



User Tutorial

How to use DIY Submit

Overview

This tutorial discusses how to use www.DIYSubmit.com to submit your website to search engines and directories. Please read through this tutorial thoroughly. If your question is not answered here, please visit the [Help/Resources](#) section of our website or email support@DIYSubmit.com for assistance.

| Topic | Page |
|---|------|
| What is DIY Submit?..... | 2 |
| Creating an Account..... | 2 |
| Purchasing Credits..... | 2 |
| Submitting a New Website..... | 3 |
| Step 1: Enter Site Information..... | 3 |
| Step 2: Select Search Engines & Directories..... | 3 |
| Step 3: Submit to Search Engines & Directories..... | 4 |
| Saving/Completing Submission..... | 4 |
| Completing Unfinished Submissions..... | 4 |
| My Domains..... | 4 |
| Resubmitting Websites..... | 5 |
| Submitting Sub Pages..... | 5 |
| Managing Account Information..... | 5 |
| Updating Contact Information..... | 5 |
| Changing Password..... | 5 |
| Help/Resources..... | 5 |

What is DIY Submit?

DIY Submit is a search engine submission management tool. Search engine placement is essential to the overall success of a website. Having a website that works perfectly and looks great is useless if no one goes there! DIY Submit provides the tools and resources necessary to successfully submit a website to search engines.

DIY Submit allows you to submit your website to the search engines yourself! The DIY Submit tool walks you through the registration process, from optimizing your website, selecting search engines and submitting. You control how your website is submitted, and where it is submitted to. Because DIY Submit's submission process is manual, you don't have to worry about the risks associated with automated search engine submission software.

DIY Submit Includes:

- A hand-picked database of general, industry specific and geographic search engines and directories. No FFA pages or link farms!
- Title and Meta Tag builder
- FAQs and resources on search engine optimization and submission
- A database that stores your submission data, making resubmission fast and easy
- The ability to save registration data anytime in the process

DIY Submit is perfect for:

- Small business owners and webmasters looking for a cost-effective way to promote their site
- Ad agencies, ISPs and web design companies seeking a way to incorporate search engine marketing into their capabilities

Creating an Account

To access most DIY Submit features, you must first create an account.

1. Click [Create New Account](#)
2. Create a username and password
3. Enter your contact information
4. Review and accept the Terms of Service
5. Confirm registration (you will receive a confirmation email)
6. Log in to your DIY Submit account

Create A New Account

Please enter your contact information below. Fields marked with a * are required.

| | |
|----------------------|------------------------|
| User Name: | marysmith |
| Company Name: | ABC Widget Co |
| * First Name: | May |
| * Last Name: | Smith |
| * Main Address: | 123 Main Street |
| Addr. Address: | |
| * City: | Sussex |
| * State/Prov: | Wisconsin |
| * ZIP / Postal Code: | 53089 |
| * Country: | USA |
| * Phone: | (262) 555-5555 |
| Fax: | (262) 555-5556 |
| * Email: | msmith@abcwidgetco.com |

Purchasing Credits

To use DIY Submit to submit your website, you must first purchase credits. A credit will allow you to register one unique URL (ex: www.SampleNameHere.com) as many times as you wish for one year. See our [Pricing](#) page for more information on credits.

1. Log in to your DIY Submit account
2. Click [Purchase Credits](#) at the top of any page
3. You will be taken to www.SecureSiteCommerce.com, an OnYourMark, LLC website, for processing
4. Enter the amount of credits you wish to purchase. If you have a gift certificate number, enter it on this page.
5. Enter your billing and credit card information
6. Confirm your order

How many credits would you like to add: Credits are \$29.00 each. See our [Pricing](#) page for more information on credits.

Number of Credits:

If you have been given a Gift Certificate please enter it in the box:

Submitting a New Website

To submit a website, you must first purchase credits. Click [Purchase Credits](#) to order.

Click [My Domains](#) > [Submit New Website](#) to begin submission once credits are purchased.

Step 1: Enter Site Information

Enter in contact information and information about the site you are registering as shown. Remember, you are entering contact information and data related the site you are registering. If you are a marketing professional submitting a client's website, enter the client's information, not your own.

