OneClick Branding

Your first hour, first day and first week with OneClick Branding

Read this guide from top to bottom. Each step tells you where to click, how long it takes and how you'll know it's done. By the end of the week your firm is posting due-date and festival posters with your own name, logo and contact details, and it takes you a few minutes a day.

FIRST HOUR

See it work

Sign up, fill in your firm's profile and download your first poster with your details on it. That first poster is free.

FIRST DAY

Start posting

Take the Due Dates pack, pick your footer and share your first due-date poster with clients.

FIRST WEEK

Make it a habit

Download a whole month in one go, add festival posters and set up a 10-minute weekly routine.

Three things to know before you start

1. **You don't design anything.** We prepare every poster, including due dates, festivals and tax updates. OneClick adds your firm name, logo and contact details at the bottom. If you change your profile, every poster changes with it.
2. **One login is for one firm.** Your firm name and watermark are locked once you subscribe, so check them before you pay. If you run two or more firms, each firm needs its own login, and each one gets 5% off.
3. **Our team switches your pack on.** After you pay, send the payment details on WhatsApp to 91366 67325. When we confirm, log out and log in again, and the Download buttons appear.

DECIDE FIRST

How should your posters carry your firm's name?

Every poster has a footer with your details. There are two kinds. Both come with your pack, and you can switch whenever you like, but it helps to choose before you start posting so clients see the same look every time.

Choice 1 · ready now

Designs 1 to 5: built from your profile

OneClick builds the footer from your profile: firm name, logo, profession, mobile, email and address.

- Works the moment your profile is filled in.
- Five colour sets: Blue & green, Blue & gold, Purple & yellow, Green & olive, Maroon & orange.
- If you change a detail in your profile, every poster you download after that has the new detail.

What you need: your profile filled in, with a PNG logo on a plain or transparent background.

Choice 2 · made for you

Design 6: your own contact bar

A contact-bar picture with your details and logo, made by our team and placed under every poster.

- Looks the most finished, and every poster carries the same bar.
- Comes with English, Hindi and regional-language posters, and a "days to go" poster.
- Can also be a split bar: one strip above the poster and one below.

What you need: send your details and logo on WhatsApp to 91366 67325, or press **WhatsApp for contact bar** on the poster page. We make the bar and add it to your login.

Keep in mind: until your bar is ready, Design 6 shows a sample bar that says "Your Firm Name". Use Designs 1 to 5 meanwhile.

Not sure? Start with Designs 1 to 5 today, and ask for your contact bar at the same time. Switch to Design 6 once it's in your login.

BEFORE YOU START

Keep these ready

Filling in your profile takes about 10 minutes if these are at hand.

- [ ] Your firm's name, written exactly as clients know it. It locks once you subscribe.
- [ ] Your logo as a PNG file, on a plain or transparent background. A square or wide logo works best.
- [ ] The mobile and WhatsApp number, email and office address you want clients to see.
- [ ] Your profession line, for example "Chartered Accountants" or "Tax Consultants".
- [ ] The phone you post from. You'll save our number on it for reminders.

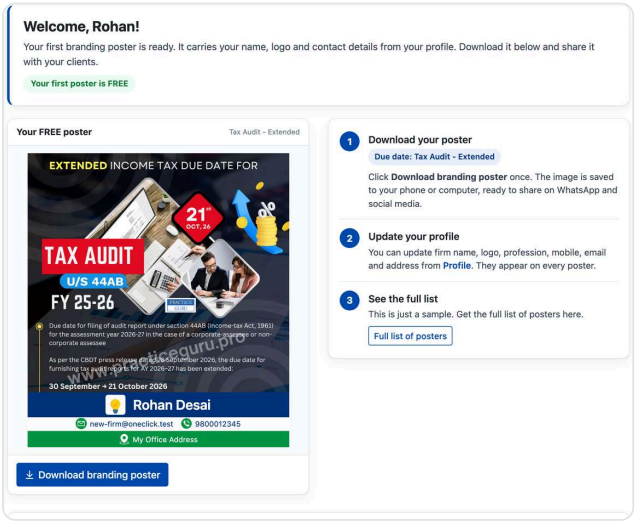
What it costs

What	How much
Your first poster	Free, when you first log in.
Due Dates pack (start here)	Rs. 2,800 a year, or Rs. 399 a month, plus GST. Covers GST, Income Tax and MCA due dates, festivals and public holidays, about 250 posters a year, in English and Hindi. Utility posters and carousels are included.
Tax Updates pack (optional)	Rs. 2,000 a year plus GST. Posters on new circulars and notifications.
Regional languages (optional)	Hindi is free. Marathi, Gujarati, Kannada, Tamil, Telugu and Bengali are Rs. 1,400 a year each on Due Dates.
OneClick Scheduler (optional)	Post now: free. Schedule for later: Rs. 1,200 a year. Auto-post new posters: Rs. 2,400 a year. Plus GST.

