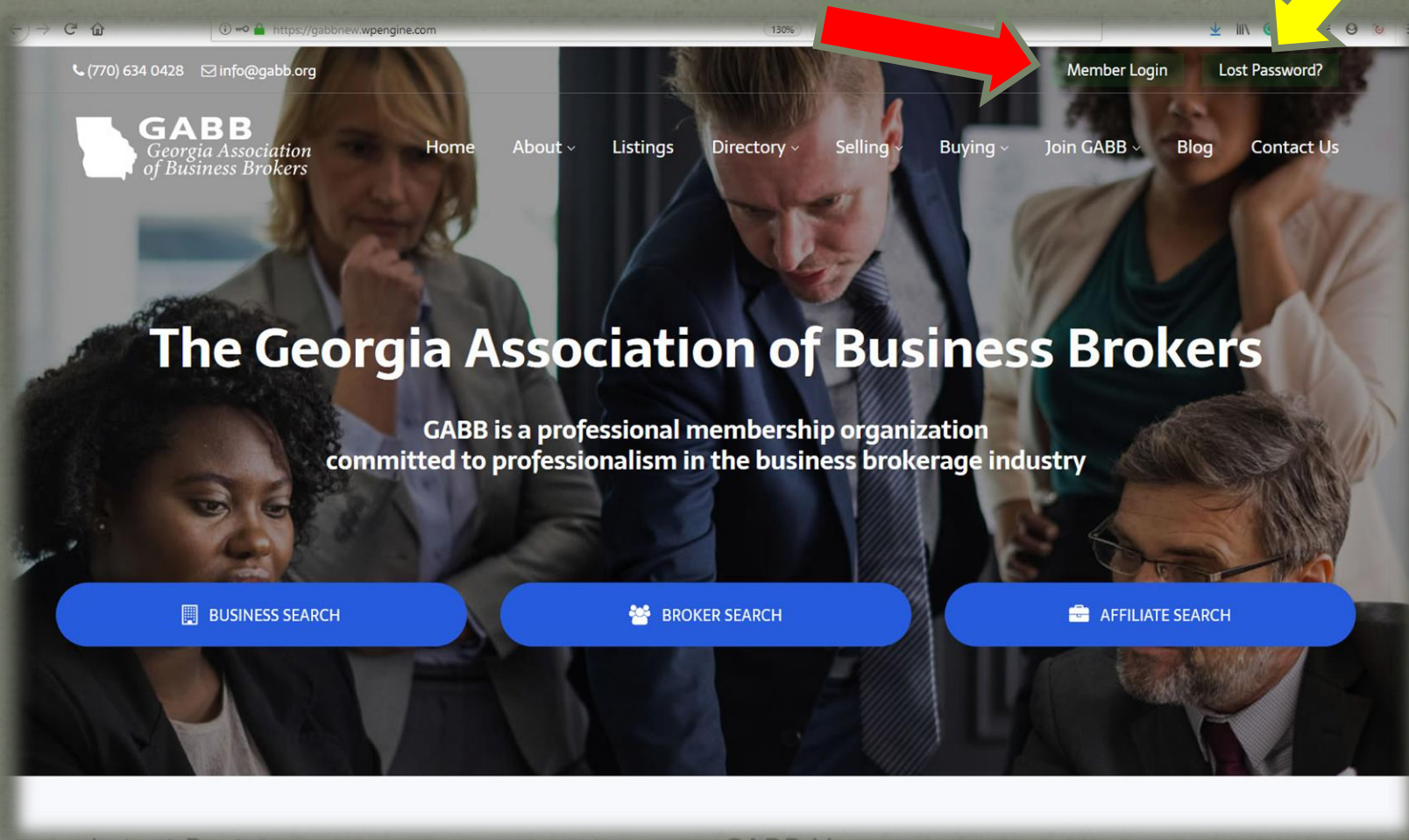


# *Managing Your Listings on the new GABB Website*

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A guide presented by the Georgia Association of Business  
Brokers

# Step one: Log onto the new website



In the upper right corner, (red arrow) log onto the new website, [www.gabb.org](http://www.gabb.org) using your email. If you have a password for the NEW website, you may use it. If you don't, click on the lost password button , located to the right of the login button (see yellow arrow), and generate a new password.

