



For more information, please contact:

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Tom-Brown Profile User Guide

Welcome to Tom-Brown.com. Thank you for recognising Tom-Brown.com as a powerful marketing tool in the world of independent education.

Getting Started

Below is a step-by-step guide to setting up your profile on Tom-Brown.com. Please follow these steps carefully being sure to follow the prompts on the screen.

1. Register with the site, go to <http://www.tom-brown.com/register/>
2. Type in your chosen username, password and email address
Please see example below.

3. Notify us of your username (email webmaster@tom-brown.com)
4. You will be sent a conformation email
5. Once your user name is confirmed, refresh your Tom-Brown homepage
6. Click on the 'My school listings' tab that will now appear in the top left hand corner

Your basic profile

You will now have the ability to change only your logo (200x100, make sure they are Saved for Web) and have permission to leave comments in forums.

Your enhanced profile

By signing up for an enhanced profile, schools have the power to update significantly more promotional information for parents. If you have chosen this option you can now add:

- A detailed introduction to the school or college

- A varied and engaging photo gallery
- An interactive video introduction
- A downloadable school prospectus to be accessed by interested parents

Once signed in, you will be able to upload your introduction in the free text box (500 words max) update your logo and upload your prospectus (10mb max). *See example below.*

Switch to 'Edit Images' at the top right, to upload up to 20 images (400x300 px). 'View listing' will enable you to see what your profile will look like live. *See example below.*