

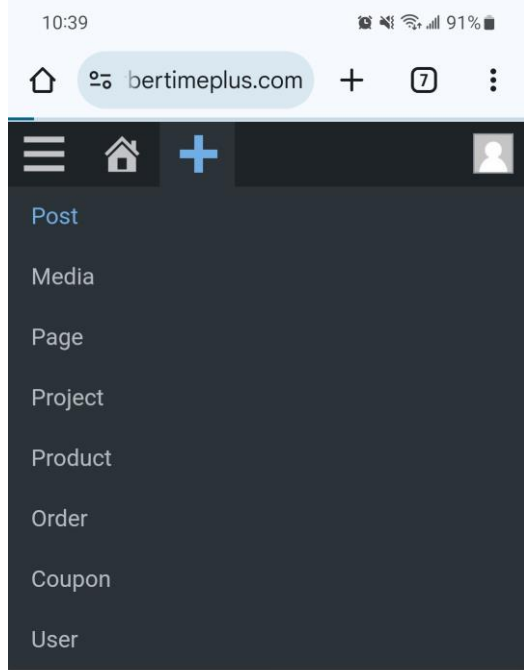
CELLPHONE INSTRUCTIONS FOR BARBERTIME AMBASSADOR PROFILE POSTS (30_{SECONDS})

You MUST be logged in to your BarberTimePlus.com account!

When you are signed in, a black toolbar will appear at the top of the screen.

Symbols:

- DIAL: Go to dashboard
- PLUS: Add new post
- PENCIL: Edit post
- 3-LINES: Full dashboard
- HOME: View site/page



