

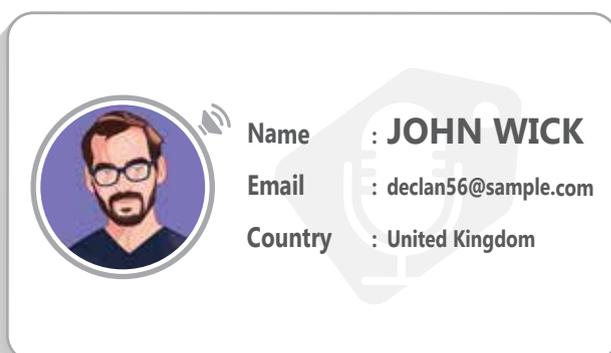
# correct *Tag your pronunciation*

Names can be tricky, but it's a courtesy to say them correctly. Sound&Tag helps to avoid the irritation of hearing names mispronounced, and the embarrassment of doing it to others

## 1 Overview

**Tell the world how you sound. Use Sound&Tag to complete your digital identity.**

Zbigniew. Featherstonehaugh. Wickremasinghe. بنجويجي .Peoples' names can be tricky, but it's a courtesy to say them correctly. Even some that look simple may not be what they seem. In the UK the St. Clair surname sounds like Sinclair. Sound&Tag helps to avoid the irritation of hearing your name mispronounced, and the embarrassment of doing it to others. It takes just a moment to create your virtual Sound&Tag card and share it with your personal or business contacts. It's not just for personal names but also for a brand or company name, just use Sound&Tag to record that too.