Two or more firms: each firm gets 5% off. All prices are as shown on Subscriptions & plans.

Your first page after you log in

The first time you log in, OneClick opens a **Welcome** page with your free poster and three steps: download it, update your profile, see the full list. This guide follows the same order and adds what to do around it.



A new firm's first page. The footer shows your name until you fill in your profile.

FIRST HOUR

See your firm's name on a poster

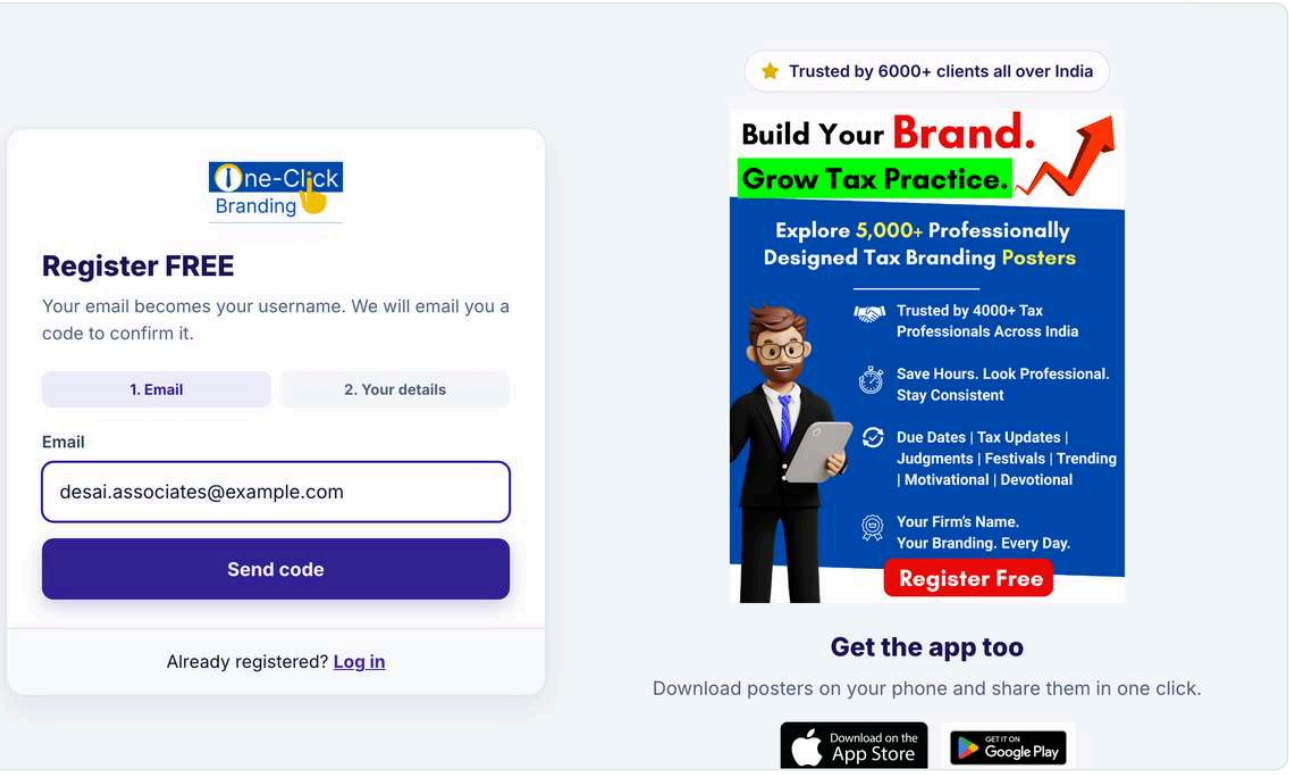
By the end of this hour your profile is filled in and you've downloaded a poster with your own details on it.

1 Create your account

5 min

Go to **practiceguru.pro/DIY_Posters/newregister3.php**, or press **Sign up** on the OneClick page

Enter your email and press **Send code**. Type the 6-digit code from the email, then your name, mobile number and a password. Your email becomes your username.



- [ ] You see **Registration successful** and a welcome email arrives.

2 Log in and see your free poster

2 min

Press **Log in now** and use your email and password. The Welcome page opens with a poster that already carries your name and mobile number. If the code email hasn't come, check spam and the Promotions tab.

