

growme[®]
Where do you want to grow?

Grow-Me Provider Guide



Contents

1. Introduction	2
2. Current Provider Login to Grow-Me	2
3. Edit Profile (and change password)	3
4. Add / Edit Office Locations	4
5. Add a Course	5
6. Edit a Course	6
7. Delete a Course	6
8. Register as a New Provider on Grow-Me	6

1. Introduction

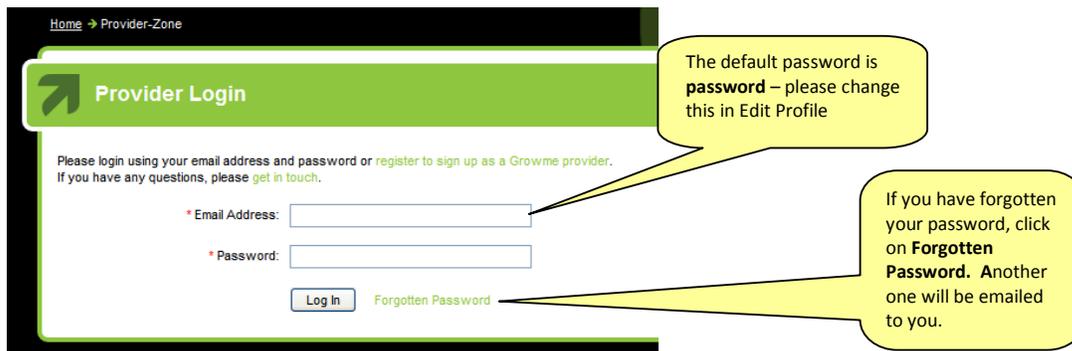
Welcome to Grow-Me. We have created a site that enables all Providers registered on the Grow-Me website to manage their own content. That is not to say we are not there to help. We know that people have different learning styles and different ways that they tackle work. Some just don't like reading manuals where as others prefer it. Some people just want to have someone to chat to. We have tried to accommodate all so...

- ☺ Readers – here is your guide
- ☺ Doers – you wont even be reading this
- ☺ Talkers – our phone number is 09 534 6997 – phone us

To register as a new provider on Grow-Me see Section 8.

2. Current Provider Login to Grow-Me

- From www.grow-me.com, click on 
- Type in your email address and password.

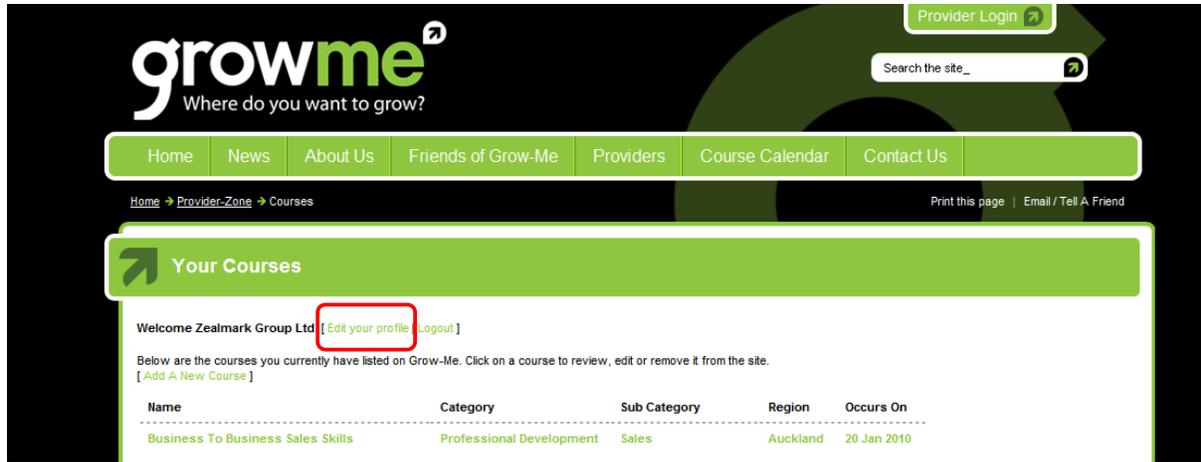


The screenshot shows the 'Provider Login' page. At the top, there is a navigation bar with 'Home' and 'Provider-Zone'. Below that is a green header with a right-pointing arrow and the text 'Provider Login'. The main content area contains the following text: 'Please login using your email address and password or register to sign up as a Growme provider. If you have any questions, please get in touch.' Below this text are two input fields: '* Email Address:' and '* Password:'. At the bottom of the form are two buttons: 'Log In' and 'Forgotten Password'. Two yellow callout boxes provide additional information: one points to the 'Forgotten Password' link and says 'The default password is password – please change this in Edit Profile', and the other points to the 'Log In' button and says 'If you have forgotten your password, click on **Forgotten Password**. Another one will be emailed to you.'

