

How to Use the Online YearBook Portal

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How to Get Help

- 1) Read through this guide, it is likely to have all the answers you need
- 2) During office hours, call Linda for support on 0414 68 4747
- 3) Outside of office hours, email Linda at linda@thelatzreport.com.au

Sign In

Enter the Username and Password that was emailed to your company address and click on the green 'Sign In' button.

If you have reset your password or cannot remember if, you may click on the blue "Forgot Password" link and it will send you an email with instructions on how to change your password.

If you do not have a username and password, please contact Linda on 0414 68 4747 or email linda@thelatzreport.com.au to organise an account to be setup for your company.

Sign in to Access the portal

Username


Password

[Forgot password?](#)

How to Use the Online YearBook Portal

Dashboard

The Dashboard is the first page that will open up after you have logged in. The process of updating your YearBook listing has been work flowed, so please use the steps in this guide.



The Latz Report
SERVING AUSTRALIA'S BICYCLE TRADE

Ad Booking
Cut Off Date: 25 FEB

YB22 Listing
Cut Off Date: 4 MAR

Dashboard**Company Details****Organisation Type****Product Categories****Brands****YearBook Listing Options****Order Your 2022 YearBook Advertising****View your Orders****Manage Your Account****Logout**

Dashboard

Welcome **Latz Business Coaching**
Last Updated On: 2:27 PM on Tuesday 1st February 2022

To begin, please choose an option from the following: You may change your option throughout this process if you change your mind.

☐ **Basic Listing (Free)**
Active Cycle
352 Spoke St, BELLBURN VIC 3121
Phone: 03 9878 1412, 1800 987 404
Email: dan@activecycle.com.au
Website: www.activecycle.com.au
Facebook: /ActiveCycle #B2BAustralia
Instagram: @ActiveCycle #B2BAustralia
Product Range Bags - Backpacks, Clothing - Custom, Clothing - Gloves, Cycle Computers/GPS/HRM, Lights, Locks, Tools - For Sale to Consumers
Brands: Active, BXS
Manufacturer Wholesaler

☐ **Bold and Logo Listing (\$567+GST or free with half page ad)**


7 Deniallee Dr, COLLINGWOOD VIC 3066
Phone: 03 9878 1412, 1800 987 404
Email: dan@anatomysports.com.au
Website: www.anatomysports.com.au
Facebook: /anatomysports
Instagram: @AnatomySports, @BikeandBike
Product Range Bags - Backpacks, Bicycle Bags, Cases & Covers, Bicycle Parts & Accessories - All Other
Brands: Abus, Abus, Behnisch, Bikes, Bike Ace, City Electric, Cycle Street, DTY Tires, Fibonacc, Kanamota, Megacycle
WHOLESALE

☐ **Business Pack Listing (\$979+GST or free with page ad)**


20 Wheel Way, ADELAIDE SA 5000
Phone: 08 6878 1412, 1800 987 404
Email: info@aztech.com.au, sales@aztech.com.au
Website: www.aztech.com.au, wholesaler.aztech.com.au
Facebook: /aztechcycles, @aztechcycles
Instagram: @aztechcycles, @BikeandBike
Sales Reps:
VIC: 0413 084 211
QLD: Alex Campbell 0456 086 288
SA: Sarah Smith 0411 779 178
WA: Adam McKay 0883 909 101
TSS: 0433 233 644
TSS: 0429 412 987
Key Staff:
Accounts: 02 9870 1438
Product Range Bags - Backpacks, Brackets, Bells/Horns, Bicycle Bags, Cases & Covers, Bicycle Parts & Accessories - All Other, Bicycle Parts & Storage Systems, Bikes - Balance Bikes, Bikes - BMX, Freestyle, Bikes - Childrens, Bikes - Comfort/City/Hybrid, Clothing - Custom, Clothing - Gloves, Cycle Computers/GPS/HRM, Lights, Locks, Tools - For Sale to Consumers
Brands: Abus, Abus, Behnisch, Bikes, Bike Ace, City Electric, Cycle Street, DTY Tires, Fibonacc, Kanamota, Megacycle, Olin, Halmers, Tires, Xtronic
WHOLESALE

Next

Use the tickboxes to select the listing style that you would like for your 2022 YearBook listing. If you are uncertain, tick the Basic listing but go through the process to include all your business details so you can see what your options look like at the end. You can change this before committing to any order.