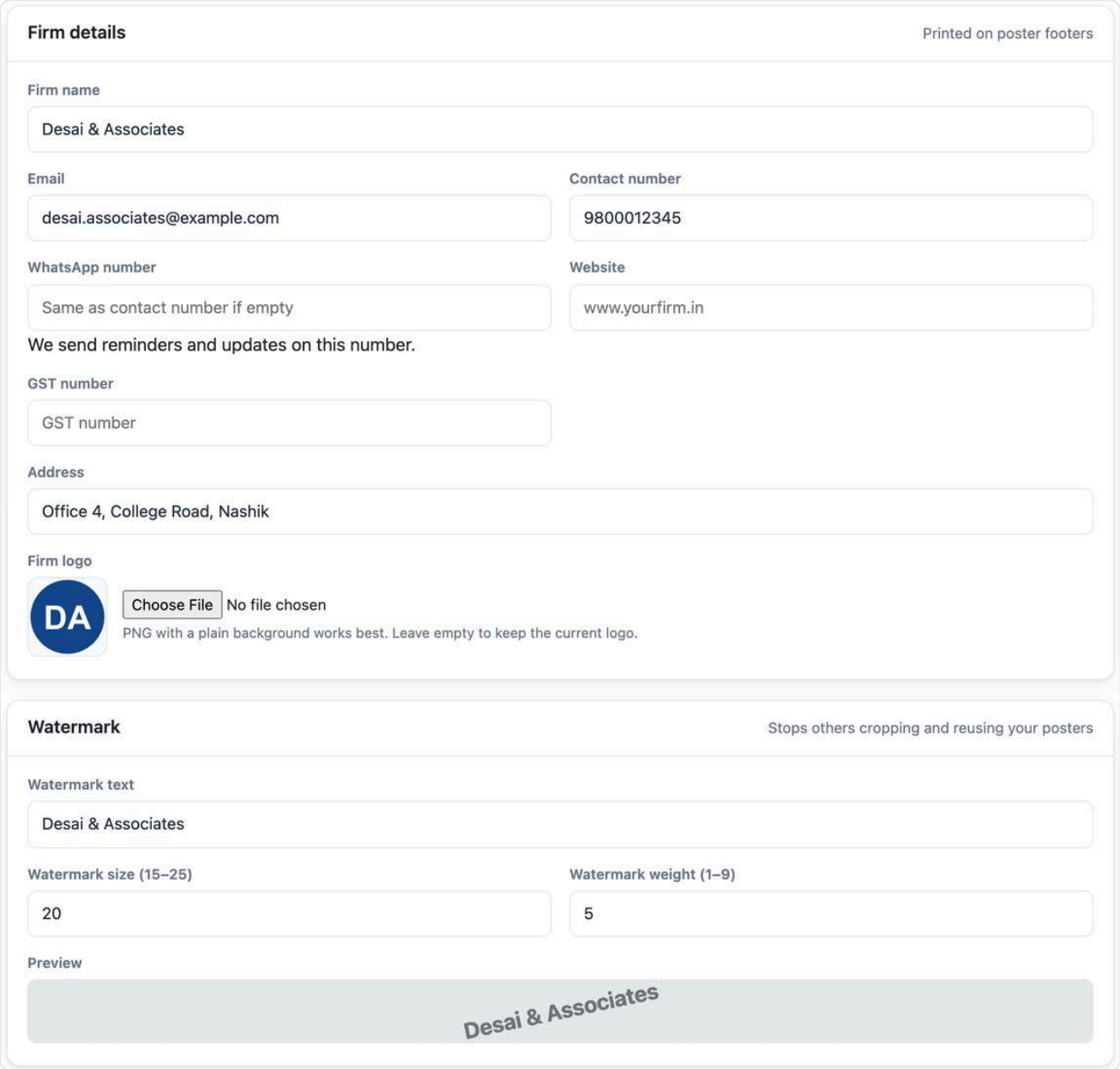
- [ ] You see the Welcome page with **Your first poster is FREE** .

3 Fill in your firm's profile

10 min

Menu: your name at the bottom left → **Edit profile**

1. Under **Personal**, add your profession, for example "Chartered Accountants".
2. Under **Firm details**, enter your firm name, email, contact number, WhatsApp number, website and address, and upload your logo.
3. Under **Watermark**, your firm name runs in light text across each poster, so nobody can crop it and reuse it. Size goes from 15 to 25, and weight (how dark) from 1 to 9.
4. Press **Save changes**.



- [ ] The top of your profile no longer shows a yellow note about blank details.

4 Download your free poster and share it

5 min

The **Welcome** page

Go back to the Welcome page. The footer now shows your logo, profession, email, mobile and address.

