



Training Exercise

Updating your contact details

Select manage website content

About us

Contact us

Links

Click on the link contact us

The following screen will appear:

CONTACT INFORMATION	
Company Code:	fmf
Contact Person:	<input type="text" value="Francois Marais or Melanie Schoeman"/>
	<small>This person's details will be viewable on your Mobile Enabled Website (WAP site).</small>
Street Address:	<input type="text" value="Main Road"/>
Suburb:	<input type="text" value="Kalk Bay"/>
City/Town:	<input type="text" value="Western Cape"/>
Country:	<input type="text" value="South Africa"/>
Directions:	<div style="border: 1px solid gray; padding: 5px;"><p>Styles Font Size B <i>I</i> <u>U</u> A ab [List Icons]</p></div>

You can now update your contact details such as your address and directions to your offices. You do not need to give directions or your address if you do not want this information to be public.

Google Maps

You will also see the following:

GOOGLE MAPS

Google Maps: Find your Businesses Location using the Map below. It is important that you place the "Marker" on top of your business. You can drag the marker around the map and zoom in and out by clicking the + and - buttons. Be sure to take your Marker with you while you are looking around.

Google Map Status: Active - When activating make sure you update your Location below
 In-Active

Maps API Key Because your Kwikwap website is on your domain you will need to get a new Google Maps API Key, this is a very simple process and can be done by completing the form here: <http://code.google.com/apis/maps/signup.html> , once you have your API code paste it in the field below:

ABQIAAAAjgD8Jw3FkKgB2vmhzmSGORTtgHcW8B0dUmhcADUY



You can have a Google Map Active or In Active on your website.

Once your domain has been registered you need to get an Google Maps API Key.

The instructions and link to Google Maps where you get your API Code are found in the above section.

If you do not come right with this we will assist you.

Once you have updated your address and contact details click on the Update Details button found at the bottom of the screen.

Once again look for the large red button “Publish all changes” on the top left hand side of your website and click on it.



You should have updated your business information and your main description of your website now.

The changes should be visible on your website.

Remember to refresh your website. Use F5 to reload your website so you can see the changes.