# Step Two: Enter Email Address & Password

The screenshot shows the 'My Account' login page for the Georgia Association of Business Brokers (GABB). The page features a dark blue header with the GABB logo and navigation links. Below the header, the 'My Account' section contains two input fields: 'Username or Email' and 'Password'. A red arrow points to the 'Username or Email' field, and a yellow arrow points to the 'Password' field. A context menu is open over the 'Password' field, showing options like 'Save Page As...', 'Send Page to Device', and 'Take a Screenshot'. The page also includes a 'LOGIN' button and a 'Member Login' link. The footer contains contact information and quick links.

**Log in with your username or email (red arrow) and password (yellow arrow.)**

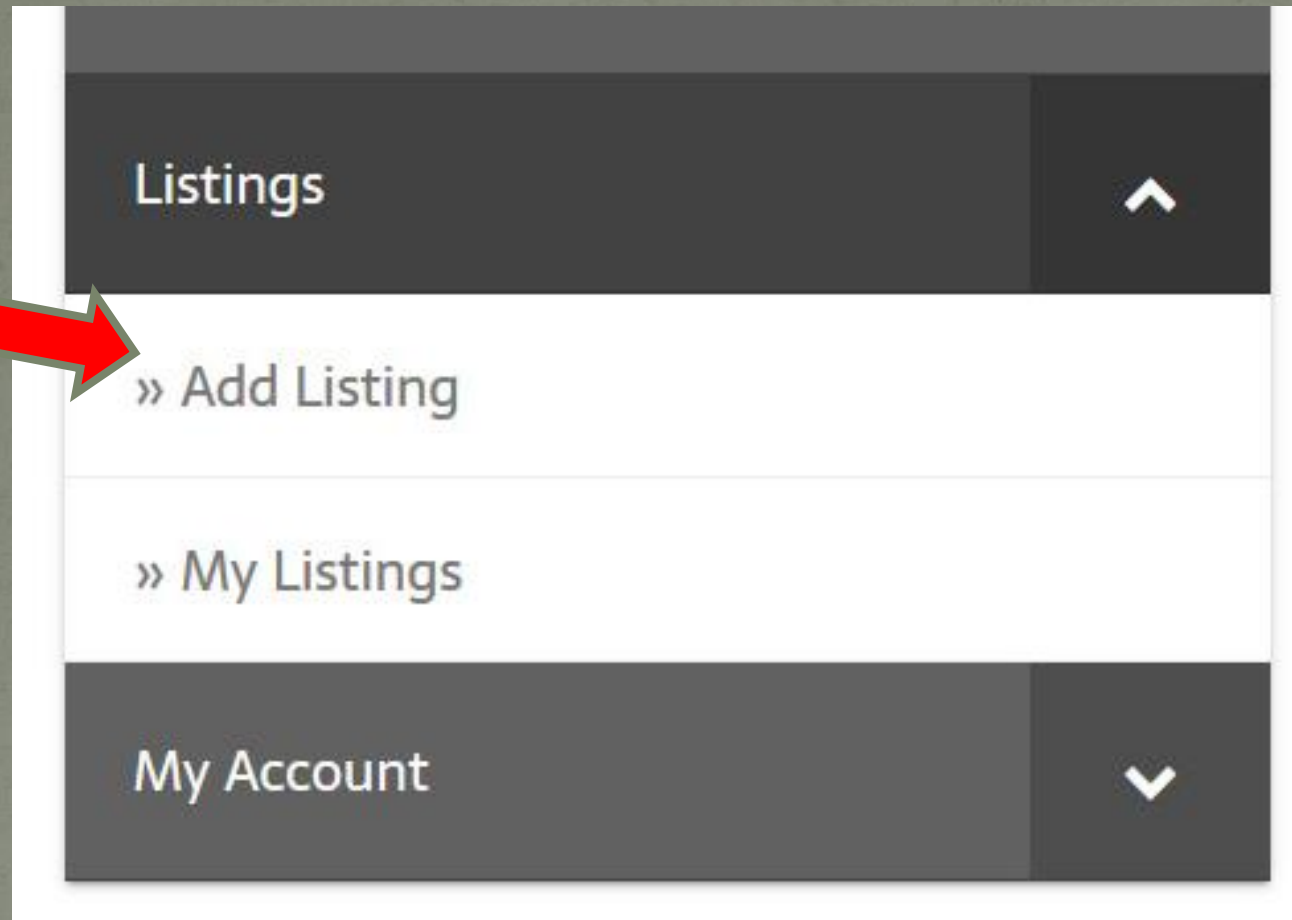


# Step Three: Go to Listings on Dashboard

The screenshot shows a web browser window displaying the GABB (Georgia Association of Business Brokers) website. The user is logged in as Michael Ramatowski. The dashboard is visible, and a navigation menu is open on the left side. The menu items are: Dashboard, Forms, Events, News, Listings, and My Account. A red arrow points to the 'Listings' button. The 'Dashboard' button is highlighted in green, and a message 'You are approved!!!' is displayed next to it. The browser's address bar shows 'https://gabbnew.wpengine.com/my-account/'.

After you have successfully logged in, you will see a grey menu labeled DASHBOARD. Click on the LISTINGS button (red arrow).


## Step Four: Click ADD LISTING



**Under listings, there are two options. To add a new listing, click the button labeled ADD LISTING. .**

# Step Five: Fill Out the Add Listing Form

**Add Listings** Home / Add Listings

 **Michael Ramatowski**  
RAMBIZGROUP BUSINESS SOLUTIONS Logout ↗

