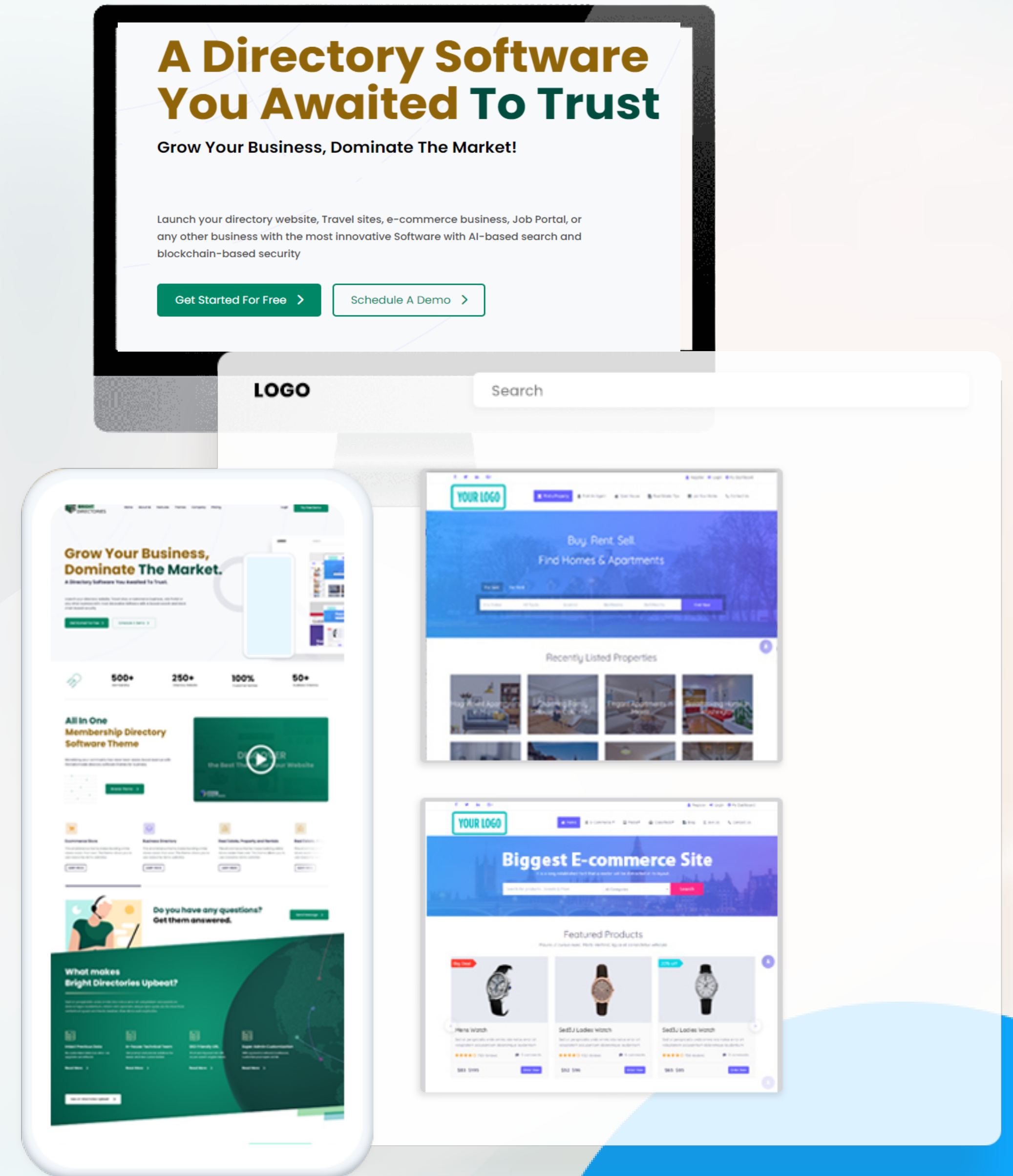




BRIGHT
DIRECTORIES

ADD, SEARCH & EDIT MEMBERS AND THEIR PROFILES

www.brightdirectories.com



Add New Members



Let's move to the Bright Directories Admin dashboard.
(*show the admin dashboard page and then guide)

Then click on the Add New Member.

Now we move on to adding new members to your website and the option to edit all the information of existing members.

→ Click on the "Add New Members" button present on the Dashboard

→ A new tab will open that will give you the option to add new members to your website into specific categories, search for existing members efficiently, and also a list of existing members whose information you can edit.

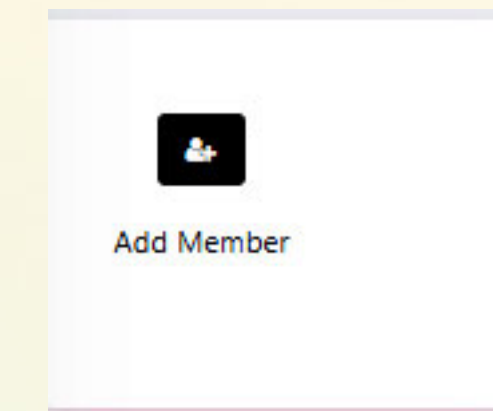
The screenshot shows the 'Search Member' page in the Bright Directories Admin dashboard. On the left is a vertical 'MENU' with options like Dashboard, Go to Website, Members, Search Members, Member Categories, Member Reviews, Import Member Bulk Data, Manage Members Photo, Update Members Geocode, Content, Media Manager, Leads, Finance, Coupon & Deals, Emails, Toolbox, and Settings. The main content area is titled 'Dashboard / Search Member' and features an 'Add Member' button, search filters for name, category, date, email, and account status, and a 'MEMBER RESULT' table. The table lists two active members with their details and 'Select Action' buttons.

SL NO.	MEMBER INFORMATION	STATUS	SUBSCRIPTION PLAN	AMOUNT PAID	ACTION
47	 Name: Jhon Parker Company: Skyvlog Join Date : 2022-05-04 01:44:07 Email: polo@gmail.com Phone Number: 213455667890	Active	ID: 47 Level: Ex Join Date : 2022-05-04 01:44:07 Email: polo@gmail.com	0	Select Action
42	 Name: CHRISTOS ACAROS Company: Nautilus Services Ltd Join Date : 2022-04-09 02:12:51 Email: christos.acaros@nautiluscyprus.com Phone Number: 0035799681122	Active	ID: 42 Level: Ex Join Date : 2022-04-09 02:12:51 Email: christos.acaros@nautiluscyprus.com	0	Select Action

Add Members



- Click on the “Add New Member” icon present on the left side.
- This will open a dialogue box containing different fields with a few mandatory sections that must be uploaded to add the new member.
- Select the membership plan you want to place the member into.
- Email address or username of the member.
- Registration Type - Admin/Member/General User
- Create a Login password for the member.
- Now provide the non-mandatory but important parts of member addition such as First Name, Last Name, Company Name, Phone Number, Country Name, and City Name of the member.
- Choose the category you want to assign the member to from the drop-down.
- Then select what the member’s listing represents - Individual/Organization.
- Proofread each section and then click on “Submit”.
- Now the member is added to your website.



The screenshot shows a web form titled 'Add New Member' with a blue header bar. The form contains several input fields and dropdown menus. Mandatory fields are marked with an asterisk (*). The fields include: Membership Plan (dropdown), Email Address (username) (text), Registration Type (dropdown), Create Login Password (text), First Name (text), Last Name (text), Company Name (text), Phone Number (text), Country Name (text), and City Name (text). At the bottom, there are two buttons: 'Submit' (blue) and 'Close' (red).



Search for a Member

- Next to adding a new member, you can see the option to search for a member through various categories.
- You can search by email, category type, sub-category type, date range, account status (Active/Inactive), area, and login date.
- Choose the field you prefer and then click on "Search".
- You will get the details of the member immediately.

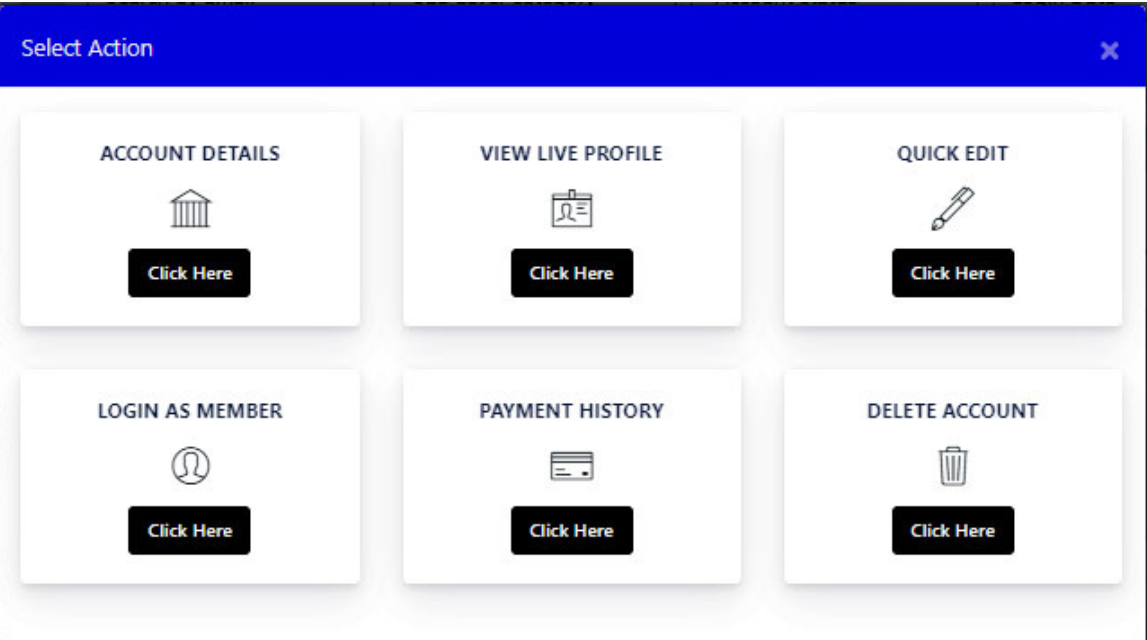
<input type="text" value="Search name or ID #"/>	<input type="text" value="Top Level Category"/> ▼	<input type="text" value="Date Range"/>	<input type="text" value="Search Area"/>
<input type="text" value="Search By Email"/>	<input type="text" value="Sub Level Category"/> ▼	<input type="text" value="Account Status"/> ▼	<input type="text" value="Login Date"/>
<input type="button" value="🔍 Search"/>	<input type="button" value="🔄 Reset"/>		

Information and Editing of a Member

You can check and edit a wide range of things about a member by clicking on the “Select Action” button present on the extreme right of a member listing.