Company Name: Enter the full company name or site title

Address & Addl Address: Enter the address of the company/site being registered

City, State & Zip: Enter the city, state and zip of the company/site being registered

Phone & Fax: Enter the phone and fax of the company/site being registered

Contact Email*: Enter an email to receive contacts resulting from search engine submission

* Note: Submission often generates confirmation emails and spam. We recommend setting up a email to handle all search engine related emails instead of using your own (ex: submit@SampleNameHere.com)

Report Email: The email entered here will receive a report after submission is complete

URL & Verify URL: Enter the URL of the site you are submitting (<http://www.SampleNameHere.com>)

Description: Enter the information from your meta description tag or a brief sentence describing the site's content

Keywords: Enter keywords from your meta keywords tag or keywords related to the site's content

Fields marked with a * are required.

Company Name: ABC Manufacturing Co.
Remember, enter data for the site that you are registering (which may or may not be different than your own website).

* Main Address: 123 Main Street
Addl Address:
* City: Sussex
* State: Wisconsin
* Zip Code: 53599
* Phone: (262)555-5555
* Fax: (262)555-5556
* Contact Email: registrator@abcwidgetco.com
* Report Email: jsmith@abcwidgetco.com
* URL: http://www.abcwidgetco.com
* Verify URL: http://www.abcwidgetco.com
* Description: (255 Characters) Manufacturer of brass, steel and copper widgets for industrial and commercial applications.
* Key Words: (30 words, separated by commas) Industrial widgets, commercial widgets, widget manufacturer, brass, steel, copper, short run, prototypes, factory direct, sussex, wisconsin

* I understand that submitting this URL will deduct 1 credit from my account.

Submit Clear

Click [Submit](#) to proceed.

The next screen will ask you to confirm submission information. Click [Confirm Information](#) to proceed. Click [Go Back](#) and [Edit](#) to change your information.

Step 2: Select Search Engines & Directories

Select search engines and directories to submit to below by reviewing the site's description and checking the box next to it. It is recommended you look at the description before you choose to submit to a search engine. Some of the search engines have regional or industry restrictions and will not add your site unless you qualify. You can click on the name of each search engine to learn more about it.

FREE - These engines are free to submit to.

\$\$\$\$ - These search engines and directories require a fee for review and/or inclusion of your website. Others offer pay-per-click programs. We have noted these engines with a **\$\$\$\$** symbol. Payment for these engines is not included in the registration fee of DIY Submit and must be submitted at the engine itself, by the submitter.

Select All Free General Unselect All Free General

All General Directories

| | | | |
|-------------------------------------|----------|----------|--|
| <input checked="" type="checkbox"/> | FREE | The Rail | Category Browsable Search Engine |
| <input type="checkbox"/> | \$\$\$\$ | JoeAnt | Pay for inclusion directory, \$39.99 fee |
| <input type="checkbox"/> | \$\$\$\$ | FindWhat | Offers keyword bidding for placement |

All General Search Engines

| | | | |
|-------------------------------------|------|-----------------------------|---|
| <input checked="" type="checkbox"/> | FREE | Google | General Search Engine |
| <input checked="" type="checkbox"/> | FREE | Yahoo, Altavista, AllTheWeb | Yahoo now offers directory submission, Site Match (TM) P free URL submission before pursuing Yahoo's paid options. AltaVista and AllTheWeb submission programs, which are search databases. |
| <input checked="" type="checkbox"/> | FREE | Open Directory Project | General Search Engine updated by volunteer editors. Often Submission to ODP will also add your site to appropriate |

Please read each engine's submission guidelines carefully, as payment to some engines only covers review of your site, not a guaranteed placement. Most engines will not refund your fee if your site is not accepted. DIY Submit is not responsible for payments, site placement or rankings at any search engine or directory.

Clicking [Select All Free General](#) will select all search engines and directories that accept most types of websites and offer free submission (Google, MSN, etc.).

Submitting a New Website (continued)

Step 3: Submit to Search Engines & Directories

1. Click the name of the site. The site's submission page will open in a new window.
2. Follow the site's instructions for submitting, entering your website's information.
3. Close the new window when submission at the site is complete.
4. Check the box next to the site's name to indicate you have submitted.
5. Click "Save & Continue" to proceed.

Click "Save & Continue" after you have submitted to all search engines and directories in the list, or need to pause submission to return later. The boxes you have checked will remain checked when you return to complete the submission.

Use the registration information on the screen to cut and paste into the search engine or directory's form. You can also click [Download Text File](#) to open a text file to cut and paste from.

Saving/Completing Submission

If you are done submitting to search engines, click [Complete Registration](#). If you need to return to finish submission, click [Save & Continue Later](#). Your progress will be saved.

If you are done submitting to search engines, click "Complete Registration."
If you need to return to finish finish submission, click "Save & Continue Later." Your progress will be saved.