Dashboard

Forms

Events

News

Listings

My Account

**Listing Title**

**Listing Excerpt**

**Listings image**

Upload or select image

**Publish this Listings to front page?**

No

**Title**

**Fill out the listing form. Please upload a listing image.**

**Under “Publish this Listing to the Front Page? Change the answer to “Yes,” otherwise you listing will not appear in the listings search.**



# Step Six: Price, Gross Revenue & Location

- The Listing's Price and Gross Revenue will appear prominently on the listing screen, after you submit the listing. Completing those fields will make your listing more attractive to buyers.
- Choose a Georgia County, or the state, if not Georgia, for your listing to appear in a location search.



## REDUCED PRICE! BEAUTIFUL NEW HAIR SALON AND SPA.

Beauty and Personal Care  
Chattanooga, TN (Hamilton County)

Beautiful, newly renovated Hair Salon. High traffic area with plenty of parking. Full service comprehensive hair care to full-line day spa menus, hair salon & spa professionals provide rewarding and relaxing services to the clients. For more information please to our website below and register. Please go to [www.topbusinessseller.com](http://www.topbusinessseller.com) to receive more information.

Price: \$25,000  
Gross Revenue: \$76,000

[LEARN MORE »](#)



## REDUCED PRICE! PROFITABLE ONLINE FARMERS MARKET

Online and Technology  
Chattanooga, TN (Hamilton County) (Relocatable)

In 2015, we set out to make sustainable, responsibly sourced whole foods more convenient + accessible to real families like ours. Three years later, we've curated the freshest, most delicious local foods you've ever

Price: \$75,000  
Gross Revenue: \$255,000

[LEARN MORE »](#)