SL NO.	MEMBER INFORMATION	STATUS	SUBSCRIPTION PLAN	AMOUNT PAID	ACTION
47	 <p>Name:Jhon Parker Company: Skyvlog Join Date : 2022-05-04 01:44:07 Email:polo@gmail.com Phone Number: 213455667890</p>	Active	<p>ID: 47 Level: Ex Join Date : 2022-05-04 01:44:07 Email: polo@gmail.com</p>	0	Select Action
42	 <p>Name:CHRISTOS ACAROS Company: Nautilus Services Ltd Join Date : 2022-04-09 02:12:51 Email:christos.acaros@nautiluscyprus.com Phone Number: 0035799681122</p>	Active	<p>ID: 42 Level: Ex Join Date : 2022-04-09 02:12:51 Email: christos.acaros@nautiluscyprus.com</p>	0	Select Action

When you click on it, you will be presented with 6 categories of member details – account details, view live profile, quick edit, login as member, payment history, and delete account.



Select Action

- ACCOUNT DETAILS [Click Here](#)
- VIEW LIVE PROFILE [Click Here](#)
- QUICK EDIT [Click Here](#)
- LOGIN AS MEMBER [Click Here](#)
- PAYMENT HISTORY [Click Here](#)
- DELETE ACCOUNT [Click Here](#)

Account Details




When you click on “Account Details” you can see the basic information provided by the member along with 5 different sections here – Overview, Transactions, Subscriptions, Manage Posts, and Reviews.

The screenshot shows a user interface for viewing a member's account details. On the left, a button labeled "ACCOUNT DETAILS" with a building icon and a "Click Here" button is shown with an arrow pointing to the main page. The main page has a breadcrumb trail: "Dashboard / Search Member / View Public Profile".

MEMBER DETAILS

Active- ID:#47

 **Name:** Jhon
Company: Skyvlog
Join Date : 04-05-2022
Email: polo@gmail.com
Phone Number: 213455667890
Subscription Type: Ex

[Delete Member](#)

Navigation Tabs: Overview (selected), Transactions, Subscriptions, Manage Posts, Reviews

Over View Details

Contact Information		Membership Information		Lead Activity
MEMBER ID:	47	PLAN	Ex	
FULL NAME:	Jhon Parker	JOIN DATE	2022-05-04 01:44:07	
ADDRESS 1	fdshb dskjb	LAST LOGIN	2023-11-11 01:50:07	
ADDRESS 2		USERNAME	polo@gmail.com	
City / State	Bhubaneswar/dsf			

In these sections, you can view the general information of the member such as name, joining date, membership type, address, transaction history, posts from the member, and reviews from the member.

Overview



Overview Transactions Subscriptions Manage Posts Reviews

Over View Details

Contact Information		Membership Information		Lead Activity
MEMBER ID:	47	PLAN	Ex	
FULL NAME:	Jhon Parker	JOIN DATE	2022-05-04 01:44:07	
ADDRESS 1	fdshb dskjb	LAST LOGIN	2023-11-11 01:50:07	
ADDRESS 2		USERNAME	polo@gmail.com	
City / State	Bhubaneswar/dsf			

Transactions

Overview Transactions Subscriptions Manage Posts Reviews

Transaction History:

Date	Member	Product	Amount
No History Found			

Subscriptions



Overview Transactions **Subscriptions** Manage Posts Reviews

Subscription History:

Subscription	Price/Cycle	Status
Ex	year	Active

Manage Posts

Overview Transactions Subscriptions **Manage Posts** Reviews

Manage Post Details

<input type="checkbox"/>	Thumbnail	Post Details	Member	Actions
No History Found				

Reviews



Overview Transactions Subscriptions Manage Posts **Reviews**

Review Details

REVIEW ID	MEMBER REVIEW DETAIL	RATING DETAILS	REVIEW STATUS	ACTION
No History Found				

In the “Manage Posts” section, you can check all the posts made by the member and also the option to edit and delete them.

On the right side of each post, you can see there is an “Action” menu, which consists of 3 options – Edit, Live Page, and Delete.

Click the “Edit” option to make changes to the details of the post.

Click the “Delete” option to permanently delete the post.

Click the “Live Page” option to view the post in real time as seen by visitors.

MANAGE POST DETAILS Bulk Action ▾ Apply

<input type="checkbox"/>	Thumbnail	Post Details	Member	Actions										
<input type="checkbox"/>		<table border="1"><tr><td>Test Property</td><td>Published</td></tr><tr><td>Test Description</td><td>Published</td></tr></table>	Test Property	Published	Test Description	Published	<table border="1"><tr><td>ID</td><td>01</td></tr><tr><td>Name</td><td>John Lee</td></tr><tr><td>Status</td><td>In</td></tr></table>	ID	01	Name	John Lee	Status	In	<div style="border: 1px solid #ccc; padding: 5px;">Action ▾<ul style="list-style-type: none">EditLive PageDelete</div>
Test Property	Published													
Test Description	Published													
ID	01													
Name	John Lee													
Status	In													
<input type="checkbox"/>		<table border="1"><tr><td>Test Property</td><td>Published</td></tr><tr><td>Test Description</td><td>Published</td></tr></table>	Test Property	Published	Test Description	Published	<table border="1"><tr><td>ID</td><td>01</td></tr><tr><td>Name</td><td>John Lee</td></tr><tr><td>Status</td><td>Inactive</td></tr></table>	ID	01	Name	John Lee	Status	Inactive	<div style="border: 1px solid #ccc; padding: 5px;">Action ▾</div>
Test Property	Published													
Test Description	Published													
ID	01													
Name	John Lee													
Status	Inactive													

View Live profile



With this option, you can see the real-time profile structure of the member as presented on the website.

Quick Edit

Now comes the “Quick Edit” option, which allows you to edit Account Details, Listing Settings, and Advanced Options.

→ In the “**Account Details**” section, you can edit the account status, public listing representation, top-level category, and contact information like first and last name, company name, and phone number of the member. After all the necessary changes have been made, click “Save” present below to apply them.

Dashboard / [Edit Member Details](#)
[« Back](#)

Edit Member

Account Details Listing Settings Advanced Options

MEMBER ID:	63
ACCOUNT STATUS:	Active
PUBLIC LISTING REPRESENTS	Select if the member's public listing should represent a company or a person Organization
TOP LEVEL CATEGORY	Auto Services

Contact Information

FIRST NAME:	Rony
LAST NAME:	Ray
COMPANY NAME:	Strong Store
PHONE NUMBER:	

[Save](#)

→ In the “**Listing Settings**”, you can change the order they appear on the homepage by selecting the position number from the drop-down of the “Homepage featured order”, choose whether the member is verified or not (if verified – a verified icon badge will display on the member's listing), and select whether the member will be listed in specific locations he/she has selected or in all locations while searching.

Edit Member

Account Details **Listing Settings** Advanced Options

HOME PAGE FEATURED ORDER:	Only applies if you are streaming features members on your home page. Select a value to include this member in the list. One is the first person, the 2 and so on Do not feature
VERIFIED MEMBER?	If yes, a verified icon badge will display on the member's listing. You decide which member are considered verified -they can't do this themselves. NO - Not Verified
LISTING IN ALL LOCATIONS?	If yes, the mebers listing will be found all geographical location searches NO - Listing only searchable in locations member has selected

Save

Edit Member

Account Details Listing Settings **Advanced Options**

CUSTOMIZE LISTING URL:	Fetch From SEO Template india/odisha/auto-services/strong-store
LISTING META TITLE: Fetch From SEO Template	Optional field Enter custom meta title, 60 character limit.
LISTING META KEYWORD: Fetch From SEO Template	Optional field Enter custom meta keyword, separates keywords and separe with commas.
LISTING META DESCRIPTION: Fetch From SEO Template	Optional field Enter custom meta description, separates keywords, 160 character limit
LISTING SOCIAL MEDIA TITLE	Optional field Enter custom social media title, 60 character linmit.
LISTING SOCIAL MEDIA DESCRIPTION:	Optional field Enter custom social meta description. 160-character limit recommended.

