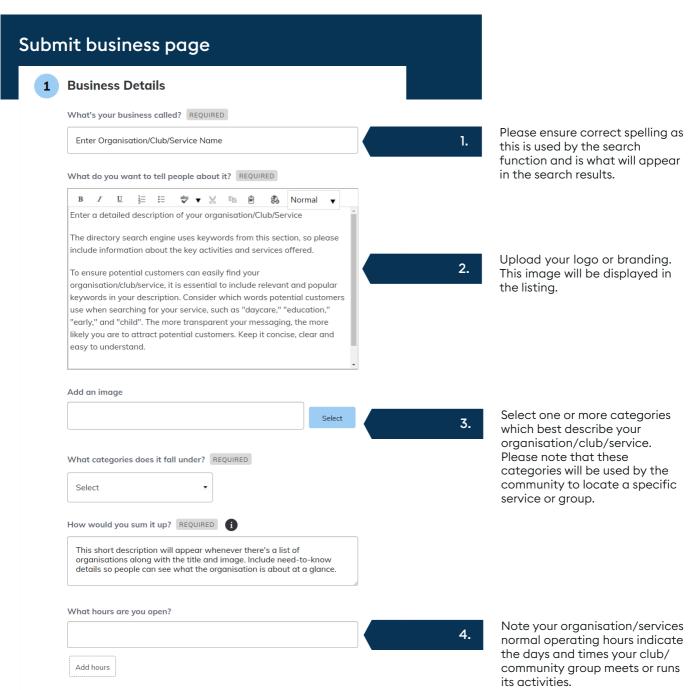


HOW TO SUBMIT A BUSINESS OR COMMUNITY DIRECTORY PAGE

These instructions provide a step-by-step guide on how to create either a business page or a community directory page. Although the example provided focuses on creating a business page, the instructions can be adapted for either type of page.

On the My City home page choose which page you would like to create then follow the steps below.





appropriate form field.

2	Location	
	Show address on website?	
	Yes	By ticking this box and filling out the location details below, the
	What's the name of the venue?	location provided will be display
	Use this to identify a shared building or complex	on the listing. It is strongly recommended to provide a
	What's the address?	physical address where possible. you do not wish to provide a physical address
	Which city, suburb or town is it in?	please leave this section blank. Do not use a postal address for this field.
	What's the postal code?	
3	Contact information	
	Who's the contact person?	
	Best contact person for general enquiries	
	What's their email address?	
	Generic email for incoming general enquiries	
	What's their phone number?	It is strongly recommended that you provide generic organisation
	Generic phone number for incoming general enquiries	club/service contact information (phone, email etc) where possible.
	Is there a website for this business? (must start with https:// or http://)	This will ensure listings remain current if individual club membe
	Link to organisation/club/service website	leave members or organisationa
	Show postal address on website?	positions change. To insert a link to the
	▼ Yes	organisation/ club/service website, open up the website in a
	What's the postal address?	web browser and copy the URL
	Enter the postal address. If the postal address is the same as the physical location, please re-enter the address information in this field.	link. Paste the URL link into the website form field.
	Add your social media links	
	Link	Please provide links to any socia media accounts (Facebook,
	Add	Instagram of the organisation/ service/club where applicable. Providing links to these accounts a great way to generate interest
is pa	ge will be submitted for review before it's published.	and direct traffic to these platforms. To insert the link, ope
	Cancel Save Submit	up the social media account in a web browser and copy the URL link. Paste the URL link into the