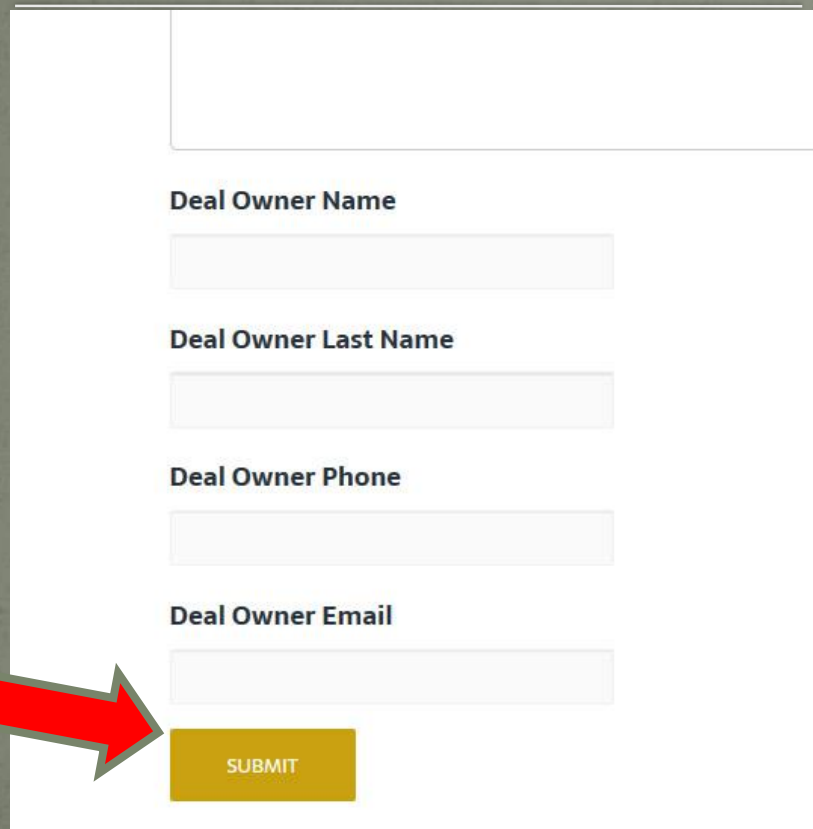
## Step Seven: Industry, other fields.

- The website will allow you to click a drop down menu to add the industry.
- Fill out the other fields as appropriate.
- If you have suggestions for fields you'd like to see, please let us know.
- If you don't have a photo or picture, you can find royalty-free images at [Pexels.com](https://www.pexels.com) Listings with photos will attract more interest from buyers.
- If owner financing is available, indicate that on the form.



# Step Eight: Submit Listing

## SUBMIT



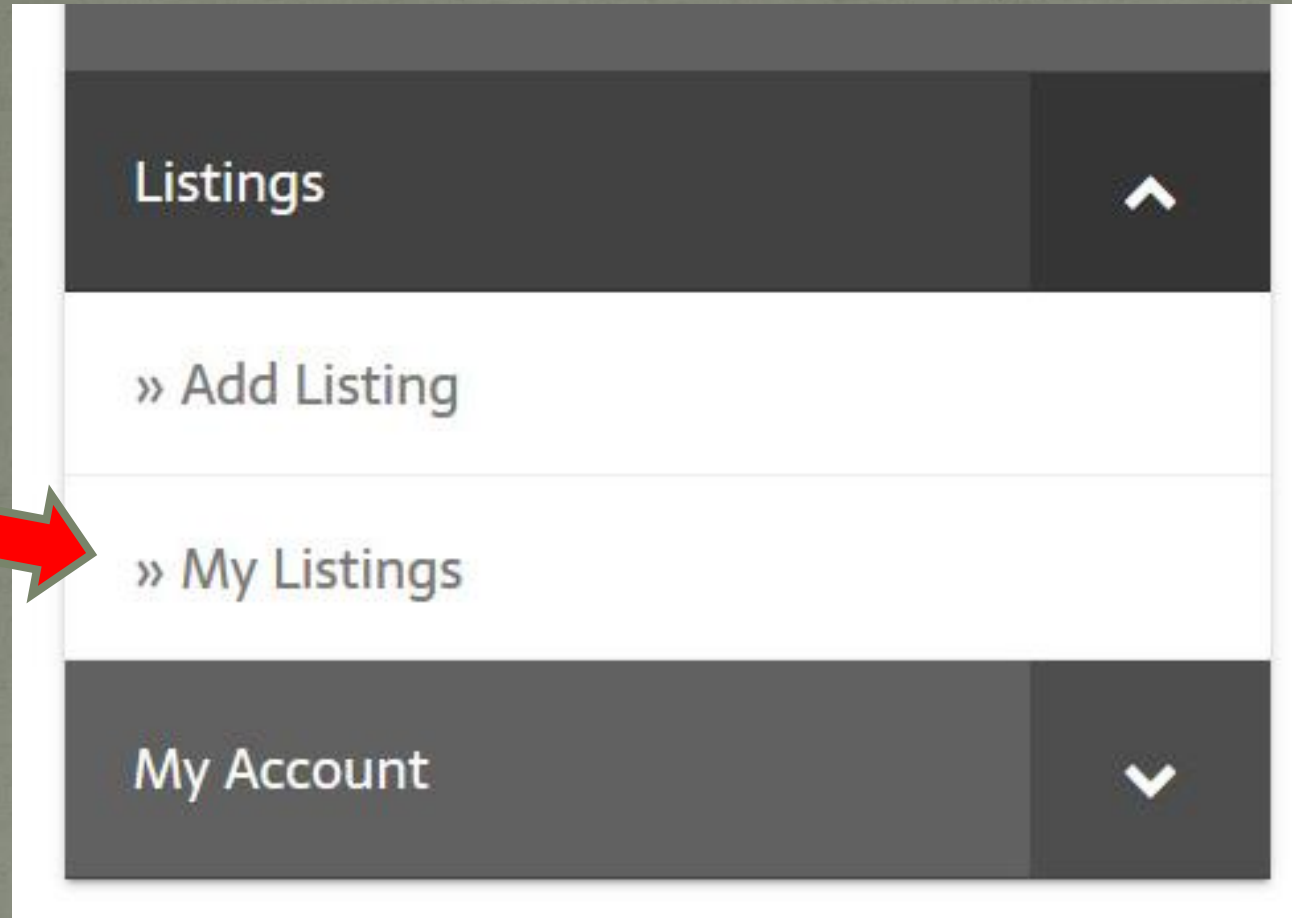
A screenshot of a web form with a white background. At the top is a large empty rectangular box. Below it are four labeled input fields: "Deal Owner Name", "Deal Owner Last Name", "Deal Owner Phone", and "Deal Owner Email". Each label is in bold black text, and each field is a light gray rectangle. At the bottom of the form is a yellow rectangular button with the word "SUBMIT" in white capital letters. A large red arrow with a black outline points from the left edge of the image towards the "SUBMIT" button.