1. Press **Download branding poster**. The picture is saved to your Downloads folder (on a phone, Files → Downloads or the Gallery).
2. Post it to your WhatsApp status, or send it to one client you know well.

Every poster in Designs 1 to 5 gets this same footer.



- [ ] The poster is on your phone and you've shared it once.

Wrong detail on the poster? Fix it in Edit profile and download again. You never edit the poster itself.

End of the first hour: check these

- [ ] Account created, and you can log in
- [ ] Profile filled in, with your logo
- [ ] Free poster downloaded and shared once

FIRST DAY

Start posting due dates

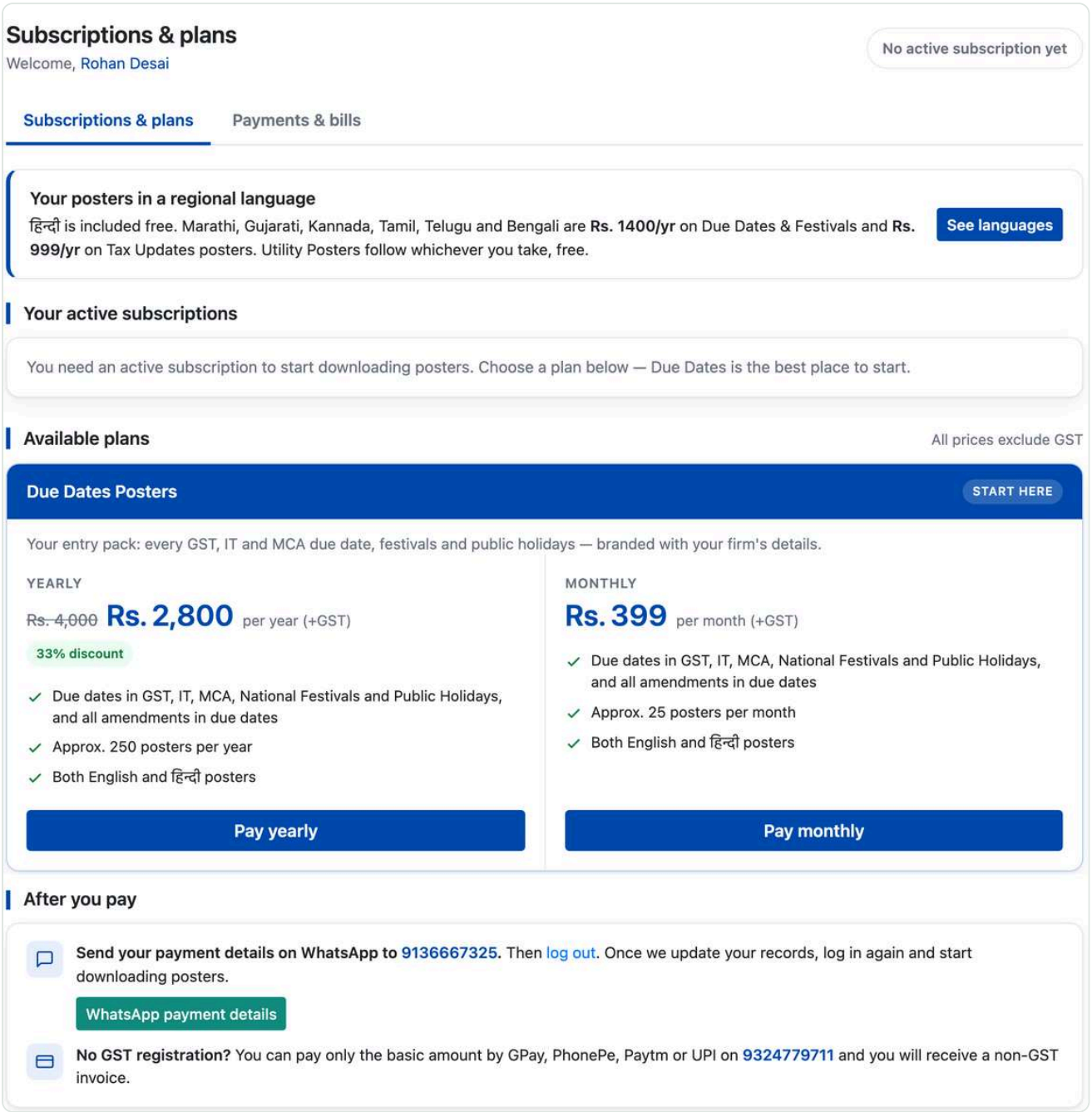
Take the pack, choose your footer and post your first due-date poster. Clients start seeing your firm's name on every deadline.

