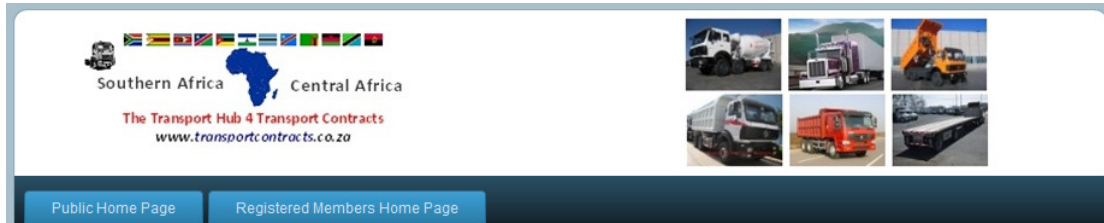


[www.transportcontracts.co.za](http://www.transportcontracts.co.za)

## The Transport Hub of Africa



### Simple User Guide to Get Started

Get this best out of this website by following and using this guide.

#### Table of Contents

1.	Registration-----	2
2.	Email for Activation-----	3
3.	Email to Confirm-----	4
4.	Your Personal Home Page-----	4
5.	Update your Profile-----	5
4.	The Directory-----	5
5.	Placing your Ads-----	6

#### Special Note

If you forgot your login details, click on the "Forgot Login" and follow the instructions there. Worst case re-register and keep your username and password handy.

# 1. Registration

On the home page left hand side, you will notice the following:

Customer Login

Remember me  
  
[Forgot login?](#)  
[No account yet? Register](#)

**Click on Register and the following screen will appear**

## Registration

Dear Visitor - Your registration allows you to create a username and password. Confirm your registration via email & this will enable you to update your profile and settings.

Subscription Plan:  **30 Day Free Trial**  
30 days for Free.

I/We are...:  ⓘ

First Name:  ⓘ

Last Name:  ⓘ

Email:  ⓘ

Username:  ⓘ

Password:  ⓘ

Verify Password:  ⓘ

Cell No:

Accept [Terms and Conditions](#)

  
 ⓘ Information: Point mouse to icon

Completion of this registration is self explanatory.

**TIP:** Use your first name or other calling name as your username. **To avoid people spamming you, do not use your email address as the username.** Write down your chosen username and password. Please write it down now:

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Hit the Register Button and the following screen will appear:

## Registration Complete!

An email with further instructions on how to complete your registration has been sent to the email address you provided.

Please check your email (including your spambox) to complete your registration.

To have the email sent again, simply try logging in with the username and password of your registration.

Thank you for subscribing. You can manage your subscriptions anytime from your user profile.

## 2. Email for Activation

You will then receive an email as follows (this is check to ensure that have entered your email address correctly and of-course that you provided a legitimate email address). **Your email address is protected and not visible to anyone.**

Greetings Silvan Pillay,  
Thank you for applying for registration with us. We have received your request and we will process it as soon as you confirm your email address by clicking on the following hyperlink: **Do not click on this link - it has been altered for security reasons.**

[http://www.transportcontracts.co.za/index.php?ion=com\\_comprofiler&task=confirm&confirmcog0d233d6c6e4e37cfddaff002c6f0a4a70e4](http://www.transportcontracts.co.za/index.php?ion=com_comprofiler&task=confirm&confirmcog0d233d6c6e4e37cfddaff002c6f0a4a70e4)

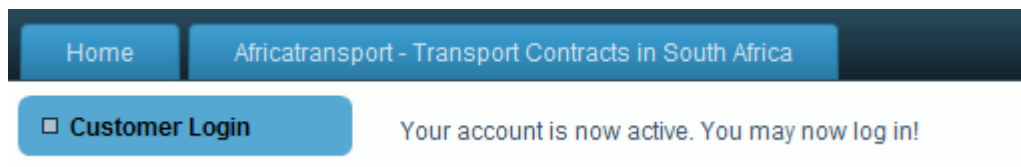
Once your email address is confirmed our moderators will be notified to continue the activation process.  
You will be notified by email of the progress of your registration process.  
Email : silvan@africabrokers.com  
Username : Africa

Kind Regards,

Silvan Pillay  
The Transport Hub of Africa

NOTE: This email was automatically generated from Transport Contracts - The Transport Hub of Africa (<http://www.transportcontracts.co.za>).

Click on the link in your email (highlighted in yellow above as the example) and you will then be taken to the following screen on the website.



You may now login using your username and password.

### 3. Email to Confirm

You will also receive a second email confirming your registration.

Welcome Silvan Pillay,  
Your application has been approved by our administration team.  
Your account with the following details:  
Email : silvan@africabrokers.com  
Username : Africa

has been activated.  
We welcome you to our online community and trust that together we  
will grow.  
Enjoy the experience!  
Kind Regards,

Silvan Pillay  
The Transport Hub of Africa

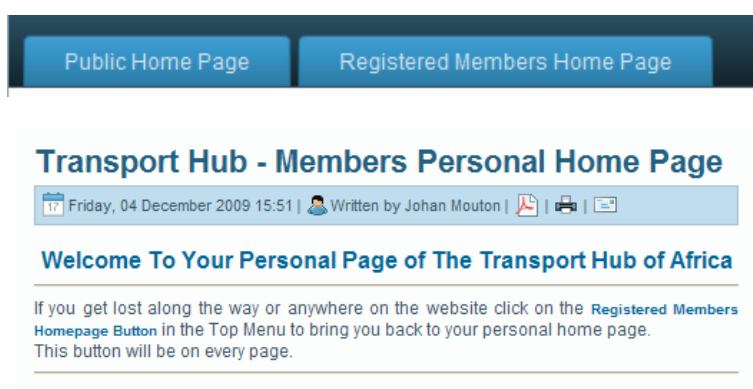
NOTE: This email was automatically generated from Transport Contracts  
- The Transport Hub of Africa (<http://www.transportcontracts.co.za>).