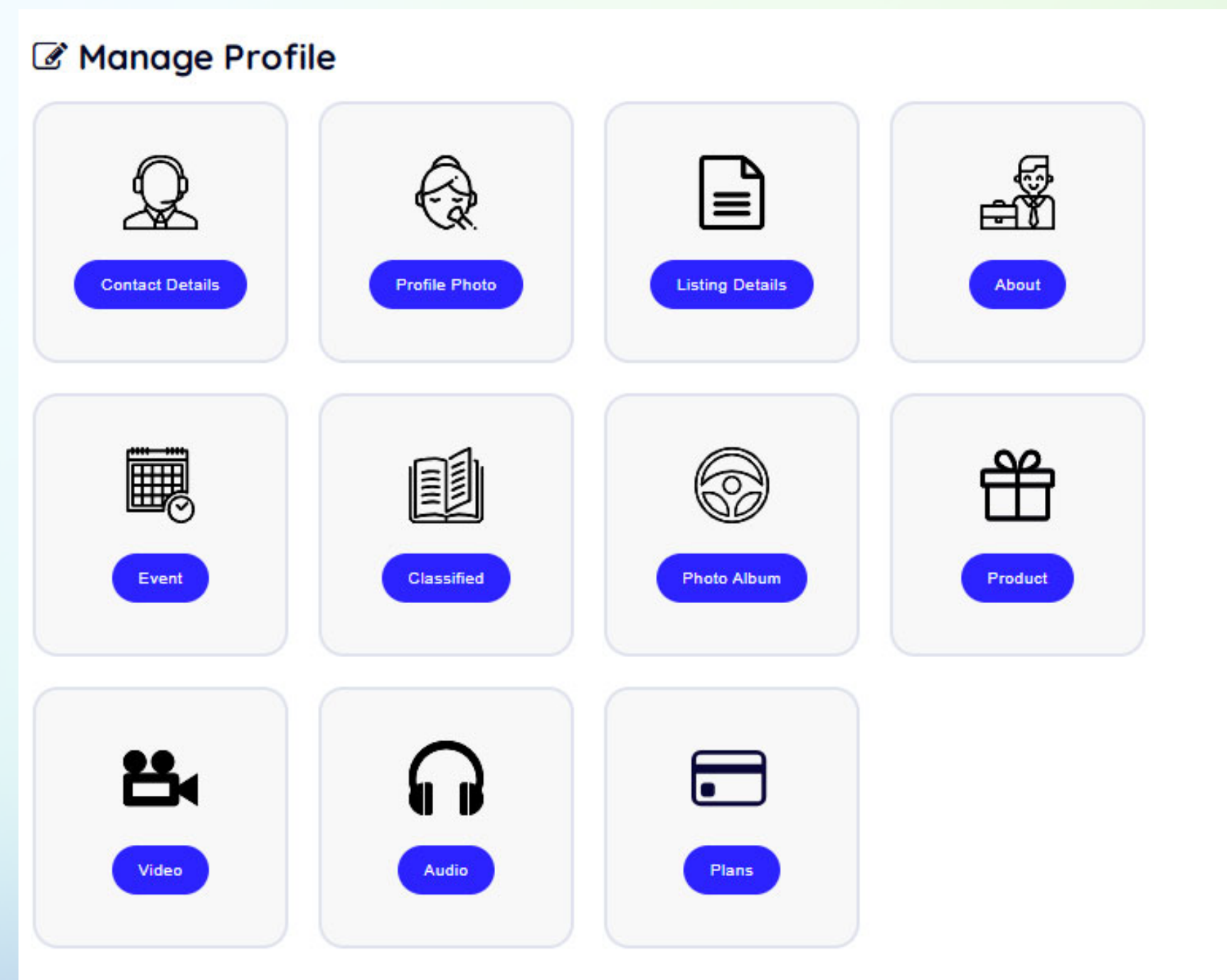
Save

→ **Advanced Options**

Login As A Member

This section lets you log in as a particular member and manage the profile information as viewed by the member in real-time.

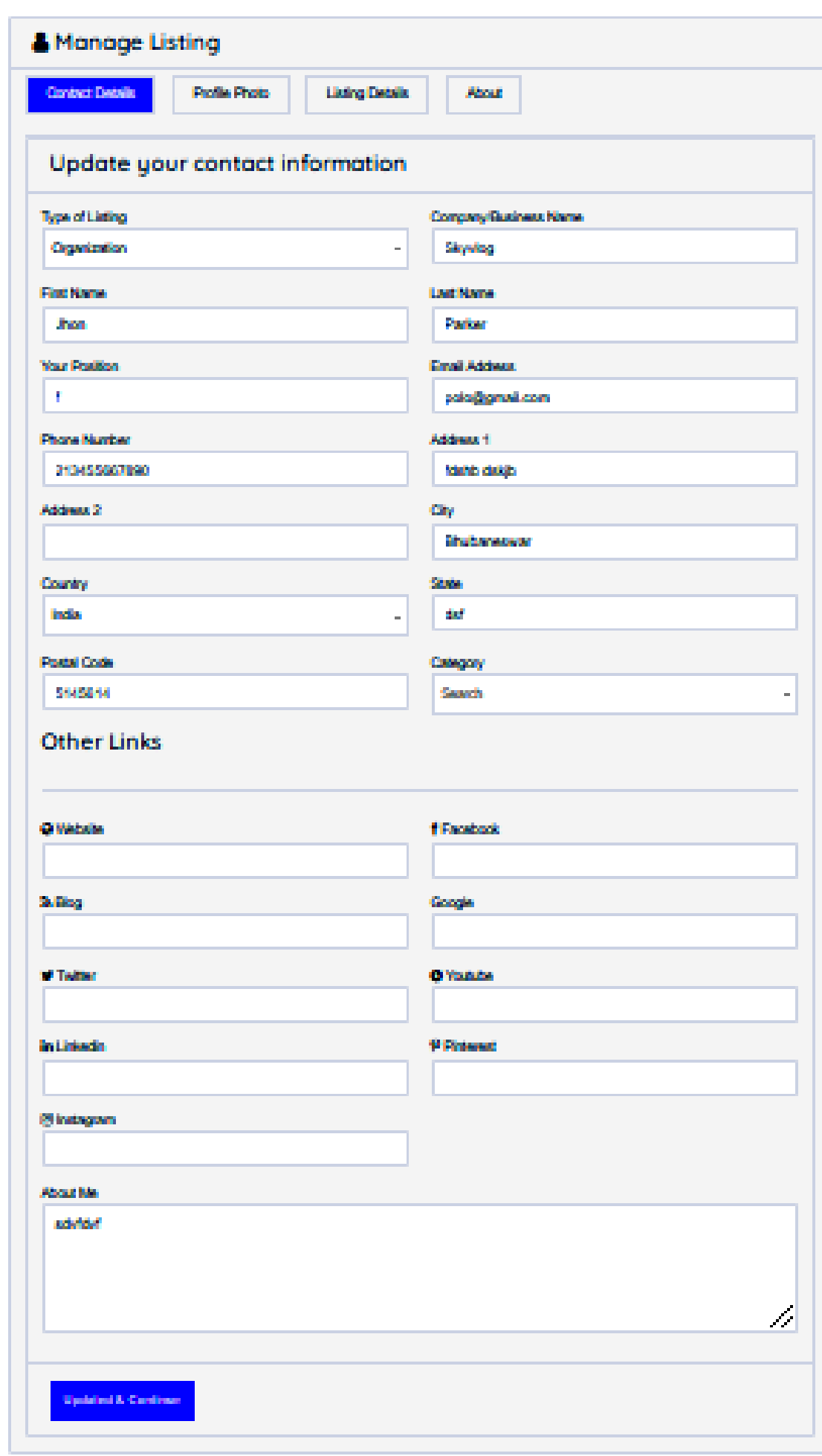
You can edit contact details, profile photos, listing details, about sections of listing details, event details, classified details, photo album details, product details, video details, and audio details of each member.



Contact Details

Here you are given a wide range of information in their specific sections that you can edit as per your requirements.

- As a particular member, you can edit the type of listing (individual/organization), company/business name, first and last name, your position in the company, email address, phone number, addresses, city, state, country, postal code, and the category your company belongs to (healthcare, personal, travel, shopping, etc.).
- You can also update your social media and other links including Website, Facebook, Blog, Google, Twitter, Youtube, LinkedIn, Pinterest, and Instagram in their dedicated sections.
- You can also update the “About Me” section if you want with your favorite lines.
- After all the necessary editing is done, click “Updated & Continue” to apply all the changes.



The screenshot shows a 'Manage Listing' form with the following sections:

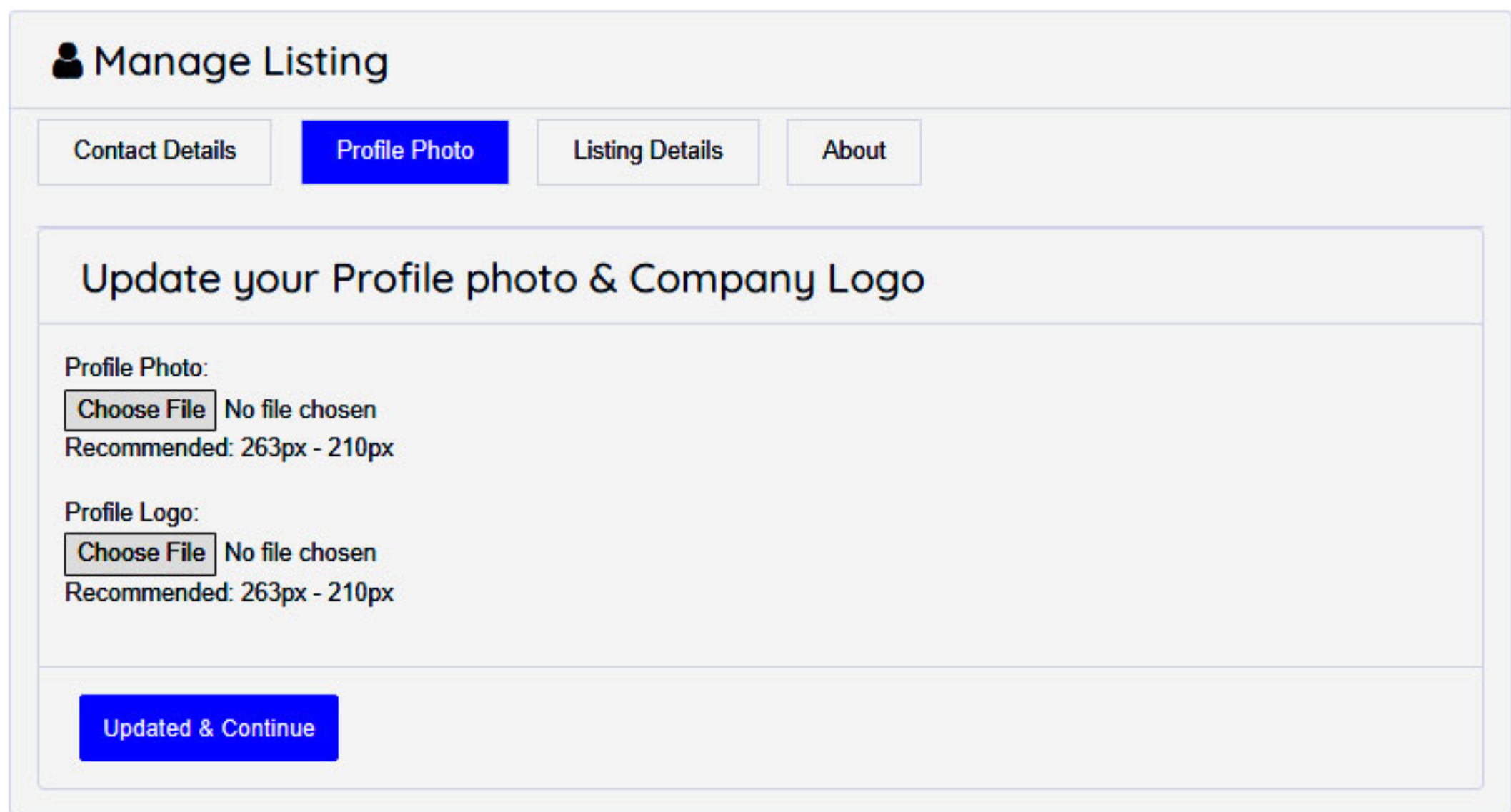
- Update your contact information:**
 - Type of Listing: Organization
 - Company/Business Name: Skylog
 - First Name: John
 - Last Name: Parker
 - Your Position: I
 - Email Address: polo@gmail.com
 - Phone Number: 210455807890
 - Address 1: Main Street
 - Address 2:
 - City: Dhule
 - Country: India
 - State: MH
 - Postal Code: 5142014
 - Category: Search
- Other Links:**
 - Website:
 - Facebook:
 - Blog:
 - Google:
 - Twitter:
 - Youtube:
 - LinkedIn:
 - Pinterest:
 - Instagram:
- About Me:**
 - adivir

At the bottom, there is a blue button labeled 'Updated & Continue'.

Profile Photo

This will help you add or change your profile photo and profile logo.

- Click on “choose file” in their respective fields and choose the image you want to upload.
- Make sure the image is within the recommended pixel limit.
- After the upload is complete, click “Updated & Continue” to make the changes.



Manage Listing

Contact Details **Profile Photo** Listing Details About

Update your Profile photo & Company Logo

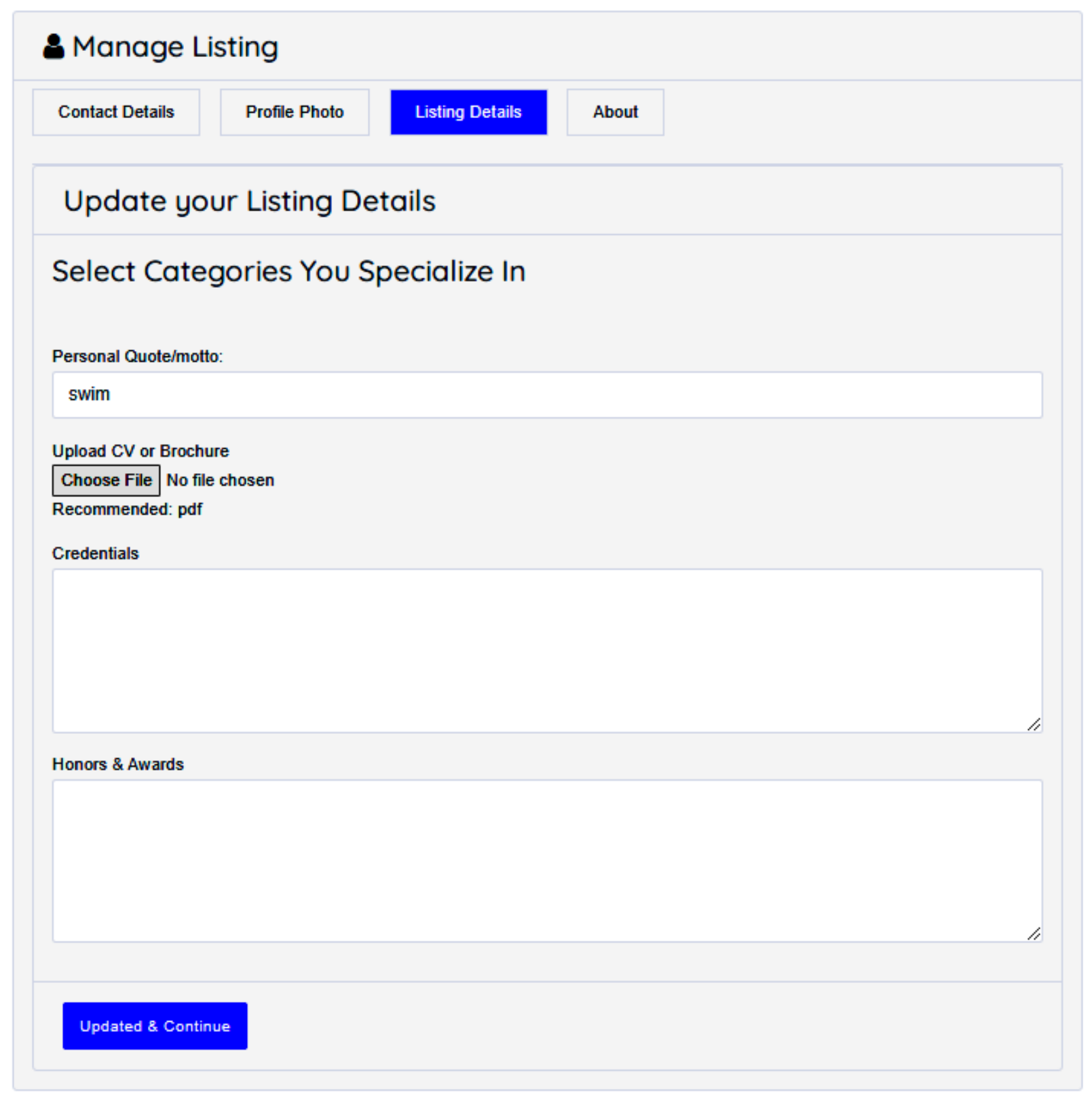
Profile Photo:
 No file chosen
Recommended: 263px - 210px

Profile Logo:
 No file chosen
Recommended: 263px - 210px

Listing Details

When you click this option, you can edit quite a few different things about your listing, such as:

- Categories you Specialize In - Tick the specific category box you specialize in.
- Personal quote/motto - You can provide a favorite quote of yours to display.
- CV or Brochure - You can upload your CV or brochure in PDF format by clicking on this “choose file” button.
- Credentials and Honors & Rewards - Mention appropriate information in their respective fields.
- After you have provided all the necessary details, click “Updated & Continue” to complete.



Manage Listing

Contact Details Profile Photo **Listing Details** About

Update your Listing Details

Select Categories You Specialize In

Personal Quote/motto:
swim

Upload CV or Brochure
Choose File No file chosen
Recommended: pdf

Credentials

Honors & Awards

Updated & Continue

About

A screenshot of the 'Manage Listing' interface. At the top, there are four tabs: 'Contact Details', 'Profile Photo', 'Listing Details', and 'About', with 'About' being the active tab. Below the tabs, the heading 'About' is displayed. Underneath, there is a sub-heading 'A short description about you & your business'. A rich text editor toolbar is visible, containing icons for bold, italic, underline, bulleted list, numbered list, text color, background color, link, unlink, and undo. The text area below the toolbar contains the text 'olympic medal'. At the bottom of the editor, there is a blue button labeled 'Updated & Continue'.

When you click on this option, you can see an editor where you can provide a short description of you & your business and then click "Updated & Continue".