5 Take the Due Dates pack

10 min

Menu: **New Products** (green button, top left) → **Subscriptions & plans**

1. Check your firm name in your profile first. It locks once you subscribe.
2. Under **Due Dates Posters**, press **Pay yearly** (Rs. 2,800) or **Pay monthly** (Rs. 399), plus GST.
3. Press **WhatsApp payment details** under "After you pay" and send the details, then log out.
4. When we confirm on WhatsApp, log in again.



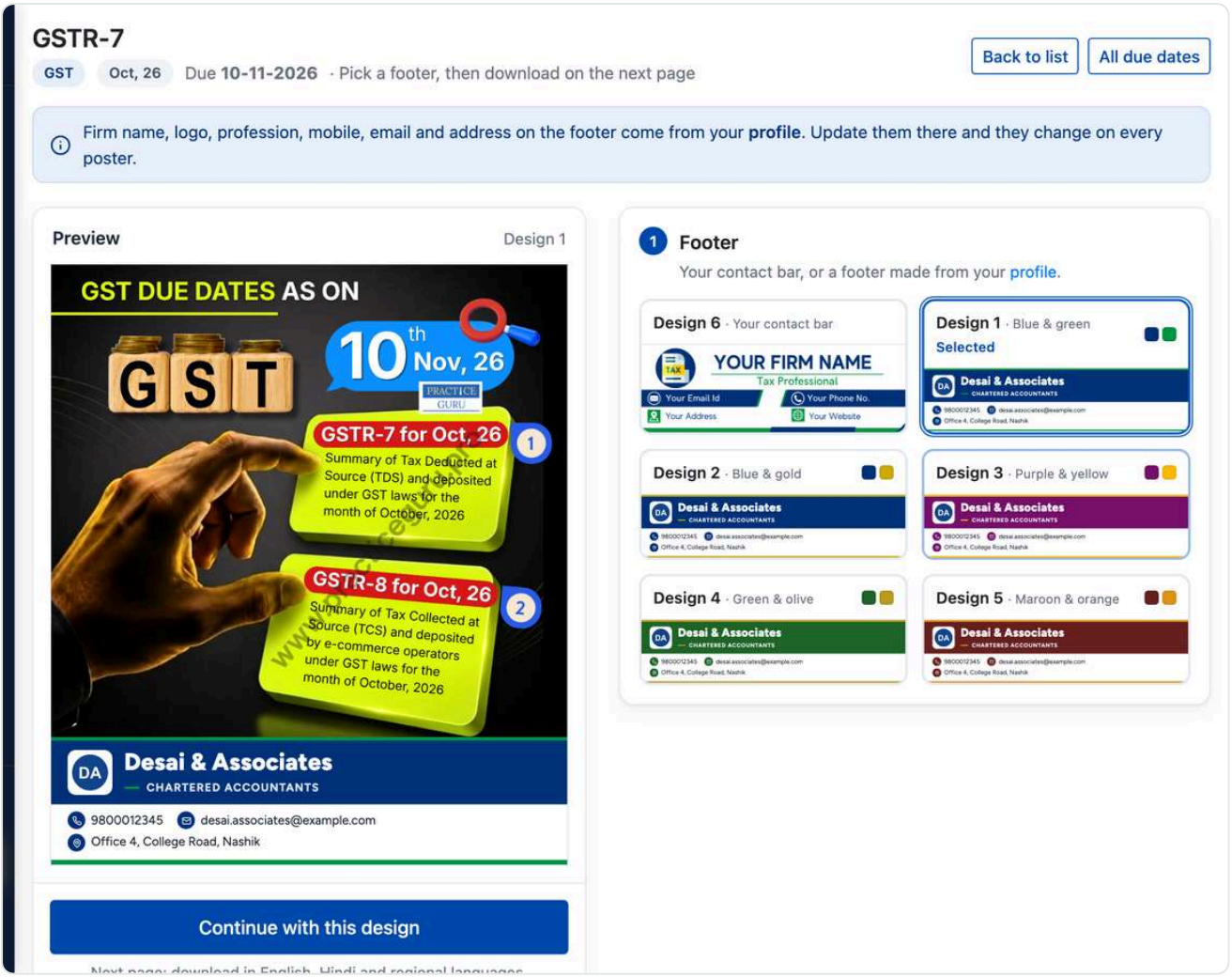
- [ ] **Your active subscriptions** shows Due Dates with its end date.

6 Open a due date and pick your footer

5 min

Menu: **Due Dates** → **This Month**, then **Make poster** on any due date

The list shows this month's due dates. Choose one coming up soon and press **Make poster**. The next page shows a preview on the left and the footers on the right. Click a design and the preview changes, then press **Continue with this design**.



Design 1 picked. The footer comes from the sample firm's profile.

