

Featured Experts How To:

Apply to become a Featured Expert and Create and Edit your Featured Expert Profile

Follow these steps to become part of our Featured Expert team and to create your Profile page. If you go through them as outlined you'll have your Featured Expert Profile page online smoothly and easily. If you encounter a problem, send email through our [contact form](#).

Apply to become a Featured Expert by Creating a Featured Expert Profile

1. Fill in the **application** at the bottom of the *Join Featured Experts* page.
2. Fields with a * beside them must be completed. Others are optional.
3. Fields in the application form include:
 - a. *User Name*: Part of the information you will use to login, your User Name can be whatever you select. If you are already a member this field will contain your existing User Name.
 - b. *Password*: The other half of your login information, your password can be whatever you choose. If you are already a member this field will contain your existing password. It will appear in encrypted format.
 - c. *Featured Expert Full Name*: Enter your real name.
 - d. *Page Name for this URL*: This will be the **html file name** for your Profile page. You can fill it in if you want to, or you can leave it blank and the software will

automatically create a page name when you create your Profile.

For example:

http://www.sexyspiritualrelationships.com/FeaturedExpert/featured_experts/SacredSexExperts/PalaCopelandandAllLink.html

- e. *Contact Email*: The email address you wish us to use to contact you. When configuring your Page you can choose whether or not to show your email address to members.
- f. *Expert Category*: Select a Featured Expert **Category** from the dropdown list.

* Expert Category

This is for our records only.

select expert category

You must select one of these categories.

If you want to suggest a new category, send us a message.

[Click here for a dropdown list of existing Featured Expert Categories](#)

If you feel none of the existing categories fits you and your work, you can **suggest a new category** by sending us an email through our [contact form](#)

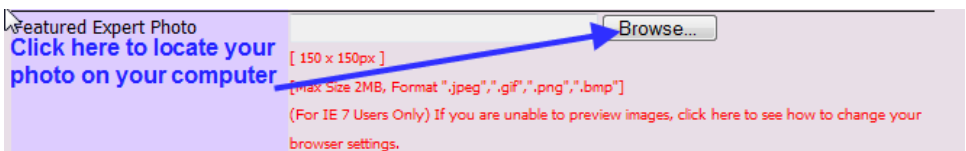
Put: “New Featured Expert Category” in the subject line.

Wait until you hear back from us before completing your application.

- g. *Company Name*: If you operate under a **company name**, as well as your personal name, enter it here.
- h. *Location*: Select the **country** where you work from the drop down list.
- i. *Experts Website URL*: Enter the complete URL of your own **website**. For example: <http://www.tantra-sex.com>

- j. *Local and Long Distance International Phone:* Please include the **full phone number** including country code and area code. When configuring your Page you can choose whether or not to show your phone number.
- k. *Toll Free Phone:* If you have a toll free number you may include it here.
- l. *Mailing Address:* Provide your **complete mailing address**, including postal code. When configuring your Page you can choose whether or not to show your address to members.
- m. *Fax:* If you have a fax number you may include it here. When configuring your Page you can choose whether or not to show your fax to members.
- n. *Featured Expert Photo:* This **photo** will appear on your **Profile Page**. You can change it at any time. Photo size should be approximately 150 x 150 pixels and no larger than 2 megabytes. Acceptable formats include: bmp, gif, jpeg, and png.

Click on the browse button to find your photo on your computer's hard drive.

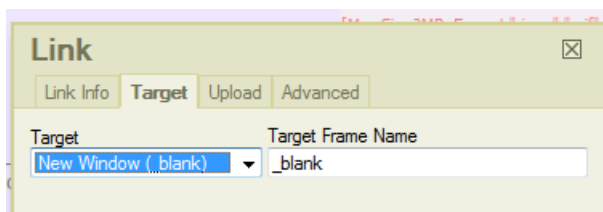


- o. *Photo Alt Text:* Text that appears in place of your picture in case a customer's browser does not show images. For example, your name or your company's name or a description of your services.

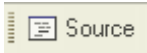
- p. *Expert Profile*: The information in the Expert Profile field will appear on your Profile page. Fill in details about yourself, your work and your products; information that you would like to show on your Profile page.


