

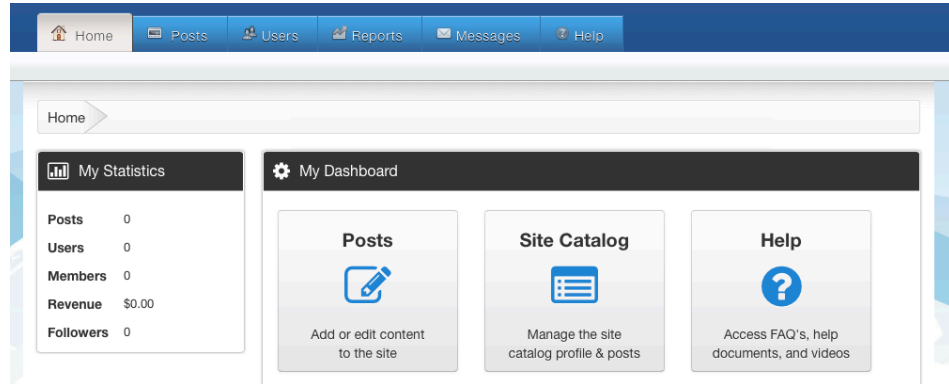


Overview

BizYeti lets you add many types of content such as articles, videos and books. You can charge for your content or offer it for free. Pick a content type, add a title and description, upload a file, add keywords, and customize payment if the content is for purchase.

1 Access Your Account

- Click the login link from the **BizYeti** home page.
- Enter your email and password
- Click Post from the Dashboard
- Select “Create New” and select “Event” from the drop-down.



2 Add a Type, Title & Description and Keywords

- Select the content type such as a article, video or book.
- Enter a title, optional subtitle and description.
- Enter optional topics and industries related to your content.

Information

Select a type.
[More...](#)

Article

Enter a title and an optional subtitle.

Title

Optional Subtitle

Enter a description.

[Rich Text Editor]

Add Keywords (Optional)

Enter topics and industries keywords.
[More...](#)

Topics

Add a topic

Industries

Enter Industries

3 Payment Options and Continuing Education

- Select if your content will be for free or purchase.
- Add continuing education credits if applicable.

Payment Options

Will your post be free or for purchase?
[More...](#)

Free

For Purchase

Display or hide the free or for purchase area?
[More...](#)

Display

Hide

Add Continuing Education Credit (Optional)

Select a type of continuing education credit from the list.

Select CE Type

Enter the number of credit hours.

Enter a description.

[Text Area]

4 Upload your content file

- Click “Select File”, choose a file from your computer, then click “Upload”.
- Designate if your file is viewable online and/or downloadable.



BizYeti will tell you the right file types for the content type you have selected

Upload File

Upload a PDF, DOC/DOCX, PPT/PPTX. Maximum Size: 1 GB.

[+ Select file](#) [Upload](#)

Check one or both options to determine how users will receive your post.

- View Online
 Download

5 Add Authors and Speakers

- Click “Add New Speaker or Author” to create a new speaker profile
- Select one or more from the authors and speakers list or click the button to add a new speaker or author.



Keep a list of speakers and authors to select from in your catalog. This is an optional step

Authors and Speakers

Select one or more speakers or authors. Uncheck to remove them. [More...](#)

Select Authors and Speakers. (Optional)

You currently have no authors. [Add New Speaker or Author](#)

[Add New Speaker or Author](#)

6 Add Payment

- Choose a single price or multiple prices
- Choose to add discounts
- Choose to offer a refund policy



BizYeti will walk you through each step of the process to customize payment, discounts and refunds.

Customize payment by entering prices, and optional discounts or refunds.

Will you offer a single price or prices by the type of purchaser?

[More...](#)

- Single Price
 Price by Purchaser Type

Will you offer any discounts?

- Yes
 No

Will you offer any refunds?


- Yes
 No

7 Publish

- Review the information created in the content creation wizard
- Go back and edit if needed
- Publish now, at a future date or save as a draft.





Publish your post to **BizYeti** now, at a future date, or save as a draft.

 **Submit, Schedule or Edit**

Submit the post. Publish it now, at a future date or save it as a draft.


- Publish Now
- Publish Later
- Save as Draft

 Review Post

 **Post Information**

Title: Example Content Post

Description: This is an example of a content post.

 **Post Details**

Type: Article

File: COLLAPSING TIME TO RESULTS FOR A NEW STRATEGY.docx

Topics: Content post Example content

Industries: General