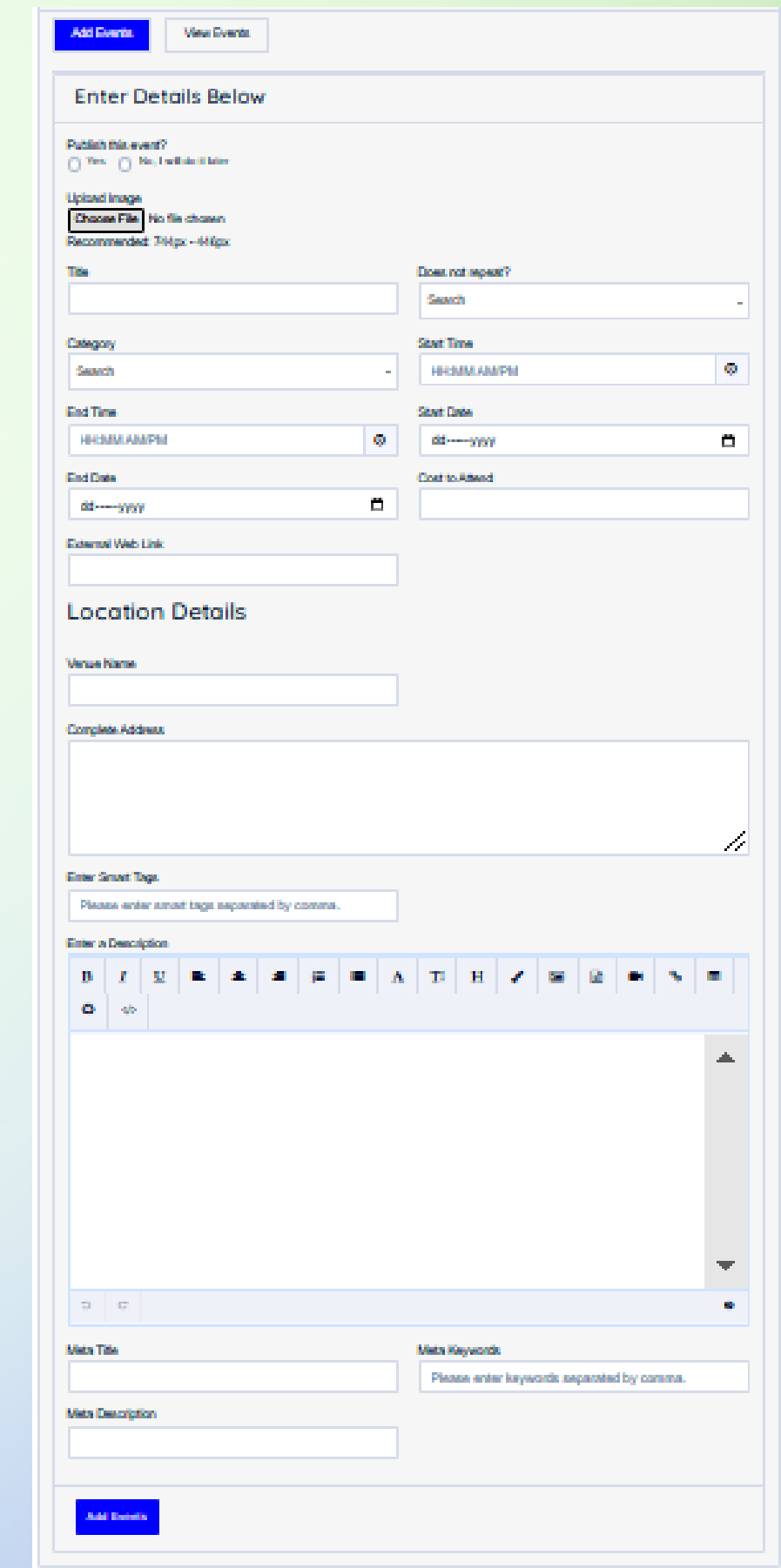
Event

This section lets you add and manage events that you want or have created as a particular member.

A screenshot of the 'My Events' form. At the top, there are two buttons: 'Add Event' and 'View Events'. Below them is a section titled 'Enter Details Below'. This section contains several form fields: 'Publish this event?' with radio buttons for 'Yes' and 'No'; 'Upload Image' with a 'Choose File' button and a note 'No file chosen'; 'Title' with a text input and a 'Does not repeat?' dropdown; 'Category' with a dropdown; 'Start Time' with a date and time picker; 'End Time' with a date and time picker; 'End Date' with a date picker; 'Cost to Attend' with a text input; and 'External Web Link' with a text input. Below these is a 'Location Details' section with 'Venue Name' and 'Complete Address' text inputs. There is also a 'Enter a Description' section with a rich text editor toolbar and a text area. At the bottom, there are 'Meta Title' and 'Meta Keywords' text inputs, and a blue 'Add Event' button.

Add Event

- First, select “Yes or No” for the event you want to add.
- Upload an image for your event within the recommended size.
- Create a title for your image.
- Select “Yes or No” to repeat the event or not.
- Select the category of the event you are creating.
- Enter the start and end times of the event. You can click the clock icon beside to conveniently update the time. Enter the start and end date of the event. Click on the calendar icon beside to update the dates conveniently.
- Provide an external web link here.
- Now in the location details, provide the venue name, its complete address, smart tags, and a description of the event, meta title, meta description, and meta keywords. The meta-content will help with SEO optimization.
- Now verify each section of the event and then click “Add Events”.
- You have now successfully created an event as a member.



The screenshot shows the 'Add Events' form in the Bright Directories interface. The form is titled 'Enter Details Below' and includes the following sections:

- Publish this event?** with radio buttons for 'Yes' and 'No. I will do it later'.
- Upload Image:** A 'Choose File' button and a note 'No file chosen'. Below it, 'Recommended: 768px - 648px'.
- Title:** A text input field and a 'Does not repeat?' dropdown menu.
- Category:** A dropdown menu with 'Search' as the selected option.
- Start Time:** A time selection field showing 'HH:MM AM/PM'.
- End Time:** A time selection field showing 'HH:MM AM/PM'.
- Start Date:** A date selection field showing 'dd--yyyy'.
- End Date:** A date selection field showing 'dd--yyyy'.
- Cost to Attend:** A text input field.
- External Web Link:** A text input field.
- Location Details:**
 - Venue Name:** A text input field.
 - Complete Address:** A large text area for the address.
- Enter Smart Tags:** A text input field with a note 'Please enter smart tags separated by comma.'.
- Enter a Description:** A rich text editor with a toolbar and a large text area.
- Meta Title:** A text input field.
- Meta Keywords:** A text input field with a note 'Please enter keywords separated by comma.'.
- Meta Description:** A text input field.

At the bottom of the form is a blue 'Add Events' button.

View Events

This section lets you manage existing events.

- On the extreme right of each event, you can see the “Action” section where you can edit and delete the events as per your requirement.
- To edit, click on the edit icon, which will open the event details dialogue box.
- Customize the section you want to change and then click “Update Events” present below to apply the changes.

 My Events

[Add Events](#) [View Events](#)

Manage Events

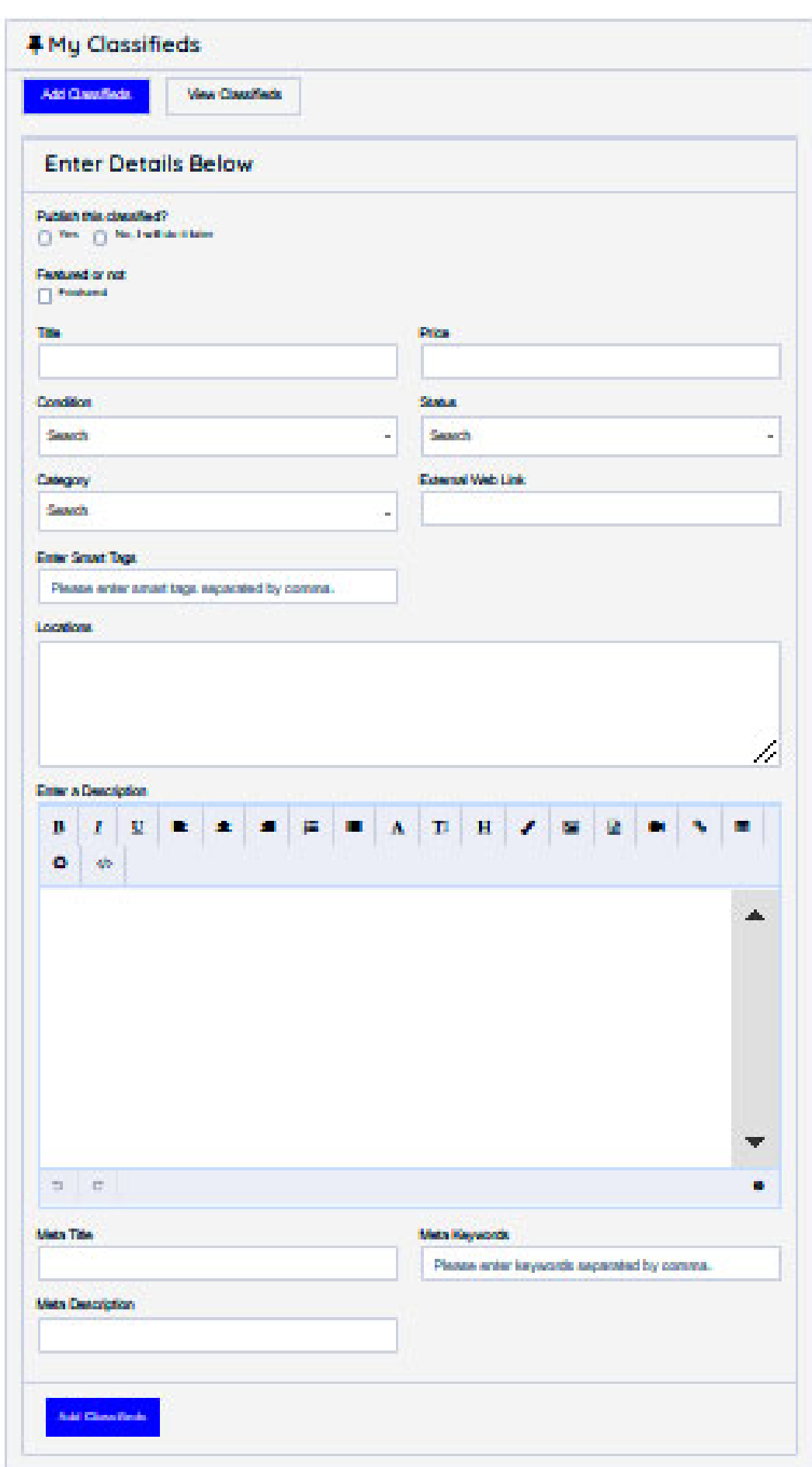
No Events Added

Classified

This section lets you add and manage classified listings that you want or have created as a particular member.

