



get **co**ached

EDIT YOUR LISTING

HELP GUIDE

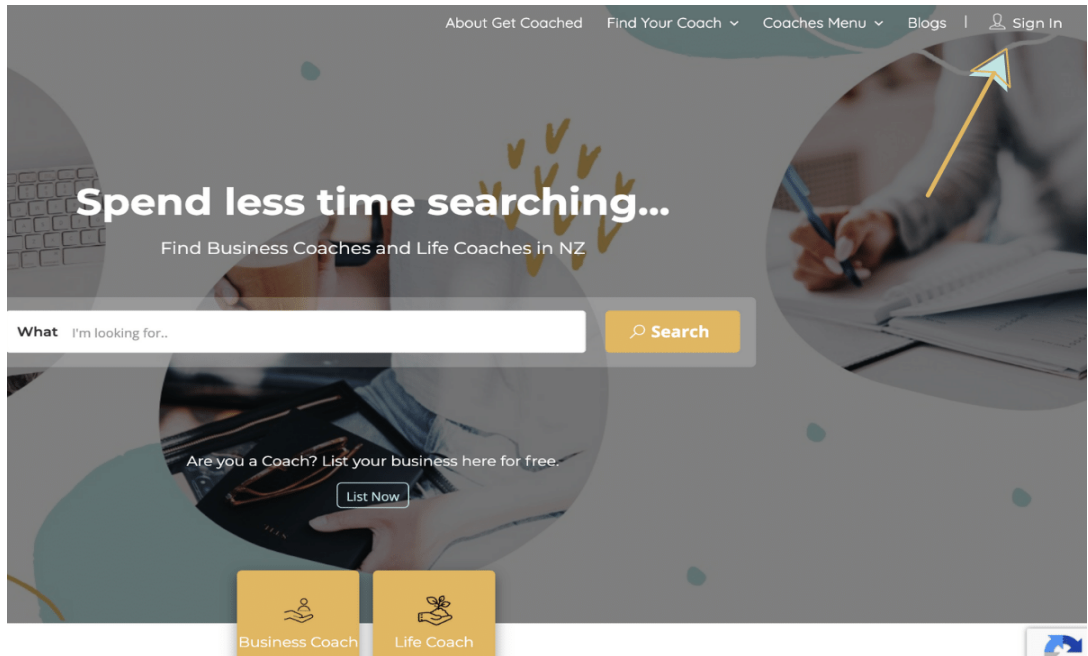


Version
1.0

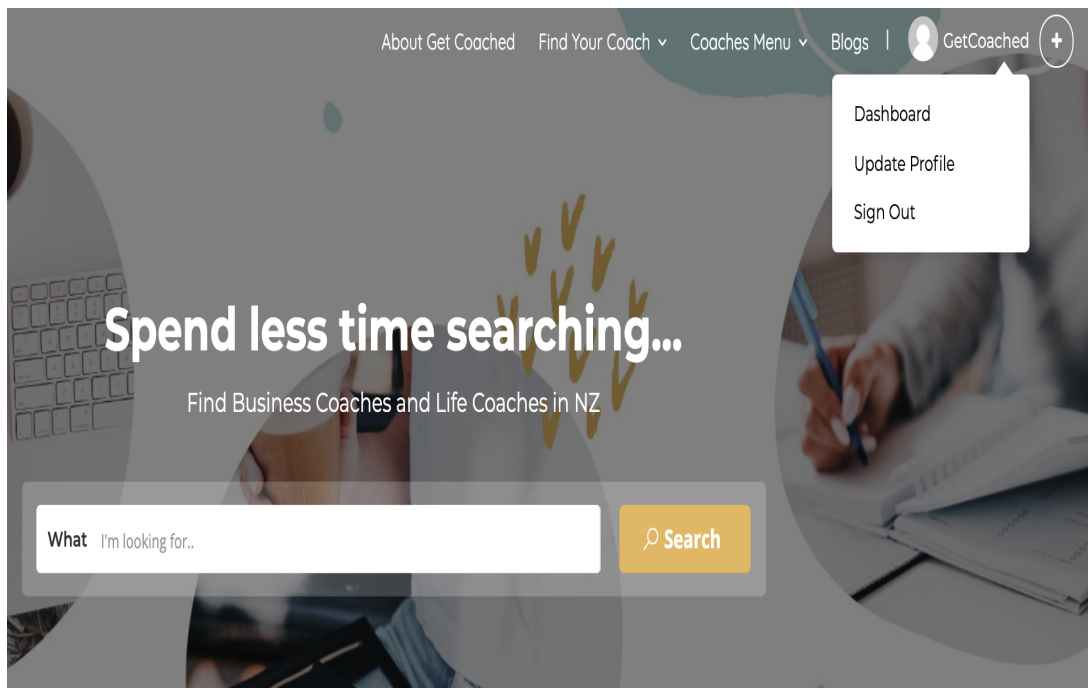


This guide helps you Edit your listing via the dashboard.