**IMPORTANT:** During the trial period, there is no payment required. Once your trial period expires you will be requested to choose a subscription option and this will take you to a secure page to make payment and then return to the home page to login.

### 4. Your Personal Home Page

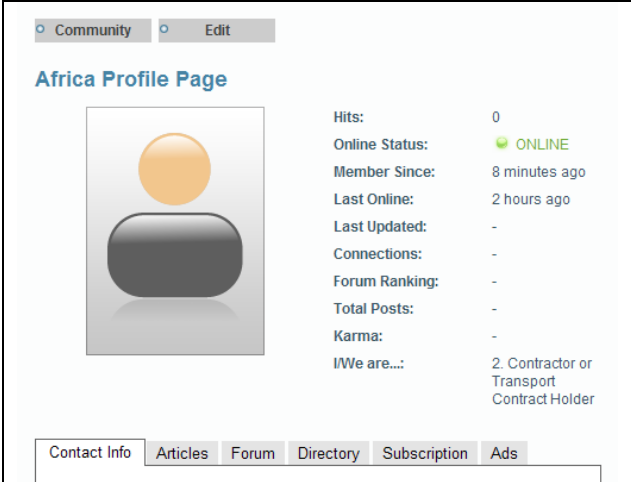
**The first time when you login, you will be taken to your profile page.**  
UPDATE your profile now to get maximum use of the website. **Logins thereafter will take you to your personal home page.**

Whenever you get "lost" in the website, the link "**Registered Members Home Page**" will be visible on all pages. Simply click there and you will be taken to your personal home page.



The image shows a screenshot of a website's navigation and content. At the top, there is a dark blue navigation bar with two buttons: "Public Home Page" and "Registered Members Home Page". Below this is a white content area with the heading "Transport Hub - Members Personal Home Page". A sub-header reads "Welcome To Your Personal Page of The Transport Hub of Africa". A small blue box contains the date and time "Friday, 04 December 2009 15:51" and the author "Written by Johan Mouton". Below this, a paragraph of text says: "If you get lost along the way or anywhere on the website click on the **Registered Members Homepage Button** in the Top Menu to bring you back to your personal home page. This button will be on every page."

## 5. Update your Profile

	<ol style="list-style-type: none"><li>1. Click the Edit Button</li><li>2. Update Profile.</li><li>3. Portrait – Upload your picture or Logo.</li><li>4. Complete your contact info.</li><li>5. Note email addresses are protected – to avoid spamming</li></ol>
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### Click on Update

Contact Info	Articles	Forum	Directory	Subscription	Ads
Africa					
Occupation:	CEO				
Company Name:	Africatransport				
Address:	PO Box 25772 Monument Park				
City:	Pretoria				

1. **Contact Info:** All your contact information should now appear
2. **Articles:** Later on once you become an active member we will allow you to post articles to the website – Ignore for now.
3. **Forum:** Once you done with updating and you start getting used to the website, you can enter the forum from the user menu on the left hand side – See “Enter the Forum”

## 4. The Directory

1. **Directory:** Click on Directory and click on Add Entry. Publish the information about your business here. This directory is searchable and is key to the new business you will receive through this listing.
2. **Title:** Enter your short company name or a catching headline (only 15 characters allowed)
3. **Other fields:** self explanatory
4. **Keywords:** Enter keywords for user to locate your business in the directory using a comma e.g. side tippers, coal contract, GIT insurance etc. These are the services you provide (150 characters allowed)
5. **Categories:** You may place your details under 2 subcategories. Click on the + and the subcategories will drop down. Choose 1<sup>st</sup> subcategory and hit the >>> button. Choose 2<sup>nd</sup> subcategory and hit the >>> button. Choose your categories carefully for search purposes.
6. **Hit SEND.**

## 5. Placing your Ads

On your home page you can start by adding your ads "trucks available" or "contracts available"

**Truck Owners:** If you have more than 1 type of truck, then place the number of ads per truck. Do not for example advertise flat-decks and side tippers in the same ad. This will "confuse" the search facility.

**Contract Holders:** Advertise one contract per ad. Critical information includes payment terms and payment guarantees. State whether this is available or not. If there are no payment guarantees, then advice what tangible evidence is available to assure truck owners and to give them peace of mind regarding payment.

**Please note that every ad will be edited before it goes live.** Information must be complete. Where certain information is sensitive, enter some generic information E.G if you not want to state the exact loading or offloading points, you must at least enter the city.

**REMEMBER:** The intention of the marketplace is to conclude legitimate transactions between contract holders and truck owners.

Further help information will always be available on your personal home page.

You can also do all of this from your personal homepage as well.

**Send any suggestions to the Forum and I will make it easier for you browse the website.**