

SETTING UP YOUR BA WEB PAGE

Please send in the following information to this email:

deanat@sisterlocks.com

1. Please send a photo that you would like posted on your BA listing page. (Use the pages for Vickese House and Nakiyia Young as examples of the two available templates.)

- If you're choosing the template with the BIG picture and the small logo, I'll need a pic that is 'portrait' format (that is, taller than it is wide)
- If you're choosing the template with the small picture and the BIG logo, the format of your picture doesn't matter that much.

2. Please also send the wording for your page. Here are the sections:

- **WORDING FOR THE BANNER AT THE TOP OF THE PAGE:** Your name / Your business name / Any (short) slogan that identifies your business
- **YOUR PERSONAL STATEMENT** for the "About Me" section. 50-100 words works well. Include any personal message you would like to have appear on your page. For example, you may wish to describe your first encounter with Sisterlocks, or include something inspirational.
- **MY SERVICES:** This section has 2 sub-sections: "Service Area" and "Special Services" (See sample pages for details)
- Next, list your Sisterlocks certifications and any other relevant licenses you hold (See example pages)
- If you would like the (optional) **ONLINE APPOINTMENT REQUEST** feature on your page, let me know the following:
 - o What questions you would like to ask potential clients (up to 6),
 - o The selection of answers for each question that the client can choose from,
 - o The message you want posted after the person submits their form, (i.e. "Thank you for your request. We will respond shortly.")
 - o The email where you want to receive these requests.

3. Finally, and this is very important: If you have not already done this, Go **NOW** to the following link and **set up your profile in the Online Academy**. : <http://trainingsisterlocks.com/login/index.php>
This will take less than 5 minutes. This site will be our 'home base' for sharing documents and information among us. Please use the same email that you've used previously on the Sisterlocks site.