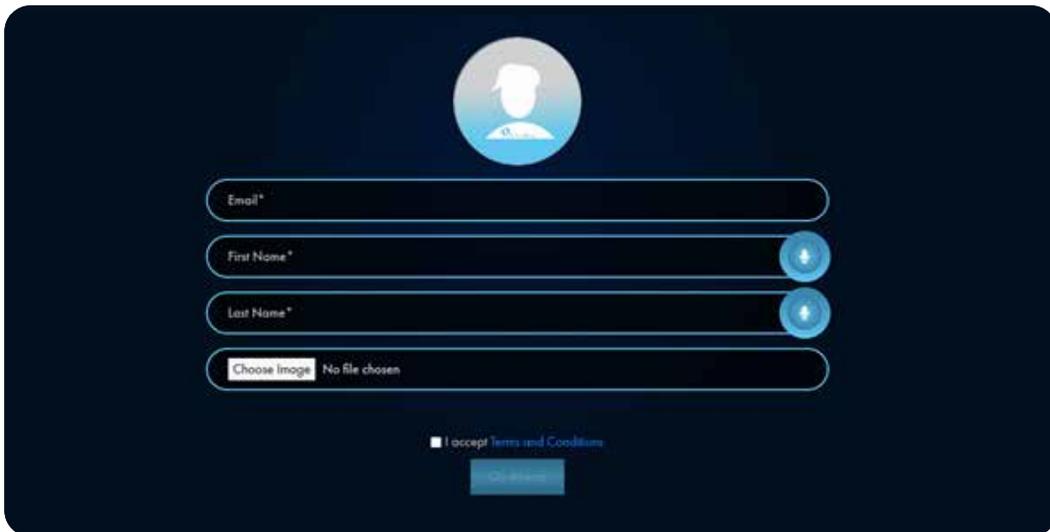


**VIRTUAL  
SOUND&TAG  
CARD**

# 2 Main Features

## 2.1. Try our services without registration

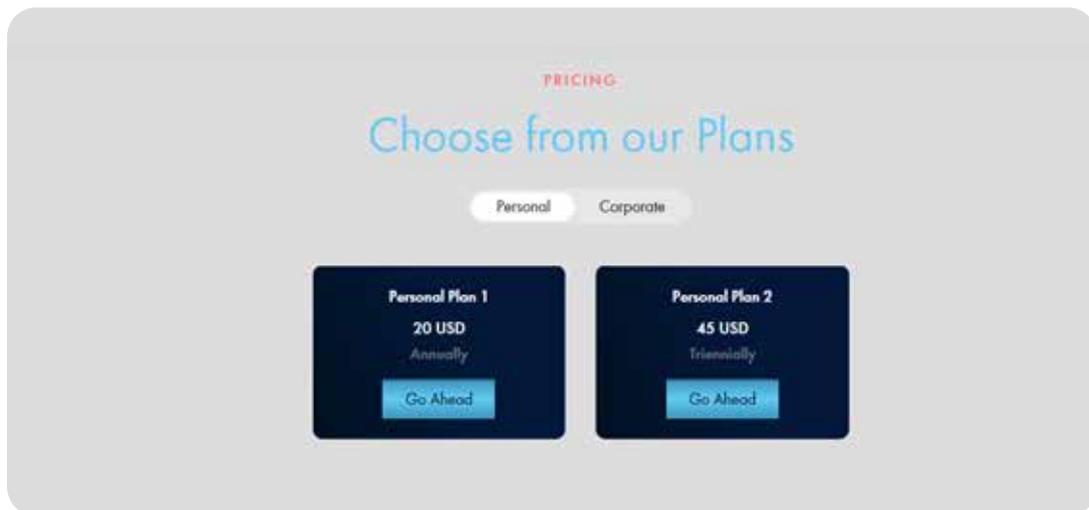
- ▶ You can try our services only by your email and having an option to add your image.
- ▶ You will need to add your first and last names, for each field you must add text and record (at most 10 seconds) for this field and you have the option to add meaning of this text.
- ▶ After submitting all fields, you will receive an email with your trial card and the link to your trial profile.
- ▶ The trial period is only 15 days, after that the profile link will be expired and deleted.



## 2.2. Register as personal user

You can register as a personal user, it enables you to add your first, last name and country and have an option to add more fields to be shown in your public profile, some of these fields are: nickname and meaning of it, middle name and meaning of it, phone, address, company name and more, you must add records to first name and last name and have an option to add records to middle name, nickname and company (each record is at most 10 seconds).

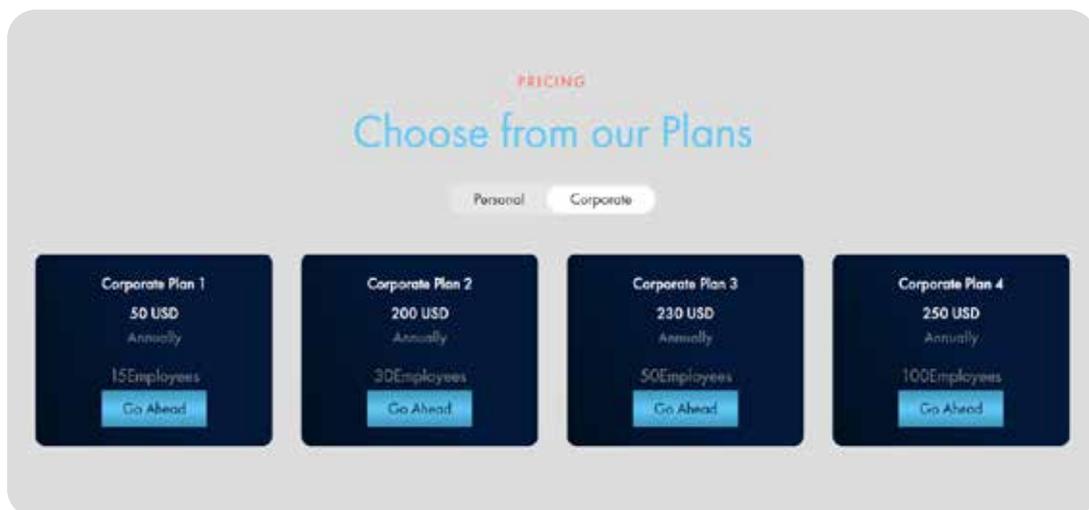
For this service you can subscribe to one of our plans:



### 2.3. Register as corporate user

You can register as a corporate user, it enables you to add your business name and country and have an option to add more fields like: business name meaning, phone, address, website and company profile, you must add record for business name (at most 10 seconds).

For this service you can subscribe to one of our plans as shown in the picture.