- **Basic Listing** – plain font, limited company detail options
- **Bold & Logo Listing** – highlighted listing with your company logo, plus extra company contact details. Your company name appears in bold in the Product, Organisation and Brand listings.
- **Business Pack** – full highlighted listing with your company logo, brand logos and full company details, including sales or key staff contact details. Your company name appears in bold in the Product, Organisation and Brand listings.

Once you have selected your option, click on the blue 'Next' button below.

How to Use the Online YearBook Portal

Company Details

Free Directory Listing Fields

The screenshot shows the 'Company Details' form in the online YearBook portal. The form is titled 'Company Details' and has three tabs: 'Free Directory Listing Fields' (highlighted in blue), 'Bold and Logo Listing Fields', and 'Business Pack Listing Fields'. The form contains various input fields for company information, including Trading Name, Shop/Unit Number, Company Street Address, Company Suburb, Company State, Company Postcode, Main Phone, Secondary Phone, Mail Email, Re-enter Main Email, Main Website, Re-Enter Main Website, Facebook, and Instagram. A 'Save & Next' button is at the bottom left.

Field	Value
Trading Name	Latz Business Coaching
Shop/Unit Number	Unit Number
Company Street Address	292 Gladstone Avenue
Company Suburb	WOLLONGONG
Company State	NSW
Company Postcode	2530
Main Phone	0242258372
Secondary Phone	Secondary Phone
Mail Email	info@latzbusinesscoaching.com.au
Re-enter Main Email	info@latzbusinesscoaching.com.au
Main Website	www.latzbusinesscoaching.com.au
Re-Enter Main Website	www.latzbusinesscoaching.com.au
Facebook	latzbusinesscoaching
Instagram	latzbusinesscoaching

- 1) Click on the Free Directory Listing Fields so that it is highlighted in blue.
- 2) Review the details on this page and update any incorrect fields with the latest information.
- 3) Required Fields:
 - a. Your company street address is a required field, but you may opt to keep it hidden from the Yearbook listing.
 - b. Suburb, State and Postcode is a minimum requirement for the 2022 YearBook.
 - c. Main Phone is a minimum requirement for the 2022 YearBook. You may opt to list a secondary phone number or leave it blank.
 - d. Main Email and Main Website is a minimum requirement for the 2022 YearBook.

To find your Facebook or Instagram handle, go to your Facebook and Instagram company page and select all the text after the first forward slash. For example if www.facebook.com/yourbusinesspage is the URL, only type in 'yourbusinesspage'. For Instagram, if www.instagram.com/your_business/ is your URL, only type in 'your_business' in this field.

When you have reviewed and entered any changes, please click on the green 'Save and Next' button.

Once you have selected your option, click on the green 'Save & Next' button below.

How to Use the Online YearBook Portal

Company Details

Bold and Logo Listing Fields (complete these fields for Bold and Logo & Business Pack listings)

ILR The Latz Report
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Company Details

Free Directory Listing Fields **Bold and Logo Listing Fields** Business Pack Listing Fields

Secondary Email

Secondary Email

Re-enter Secondary Email

Re enter Secondary Email

Secondary Website

Company Secondary Website

Re Enter Company Secondary Website

Facebook2

Eg facebook.com/thelatzreport, then enter thelatzrep


Instagram2

Eg instagram.com/thelatzreport, then enter thelatzrep

Company Logo

Choose file No file chosen

[Click here to see the file](#)



Save & Next

These are the details you can add if you're opting for a Bold and Logo or a Business Pack listing.


- 1) Review the details on this page and update any incorrect fields with the latest information.
- 2) You may add a second email, website or Facebook and Instagram handle.
- 3) Upload your company logo in a JPG or PNG format by clicking on Choose file and navigating to where you have a saved version of your company logo. To convert a file into a JPG or PNG format, you can use a free online program like [Convertio.co](https://www.convertio.co) or speak to your graphic designer.

When you have reviewed and entered any changes, please click on the green 'Save and Next' button.

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Company Details

Business Pack Listing Fields



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Free Directory Listing Fields Bold and Logo Listing Fields **Business Pack Listing Fields**

Sales Representatives

Region	Name	Phone Number	Action
Australia wide	Ed Price	0414 684 747	 

+ Add New Sales Rep

Key Staff Contacts

Department	Name	Phone Number	Action
Office Manager	Linda Brown	0414 684 747	 

+ Add New Key Staff

Next


These are extra details you can include in your Business Pack listing, in addition to all the fields available in the lower level Basic Listing and Bold and Logo listing.