Add Classified

- First, select “Yes or No” for the classified you want to add.
- Tick on the “featured” box if you want your classified to be displayed in the “Featured” section of the homepage
- Mention the title and the price of the product or service you are classifying in their respective fields.
- Select the condition of the product - “New or Used”
- Select the status of the product - “For Sale, For Rent, or Sold”
- Select the appropriate category for the product or service from this dropdown
- Provide any “External Web Link” for the product or service that is to be classified.
- Enter smart tags in this section, with each tag separated by a comma.
- Enter dedicated locations for the classified.
- Provide a suitable description of the product or the service to attract customers.
- Provide Meta Title, Meta Description, and Meta Keywords for better SEO purposes.
- Check all the details properly and then click “Add Classifieds” to create a classified listing.




The screenshot shows the 'My Classifieds' form interface. It includes a title bar with 'My Classifieds' and two buttons: 'Add Classifieds' and 'View Classifieds'. Below the title bar is a section titled 'Enter Details Below' containing several input fields and checkboxes. The fields include 'Title', 'Price', 'Condition', 'Status', 'Category', and 'External Web Link'. There are also checkboxes for 'Publish this classified?' and 'Featured or not?'. A section for 'Enter Smart Tags' has a text input field with a placeholder 'Please enter smart tags separated by comma.'. A 'Locations' section has a large text area. Below that is a rich text editor for 'Enter a Description' with a toolbar. At the bottom, there are fields for 'Meta Title', 'Meta Description', and 'Meta Keywords'.

View Classifieds

This section lets you manage existing classified listings.

- On the extreme right of each event, you can see the “Action” section where you can edit and delete the classifieds as per your requirement.
- To edit, click on the edit icon, which will open the classified listing details dialogue box.
- Customize the section you want to change and then click “Update Events” present below to apply the changes.

 My Classifieds

[Add Classifieds](#) [View Classifieds](#)

View Classifieds

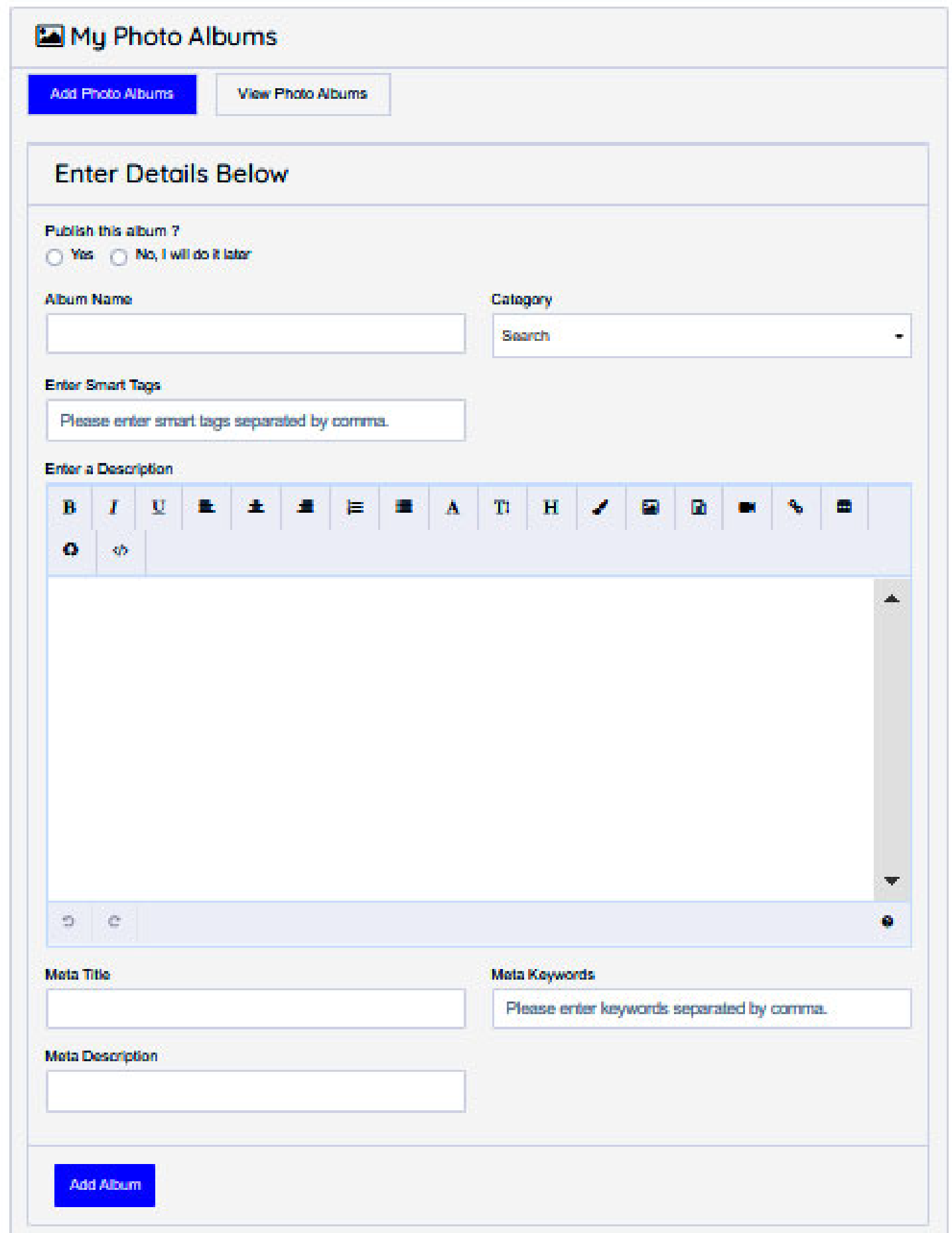
No Classifieds Added

Photo Album

If you wish to add a photo album to your profile, here is where you do it.

Add Photo Album

- Select “Yes” or “No” to publish the album or not.
- Give a beautiful name for the photo album
- Select the category from the drop-down
- Enter smart tags, with each tag separated by a comma.
- Provide a suitable description for your photo album.
- Provide these Meta Contents if you want the album to have good SEO optimization.
- After all information is provided, click “Add Album” present below to create the album for your profile.



The screenshot shows a web form titled "My Photo Albums". At the top, there are two buttons: "Add Photo Albums" (highlighted in blue) and "View Photo Albums". Below the buttons is a section titled "Enter Details Below".


The form contains the following fields and options:

- Publish this album ?**: Radio buttons for "Yes" and "No, I will do it later".
- Album Name**: A text input field.
- Category**: A dropdown menu with "Search" as the selected option.
- Enter Smart Tags**: A text input field with the placeholder "Please enter smart tags separated by comma."
- Enter a Description**: A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, list, text color, background color, text style, link, unlink, and a refresh icon.
- Meta Title**: A text input field.
- Meta Keywords**: A text input field with the placeholder "Please enter keywords separated by comma."
- Meta Description**: A text input field.

At the bottom of the form is a blue "Add Album" button.

View Photo Albums

- This section lets you see all the photo albums you have created.
- On the right side of each album, you can see the “Action” menu, which has 3 options – Edit, Delete, and View.
- The “Edit” option will open a page that will let you modify all the details of the album.
- The “delete” option will help you delete the particular album.
- The “view” option lets you see the images uploaded in that particular album.
- The “view” option also lets you comment on the album here. Just provide your name, email, and the comment, and then click “Submit Comment” to make it applicable.

 My Photo Albums

My Photo Albums

No Album Added

Product



This option lets you add any product that you wish to sell or offer in rent. Upon clicking this option, you will be transported to a page where you can add or view your products.

Add Product

- Tick on the “Yes” or “No” box whether you want to publish your product or not.
- Give the product name, company name, and price of the product in their respective fields.
- Select the availability of the product - “In Stock”, “Inquire For Availability”, or “Out Of Stock”.
- Choose the appropriate category of the product from this dropdown.
- Provide the product link here.
- Enter smart tags, with each tag separated by a comma.
- Provide a suitable description of the product in this editor.
- Finally, click “Add Product” to complete the process.

A screenshot of a web application interface titled 'My Products'. At the top, there are two buttons: 'Add Product' (highlighted in blue) and 'View Products'. Below this is a section titled 'Enter Details Below'. It contains several form fields: 'Publish?' with radio buttons for 'Yes' and 'No, I will do it later'; 'Product Name' and 'Company' text input fields; 'Price' text input field; 'Availability' dropdown menu with 'Search' selected; 'Category' dropdown menu with 'Search' selected; 'Product Link' text input field with a placeholder 'Input a Web URL that will link visitors to more details'; 'Enter Smart tags' text input field with a placeholder 'Enter smart tags separated by comma.'; and 'Enter a Description' rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, undo, and redo. At the bottom of the form is a blue 'Add Product' button.

View Product

- This option lets you manage all your existing products that have been added to your profile.
- On the extreme right of each product listing, you can see the “Action” menu with 3 options – Edit, Delete, and View.
- On clicking the edit button, you will be taken to this page where you can edit each product component. Make necessary changes and then click “Update Product” to save.
- The delete button will permanently delete the product listing.
- The view button will let you see the product listing in real-time from the point of view of a visitor.

