

# HOW TO: MANUALLY ENTER A TESTIMONIAL

If you have testimonials you would like to add, you can do so manually. These testimonials could have been recieved through email, text or perhaps in writing. Here's how you can manually add those testimonials individually.

## STEP 1: LOG INTO YOUR ACCOUNT

- You can log into your account through Testimonial Tree's webiste or through the Cab Corner shortcut.

Sign In

Sign in using your registered account:

Username or Email Address

Password

Remember me next time.

Log In

Sign In

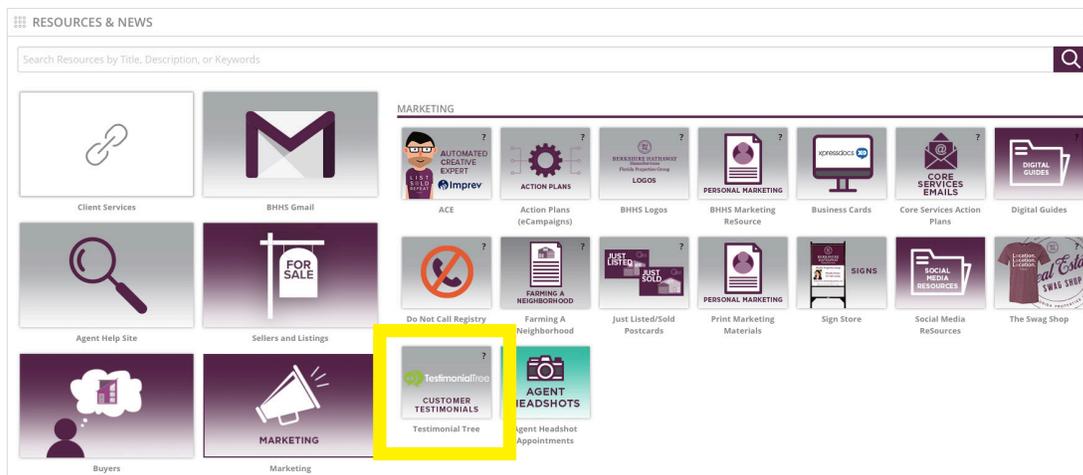
Sign in using Social Media:

Sign in with Google

Sign in with Facebook

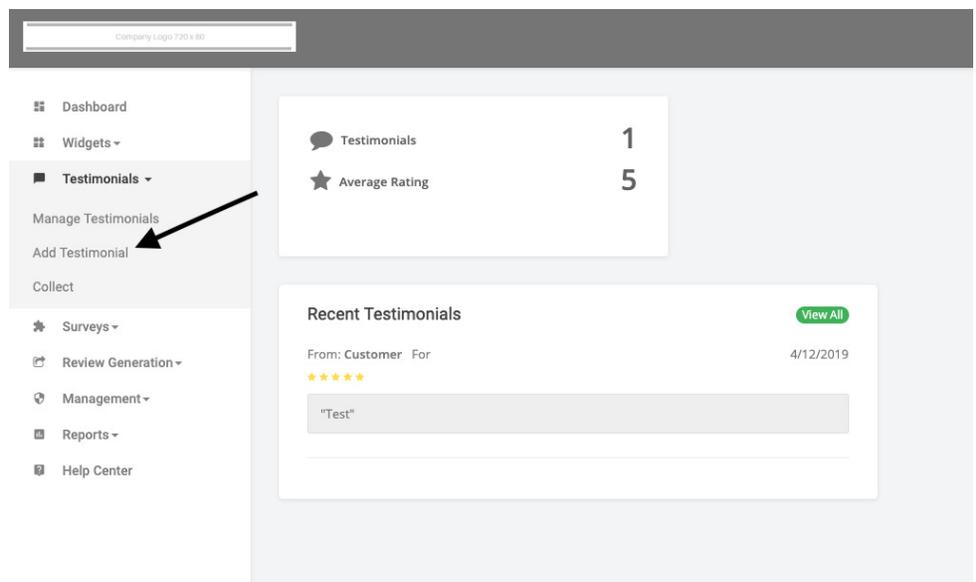
Sign in with MaxiWorks

Forgot your password? click here  
Want to create a free account? click here



## STEPS 2 AND 3:

- Locate the left-hand navigation column, click Testimonials
- A drop down box will open, click on Add Testimonial
- The Add Testimonial Page will now open



## STEPS 4 THROUGH 8: ADD EXISTING TESTIMONIALS

- Enter the testimonial in the word box provided
- Click and select stars on the Star Rating, if applicable
- Fill in the fields provided
- You can also add the Testimonial to one or more of your Website Widgets

The screenshot shows the 'Add Existing Testimonial' form. It features a text area for the testimonial, a video URL field, a star rating system (5 stars), and fields for author name, company, email, recording date, and time. There are also checkboxes for adding to website widgets and a 'Save' button.

## STEP 9: MANAGE TESTIMONIAL

- The Manage Testimonial page will now open
- Here you can see the Testimonial you have just added to your account

The screenshot shows the 'Manage Testimonials' page. It features a filter section with fields for 'From Date', 'To Date', 'Attachments', 'Testimonial Content', 'Team', 'Filter By User', 'Location', and 'Rating'. Below the filters is a table with columns for 'Subject User(s)', 'Testimonials / Reviews', 'Published', 'Source', 'Shared', 'Favorited?', and 'Actions'. A testimonial entry is visible with a 5-star rating.