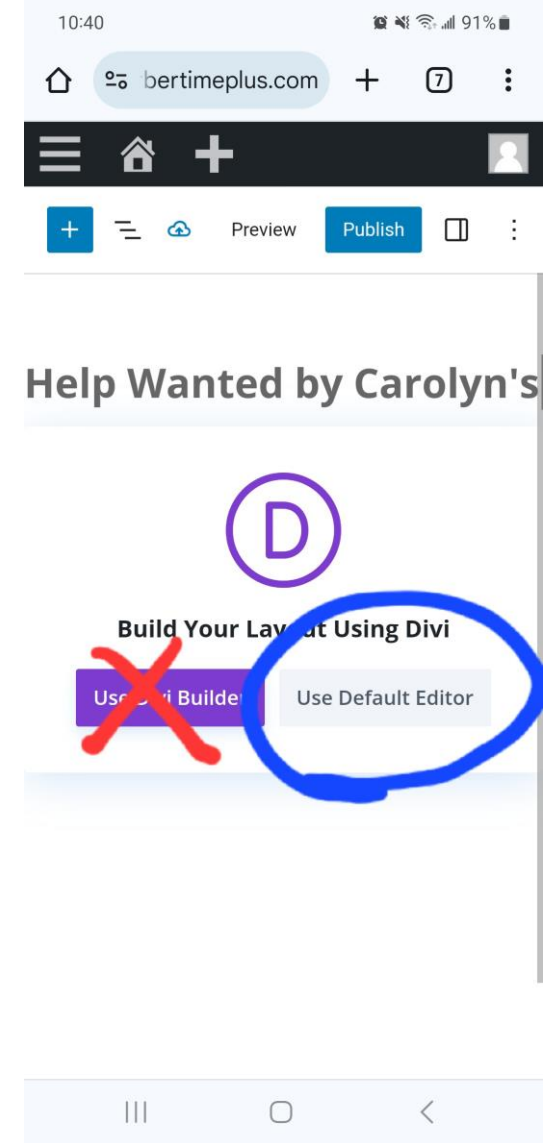
Click the + symbol, click on POST

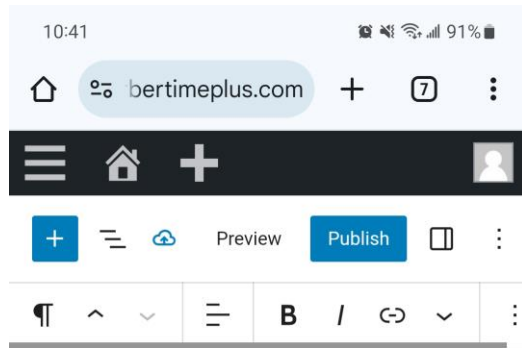
Add a TITLE

Select “Use Default Editor”
to add context to your post

DIVI Builder is for
administrative use only

DO NOT SELECT





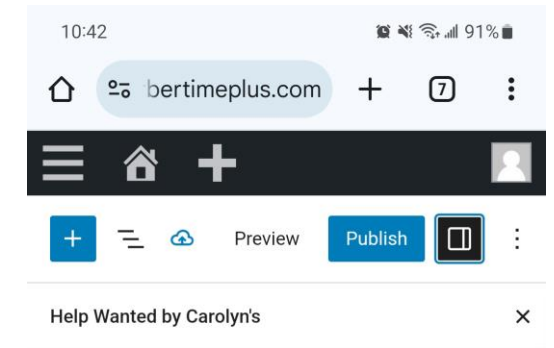
Help Wanted by Carolyn's

Recruiting licensed professional Hairstylists

Type / to choose a block



- Click Enter to ADD more blocks for, texts, images or video code url.
- DO NOT ADD THE SAME PICTURE YOU WILL USE AS YOUR FEATURED IMAGE! Your featured image will appear in your post once published.
- The BLOCK screens to the right will appear. This shows how you can edit the look of your text. **This is NOT NECESSARY**
- **CLICK POST**



Help Wanted by Carolyn's

Post Block

Paragraph

Start with the basic building block of all narrative.