📌 My Products

[Add Products](#) [View Products](#)

View Products

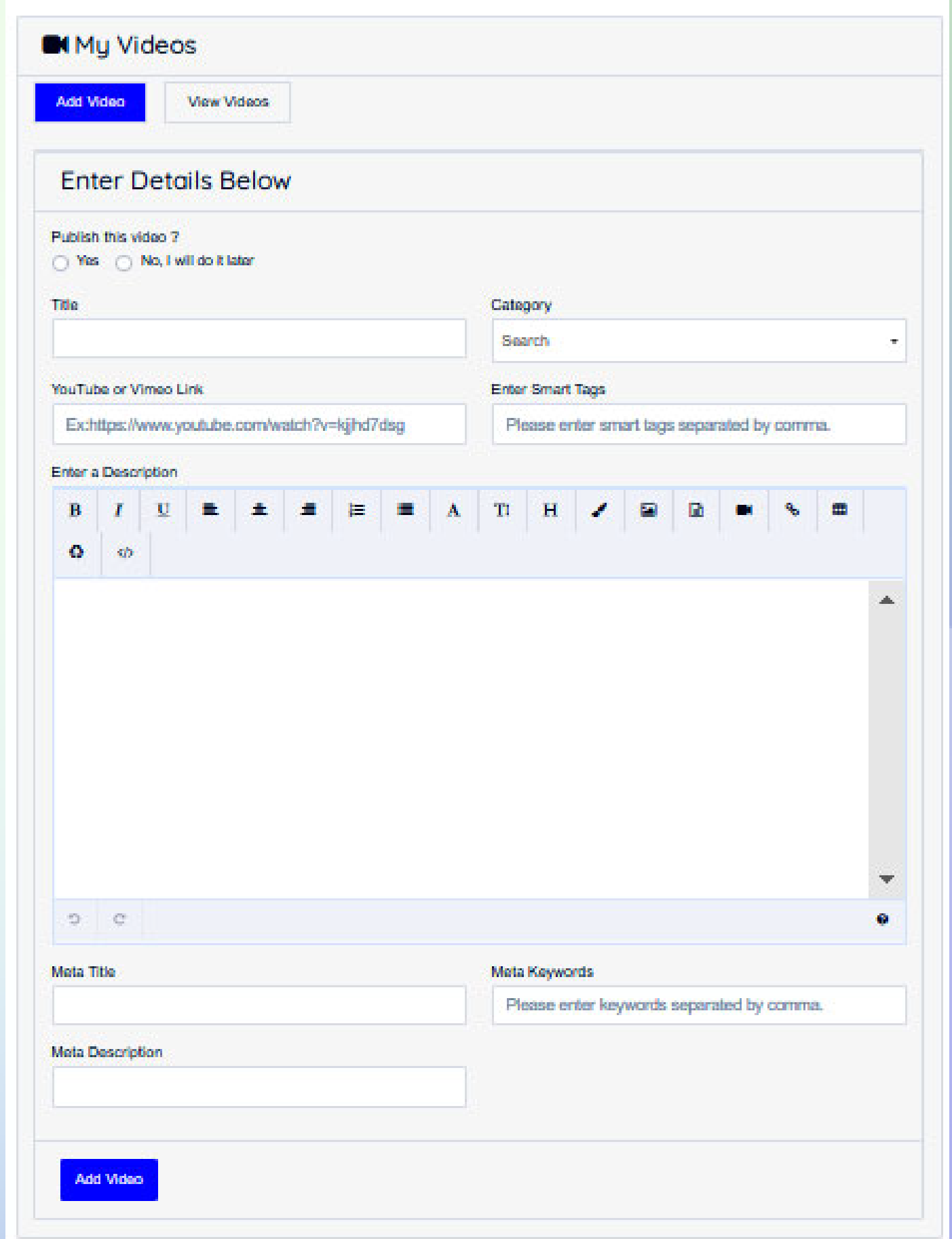
No Products Added

Video

This option lets you add videos as a member and edit the details of existing videos that you have uploaded. When you click this option, you will be taken to a page having 2 sections - Add Video and View Videos.

Add Video

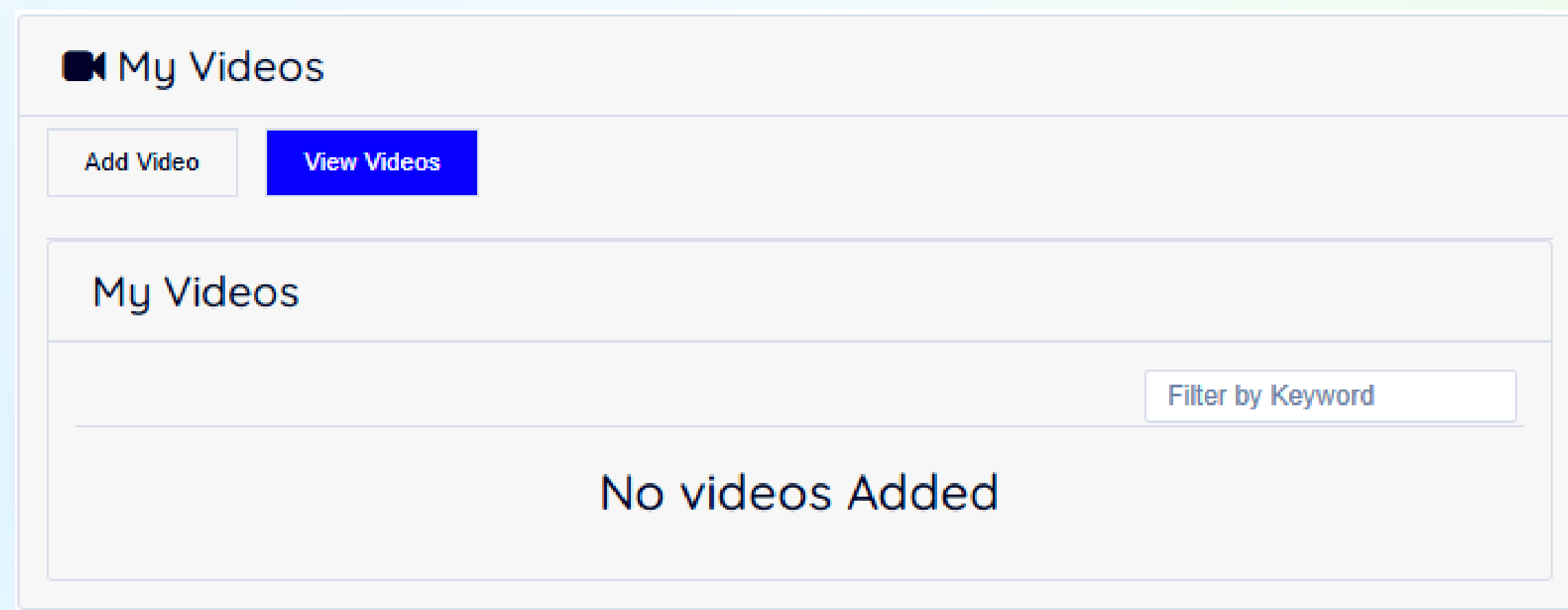
- Tick the “Yes” or “No” button on publishing the video.
- Give a suitable title for the video.
- Select the appropriate category of the video from the dropdown.
- Upload the YouTube or Vimeo Link of the video here.
- Enter smart tags, where each tag is separated by a comma.
- Provide a description of the video you wish to upload.
- Enter these meta contents if you want your video to have better search engine rankings.
- Check every detail and then click “Add Video”.
- The video has now been added to the website.



The screenshot shows the 'My Videos' interface. At the top, there are two buttons: 'Add Video' (highlighted in blue) and 'View Videos'. Below this is a section titled 'Enter Details Below'. It contains several form fields: a radio button for 'Publish this video?' with options 'Yes' and 'No, I will do it later'; a 'Title' text input; a 'Category' dropdown menu with 'Search' selected; a 'YouTube or Vimeo Link' text input with the example 'Ex:https://www.youtube.com/watch?v=kjhd7dsg'; an 'Enter Smart Tags' text input with the instruction 'Please enter smart tags separated by comma.'; a rich text editor for 'Enter a Description' with a toolbar containing icons for bold, italic, underline, list, link, unlink, text color, background color, text background color, link, unlink, and a blue 'Add Video' button at the bottom. At the bottom of the form, there are 'Meta Title' and 'Meta Keywords' text inputs, and a 'Meta Description' text input.

View Videos

- This section lets you modify the details of all the previous videos you have uploaded to your video gallery.
- On the right side of each video listing, you can see the “Action” menu having 3 options - Edit, Delete, and View.
- The edit option lets you change all the details of the video that you provided while adding the video
- As the name suggests, the delete button deletes the particular video from the gallery.
- The view option lets you see the video you have uploaded in real time, which also has a comment section where other members can comment on the video.

