Membership & Listing Application Guide

Creating an account

From the 'Create an account' page complete the relevant sections.

User Name

IMPORTANT – ALL APPLICANTS

Under the first section the username must be your company name with no spaces. This element cannot be changed afterwards and so please complete this with care.

Membership Levels & Sectors

See the Pricing page for membership packages available. The following table describes the number of sectors included with a membership package:

Membership Level	Total number of technology & market sectors allowed within package
Standard Organisation	4
Small Organisation (<10 employees)	4
Multi-Office Organisation	4
Corporate Organisation	12
Listing	2

For example, a standard membership includes two technology sectors (eg Managed Print Services and IT Installation & Integration) to two market sectors (eg SME & Corporate clients). The information in this sector application will be used to calculate your invoice and forms the basis of the searches under which you may appear. After applying if you wish to change these then please email us on info@techtick.org or call us on 0203 371 0460 as they cannot be changed by a user once initially confirmed.

You can select more than the number within the membership package allowance and in this case the additions will be added to the invoice. Please note that client references will be required as detailed in the 'Approval Process' for each sector application.

You can add as many brands from the list that you are **authorised to sell and support by the vendor**.

Please select your membership level & preferred payment schedule. Monthly payments can only be made by Direct Debit or Credit Card.

Click **Register**

Log In to the Account Settings

Fully complete the relevant sections.

The contact details here are for account management and not necessarily the same ones used for sales contacts which will be listed on the website and which should be provided under each office submission.

Weblinks

Throughout the site please ensure the full web address is given including the http:// or https:// part before the www.

Upload your logo (Members only)

This should be square in format on a white background and at a size of 160 x 160px

The above creates the overall user account and then each organisation creates their Primary Office Location (generally the Head Office in the case of a multiple office membership)

Create Primary Office

(The full application details below relate to a Member (with multiple offices if relevant). For Listing applications then for your Primary Office only the name, address and website details below will be requested and visible to users on the Supplier Finder.)

Under 'My Offices' click on the Add Your Primary Office button.

(If you copy from the main account then please ensure every line is what you require to be visible under your profile and amend as necessary)

Office Title

For organisations with one location subscription then enter your Company Name

For Multi-Office or Corporate Members then please Use your Company Name and then the city in the format: Company Name – [City] (eg Techtick – Edinburgh)

(When you create multiple office locations each Office Title should be in the same format for each city)

Organisation Description

This is the information that buyers will see on search results and your enhanced profile. You may want to copy text from existing promotional material eg websites into this section. Only the first 200 words will show up on initial supplier finder search (with the rest being visible under your enhanced profile) therefore please give thought as to the content that you initially wish to display to drive clients to your enhanced page.

Office Status

If you are not going to complete all the information in one go then 'save as a draft'.

If you are completing all the sections in one sitting then leave this as 'Publish (Pending Review)' this indicates that you have completed the information and we will review it prior to publication.

Address

Please start with your postcode. It will suggest an address. **Please check that this is fully correct prior to conformation and amend as necessary** as this is used as the published address and for location based searches.

Contact Information

Complete as appropriate and please ensure that full web addresses are given including the https:// as relevant

Expand the following sections to complete:

Documents

Here you can upload multiple electronic documents such as e-brochures, case studies etc. Enter a suitable descriptive title for each document. This document link appears on your enhanced profile page

Videos

Enter a title and weblink to videos related to your organisation, for example, case studies, Director interviews etc

Other Accreditation logos

You can add images of your other accreditation logos, for example vendor accreditation, IT qualifications schemes, awards etc.

(For members, after the client research stage is completed we will upload the feedback which will also be visible to buyers on the Supplier Finder and on your enhanced profile page.)

Creating Additional Office Locations

If your subscription provides for it (ie Multi-Office or Corporate subscriptions) then you can create additional office locations.

Add New Office

Under Office Title it is important to follow the same naming format [ie Company Name – City]

You can add each line in individually or 'Copy From Primary Office'. This populates most fields with the same data but you must add in the office address into the relevant box. This is published as your address so please check it is correct.

The documents, videos and accreditations associated and loaded to your Primary Office will also show for additional offices. They do not need to be loaded for each office.

The office location can be saved as a draft or published (pending review)

Process Summary

Once you have created your account we will email you within 2 working days with the invoice based upon your package selection and any additional sectors you have selected.

Listing Applicants

Upon payment of the invoice and your completion of the required information (as above) we will set your listing to be live on the website.

Membership Applications

Along with the invoice we will forward a short application form which you should complete, sign and return with the client contact details for the web research. Once payment and summary client contact details are received we will undertake the client research stage. Depending on the timescales to receive the feedback we then aim to have you live within approximately 2-3 weeks.

Once membership is approved we will upload client feedback to your enhanced profile page, forward logo's for your use (subject to our Terms & Conditions) and create the Capability Statement which you can use with quotes etc.

If you have any questions during the account creation process please email us on info@techtick.org or call 0203 371 0460.