Color

Text

Background

Typography

SIZE

S

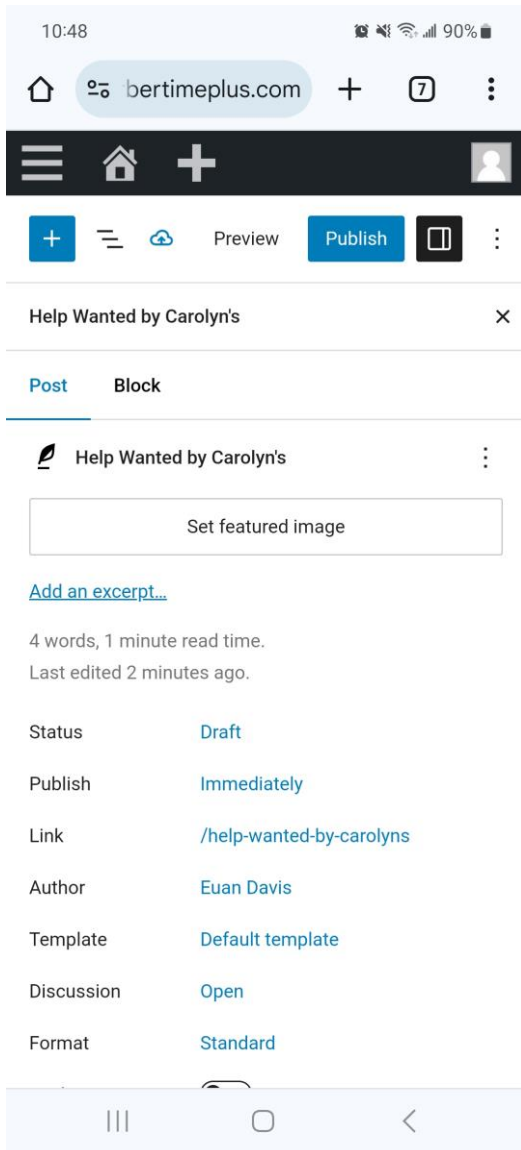
M

L

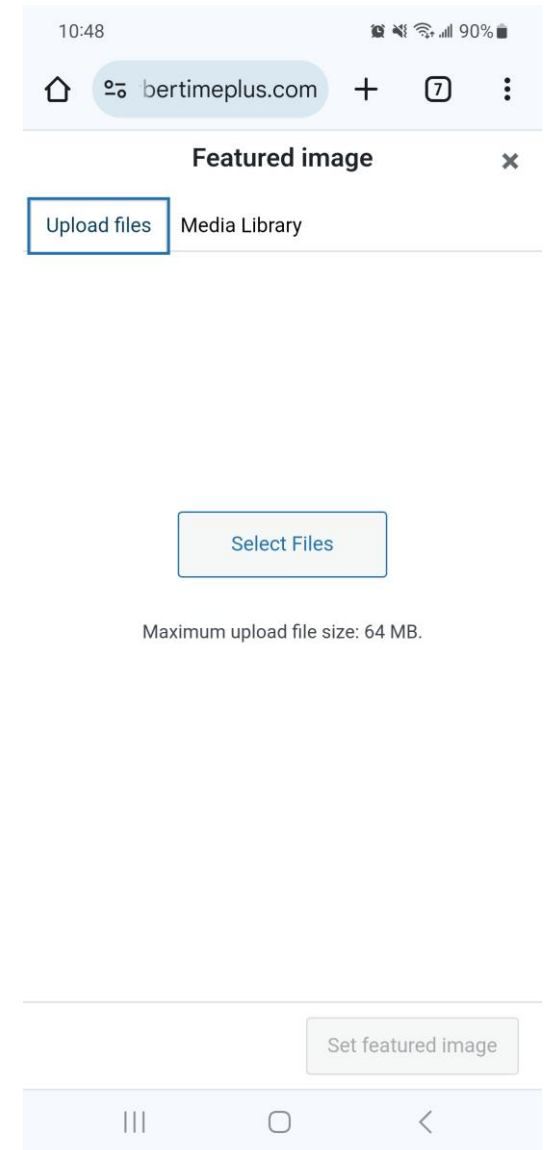
XL

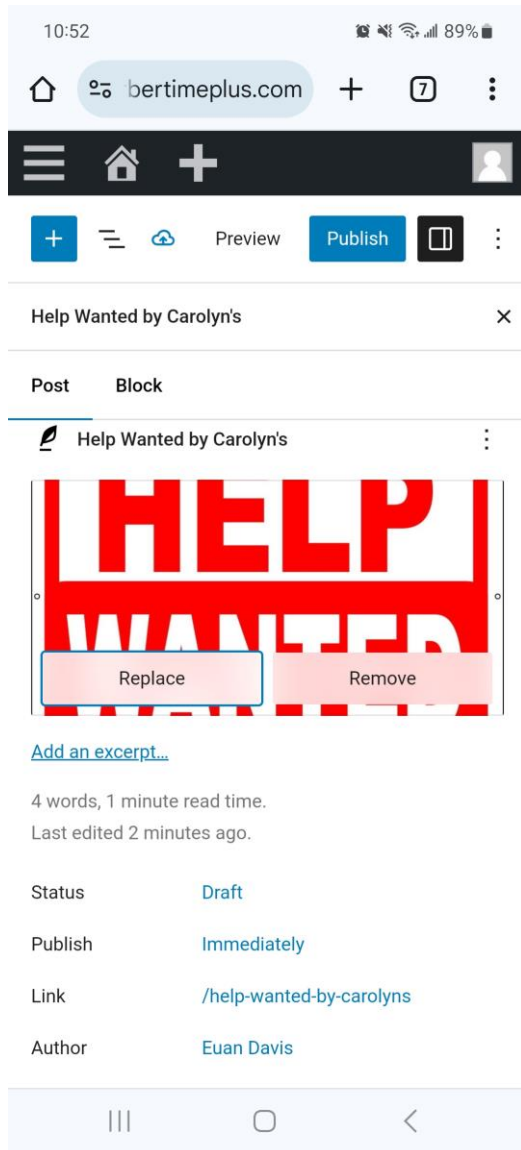
Advanced



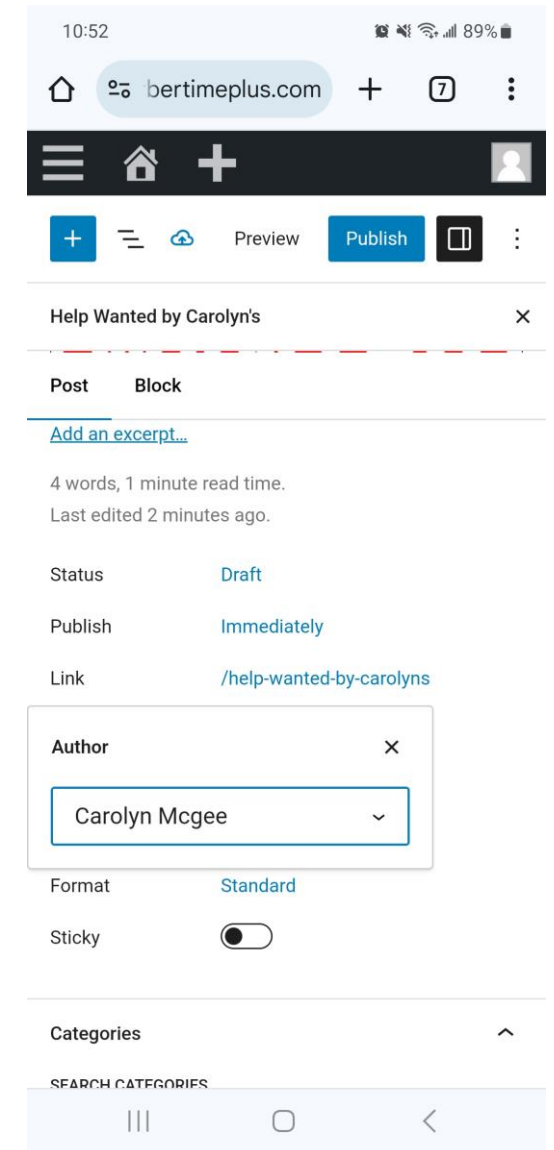


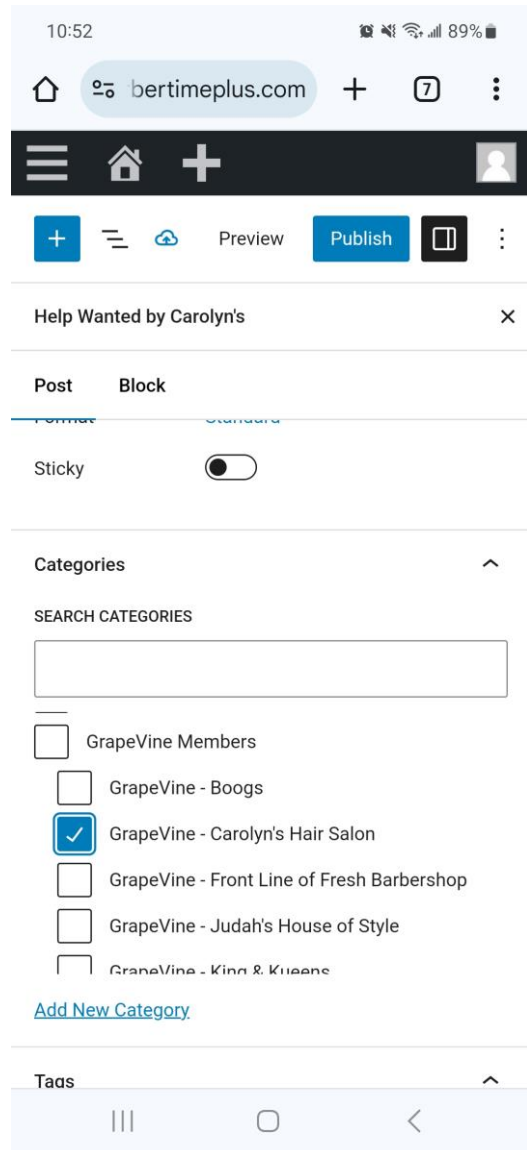
- Once you **CLICK POST**, the **POST** settings will appear
- Set the **Featured Image** of the post. This is the main image of the post that will appear when you share your link and will also appear on your selected profile slider, on the **BUZZ**, and in the **GrapeVine Marketplace** (must select the appropriate categories).





- Once you select your Featured Image of the post, Add your name as the AUTHOR, if it is not already selected.