3. Edit Profile (and change password)

Your profile page contains the details that display on the Grow-Me website for all to see.

1. From the Provider Login page, click on **Edit Profile**



2. Edit any details
3. Change your **Password**
4. **Save Profile**

The screenshot shows the 'My Account Profile' form. It includes a 'Return to Course Listings' link and instructions to use the form to update the provider profile. The form fields are as follows:

- Logo:** A box containing 'TOP ACHIEVERS' with a 'Browse...' button. A callout box explains: 'Please note that you must upload a .gif, .jpg or .png file. The maximum file size is 2MB. The recommended dimensions are 150 x 50 pixels. Your image should be no larger than 150 pixels wide and 300 pixels high - if it is, we will resize it which may cause a loss of quality. If you need help uploading your logo, please contact us for advice.'
- * Organisation:** Top Achievers Sales Training Ltd
- * Contact's First Name:** Jean
- * Contact's Last Name:** Barr - Director
- Contact's Mobile Number:** (021) 217 1663 (if provided, this will be listed on the website).
- * Website:** www.topachieverssalestraining.co.nz
- * Email:** enquiries@topachieverssalestraining.co.nz (This will be displayed, used to send...)
- New Password:** [Empty field]
- Confirm Password:** [Empty field]
- Facilities:** A list of checkboxes: In House Training (checked), Training Facilities (unchecked), Tailor Made (checked), International (unchecked), NZ (checked), Local (checked), Sell Products (unchecked). A callout box explains: 'Facilities: These are the facilities you as a provider has to offer. Selecting these displays icons on Grow-Me'.
- Buttons:** Save Profile, DELETE Profile
- Locations:** Click on a location below to edit or delete it or [Add A New Office Location]

Additional callout boxes provide further instructions:

- Phone number must contain an **area code**. Example 021 or 64 21. **Please don't use +** Example +64 21
- If you do forget it, there is a "Forgotten Password" link when logging in to the provider section that can be used

4. Add / Edit Office Locations

Within Edit Profile, all office locations can be added. Office Locations are used as a search criterion for users searching for courses on the Grow-Me website

1. Click on **Add a New Office Location**, or on **the office displayed** found at the bottom of the Profile Page

My Account Profile

[Return to Course Listings]

Use the form below to update your provider profile on the Grow-Me website. You only need to enter a password below if you wish to change it - leave the fields empty to leave your password unchanged.

Logo: 

Please note that you must upload a .gif, .jpg or .png file. The maximum file size is 2MB. The recommended dimensions are 150 x 50 pixels. Your image should be no larger than 150 pixels wide and 300 pixels high - if it is, we will resize it which may cause a loss of quality. If you need help uploading your logo, please [contact us](#) for advice.

* Organisation:

Facilities:

- In House Training
- Training Facilities
- Tailor Made
- International
- NZ
- Local
- Sell Products

Locations: Click on a location below to edit or delete it or [[Add A New Office Location](#)]

P O Box 38311 Howick, Auckland

My Account Profile

[Return to Profile]

Use the form below to update your office location information.

* Address:

* Region:

* Post Code:

* Office Phone Number:

1. Fill in the physical Address or a Postal Address. Select a Region and a Postal Code

2. Fill in the Office Phone Number. Please don't use a + in the area code

2. Click on **Save Office Location**

5. Add a Course

1. From the Provider Login page, click on **Add a New Course**.
2. Fields with a * are mandatory. Use the tips below as a guide



2. There are generally 2 types of courses – those that have a specific date and those that have a non scheduled date so the provider can arrange dates to suit the customer.

3. If you – the provider have an online booking system on your website, fill in the **Booking URL** – NB you need to include **http://**
This means a person selecting **Book Now** from Grow-Me is redirected to your booking page

4. Category: Please select one. There are 3 main categories: **Professional Development; Personal Development; Industry Specific.** In each of these there are subcategories. Choose one of these subcategories
Some Examples are:
Professional Development: Sales
Professional Development: Talent

5. Region: This is the region where this course occurs. It is one of the search criteria

6. Use Duration Comment to elaborate on Duration. Example 9am to 11am or Lunch Included. If you chose Flexible for Duration, then can say As Requested or To Be Arranged in the Duration Comment
Some Examples for Duration are:
Full Time
Part Time
Flexible
After Hours