- 1) Review the details on this page and update any incorrect fields with the latest information.
- 2) To Delete an old contact that you no longer wish to list, click on the Bin Icon in the row of their details. A pop up box will appear asking you to confirm that you wish to delete this line.
- 3) To Edit an existing contact who has a new region or new contact details, click on the Pen and Paper icon to edit the existing details. Click on Update when you have completed the change, or cancel if you wish to back out without changing their details.
- 4) To Add a new contact, click on the '+Add New Sales Rep' or '+Add New Key Staff' button to the right of the relevant section. This will allow you to enter a Region or Department, Name and Phone number for each contact.

When you have finished and are satisfied with your changes, click on the blue 'Next' button.

How to Use the Online YearBook Portal

Organisation Types



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Organisation Types

Please select from this list to choose your organisation type. You may choose more than one if it is relevant to your business.

<input type="checkbox"/> Advocacy Groups & Industry Associations	<input type="checkbox"/> Bike Share Systems
<input checked="" type="checkbox"/> Coaches and Consultants	<input type="checkbox"/> Cycle Sport Bodies (State or Federal)
<input type="checkbox"/> Cycle Tour Operators	<input type="checkbox"/> Cycle Training Services
<input type="checkbox"/> Cycling Media	<input type="checkbox"/> Event & Show Organisers
<input type="checkbox"/> Events and Shows	<input type="checkbox"/> Insurance Providers & Brokers
<input type="checkbox"/> Manufacturers	<input type="checkbox"/> Other
<input type="checkbox"/> Product Certification	<input type="checkbox"/> Services for Trade - Mechanical
<input checked="" type="checkbox"/> Services for Trade - All Other	<input type="checkbox"/> Wholesale Sales Representatives
<input type="checkbox"/> Wholesalers	

If you're not sure whether you fit into a particular category or not, check out others in the YearBook who are in that same space, visit YearBook and flick to the Organisations section at the back, to see other's in these categories.

If you're really stuck, then give us a call -> [Contact Us](#)

Save & Next

This page determines where your Company Name will appear in our Organisations Index of the YearBook.


This section relates to how you interact with the rest of the bicycle trade industry, not to the general public or consumers. For example, if you provide mechanical services to bike shops, or other trade industry members you can tick Services for Trade - Mechanical

- 1) Review the details on this page and tick any boxes that now apply to your company. Untick any boxes that no longer apply to your company.

When you have finished and are satisfied with your changes, click on the green **'Save & Next'** button.

How to Use the Online YearBook Portal

Product Categories



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Product Categories

Please tick through this list to include all the product categories that you have available to wholesale or supply to retailers (each with tickboxes).

<input type="checkbox"/> Bags - Backpacks	<input type="checkbox"/> Bags - Bikepacking & Other	<input type="checkbox"/> Bags - Messenger & Other Body Mounted
<input type="checkbox"/> Bags - Pannier	<input type="checkbox"/> Baskets	<input type="checkbox"/> Batteries for E-Bikes
<input type="checkbox"/> Batteries for Electronic Groupsets	<input type="checkbox"/> Batteries for Other Bike Components	<input type="checkbox"/> Bearings
<input type="checkbox"/> Bells & Horns	<input type="checkbox"/> Belt Drive Systems	<input type="checkbox"/> Bicycle Bags, Cases & Covers
<input type="checkbox"/> Bicycle Parts & Accessories - All Other	<input type="checkbox"/> Bicycle Racks & Storage Systems	<input type="checkbox"/> Bike Fitting Systems & Services
<input type="checkbox"/> Bikes - Balance	<input type="checkbox"/> Bikes - Bikeshare Systems	<input type="checkbox"/> Bikes - BMX Freestyle
<input type="checkbox"/> Bikes - BMX Race	<input type="checkbox"/> Bikes - Cargo	<input type="checkbox"/> Bikes - Childrens
<input type="checkbox"/> Bikes - Comfort, City, Hybrid	<input type="checkbox"/> Bikes - Cyclo Cross	<input type="checkbox"/> Bikes - Electric Comfort, City, Hybrid
<input type="checkbox"/> Bikes - Electric Folding	<input type="checkbox"/> Bikes - Electric MTB	<input type="checkbox"/> Bikes - Electric Road
<input type="checkbox"/> Bikes - Fat Bike MTB	<input type="checkbox"/> Bikes - Fixed Gear	<input type="checkbox"/> Bikes - Folding, Portable


This page determines where your Company Name will appear in our Product Types Index in the YearBook.

