

SACRED BUSINESS DIRECTORY

PERSONAL & SPIRITUAL DEVELOPMENT EXPERTS | PROGRAMS | GIFTS | RESOURCES



Setting Up Your Sacred Business Directory Account

The following is a step by step walk through showing you how to set up your Sacred Business Directory (SBD) account after your initial purchase.

Once you complete your purchase of one of our SBD Listing options, you will be automatically redirected to this page: <https://directory.aspiremag.net/wp/login/>

When you visit the directory login page for the first time, you will need to set up your new SBD account. Scroll down the page until you see the CREATE AN ACCOUNT link toward the bottom of the page. Click the link and you will be prompted to set up your account. You will need to choose an email address, username and strong password for your account setup.

THANK YOU FOR JOINING THE DIRECTORY! IT'S TIME TO CREATE YOUR LISTING!

If you are a new advertiser, you must set up a Username and Password in order to create your Sacred Business Directory Listing. (Once you set up your Username and Password, you will receive an email that contains your login credentials, please keep this email for future reference.) If you don't see the email, please check your spam or promo folder - it can take up to an hour for you to receive this email once it's created.

If you are returning to this page to edit your listing, you can log in below using the Username and Password you previously created.

Username or E-mail

Password

☐ Remember Me

Login

[Forgot your password?](#)

[Create an account](#)



Once you click the link, you will be taken to the registration page to create your account. You will need to create a unique Username (please note, usernames are not able to be changed), Your First and Last name, your email address, a strong password. Once you have entered your information click the Gold REGISTER button.

Registration form fields and steps:

- 1. Username *: TestSetup (Note: Usernames cannot be changed.)
- 2. First Name: Testing
- 3. Last Name: Setup
- 4. E-mail Address *: testing@kimturcotte.com
- 5. Password *: [Redacted]
- 6. Confirm Password *: [Redacted]
- 7. Register button

After clicking the REGISTER button, you should be taken back to the login page where you will see a message confirming that you created your new account. You will need to log in in order to add your new listing.

THANK YOU FOR JOINING THE DIRECTORY! IT'S TIME TO CREATE YOUR LISTING!

If you are a new advertiser, you must set up a Username and Password in order to create your Sacred Business Directory Listing. (Once you set up your Username and Password, you will receive an email that contains your login credentials, please keep this email for future reference.) [If you don't see the email, please check your spam or promo folder - it can take up to an hour for you to receive this email once it's created.](#)

If you are returning to this page to edit your listing, you can log in below using the Username and Password you previously created.

Login form fields and steps:

- 1. Success message: You have successfully registered to **Aspire Magazine Sacred Business Directory**. We have emailed your account details to the email address you entered.
- 2. Username or E-mail: [Redacted]
- 3. Password: [Redacted]
- 4. Login button

Additional options:

- ☐ Remember Me
- [Forgot your password?](#)
- [Create an account](#)

Once you are logged in, you will be taken to your account dashboard, which serves two main functions:

- 1) SBD Account Management - You can update your name, email and password in this section.
- 2) SBD Listing Management - You can Add your new listing and you can also manage/edit your existing listing.

Welcome to Your Sacred Business Directory Account!

Using the dashboard below, you can view, manage and edit your profile and any of your existing listings!

ACCOUNT MANAGEMENT:
You can update your name and/or email below.

1

Username TestSetup

First Name

Last Name

E-mail Address *

☐ Change Password

Update Account

ADD OR EDIT YOUR LISTING:

2

→ [CLICK HERE](#) To Add a New Listing

→ [CLICK HERE](#) to Edit or Update an Existing Listing

ADDING YOUR NEW LISTING TO THE SBD

Once you are inside your account dashboard, Click the link under the ADD OR EDIT YOUR LISTING sections that says **CLICK HERE** to Add a New Listing.

Welcome to Your Sacred Business Directory Account!

Using the dashboard below, you can view, manage and edit your profile and any of your existing listings!

ACCOUNT MANAGEMENT:
You can update your name and/or email below.

1

Username TestSetup

First Name

Last Name

E-mail Address *

☐ Change Password

Update Account

ADD OR EDIT YOUR LISTING:

→ [CLICK HERE](#) To Add a New Listing

→ [CLICK HERE](#) to Edit or Update an Existing Listing

← 1

Once you click this link you will be taken to the Listing form page, where you will enter the details for your listing.

Please note: Our system does allow you to save a draft of your listing without submitting it for review, however, we HIGHLY recommend that you take a moment to review the sections below and gather all your information into one place BEFORE you begin entering your information into the listing form.