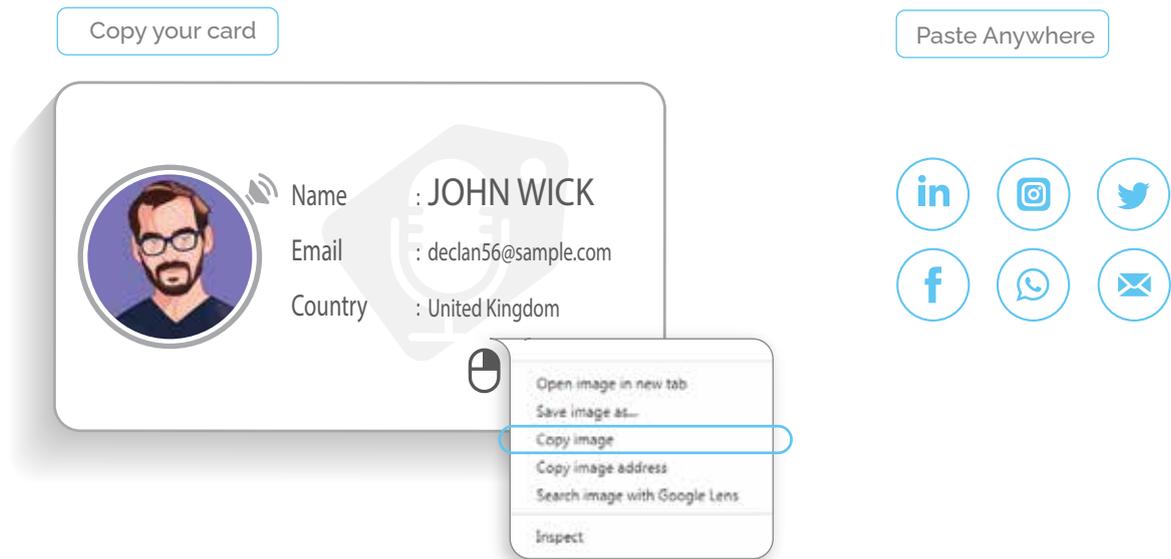


## 2.4. Generate a virtual sound&tag card

From your profile, you can copy your profile card and paste it in any agent that supports HTML markup such as email or a webpage. You can also embed a link to the card anywhere it is supported, such as social media profiles.

When a user clicks on the card it will navigate to your profile page.

You have two options, you can copy the full profile card with your data or copy short profile card with your image only.



## 2.5. Create a QR code of your Sound&Tag card

From your profile, you can generate a QR code of your card which can be downloaded in PNG format for inclusion on a printed business card. This allows the holder of the card to scan the code and listen to your Sound&Tag card recording.

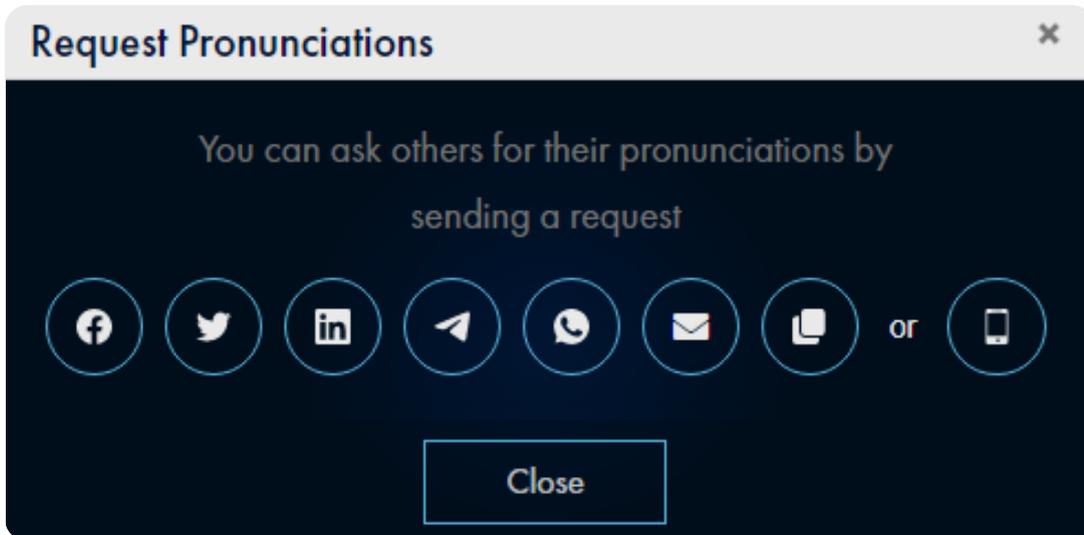


## 2.6. Share the link of profile

You can share your profile link on social media platforms, email or copy to clipboard and paste it later, to enable others to show your profile and listen to your pronunciation.