- 1) Review the details on this page and tick any products that your company supplies to others in the bicycle trade. Untick any boxes that you no longer supply.
- 2) If you wish to print this list and go away and tick off the items from your stockroom, please right click on the page and click "Print", you will then get a print dialogue pop up box asking you to select your printer.

When you have finished and are satisfied with your changes, click on the green 'Save & Next' button.

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Brands



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Brands

The list below shows the brands you currently supply to retailers or other businesses at wholesale or trade rates.

Step 1: Review the current list and delete any brands you no longer supply (by clicking on the delete icon in the Action column).

Step 2: Update any existing brands (edit a brand name, or upload a new logo for an existing brand by clicking on the Edit icon in the Action column).

Step 3: Add a new brand to your list by clicking on the 'Add New Brand' button below. Please only type the Brand name (ie 'Bombtrack' - not 'Bombtrack bikes'; or 'Beto' - not 'Beto pumps')

Uploading your brand logos is optional, however if you are purchasing a Business Pack, any brand logo's you upload will appear on the bottom of your listing in alphabetical order.

Logo's must be in a JPG or PNG format. If you have a different format, you can convert your logo to JPG or PNG using a free online tool like [Convertio](#) before you upload it.

Please contact us if you have any questions or would like assistance through this process, we're happy to help.

Brand Name	Logo	Action	+ Add New Brand
Latz Business Coaching		 	
The Latz Report		 	


This page determines where your Company Name will appear in our Brand Names Index in the YearBook.

- 1) Review the details already on this page and delete any brands that you no longer supply to the bicycle trade. You can delete old brands by clicking on the Bin Icon in the row relating to that brand. A pop up box will confirm that you want to delete the brand.
- 2) Edit any existing brands if they have altered their name or logo by clicking on the Pen and Paper icon on the row relating to that brand. You can upload a new logo for an existing brand, by clicking on the 'Choose file' button and navigating to the folder on your computer that contains the new brand logo. Please note, only JPG and PNG formats will be accepted. You can use a free online program like [Convertio.co](#) or speak to your graphic designer.
- 3) Add any new brands that you've started supplying, by clicking on the '+Add New Brand' button to the side of the table. When you have entered the brand name and added a logo (logo is optional), then click on the green 'Add' button to finalise the change.

When you have finished and reviewed your brand listing and are satisfied with your changes, click on the blue 'Next' button.

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YearBook Listing Options



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Basic Listing (Free)

LatZ Business Coaching

, 292 Gladstone Avenue, Wollongong, NSW, 2530
Phone: 0242258372,
Email: info@latzbusinesscoaching.com.au
Website: www.latzbusinesscoaching.com.au
Facebook: latzbusinesscoaching
Instagram: latzbusinesscoaching
Product Range: Business Coaches & Consultants
Brands: The LatZ Report, LatZ Business Coaching
Coaches and Consultants, Services for Trade – All Other

Free

Order Now

Example only, review for accuracy: Your final listing will be designed by our graphic designer and will exclude any blank fields. Your brand logo's may be displayed differently depending on the space available.

Bold and Logo Listing (excl GST)

LatZ Business Coaching



LatZ Business Coaching
HELPING YOU SUCCEED

, 292 Gladstone Avenue, Wollongong, NSW, 2530
Phone: 0242258372,
Email: info@latzbusinesscoaching.com.au,
Website: www.latzbusinesscoaching.com.au,
Facebook: latzbusinesscoaching,
Instagram: latzbusinesscoaching,
Product Range: Business Coaches & Consultants
Brands: The LatZ Report, LatZ Business Coaching

COACHES AND CONSULTANTS, SERVICES FOR
TRADE – ALL OTHER

\$567.00

(price excludes GST, or free with a page
advertisement)

Upgrade

Example only, review for accuracy: Your final listing will be designed by our graphic designer and will exclude any blank fields. Your brand logo's may be displayed differently depending on the space available.

Business Pack Listing (excl GST)

LatZ Business Coaching



LatZ Business Coaching
HELPING YOU SUCCEED

, 292 Gladstone Avenue, Wollongong, NSW, 2530
Phone: 0242258372,
Email: info@latzbusinesscoaching.com.au
Website: www.latzbusinesscoaching.com.au
Facebook: latzbusinesscoaching
Instagram: latzbusinesscoaching
Sales Reps:
Australia wide Ed Price 0414 684 747
Key Staff:
Office Manager Linda Brown 0414 684 747
Product Range: Business Coaches & Consultants
Brands: The LatZ Report, LatZ Business Coaching



COACHES AND CONSULTANTS, SERVICES FOR
TRADE – ALL OTHER

\$979.00

(price excludes GST, or free with a page
advertisement)

Upgrade

Example only, review for accuracy: Your final listing will be designed by our graphic designer and will exclude any blank fields. Your brand logo's may be displayed differently depending on the space available.