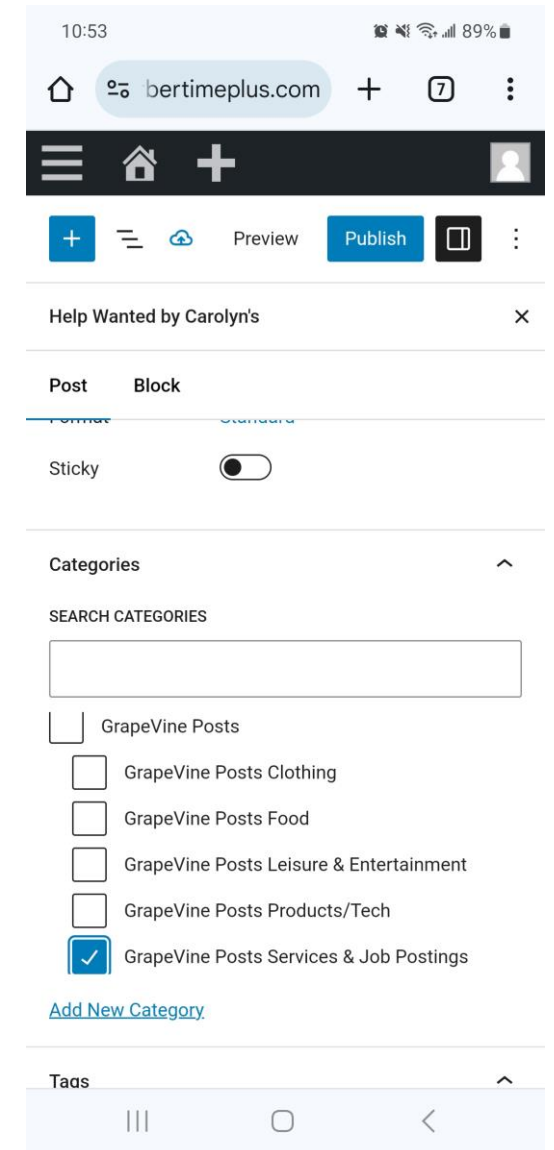


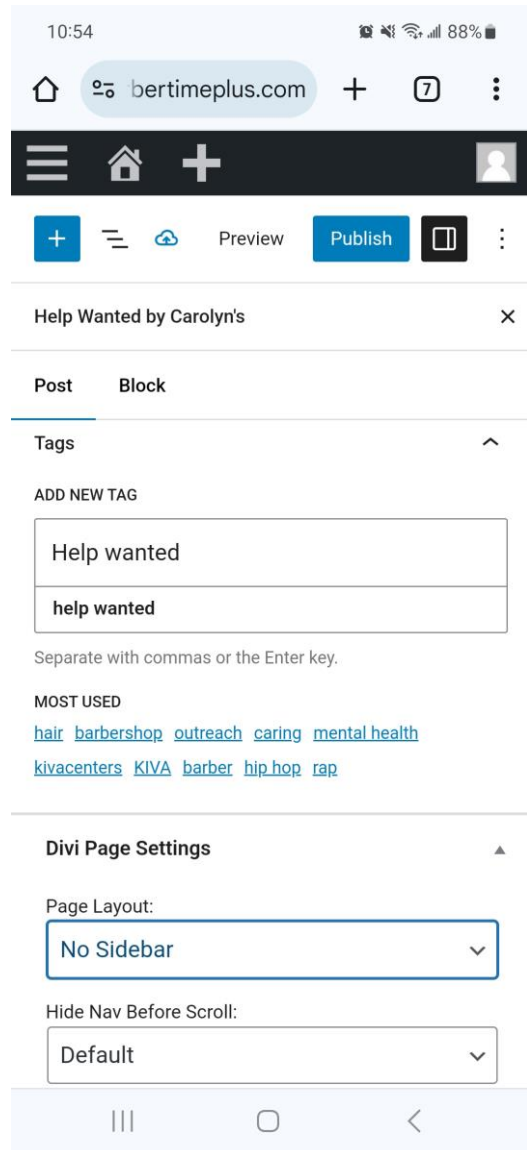


Next you will need to assign the exact categories your content should appear under.

Assigning your Categories:

- If it's a GrapeVine post, check off GrapeVine Member and your GrapeVine - NAME (>>ONLY)
- If it's a HAIR post, check off Barber Cuts or Hair Styles and your Barber Cuts / Hair Styles - NAME (>>ONLY)
- OTHER relative/eligible categories to check off if your post falls under the following categories.
 - Outreach
 - Industry related
 - News & entertainment
 - Events
 - GrapeVine Posts: All subcategories are eligible, ONLY for the relative GrapeVine post.





You can assign any related tags, but they must be politically correct and no profanity.

Where it says Choose LAYOUT, select (No sidebar for best results)

Where it says POST TITLE, select SHOW (Note: Your featured image will appear on your post. Do not repost the same image!)

CLICK PUBLISH

- Visibility: Public
- Publish: Immediately
- Suggestions: As necessary

CLICK Publish AGAIN: Your post is now available in on assigned sliders and page sections.