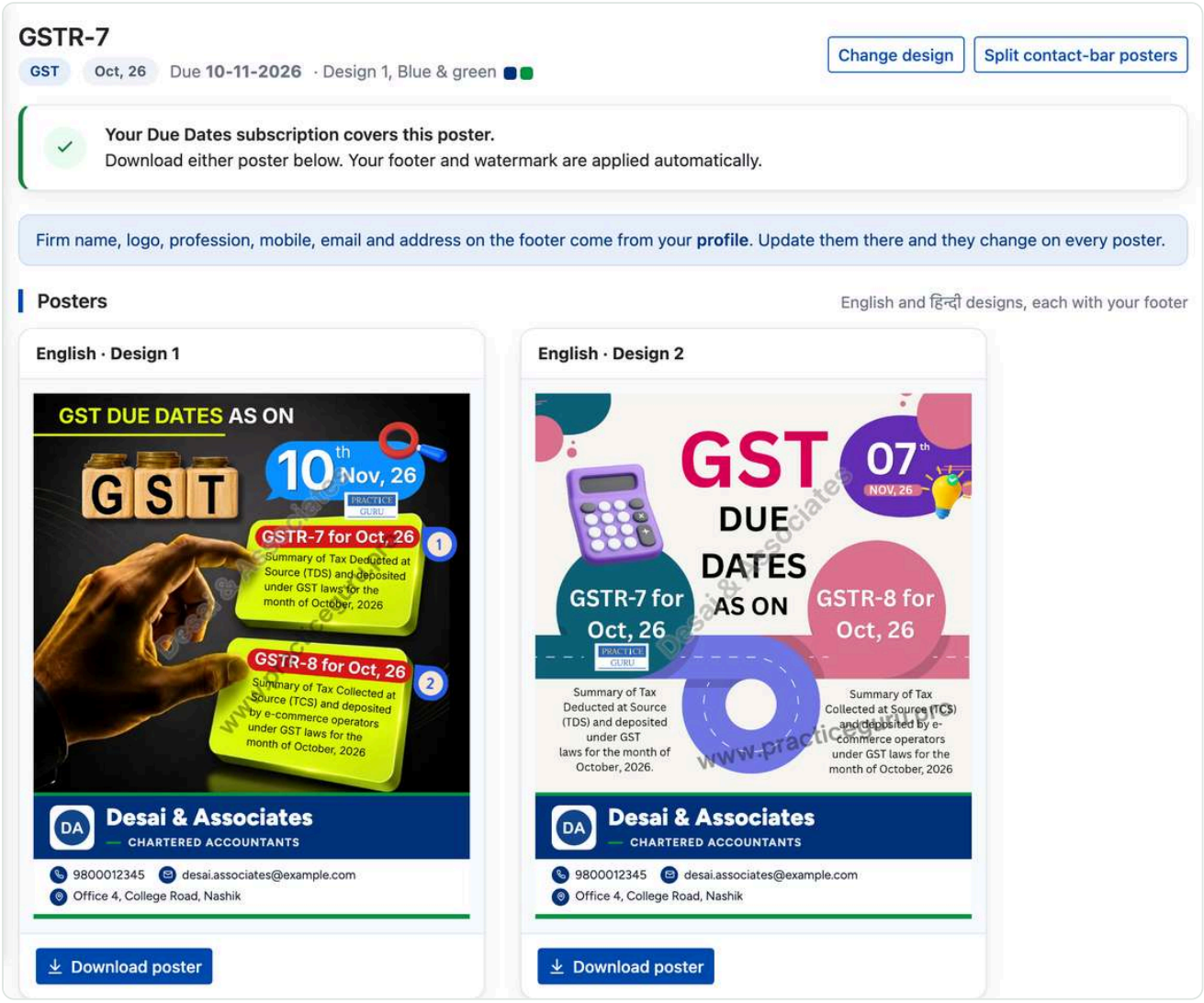
- [ ] You're on the download page and the posters show your footer.

7 Download and post your first due-date poster

10 min

The download page, after step 6

1. Press **Download poster** under the poster. It shows "Preparing…" and saves a high-quality picture.
2. Hindi posters are on the same page. Download one too if your clients read Hindi.
3. Need words to go with it? Use the **AI social media post generator** on the same page, or the ready caption in the list (switch the list to **Table** and press **Copy**).
4. Post it on WhatsApp status, Instagram, Facebook or LinkedIn, or send it to your client groups.



- [ ] Your first due-date poster is posted with your firm's name on it.

8 Get told when new posters are ready

2 min

Your phone's contacts, and **Turn on alerts** in the menu

- Save **91366 67325** in your phone. You'll get due-date reminders and new tax-update alerts on WhatsApp by broadcast. Broadcasts only reach people who have saved the number.
- Press **Turn on alerts** (yellow button, bottom left) and allow notifications. Your browser tells you when a new tax update, case law or carousel is ready with your firm name.