## 2.7. Request a contact to record their Sound&Tag

You can share our service on social media platforms, email or copy to clipboard and paste it later.



## 2.8. Accept request invitation

When a user invites someone to record his/her pronunciation the invitee has the freedom to click the link to try service or click the another link to register.

When the invitee finishes registering or trying service form the inviter will get an email with the profile link to the invitee

## 2.9. Add employees

- ▶ The corporate user can invite employees to record their pronunciation either by adding their emails one by one or by uploading an excel sheet containing all the email.
- ▶ The number of employees the corporate can invite depends on the plan of the corporate user.
- ▶ The employee can create a regular profile and the company name will be visible in him/her profile.

## 2.10. Hide / Show profile

When the user completes his/her profile he can decide to show or hide his profile.

If the profile is hidden no one can visit this profile and the profile will not be shown in the profiles page.

## 2.11. Check account status

Any user can check his account status to know what is the next step to complete his profile

**General Status**

**✘ Your profile isn't public yet**

Please verify your email ✔ Go Ahead

Please complete your subscription form as \*Required

Please pay your subscription fee from the Subscription Status section below

Please complete recording of your names pronunciations

**Subscription Status**

**✘ Your plan is not valid yet**

Please complete your subscription payment ✔ Go Ahead

# 3 Guide to using the platform

## 3.1. User flow process

### 3.1.1. Personal account:

- 3.1.1.1. Click on **Register** link in the navbar
- 3.1.1.2. Choose the **Account type**, 'Personal'
- 3.1.1.3. Choose the plan that fit you
- 3.1.1.4. Type your username, email, password and password confirmation
- 3.1.1.5. Check the re-captcha input
- 3.1.1.6. Check the input **I accept terms and conditions**, 'You can read terms and conditions by clicking on the text'
- 3.1.1.7. Click **Register** button
- 3.1.1.8. If there isn't any errors, then an email was sent to your email
- 3.1.1.9. From your email, click on the verification link
- 3.1.1.10. Click on **Login** link in the navbar
- 3.1.1.11. Type your username and password and click **Login**
- 3.1.1.12. The popup will be shown to complete your subscription
- 3.1.1.13. Click on **Go Ahead** button in the popup
- 3.1.1.14. From **Subscription Status** section click on **Go Ahead** button
- 3.1.1.15. Choose the plan that fits you
- 3.1.1.16. Choose the currency and type the credit card data then click **Pay**
- 3.1.1.17. From **General Status** section click on **Go Ahead** button
- 3.1.1.18. Click your first name, last name and country and fill any other data you want
- 3.1.1.19. You can upload your identity photo or video
- 3.1.1.20. Click on **Confirm** button to save the changes
- 3.1.1.21. From the user icon in the navbar click **My Pronunciation** to go to edit profile page
- 3.1.1.22. You can show the steps of recording pronunciation in **Adding/Editing Records in profile**. question