[Complete Registration](#) [Save & Continue Later](#)

If you select [Complete Registration](#), your registration will be processed. If you entered an email address in the "Report Email" field of Step 1, you will receive a report listing the search engines you submitted to. You can also click [Detailed Report](#) in the [My Domains](#) section to view a submission report.

Completing Unfinished Submissions

If you select [Save & Continue Later](#), your submission's progress will be saved. On the [My Account](#) page, click [Continue Registration](#) to resume submitting the URL.

| URL | URL Activation | Last Submission | Edit Record |
|---|----------------|-----------------|--|
| http://www.abcwidgetco.com | 04/19/2006 | 04/19/2006 | Continue Registration Register Sub Page Detailed Report Delete Domain |

You can resume submission at any stage. Select [Step 1](#) to change the site's contact information. Select [Step 2](#) to reselect search engines. Select [Step 3](#) to continue submitting to search engines.

[Step 1: Enter Site Information](#)

[Step 2: Select Search Engines](#)

[Step 3: Submit To Search Engines](#)

The search engines you have already submitted to will remain checked. Continue where you left off. You can save your progress again, or complete submission as described above.

Search Engines:

Ask

Google

Yahoo

MSN Search

My Domains

The [My Domains](#) section gives you an overview of the domains you have submitted. You can click the title of any column (URL, Last Submission, etc.) to sort.

| URL | URL Activation | Last Submission | Edit Record |
|---|----------------|-----------------|---|
| http://www.abcwidgetco.com | 04/19/2006 | 04/19/2006 | Re Register Site Register Sub Page Detailed Report Delete Domain |

[URL Activation](#) will list the date the URL was activated in your account. [Last Submission](#) will list the date of the URL's last completed submission. [Edit Record](#) provides options for resubmitting the URL:

- [Re Register Site](#)- allows you to resubmit the domain to search engines and directories
- [Register Sub Page](#)- allows you to submit a subpage or subsection of the site
- [Detailed Report](#)- provides a list of the search engines you submitted to
- [Delete Domain](#)- deletes the domain and all related records from your account

Resubmitting Websites

Once a site has been submitted, a [Re Register Site](#) link will appear in the site's [Edit Record](#) column.

| URL | URL Activation | Last Submission | Edit Record |
|---|----------------|-----------------|---|
| http://www.abccompany.com | 04/19/2006 | 04/19/2006 | Re Register Site Register Sub Page Detailed Report Delete Domain |

1. Click [Re Register Site](#)
2. You will be taken to *Step 1* of the registration process. All data from previous submissions will be saved. Change the site's information as needed.
3. Continue through the submission process as usual.

Submitting Sub-Pages

You may choose to submit a sub-page or sub-section of your website. This is particularly helpful if your website is home to several divisions' websites or it has a blog (ex: www.SampleNameHere.com/blog.php).

1. Click [Register Sub Page](#)
2. Enter the filename or directory you wish to submit
3. The information from *Step 1* of the primary domain's submission will be shown. Change the info as needed.
4. Continue through the submission process as usual.

| | | |
|---|--|--|
| http://www.abccompany.com/ | <input type="text" value="store.php"/> | <input type="button" value="Submit Sub Page"/> |
|---|--|--|

Managing Account Information

The [My Account](#) section allows you to maintain your account's contact information and password.

Updating Contact Information

1. Click [My Account](#) > [Update Contact Info](#)
2. Change any of the contact information listed
3. Click [Enter Information](#) to record your changes

Changing Password

1. Click [My Account](#) > [Change Password](#)
2. Type your current password in the *Old Password* field
3. Type your new password in *New Password*
4. Type your new password again into *Re-Enter New Password*
5. Click [Change Password](#) to set your new password

| | |
|--|-----------------------------------|
| Change Your Password | |
| To change your account password, enter your current password below as well as the new password you would like. | |
| Old Password: | <input type="password" value=""/> |
| New Password: | <input type="password" value=""/> |
| Re-enter New Password: | <input type="password" value=""/> |
| <input type="button" value="Cancel"/> <input type="button" value="Change Password"/> | |

Help/Resources

Technical Support

If you have questions on DIY Submit, please email support@DIYSubmit.com. If you require technical assistance, please include your username and a detailed description of the problem in your email.

Search Engine Marketing Resources

The [Help/Resources](#) section of DIY Submit contains links to many helpful online resources about search engine marketing.

Professional Search Engine Marketing

If you need professional assistance with online marketing, please see www.RegisterSuccess.com, the sister site of DIY Submit. Register Success search engine pros can optimize and submit your site on your behalf. We also offer marketing consultation and pay-per-click management.