Section #1: Contact Details

- 1) **Business Name** - If you are a coach or practitioner, we recommend putting your name and your title. For online and brick & mortar businesses, we recommend using your full business name.
- 2) **Address** - If your business is has only online offerings we do not recommend adding your address to your listing. The only time we recomment you adding your address is if you have a physical location, where client & customers can visit you at that location.
- 3) **Phone** - Please enter your business phone. This phone number will be visible to the public when they view your listing.
- 4) **Email** - Please enter the best email address where potential clients and customers should email you with any questions they might have about your products or services offerings.
- 5) **Website** - Please enter the main URL for your website where potential clients and customers can learn more about you and your business. This is one of the most important fields in your listing, it is the best way to make an immediate impression/connection with a potential client who views your listing and wants to learn more.

CONTACT DETAILS

Please note that the information you enter in the address, email, phone and website fields below will be visible to the public when they view your listing.

Business Name * 1

Address 2

Section #2: Choose Your Categories

You are allowed up to choose up to three categories to showcase your business. Site visitors have the option to view listings by category, so choose the three categories which best align with your business so that our site visitors can find your listing easily.

Please note you are allowed up to three categories that best describe your business and offerings, if you choose more than three categories, we will use the first three and remove the additional ones you have chosen.

EX. Page view of the Search by Categories page where visitors can view listings by category.

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CATEGORIES

Please Note: Only categories that currently have sacred business directory listings attached to them are shown. You can also search by topic of interest/keyword by [clicking here](#).

Business Coaching (1)	Business Services (1)	Centers/Schools/Institutes (3)
Certifications/Trainings (3)	Circles/Community (3)	Classes/Workshops/Retreats (11)
Coaching (5)	Counseling/Therapy (3)	Crystals/Jewelry/Gifts (3)
Energy Medicine & Healing (2)	Gift Shops/Boutiques (2)	Health & Wellness (2)
Meditation (1)	Mindset & Success (7)	Natural Remedies (1)
Personal Growth (5)	Products (2)	Psychics/Mediums/Readings (2)
Publications/Magazines (1)	Publishing (1)	Spiritual Growth (4)
Wisdom/Self-Growth (7)	Women's Spirituality (2)	

Section #3: Add Your Listing Details

This section is where you put the important details about you and your business that you want visitors to know when they view your listing in the SBD.

- 1) **Offerings** - Enter up to seven of your most popular offerings. These can be products, services, courses, workshop etc. Please list one offering per line.
- 2) **Primary Business Location Type** - this lets visitors who view your listing whether you are a virtual business or have a physical location or both.
- 3) **State** - If you are an online/virtual business only, you can skip this field. We added the state and country feature for businesses that have a physical location so that visitors can search their own state or nearby states for local businesses they might want to visit.
- 4) **Country** - For businesses with a physical location that is outside of the United States.
- 5) **Your Certifications/Trainings** - This section allows you to list any degrees, certifications or special trainings that you have that relate to the work you are doing in your business. Please enter one certification per line.

LISTING DETAILS

Offerings: **1**
To provide our visitors with an idea of how you can serve them, please list up to seven of your most popular offerings. These can be products, services, courses, workshops, trainings, etc. Please list one offering on each line.

Primary Business Location Type: **2**
Our online directory has visitors from around the world, in order to best serve them, we ask that you choose your primary location type to help them find businesses accessible to them more easily.
☐ Online/Virtual Only
☐ In Person/Physical Location Only
☐ Both Online/Virtual and In Person/Physical Location

State: **3**

Country:
If your business is located outside the United States and would like your country listed in your Business Listing, please enter your country here.
 4

Your Certifications/Trainings (if applicable):
If you wish to list your credentials such as certifications, trainings, etc, please enter them below. Please Note: We recommend using bullet point style format to help your entry stand out to visitors. (EXAMPLES: Licensed Psychotherapist, Reiki Master Teacher, Certified Hypnotherapist)
 5

Section #4: Choose Your Search Keywords

We set up the Keyword section to help potential clients find you when they visit the SBD. Choose Keywords that align with the products/services you offer in your business and the work the you do with clients.

Although you can choose as many keywords as you would like for your listing, we recommend to really think about the terms that your perfect client would use when they search for you and choose those. If you would like to suggest additional keywords for us to add to the list, please use the Other Keywords field and we will review those suggestions on a regular basis and add to the list as necessary.

Search Keywords: *

1

Please think about the terms your client would use to search for you and choose the keywords below that best fit:

- ☐ Abundance/Prosperity
- ☐ Acupuncture
- ☐ Acupuncture/Oriental Medicine
- ☐ Addiction Support
- ☐ Advanced Crystal Practitioner
- ☐ Advertising & Media-Visibility
- ☐ Akashic Records
- ☐ Alternative Medicine
- ☐ Ancestral Clearing
- ☐ Angel Readings
- ☐ Angelic Guidance
- ☐ Animal Communication
- ☐ Animal Rescue
- ☐ Anxiety Support
- ☐ Aromatherapy

Other Keywords:

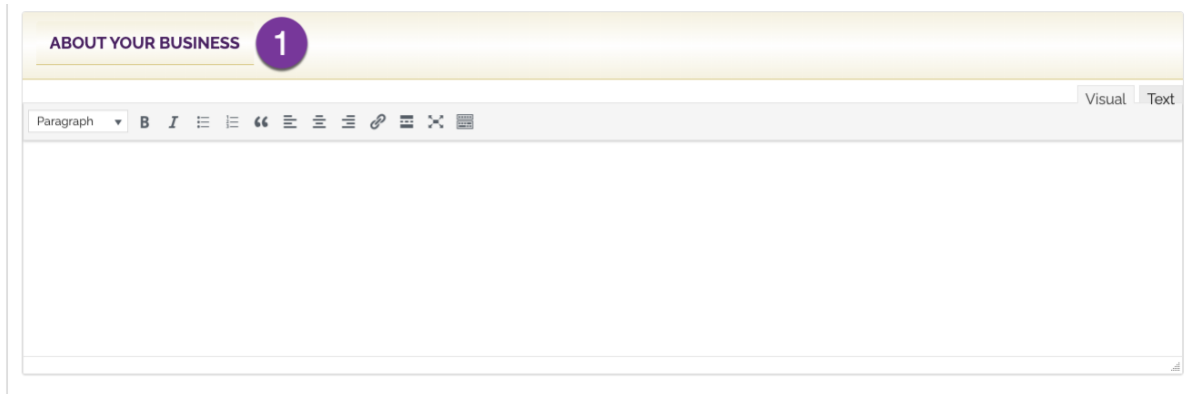
2

Don't see a keyword in our list that you would like to have in your listing? Request that up to 5 new keywords (one on each line) be added to our keyword list and to your listing! PLEASE NOTE: Keywords are subject to review by our advertising team and we reserve the right to edit or omit one or all of the keywords you are requesting to add.

Enter Keywords - One on each line

Section #5: About Your Business

This section is where you have the opportunity to add paragraph style text and share an overview/bio of you and/or your business. Live links are allowed in this section, however, we highly recommend that you include only one or two very targeted links that allow viewers to learn more about you and/or sign up for your free offering and join your mailing list.



Section #6: Upload Your Headshot or Logo

We accept .jpg & .png files for the Headshot/Logo section.

If you are a coach or one on one practitioner, we recommend that you use a headshot in your listing. This helps to connect you with your potential clients. For best results, use an image that is clear and of high quality. Our site accepts images that are 1000 pixels wide or smaller. If you try to upload an image that is larger, you may get an error and have trouble uploading the image and/or it may appear distorted when it shows in your listing.

Please note that any image shape will work when uploading your image to the site, I have included a couple of examples of images that are wider vs. taller so you can decide which look you prefer.

EXAMPLES:

Wider Headshot image:



Taller Headshot Image:



Section #7: Submit Your Listing

We highly recommend that before submitting your listing that you take a moment to review everything you have entered and ensure that there are no grammatical or spelling errors in your listing.

Once you have reviewed your listing, click the Gold Place Listing button in the lower right corner. If you need to save your listing before it is ready to be submitted, you may click the Save Draft button on the left of your listing. Note - you must fill out the required fields before it will allow you to save the draft of your listing.

The screenshot shows a yellow header bar with the text "SUBMIT YOUR LISTING" and a purple circle with the number "1" next to it. Below the header, there is a line of text: "Please be sure to review your entire listing before submitting." At the bottom of the section, there are two buttons: "Save Draft" on the left and "Place Listing" on the right. A purple circle with the number "3" is next to the "Save Draft" button, and a purple circle with the number "2" is next to the "Place Listing" button.

To access a listing that you have saved as a draft and not yet submitted, go to your Account Dashboard and under the Add or Edit Your Listing area choose the [CLICK HERE](#) to Edit or Update your Existing Listing.

You can use this same link to edit and existing listing that has already been submitted and approved.

Welcome to Your Sacred Business Directory Account!

Using the dashboard below, you can view, manage and edit your profile and any of your existing listings!

The screenshot shows two side-by-side panels. The left panel is titled "ACCOUNT MANAGEMENT:" and contains the text "You can update your name and/or email below." It has input fields for "Username" (TestSetup), "First Name" (Testing), "Last Name" (Setup), and "E-mail Address *" (testing@kimturcotte.com). There is a checkbox for "Change Password" and an "Update Account" button. The right panel is titled "ADD OR EDIT YOUR LISTING:" and contains two links: "CLICK HERE To Add a New Listing" and "CLICK HERE to Edit or Update an Existing Listing". A purple arrow points from a purple circle with the number "1" to the second link.

Once you Submit your listing, you automatically will receive a confirmation that our team has been notified that we have a new listing to review. It normally takes 48 to 72 business hours for our team to review new listing submissions. Once your listing is reviewed and approved,

you will receive a notice letting you know your listing is published and a link to review the live listing.