7. Price must be in the format **\$000.00** with **no** other text. **Price** is used as a **Search Criteria**, therefore if you do not fill it in, when potential customers are looking for courses in a particular price range, they won't find your course. **WE** have thus made it a mandatory field
However, you can use **Price Comment** to clarify the price. Example, **Average price, Negotiable, To be arranged / confirmed, Per Person,**

8. Short Description is the blurb that the customer will see when a search result is returned. The limit is **400 characters**. This is what they will read to decide whether to read more about your course. Keep it to the point and catchy

9. Full Description does not have a character limitation. Use this to describe your course. Perhaps provide the outline of the course, objectives, topics covered and

10. Save Course saves the contents of this page and returns you to your list

11. Save and Create Similar Course saves the contents of this page and provides you with a copy of this page to re-use so if you have the same course running on a different date; all you need to do is change dates and save. Saves you time ☺

6. Edit a Course

The courses that you have listed on the Grow-Me website can be edited if a mistake has been made. Please do not use the Edit Course to create a new course from an old one. All courses are being tracked for analysis of visits and hits so if you simply edit an old course into a new one, your data will be incorrect.

1. From the Provider Login page, click on the course listed that needs editing
2. Edit any details
3. Click on **Save**

7. Delete a Course

1. From the Provider Login page, click on the course listed that needs to be removed
2. Click on **Delete Course**
3. You will be asked if you definitely want to remove the course. Click **Yes**

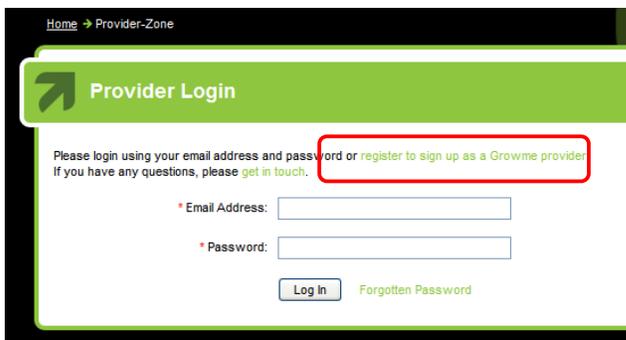
8. Register as a New Provider on Grow-Me

New providers can register online on Grow-Me.

1. From www.grow-me.com, click on



2. Click on **Register to Sign Up**

A screenshot of the "Provider Login" page. The page has a green header with "Provider Login" and a right-pointing arrow. Below the header, there is a text prompt: "Please login using your email address and password or register to sign up as a Growme provider. If you have any questions, please get in touch." The "register to sign up as a Growme provider" text is highlighted with a red box. Below the prompt are two input fields: "* Email Address:" and "* Password:". Both fields have a red asterisk indicating they are mandatory. At the bottom of the form, there is a "Log In" button and a "Forgotten Password" link.

3. Fields with a * are mandatory. Use the tips below as a guide.

New Account Profile

Complete the form below to create a provider profile on the Grow-Me website. Once you have created your account, you will then be able to add your office location(s).

1. To upload a Logo, click on **Browse** to be directed to your computer to find a saved logo

3. This will create a direct link to your website from the Grow-Me website. Fill in the full address
Example:

NB – Office Locations are used as a search criterion for users searching for courses on the Grow-Me website
Please add all office locations. Click on **Add a New Office Location**

Logo: Image Unavailable

Please note that you must upload a .gif, .jpg or .png file. The maximum file size is 2MB. The recommended dimensions are 150 x 50 pixels. Your image should be no larger than 150 pixels wide and 300 pixels high - if it is, we will resize it which may cause a loss of quality. If you need help uploading your logo, please [contact us](#) for advice.

* Organisation:

* Contact's First Name:

* Contact's Last Name:

Contact's Mobile Number: () (If provided, this will be listed on the website.)

* Website:

* Email: (This will be displayed, used to send course enquiries to and will also be your website login)

* Growme Password:

* Confirm Password:

Facilities: In House Training
 Training Facilities
 Tailor Made
 International
 NZ
 Local
 Sell Products

Locations: Click on a location below to edit or delete it or [[Add A New Office Location](#)]

4. Save Profile

5. NB Locations need to be added. Select Add a New Office Location

My Account Profile

[\[Return to Profile \]](#)

Use the form below to update your office location information.

3. Click on **Save Office Location**

4. Click on **Return to Profile**

5. Click on Return to Course Listings

6. Click on Logout

7. Check www.grow-me.com to see you listed as a provider

1. Fill in the physical **Address** or a Postal Address. Select a **Region** and a **Postal Code**

2. Fill in the **Office Phone Number**. **Please don't use a + in the area code**

* Address:

* Region:

* Post Code:

* Office Phone Number: ()