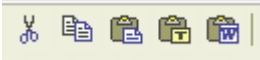







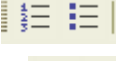

This field contains many formatting options for working with text, adding images, inserting flash objects, and so on. We'll go through them individually.

Important Note: If you create an **external link** to another site in your Expert Profile, please set the **Target** to “**New Window**”—that way visitors will be able to see your linked site without leaving your Profile page and our SexySpiritualRelationships site. We'd like them to stay with us a while 😊.





Formatting your Expert Profile content. The FCKeditor offers you many options for choosing how you want your detailed information to appear. You can format text, add images, tables, and flash objects, and more. We'll go through these options starting at the top left:

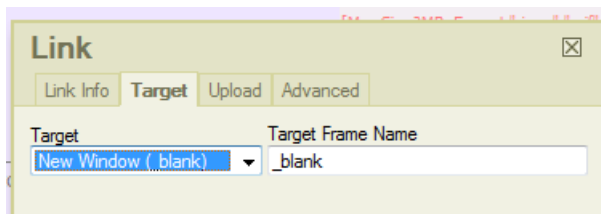
- i. *Source*  This button allows you to see your content in html format. If you are familiar with html coding you can write your own.


- ii. *Preview*  Opens a window showing a preview of how the Expert Profile contents will appear.
- iii. *Cut, Copy, and Paste* 
 - i. *Cut*: Select an area of text or an image and use the “cut” option to delete it
 - ii. *Copy*: Select an area of text or an image and use the “copy” option to copy it
 - iii. *3 Paste Options*: Paste, Paste as plain text, and Paste from Word
- iv. *Print*  Print the Expert Profile contents
- v. *Spell Check*  Check your spelling
- vi. *Undo, Redo*  Delete your latest change with “undo”. Bring it back with “redo”.
- vii. *Find, Find and Replace*  Search the content for a specific word or phrase with “Find”. Replace specific words with different ones using “Find and Replace”.
- viii. *Select All*  This button highlights all the content in your Expert Profile
- ix. *Remove Format*  Select an area of text and use this button to remove all formatting
- x. *Text Formatting*  Click on these options to make text **bold**, *italicized*, underlined, ~~strikethrough~~, subscript, superscript
- xi. *Lists*  Create numbered and bullet-form lists
- xii. *Indent*  Decrease or increase indenting of text. Set text in a blockquote (indent from left and

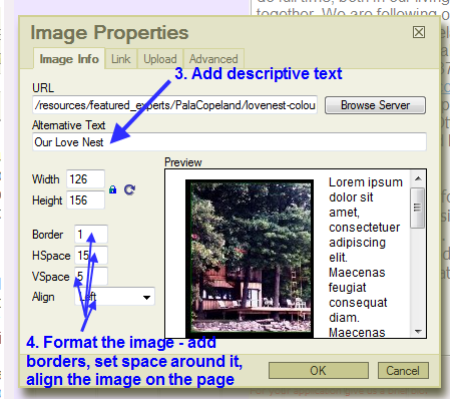
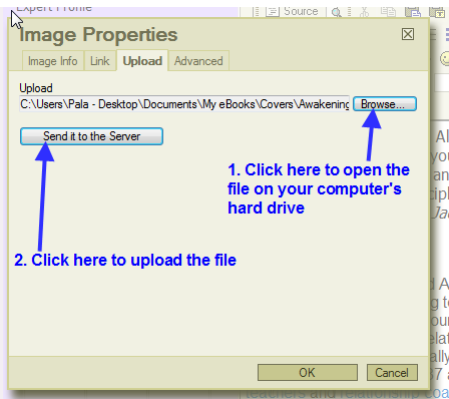
right). Create a division container for special styles of text.

- xiii. *Text alignment*  Set text to flow from left, center, right, or from margin to margin (block justify).

- xiv. *Links*  Add or remove links to other sites or to other pages on SexySpiritualRelationships. Use the “anchor” to create a link that operates within your Expert Profile content. **Important Note:** If you create an **external link** to another site, please set the **Target** to “**New Window**”—that way visitors will be able to see your linked site without leaving your Profile page and our SexySpiritualRelationships site.