- [ ] The number is saved, and the yellow button no longer says Turn on alerts.

Next month's list empty? Due-date posters for a month go live 6 days before the month starts. Check again then.

End of the first day: check these

- [ ] Due Dates pack active
- [ ] Footer chosen (and contact bar asked for, if you want Design 6)
- [ ] First due-date poster posted
- [ ] 91366 67325 saved, alerts on

FIRST WEEK

Make it a habit

One small job a day. By day 7 you have the month's posters on your phone and a routine that takes 10 minutes a week.

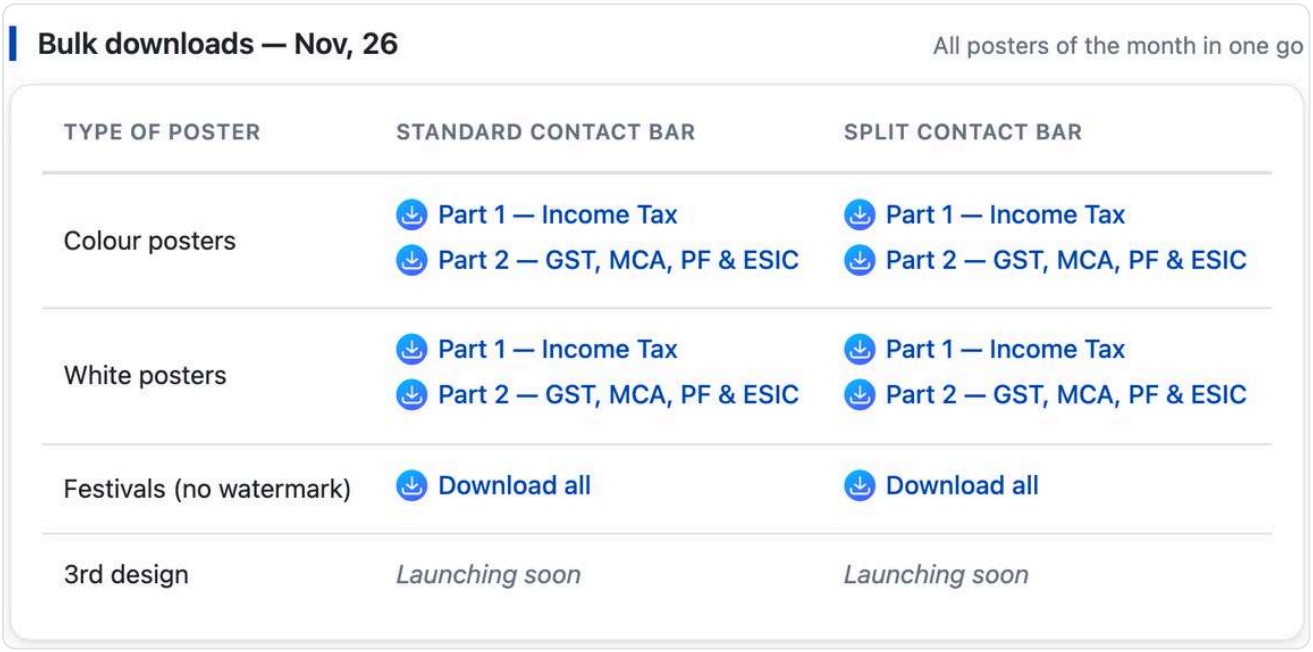
9 Day 2: download the whole month at once

10 min

Menu: **Home** → **Bulk downloads**

Pick a set (Part 1 Income Tax, Part 2 GST, MCA, PF & ESIC, or Festivals) with a normal or split contact bar, and press **Download All Branding Poster**. Each poster is saved as a separate picture. When the browser asks "Allow multiple downloads?", press **Allow**.

You can also open any due-date poster and press **All posters in this design**.



- [ ] This month's posters are in your Downloads folder, ready to post on the right days.

10 Day 3: add festival posters

5 min

Menu: **Due Dates** → **Festivals**

Festival and greeting posters come with your Due Dates pack, in English and Hindi. Open the festival, press **Make poster**, pick a design and download. Post it on the morning of the festival, so clients see your name between deadlines too.

- [ ] The next festival's poster is downloaded.

11 Day 4: let OneClick Scheduler post for you (optional)

15 min

Menu: **Scheduler** (opens in a new tab)

Log in with your OneClick username and password and connect Instagram, Facebook, LinkedIn and your Google Business Profile once. **Post now** is free. Scheduling for later is Rs. 1,200 a year, with a 7-day free trial. With **Auto-post** (Rs. 2,400 a year), new due-date posters, tax updates and carousels go out by themselves with your contact bar.