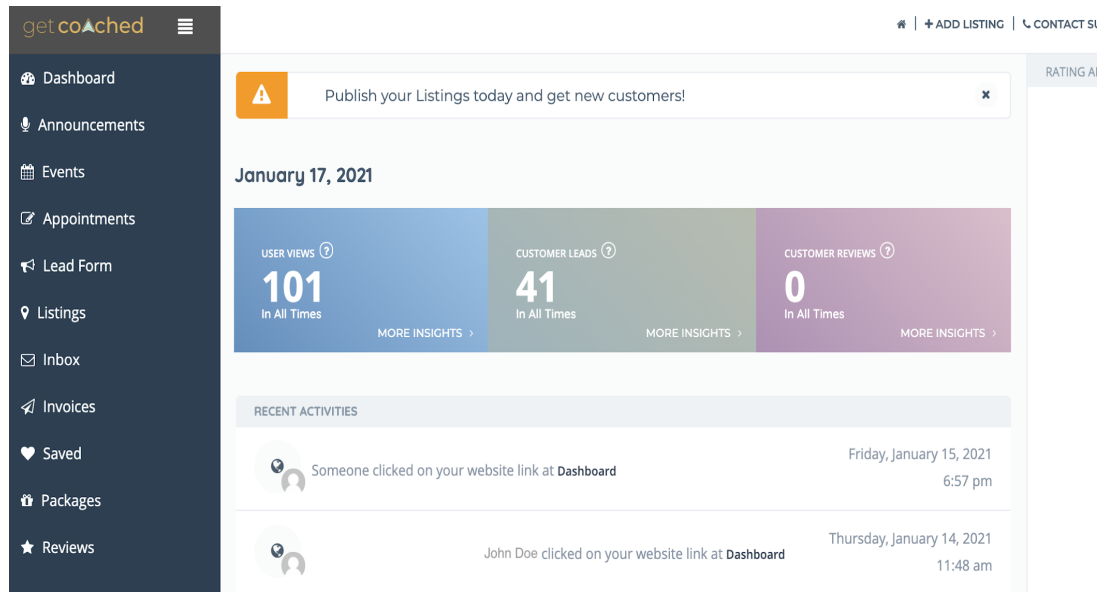
1. Sign In to your account



2. After successful login, hover your mouse over your username on the top right and click on "DASHBOARD".

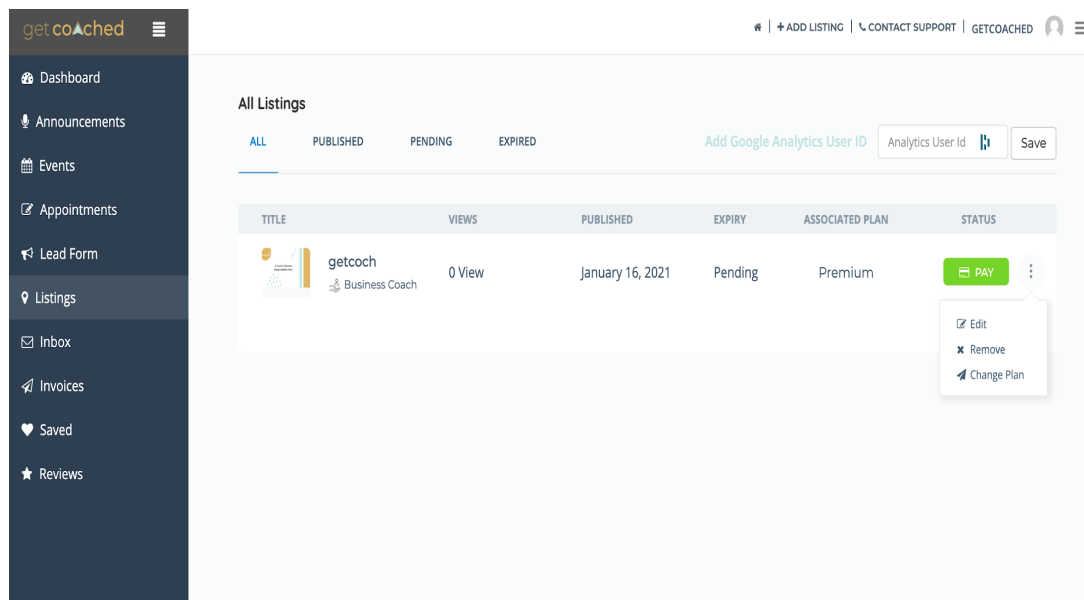


3. You will now be presented with your dashboard where you can access your stats and tools such as announcements, messages and reviews.



You can now see how many users have interacted with your page and how many leads have been generated along with reviews. Clicking on each stat will give you a more detailed view. You can create Events, start taking appointments or manage your invoices.

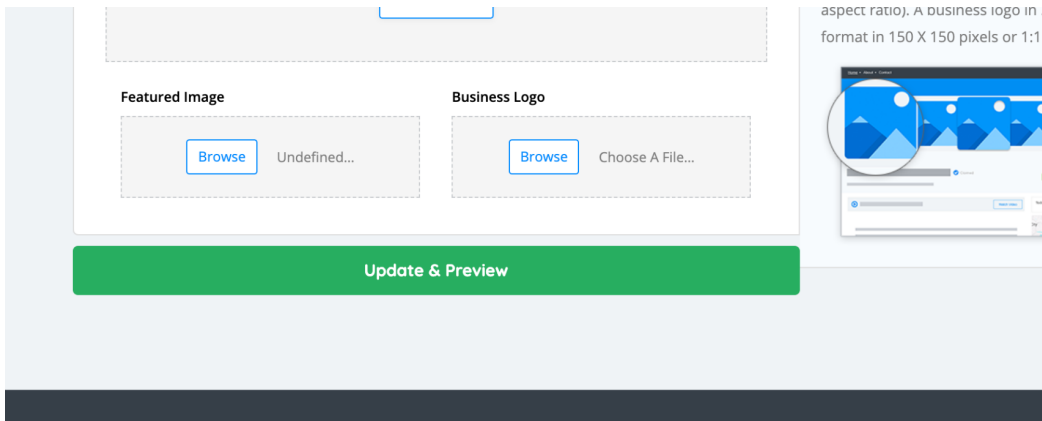
4. Clicking on Listings will show you all your active and pending listings



Clicking on the 3 dots on the next to the status will allow you to edit your listing, change your listing plan or remove your listing if the need arises.



5. Click on “Edit” which will open the listing for edit. Once you have finished editing and updating your listing, click on the “Update & Preview” button at the bottom of the page. This will then update your listing and take you to your listing to view your latest changes.



If you have any issues or you need help then simply click on “CONTACT SUPPORT” on the top of the page and we will be happy to help.