- xv. *Insert*  These buttons allow you to insert: an image, a flash object, a table, a horizontal line, an emoticon (eg. smiley face) and special characters (eg ©). When you click on them, dialogue boxes will open for these functions, giving you a variety of options. For both the **Image** and **Flash** functions you must **upload** the files from your computer before you can format them.



xvi. More Text Formatting




Use these functions to:

- i. *Format text* – Normal, Heading Styles, Address, and so on.
- ii. *Choose Fonts* – Arial, Comic Sans MS, Courier New, Tahoma, Times New Roman, Verdana
- iii. *Set Font Size:* from xx-small to xx-large
- iv. *Select Font Color:* from **standard** to **custom** colors
- v. *Set Background Color:* Set text apart with **different backgrounds**

xvii. *Maximize Editor*  See a full screen version of the Expert Profile field

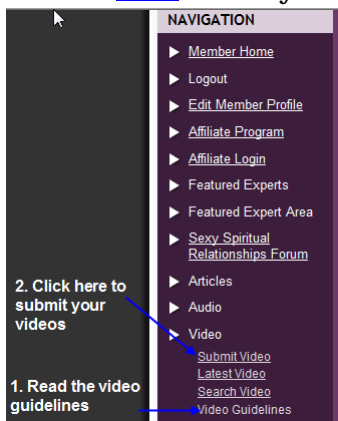
xviii. *Show Blocks*  Show the paragraph structure of your content

xix. *FCKeditor*  Get information about this text editor

- q. Add / Link **Video, Audio, Article, Product** Fields:
Use these sections to promote yourself and your products. Here are some suggestions:

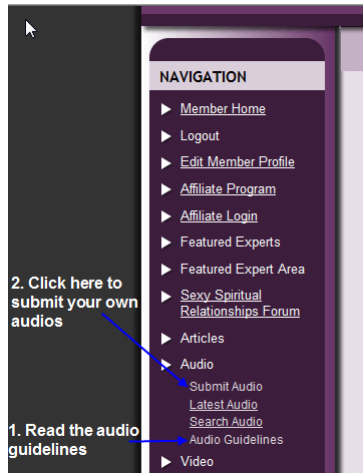
Video:

- i. **Embed** your YouTube videos, or upload your own flash videos directly into this field.
- ii. **When you've been approved as a Featured Expert you can add** your video files to our [Video library](#). Click on the "Submit Video" link in the left Navigation bar. When your video is approved **link** to it from this section of your Profile page.
Refer to our Link Products, Articles, Audio and Video [PDF](#) for easy to follow **instructions**.

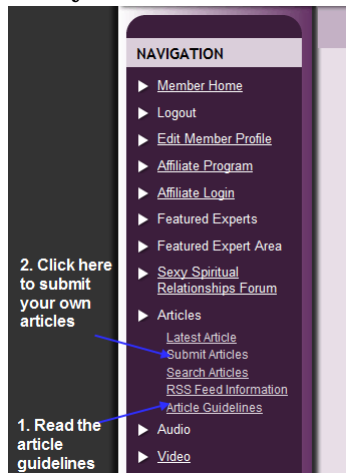


Audio:

- iii. **When you've been approved as a Featured Expert you can add** your own audio files to our [Audio library](#). Click on the "Submit Audio" link in the left Navigation bar. When your audio is approved link to it from this section of your Profile page.
- iv. Refer to our Link Products, Articles, Audio and Video [PDF](#) for easy to follow **linking instructions**.