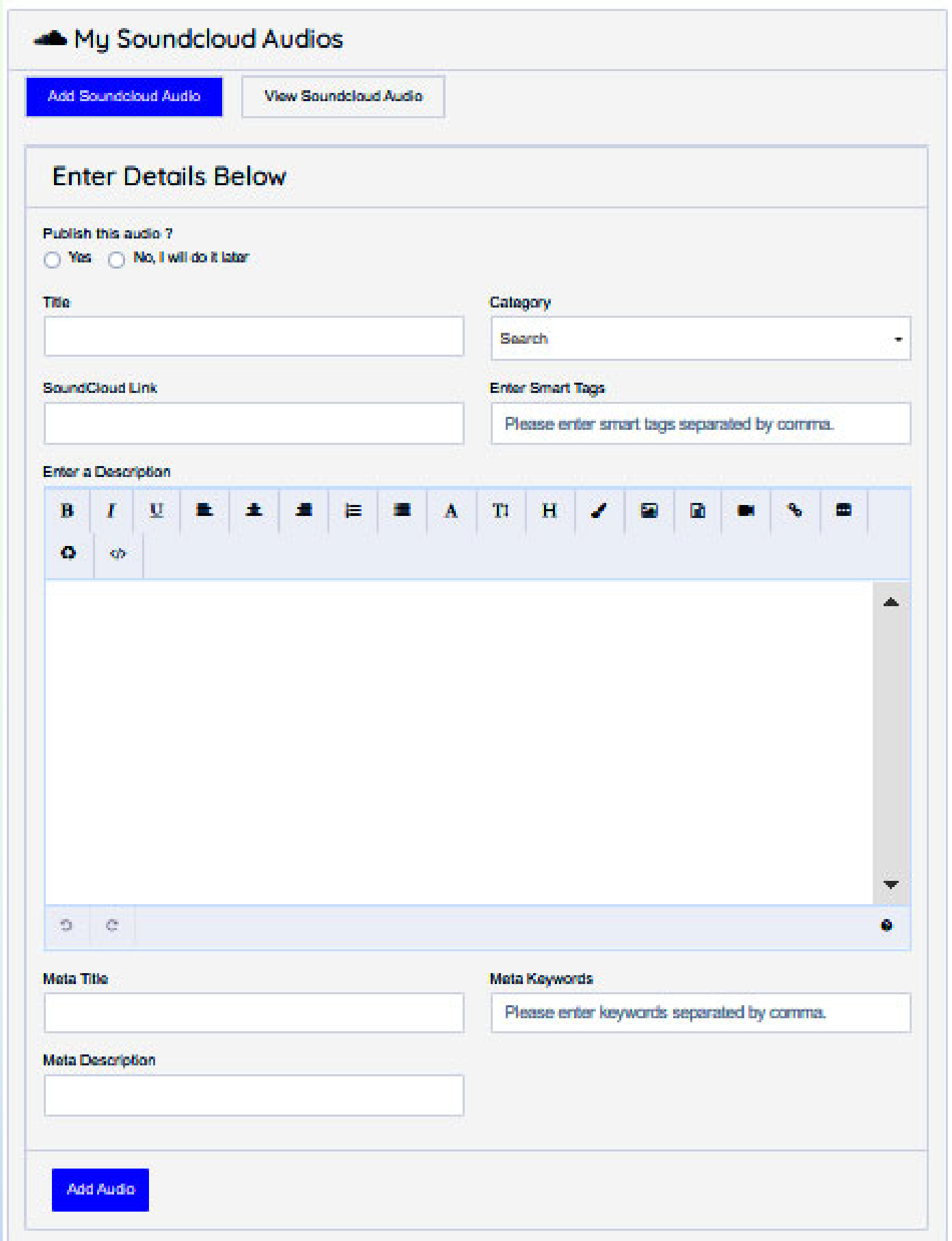


Audio

Similar to the video part, you can also upload Soundcloud audio as a member. Upon clicking this option, you will be directed to a page that has 2 options – Add Soundcloud Audio and View Soundcloud Audio.

Add Soundcloud Audio

- Here you can see that you need to provide a few details to upload the audio.
- Tick “Yes” or “No” to publish the audio or not.
- Give a suitable title for the audio you are about to upload.
- Select the appropriate category for the audio from this dropdown.
- Provide the Soundcloud link of the audio in this section.
- Enter smart tags, where each tag is separated by a comma.
- Provide a short description of the audio in this editor.
- Provide these meta contents for SEO purposes.
- Then click “Add Audio” to add the audio file to the website.



The screenshot shows a web interface titled "My Soundcloud Audios". At the top, there are two buttons: "Add Soundcloud Audio" (highlighted in blue) and "View Soundcloud Audio". Below this is a section titled "Enter Details Below".

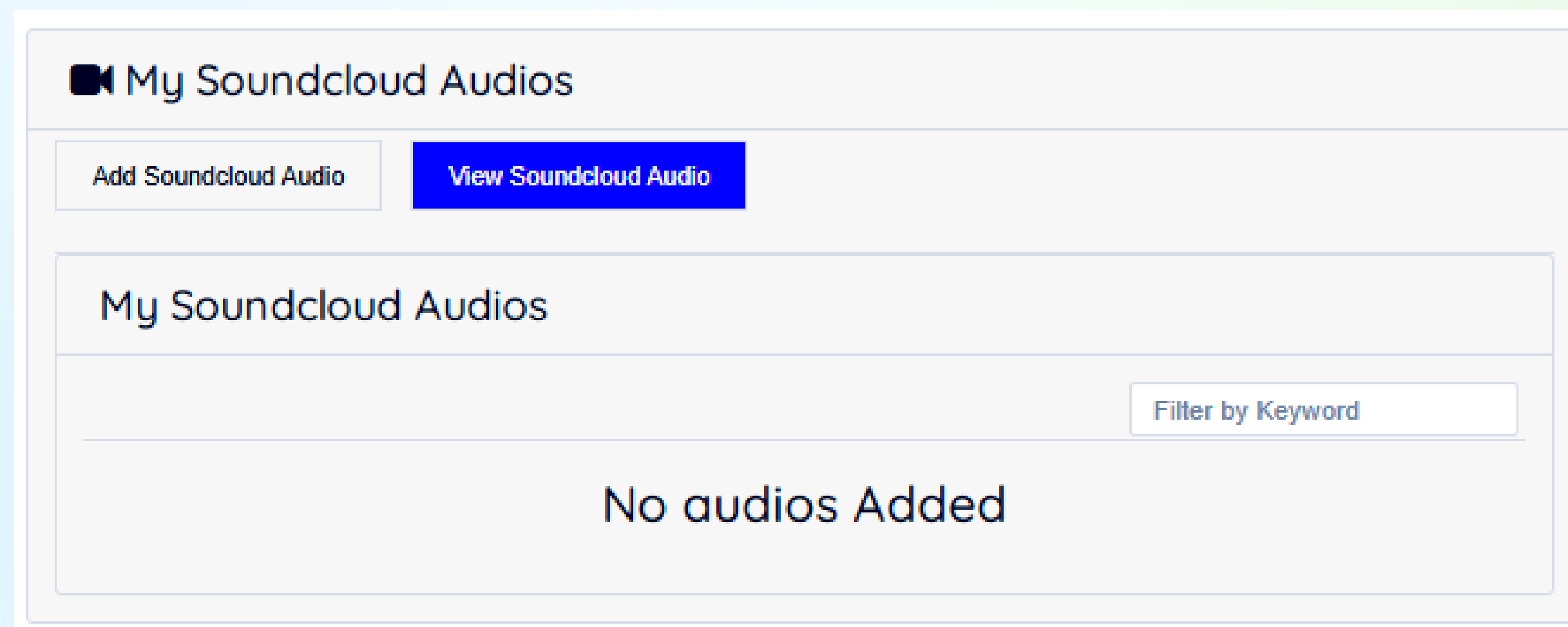
Under "Enter Details Below", there are several fields and options:

- "Publish this audio ?" with radio buttons for "Yes" and "No, I will do it later".
- "Title" text input field.
- "Category" dropdown menu with "Search" as the selected option.
- "SoundCloud Link" text input field.
- "Enter Smart Tags" text input field with the instruction "Please enter smart tags separated by comma.".
- "Enter a Description" section with a rich text editor toolbar (containing icons for Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Undo, Redo) and a large text area.
- "Meta Title" text input field.
- "Meta Keywords" text input field with the instruction "Please enter keywords separated by comma.".
- "Meta Description" text input field.

At the bottom of the form is a blue "Add Audio" button.

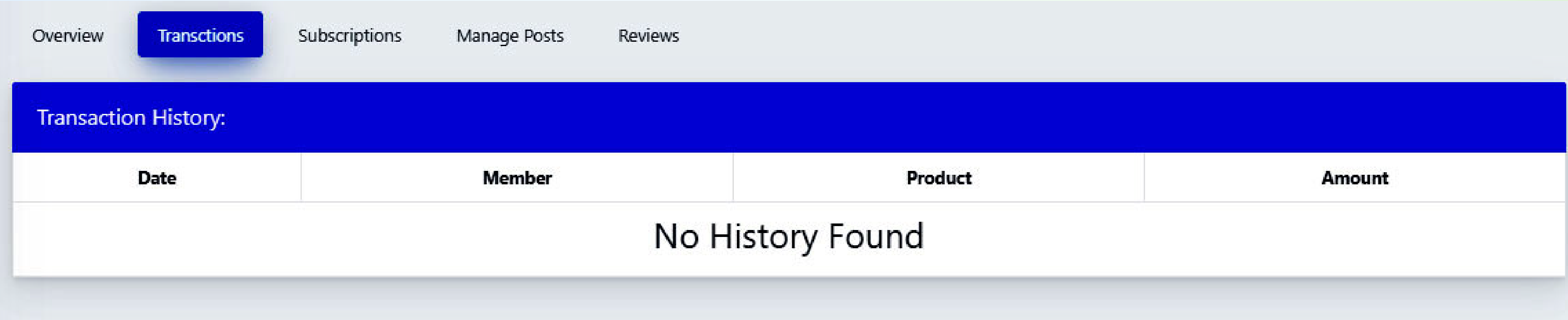
View Soundcloud Audio

- This section lets you view and edit all the audio files that you have uploaded from your profile.
- On the right side of each audio listing, you can see there is this “Action” menu, which has 3 options - Edit, Delete, and View.
- The edit option will take you to this page where you can edit the details of the particular Soundcloud audio.
- The delete option will permanently delete the audio file from your profile.
- The view option will let you view the audio in real-time as viewed by visitors.



Payment History

This option will take you directly to the “Account Details” where you can see the “Transaction History” of the particular member.



Date	Member	Product	Amount
No History Found			

Delete Account

As the name suggests, this option will permanently delete the account of the member from the website.

- When you click on “Delete Account” a confirmation box will appear and if you are sure, click “Yes”.
- Now all the details and records of the member are deleted.

Contact Us

Call Us: 503-928-5984

Email Us: support@brightdirectories.com

Web: www.brightdirectories.com

Reach us if you need technical support:

<https://support.brightdirectories.com/>

