

# *Quickstart Guide*



## Quick Start Guide

Welcome to the world of Bspotted, your digital and social online marketing tool.

As an important prerequisite for your online marketing presence, you need at least one social channel. If you already have a Facebook Sites page please skip this step and continue with step 2!

### Step 1)

Through your personal profile on Facebook, you can create a corporate page in minutes and connect to our system.

On your personal Facebook homepage



Follow instructions and create company page!

### Step 2)

With your login data email address and password you log into our system.

There you will be directly connected to the system connection page during the first login. Please link your existing social channels with our system. If you only have a Facebook account and want to link other channels later, you can do so at any time. Step 4) Google, 5) Twitter, 6) Foursquare, 7) LinkedIn, 8) Instagram help open up more social channels.

### Step 3)

Familiarize yourself with the system, on your first visit a tutorial guides you through all system functions.

Depending on the services you have booked, you can manage your location and / or start your social media work.

**IMPORTANT:** Enter your correct data at Be.Digital in the Location Manager and synchronize it! We send and monitor this information for you.

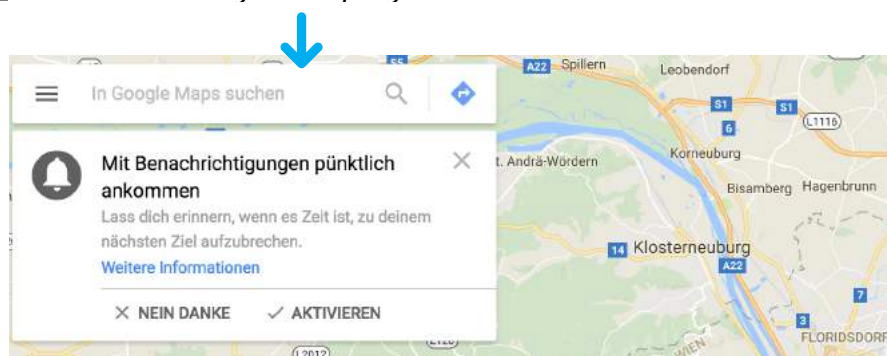
If you need the tutorial more often, you can always call this up again in the menu item "Settings" for individual pages and activate.

#### **Step 4) Create a Google my Business account.**

Make sure your business is already located by simply typing in Google Maps!

How can it be that an account exists without your knowledge? The Internet of Things has collected a lot of data over the last few years, and it's quite possible that your data was there and a site was created that you know nothing about.

<https://www.google.at/maps/> click and enter your company name ...



*If your company has this entry on the bottom left, please click and follow the instructions. You will be verified as the owner of this company and will be able to manage the entries directly through our system.*

→  Claim this business ✓

*If you have not found your business within this step, we recommend opening a Google account (it's free) to register and verify your business.*

*To open a Google account please activate this link and follow the instructions:*

<https://accounts.google.com/SignUpWithoutGmail?>

*If you already have a Google Account, just sign in through this link and verify your business:*

<https://www.google.com/intl/en/business/>

#### **Bspotted Service Package**

*You can order our setup package including verification of all social services and complete setup of your Bspotted dashboard via our service line +43 1 300 7777 for a one time € 49 (without web analysis) or € 99 (with web analysis).*

### **Step 5) Create your Twitter Business Account.**

In order to activate your Twitter channel in order to be able to manage with our system, you must open a company account via the following link: <https://business.twitter.com/en.html>.

Ideally, you are also looking for diverse groups or persons that you want to follow as this helps your products or services being followed by others.

### **Step 6) Open your company account with Foursquare**

Please visit <http://en.business.foursquare.com/claim/> and search for your business. Should the system find your place just follow the turquoise button and claim it.

In case the system finds nothing or a wrong place please click the "start now" link.



### **Step 7) Create a LinkedIn company page.**

Just follow this link and create your company profile: <https://www.linkedin.com/help/linkedin/answer/1091/generate-in-linkedin-companypage?lang=en> After creating, you can share and manage your LinkedIn profile with our connected system.

### **Step 8) Set up a company profile on Instagram.**

Instagram requires the access via your smartphone or tablet to set up a company profile! Download the application and follow the instructions. You can only submit your posts through the application (we are working on a desktop solution), but you can track and edit your likes and comments through our system.

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