#### **Navigating SPAPTAN Website**

In this Blog, you will be able to use our website to maximize your organization's potential tfor:

- Promoting your business
- Collaborating with other organizations and businesses
- ➤ Benefiting from SPAPTAN's welfare platform

We have prepared a simple tool to help you navigate the network and make it easier for you to position yourself for better opportunities.

## Registering and Logging in

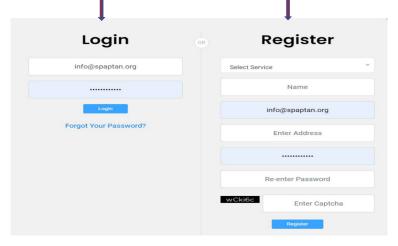
In order to maximize the advantage of the website, it is always advisable to register.

To register or log on go to <a href="www.spaptan.org">www.spaptan.org</a> and click on the yellow button at the upper right-hand corner of the website.



To register click on 'select service' to identify the service group where your profession or organization best fits, and input your name, email, and, password. Enter the captcha code to ensure you are not a robot. Then click the blue 'register' button.

If you have already registered, then you simply need to log in with the details you used to register.



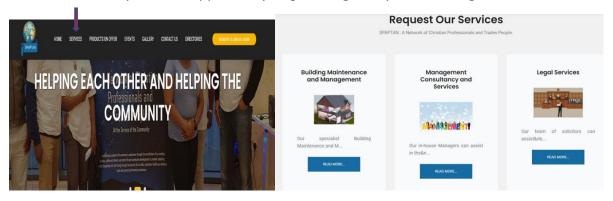
#### **Complete and Edit your Details**

After login, you will be navigated to a page where you would have to input or edit your personal or organizational details. Here click on 'Edit Profile' and input your details. On the right-hand side click on 'Edit company' to add your company details.



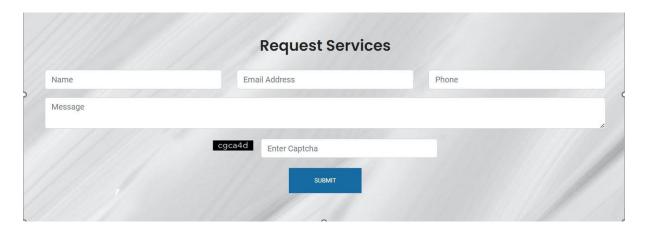
#### Done!

By completing this profile, you have already positioned yourself to be contacted for any services you provide such that when people come to the website requesting services as shown below, they have an opportunity to get straight to you. No strings attached.



## When you Request Services

if you or someone else needs services rendered click on the Services tab to access the six categories of services where each provision is grouped. Then click on the 'Request Services' form, complete this, and submit.



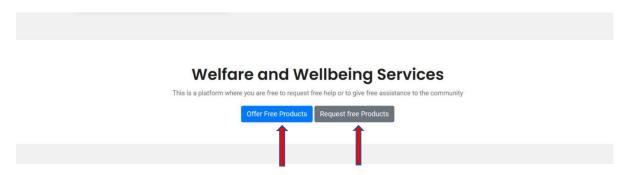
# **Dealing with Services Requested**

There are 2 ways of requesting services: either they navigate straight into your company from the arrays of companies available and contact you directly, or they complete a generic form and submit, based on specific services needed and if it is specific to your service We send it over to you.

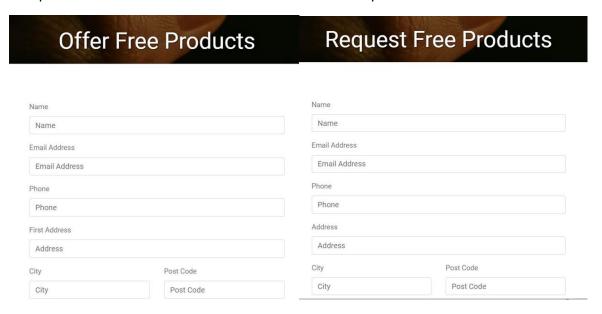
#### You Can Also Offer or Request Free Products Here

Another important tool of the website is the 'Welfare and Wellbeing Services' which is an opportunity where you can exercise charity by offering a free product.

On this section of the platform, by clicking on either of the tabs shown below, you can also request free products and we can broker these free products between 2 people, whether you are offering or requesting.



Complete forms of the nature shown below will come up.

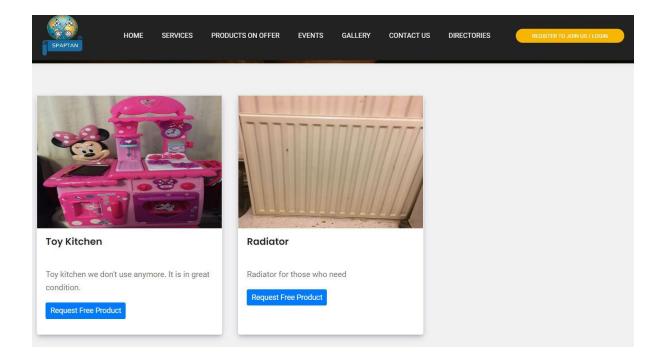


# **Offering Free Product**

To offer a product, click on the 'Offer Free Product' tab and upload the picture of anything you would like to give up.

## **Requesting Free Product**

You can request products at no extra cost by clicking on the tab below and by clicking on the blue tab on the product on offer and by completing this we shall link you up with the person or organisation offering the product(s).



So that is what our platform is. Enjoy the usage!