This page will provide you with the listing options available for you to choose from.

The listing is an example only and is displayed by a database and may not entirely reflect the final layout of your company listing.


Your final listing will remove any extra comma's or fields that you have left blank. Our graphic designer will layout your logos in alphabetical order and with the right dimensions to ensure they are not stretched or overlapping with other brands.

What is important is for you to ensure all your company details are accurate and to choose which listing you would like to proceed with – or order for the 2022 YearBook. To amend any errors that you have noticed on this page, click on the Menu option on the left hand green sidebar, to go back and amend your selections. Navigate back through to the YearBook Listing Options page to make your final selection.

Once you have chosen your listing click on the blue button below that listing image.

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Order Your 2022 YearBook Advertising



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Order Your 2022 Yearbook

Your selected option: **Business Pack Listing**

- I have pre-booked a Media Schedule that includes my YearBook listing: [Submit Order](#)
- Pay on Invoice: [Submit Order](#)
- Pay by Card: [Submit Order](#)


This page will determine how you wish to pay for your YearBook listing.

- 1) If you have pre-booked a Media Schedule that includes your YearBook listing, then click on the blue Submit Order button.
- 2) If you have opted to buy a standalone Bold and Logo or Business Pack listing without any page advertisements, please choose either Pay on Invoice or Pay by Card to finalise your order.
- 3) If you have a free basic listing, please choose Pay on Invoice to finalise your order.
- 4) If you have a free:
 - a. Bold and Logo listing with a half page advertisement booking; or
 - b. Business Pack listing with a full page advertisement or above booking

Then please click on Pay on Invoice and we will combine your YearBook listing order with your booking.

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Manage Your Orders



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View Orders

Order Date	Order Number	Order Amount
Thursday 13th January 2022	#5	\$30.00
Thursday 13th January 2022	#6	\$30.00
Tuesday 1st February 2022	#15	\$979.00

This page shows you all orders that have been received by The Latz Report.

You will get an email confirming your order. If you wish to discuss an order with one of our staff, please include your order number in your correspondence.

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Manage Account

Company Name	ABN
<input type="text" value="Latz Business Coaching"/>	<input type="text" value="44125531759"/>
Account Email	
<input type="text" value="phil@latzbusinesscoaching.com.au"/>	
Change Password Click here	
Main Account Contact Person Name	Main Account Contact Person Email
<input type="text" value="Main Account Contact Person Name"/>	<input type="text" value="Main Account Contact Person Email"/>
Main Account Contact Person Phone	
<input type="text" value="Main Account Contact Person Phone"/>	
Marketing Contact Person Name	Marketing Contact Person Email
<input type="text" value="Marketing Contact Person Name"/>	<input type="text" value="Marketing Contact Person Email"/>
Marketing Contact Person Phone	
<input type="text" value="Marketing Contact Person Phone"/>	
Billing Contact Person Name	Billing Contact Person Email
<input type="text" value="Billing Contact Person Name"/>	<input type="text" value="Billing Contact Person Email"/>
Billing Contact Person Phone	
<input type="text" value="Billing Contact Person Phone"/>	
<u>Postal Address (where your YearBook will be posted - not displayed in YearBook unless ticked)</u>	
<input type="checkbox"/> Same as Company Street Details	
Shop/Unit Number (optional)	Postal Address 1
<input type="text" value="Unit Number"/>	<input type="text" value="Postal Code 1"/>
Postal Address 2 (optional)	Postal Suburb
<input type="text" value="Postal Code 2"/>	<input type="text" value="COMPANY SUBURB"/>
Postal State	Postal Postcode
<input type="text" value="Select State"/>	<input type="text" value="Company Postcode"/>
<input type="checkbox"/> Use this address instead of street address in YB	

This page allows you to manage your company account with The Latz Report. If you have specific staff we should contact about your listing, or a marketing or graphic design contact, or an individual responsible for the billing of your account, please update these details here.

Changes to this page will be made as you enter your details, you do not need to save this account page.