## ADD:

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- Add your name
- Your best telephone number
- Your email
- If everything else is ready on the form, click submit. This submits the listing.

## Editing Your Listings




**After you have added your listings, you can edit them. Go back to the listings menu on the dashboard and click MY LISTINGS.**

# Editing Listings: Choose the Listing to Edit

**GABB**  
Georgia Association  
of Business Brokers

August 17, 2019 Home About Listings Directory Selling Buying Join GABB Blog Contact Us



## PROFITABLE, NICHE MARKET FACILITIES MAINTENANCE SERVICE PROVIDER

Price: **\$1,200,000**  
Gross Revenue: **\$1,094,853**

Industry: **Other Retail Businesses**  
Location: **Marietta, GA (Cobb County)**  
Listing ID: **1660399**  
Down Payment:

[LEARN MORE »](#)

This is a well-established, local service provider business for national facilities maintenance companies. A **MUST SEE NICHE!** This business is turnkey and an absolute gold mine for the right buyer! Gross Revenue approximately \$1.1M – Gross Revenue averaging over \$1M for ...

Created: August 15, 2019 1:53 am  
Last Modification: August 17, 2019 4:47 pm  
Listing status: **Published**

[EDIT](#) [DELETE \(TRASH\)](#) [DELETE](#)

[« My account page](#) [View all Listings »](#)

At the bottom of the listing, you will see several buttons. Click **EDIT** if you want to update or change items in the listing. Every time you update your listing, it will go to the top of the listings page, so it's a great idea to update your listings. You can **CHANGE** the listing from **PUBLISHED** to Pending by editing it. It won't be deleted, but it won't show in a listing search. Or, you can click on a button to delete the listing.



# Questions? Suggestions?

- Email Diane Loupe your questions at [georgiabusinessbrokers@gmail.com](mailto:georgiabusinessbrokers@gmail.com)
- Or text her at 404-374-3990, including your name and question.
- Please allow 24 hours for a response.