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Role(s): Staff

Module: My Clipboard

How To: Add a location to your locations section within the My Clipboard module

INTRODUCTION

This article describes how to add a location to the Locations section within the My Clipboard module.

STEPS

- Access the WatchMeGoPro™ home page via the following URL: www.WatchMeGoPro.com
- Enter your email address in the Email field
- Enter your password in the Password field
- Click the Log In button
- Click the My Clipboard menu item
- Click the Locations tab
- Click the Edit Locations button
- Click the Add a Location button
- Select the respective state from the State: drop down field
- Enter a portion of the respective location's name in the Location Name: field
- Click the Search button
- Locate the respective location in the search results and click the Select button
- Click the Done button

***Note:** If not found, locations may be added in real-time using the following steps:

- Click the 'Click here to add it' link in the Search Results section
- Enter the respective location name in the Location Name: field
- Enter the respective address in the Address: field
- Enter the respective city in the City: field
- Select the respective state from the State: drop down field
- Enter the respective zip code in the ZIP Code: field
- Enter the respective location type in the Location Type: field (optional)
- Click the OK button
- Click the Select button
- Click the Done button