

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.

Submit business page

1 Business Details

What's your business called? **REQUIRED**

Enter Organisation/Club/Service Name

1.

Please ensure correct spelling as this is used by the search function and is what will appear in the search results.

What do you want to tell people about it? **REQUIRED**

Enter a detailed description of your organisation/club/service.

The directory search engine uses key words from this section so please be sure to include information about the key activities and services offered.

To ensure that potential customers can easily find your organisation/club/service, it's essential to include relevant and popular keywords in your description. Consider which words potential customers would use when searching for your service, such as "daycare," "education," "early," and "child." The more transparent you are in your messaging, the more likely you are to attract potential customers. Keep it concise, clear, and easy to understand.

2.

Upload your logo or branding. This image will be displayed in the listing.

Add an image

Select

3.

Select one or more categories which best describe your organisation/club/service. Please note that these categories will be used by the community to locate a specific service or group.

What categories does it fall under? **REQUIRED**

Select

- Accommodation
- Arts and Recreation Services
- Agriculture
- Accounting and Finance
- Automotive

Whenever there's a list of organisations, along with the title and image. Include need-to-know details so people can see at a glance what the organisation is about.

How would you sum it up? **REQUIRED**

This short description will appear whenever there's a list of organisations, along with the title and image. Include need-to-know details so people can see at a glance what the organisation is about.

What hours are you open?

Add hours

4.

Note your organisation/services normal operating hours indicate the days and times your club/community group meets or runs its activities.

2 Location

Show address on website?

Yes

What's the name of the venue?

Use this to identify a shared building or complex

What's the address?

Which city, suburb or town is it in?

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?

Generic phone number for incoming general enquiries

Is there a website for this business? (must start with https:// or http://)

Link to organisation/club/service website

Show postal address on website?

Yes

What's the postal address?

Enter the postal address. If the postal address is the same as the physical location, please re-enter the address information in this field.

Add your social media links

Link

Remove

Add

This page will be submitted for review before it's published.

Cancel

Save

Submit

5.

By ticking this box and filling out the location details below, the location provided will be displayed on the listing. It is strongly recommended to provide a physical address where possible. If you do not wish to provide a physical address please leave this section blank. Do not use a postal address for this field.

6.

It is strongly recommended that you provide generic organisation/club/service contact information (phone, email etc) where possible. This will ensure listings remain current if individual club members leave members or organisational positions change. To insert a link to the organisation/club/service website, open up the website in a web browser and copy the URL link. Paste the URL link into the website form field.

7.

Please provide links to any social media accounts (Facebook, Instagram of the organisation/service/club where applicable. Providing links to these accounts is a great way to generate interest and direct traffic to these platforms. To insert the link, open up the social media account in a web browser and copy the URL link. Paste the URL link into the appropriate form field.