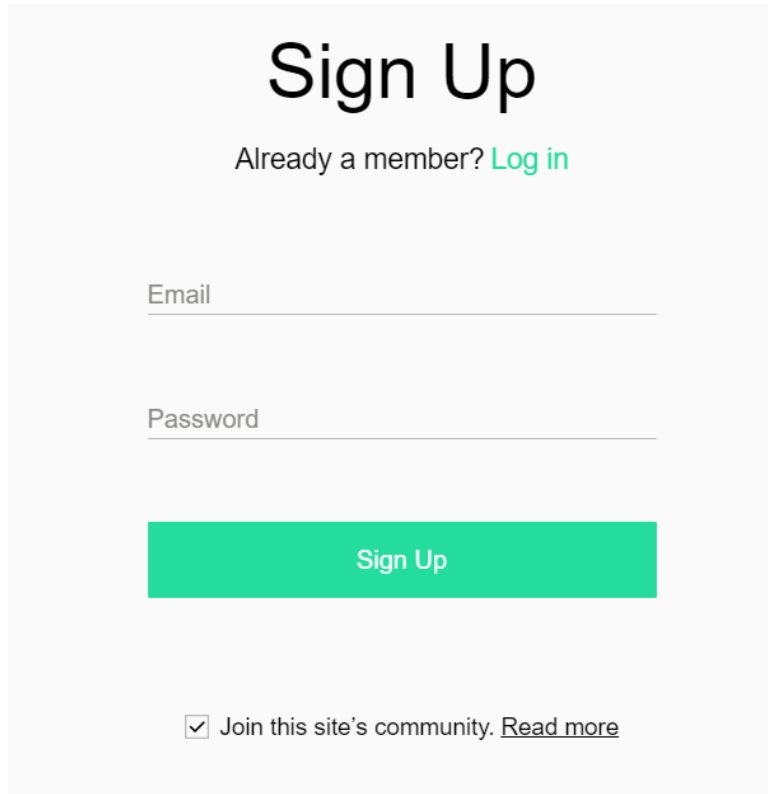
Email

Password

Remember Me [Forgot password?](#)

Log in

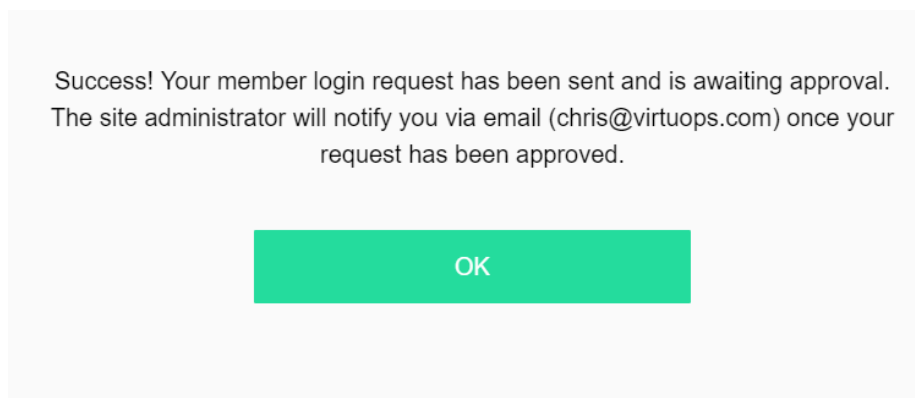
3. Click on “Sign Up”, which will bring up this:



The image shows a sign-up form with the following elements:

- Sign Up** (large heading)
- Already a member? [Log in](#)
- Email input field
- Password input field
- Sign Up** button (green)
- Join this site's community. [Read more](#)

4. Fill out your email and password (password can be anything you want). If you want to get blog updates, follow you and leave comments on your blog, leave the “Join this site’s community” checked. Once you fill in the sign up form and click the green “Sign Up” button, this will appear:



The image shows a success message with the following text:

Success! Your member login request has been sent and is awaiting approval. The site administrator will notify you via email (chris@virtuops.com) once your request has been approved.

OK button (green)

5. Click OK. Once you do, the website admin for www.giliangladstoneslp.com will approve your request and assign you to the right group. You will get an email. Click on Confirm Your Email

Hi there,

Congrats! Your site member request was approved.

You're now a member of: **Giliangladstoneslp.**

To confirm your email chris@virtuops.com, click the link below:

<http://wix.to/UsAPAZU>

If you have any questions, contact the site owner.

Received this email by mistake? Just ignore it!

Confirm Your Email

6. Once you click the Confirm Your Email button (which will show up in white text on your screen), you will be redirected back to www.giliangladstoneslp.com automatically and you will be logged in automatically as well.
7. Go back to: <https://www.giliangladstoneslp.com/network-registration>

8. You will now see a screen that looks like this:

Add Your Organization

OrgName	Email
Name/Title	Phone
Website address	
Street	City
State	Zip
+ Upload A Picture (Optional)	
Max File Size 15MB	
Description (350 Characters Max)	

9. You need to fill in the form. Upload a picture that is 120KB or smaller.

10. When you fill in the form, you will get a popup that says wait 72 hours to give the site admin time to process your request. Check back in a couple of days at <https://www.gilliangladstoneslp.com/network> to see your business.