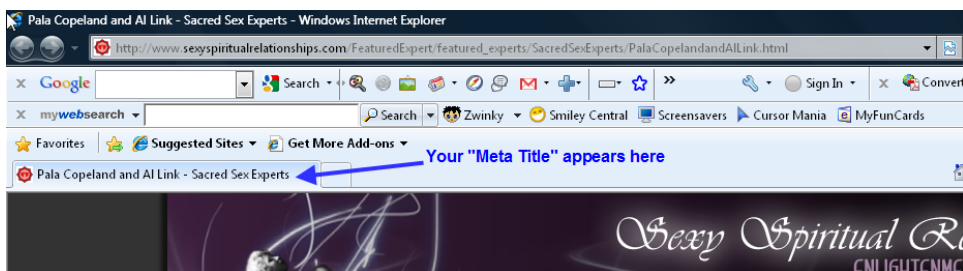
- r. **Article: When you've been approved as a Featured Expert you can add** your own articles to our large [online library](#). Click on the "Submit Articles" link in the left Navigation bar. When your article is approved link to it from this section of your Profile page.
- Refer to our Link Products, Articles, Audio and Video [PDF](#) for easy to follow **instructions**.



- s. **Products: When you've been approved as a Featured Expert you can add** your electronic **products** to our shopping cart and link to them through this section. To learn how to add products refer to our

Add Categories and Products [PDF file](#). Your Featured Expert Profile must be approved before you can add products to the shopping cart. To **link** to your **shopping cart products** from this Featured Expert area refer to our Link Products, Articles, Audio and Video [PDF](#) for easy to follow **instructions**.

4. Meta Title: This is the **title** for your Featured Experts Profile Page. It appears in your browser tab.



5. Meta Description: For search engines to help find your page, insert a description of you and your services. For example, "Al Link and Pala Copeland help couples learn to have spectacular, passionate, and spiritual relationships, with a solid basis in sacred sexuality."
6. Meta Keywords: For search engines, insert words that relate to and describe you and your services. For example, "tantra, Tantric, teachers, guides, sex, sexuality, sacred, lovemaking, courses, classes, seminars, couples, weekends, romance, relationships"
7. Meta Category: For search engines, one or two key words or phrases. For example, "Tantra, Relationship Mentors"
8. Search Keywords: For customers on the SexySpiritualRelationships website, to help them find your

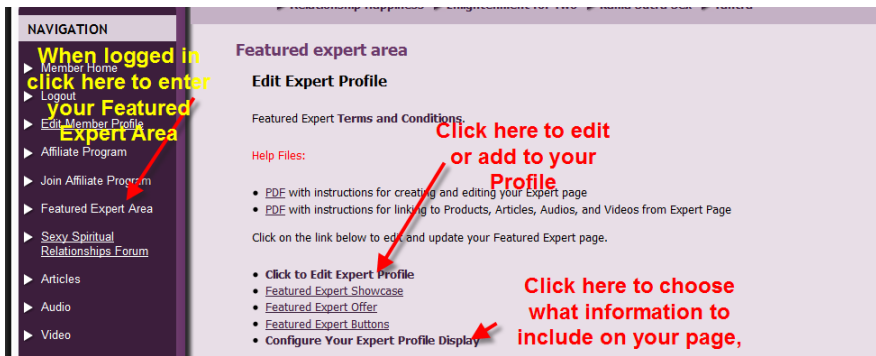
Profile page. You can use the same words you used in the *Meta Keywords* field if you.

Remember, after you are approved as a Featured Expert you can edit, add, or remove items, images, and links on your Profile Page whenever you want.

9. Verification Code: Enter the numbers you see in the box.
10. Click on the “Submit your Application” button. This page (below) will appear when your Profile Page has been successfully submitted. After our review, you’ll receive an email message from SexySpiritualRelationships either accepting your page or suggesting changes before it can be approved. This usually happens the day you submit you’re Profile Page, but may take up to several days.



11. If approved, you’ll receive an email with instructions on how to login to your Featured Expert area. There you can configure what information will be displayed on your Profile Page and can **make changes** to the page whenever you want to. You’ll also be able to **add your electronic products** to our store and **track your sales**.



12. From this area you can also apply to be part of the Experts Showcase and the Experts Offer programs which appear on our Homepage.

13. From this area you can also add your electronic products to The Store. To learn how to **add products** refer to our Add Categories and Products [PDF file](#).

14. **Link to your Products in the Store** from your Featured Expert Profile page for more promotion and more sales! For easy, step-by-step instructions refer to our Link Products, Articles, Audio and Video [PDF](#) .

Thank you for joining our Featured Expert family

All good things,

Al and Pala