- [ ] Your accounts are connected and your next poster is posted or scheduled from Scheduler.

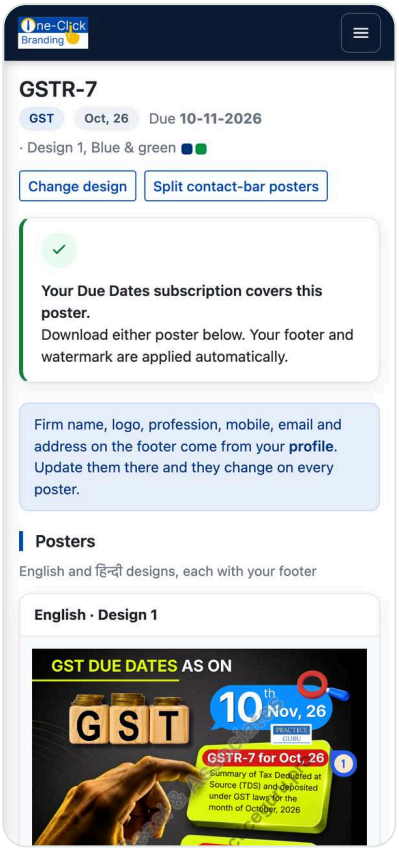
12 Day 5: use OneClick on your phone

5 min

If you post from your phone, set OneClick up there too.

- Install the **OneClick Branding** app from the Play Store or App Store and log in with the same email and password, or
- Open practiceguru.pro in your phone's browser and log in. Tap the menu button (three lines) at the top to see all sections.

Posters you download on the phone go straight to your Gallery, ready to share on WhatsApp.



OneClick in a phone browser.

- [ ] You've downloaded one poster on your phone.

Day 6 and 7: more worth knowing

Page	Menu	Use it when
Tax Updates	Tax Updates	You want posters on new circulars and notifications. Without the pack you see samples. Rs. 2,000 a year plus GST.
Carousels	Carousels	You want several slides in one post. Open with the Due Dates or Tax Updates pack.
Languages	New Products → See languages	Your clients read Marathi, Gujarati, Kannada, Tamil, Telugu or Bengali. Rs. 1,400 a year per language.
My team	My team	Someone in the office will download and post. Each person gets their own OneClick login, so nobody shares yours.
Due Dates Excel	Extra → Due Dates Excel	You want the month's due dates as a spreadsheet for the office planner. Free.

After the first week: your 10-minute weekly check

Pick a fixed time, for example Monday at 10 AM.

- [ ] **Due Dates → This Week:** download this week's posters and post or schedule them.
- [ ] **Due Dates → Next Week:** anything big coming? Post a reminder early.
- [ ] **Festivals:** any festival this week? Download its poster.
- [ ] **Home:** does Subscription status show a pack ending within 15 days? Renew before it runs out, because a poster opens only if your pack runs till its due date.
- [ ] **Your profile:** still right? A new number or address goes on every poster after you save it.

Later, when you're comfortable

Case Laws, the monthly Newsletter, Weekly and Monthly calendar posters, Personal and Marketing packs and the Wallet (single posters without a pack) are explained on the in-app **Help & guide** page.

QUICK HELP

If this happens, do this

What you see	What to do
You paid, but posters still say "Sample"	Send the payment screenshot on WhatsApp to 91366 67325. After we confirm, log out and log in again.
The footer shows "Your Firm Name" or an old detail	Open **Edit profile**, correct it and press **Save changes**. Then download the poster again.
The firm name is greyed out	One login is for one firm, so the name locks once you subscribe. If you really need to change it, message us on WhatsApp.
"You are still on the default contact bar"	Press **WhatsApp for contact bar**. We make your bar. Use Designs 1 to 5 until then.
Nothing happens when you press Download	Wait a few seconds, because big posters take time. On a phone, check Downloads. Still nothing? Refresh and try once more, or use Chrome.
Only some posters downloaded in a bulk download	Your browser blocked the rest. Allow multiple downloads for practiceguru.pro and press the button again.
"Outside your subscription period"	Your pack must run till that poster's due date. Renew, or press **Buy using wallet** for that one poster.
You forgot your password	Press **Forgot password** on the login page. The same login works for OneClick, Learnings and OneClick Scheduler.

Still stuck?

Every OneClick page has a blue **Help** button at the bottom right that explains that page. Or message us on WhatsApp at **91366 67325**, 7 days a week. We reply within an hour. You can also write to **admin@practiceguru.pro**.