## 3.1.2. Corporate account:

- 3.1.2.1. Click on **Register** link in the navbar
  - 3.1.2.2. Choose the **Account type**, 'Company'
  - 3.1.2.3. Choose the plan that fit you
  - 3.1.2.4. Type your username, email, password and password confirmation
  - 3.1.2.5. Check the re-captcha input
  - 3.1.2.6. Check the input **I accept terms and conditions**,  
'You can read terms and conditions by clicking on the text'
  - 3.1.2.7. Click **Register** button
  - 3.1.2.8. If there isn't any errors, then an email was sent to your email
  - 3.1.2.9. From your email, click on the verification link
  - 3.1.2.10. Click on **Login** link in the navbar
  - 3.1.2.11. Type your username and password and click **Login**
  - 3.1.2.12. The popup will be shown to complete your subscription
  - 3.1.2.13. Click on **Go Ahead** button in the popup
  - 3.1.2.14. From **Subscription Status** section click on **Go Ahead** button
  - 3.1.2.15. Choose the plan that fits you
  - 3.1.2.16. Choose the currency and type the credit card data then click **Pay**
  - 3.1.2.17. From General Status section click on Go Ahead button
  - 3.1.2.18. Click your business name and country and fill any other data you want
  - 3.1.2.19. You can upload your logo or upload the company promotion video
  - 3.1.2.20. Click on **Confirm** button to save the changes
  - 3.1.2.21. From the user icon in the navbar click **My Pronunciation** to go to edit profile page
  - 3.1.2.22. You can show the steps of recording pronunciation in Adding/Editing Records in profile. question
  - 3.1.2.23. From the user icon in the navbar click **Employees** to go to employees page
  - 3.1.2.24. You have two methods to add employees of your company:
    - 3.1.2.24.1. Type the employee email in the input and click **Submit** to add employees one by one.
    - 3.1.2.24.2. Or click on **Upload sheet** button to upload excel sheet with employee emails in the first column then click **Submit** button to add these employees
- The number of employee shouldn't exceed the maximum number of employees your plan

### 3.1.3. Employee account:

- 3.1.3.1. In the case of **Employees**, the employee will get an email when the company invites this email.
- 3.1.3.2. You can click on **click here** link in the email
- 3.1.3.3. Type your username, email, password and password confirmation
- 3.1.3.4. Check the re-captcha input
- 3.1.3.5. Check the input **I accept terms and conditions**,  
`You can read terms and conditions by clicking on the text`
- 3.1.3.6. Click **Register** button
- 3.1.3.7. If there isn't any errors, then an email was sent to your email
- 3.1.3.8. From your email, click on the verification link
- 3.1.3.9. Click on **Login** link in the navbar
- 3.1.3.10. Type your username and password and click **Login**
- 3.1.3.11. The popup will be shown to complete your subscription
- 3.1.3.12. Click on **Go Ahead** button in the popup
- 3.1.3.13. From **General Status** section click on **Go Ahead** button
- 3.1.3.14. Click your first name, last name and country and fill any other data you want
- 3.1.3.15. You can upload your professional video
- 3.1.3.16. Click on **Confirm** button to save the changes
- 3.1.3.17. From the user icon in the navbar click **My Pronunciation** to go to edit profile page
- 3.1.3.18. You can show the steps of recording pronunciation

### 3.2. Change profile picture

- 3.2.1. From the user icon in the navbar click **My Account** to go to account page
- 3.2.2. Scroll down to image input, click **Choose Image**
- 3.2.3. Choose an image from your device
- 3.2.4. Crop the image then click **Done cropping**
- 3.2.5. If you want to remove the image and return to the default image check **Revert to Default Image** input
- 3.2.6. Click **Confirm** button to save the changes

### 3.3. Adding / Editing records on profile

- 3.3.1. From the user icon in the navbar click **My Pronunciation** to go to edit profile page
- 3.3.2. Click on the record icon on any input you want to record the pronunciation for
- 3.3.3. You have two choices:
  - 3.3.3.1. First, Record your voice
    - 3.3.3.1.1. Click on the record icon to record your voice
    - 3.3.3.1.2. Click stop icon after recording the pronunciation
    - 3.3.3.1.3. Listen to the record by clicking on the play button
  - 3.3.3.2. Second, you can upload the record from your device
- 3.3.4. Click **Done** button to save the record
- 3.3.5. If the button text changes to Saved then the record is **saved**, then you can close the modal

### 3.4. Hiding profile from public access temporarily

- 3.4.1. From the user icon in the navbar click **My Account** to go to account page
- 3.4.2. From the sidebar click on **Account status** link
- 3.4.3. On **General Status** section click on Hide my profile button to hide your profile
- 3.4.4. To reset the profile, on **General Status** section click on **Publish my profile** button to make your profile public

### 3.5. Payment flow

- 3.5.1. From the user icon in the navbar click **My Account** to go to account page
- 3.5.2. From the sidebar click on **Account status** link
- 3.5.3. From **Subscription Status** section click on **Go Ahead** button
- 3.5.4. Choose the plan that fits you
- 3.5.5. Choose the currency and type the credit card data then click **Pay**