

I would like to list my business on Ballina Info Business Directory

Where do I start?


- 1 Go to the Ballina Info website **www.ballina.info**
Click on **BUSINESS DIRECTORY** on top menu.
- 2 When Directory page loads Click on **SUBMIT LISTING** on right menu.
- 3 Complete your details - **please make a note** of your password and the nominated email address.
TIP: Make it your own long term email address or your main business email - not belonging to staff who may change or leave. Make sure you have access to that email account while setting up as you will receive confirmation emails.
* Remember, these details will not show in your listing - you are setting up your **User Account** first and will enter your listing details later.
Check "I agree to terms and conditions" and then Click the **SUBMIT** button.

You will then see this notice on the page;

 This account is pending email confirmation/validation. When you receive the confirmation email you must click the link to activate your account.

- 4 **Check your mail** for a welcome message from Ballina Info with the subject 'Registration Successful' which includes your username and password. Click the link to **activate your account**.

- 5 Enter your Username and Password and **SUBMIT**

 Your account email has been confirmed. You may now login to complete the sign-up process.

Username:

Password:

[Submit Listing](#) [Password Reminder](#)

- 6 Click on **Submit Listing** to enter your Business Listing. * Note. - **Add Listing** on Left menu goes to the same place.

Options

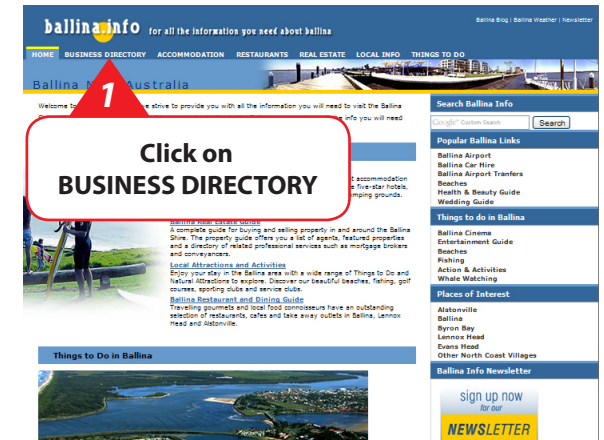
- [Home](#)
- [My Account](#)
 - [Account Details](#)
- [Listings](#)
 - [Add Listing](#)
- [Directory Index](#)
- [Logout](#)

Listings

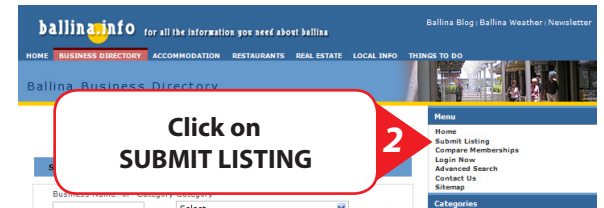
ID	Status	Membership	Expiration	Title	Manage
Submit Listing					

Invoices

Invoice #	Date	Listing ID	Amount	Gateway	Transaction ID	Status	Print
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1 Click on **BUSINESS DIRECTORY**



2 Click on **SUBMIT LISTING**

3 enter full details for your **USER ACCOUNT**

Username: *

Email: *

Password: *

Password Repeat: *

First Name

Last Name

Organization

Address Line 1

Address Line 2

City

State

Country

Postcode

Phone

Fax

I agree to the terms

SUBMIT

7

Enter your Business details as you want them viewed.

- **Membership:** Leave membership as FREE, unless you have purchased a paid listing for more info visit <http://www.ballina.info/business/compare.php>
- **Select Category:**
Click the down arrow to find the category or sub category that best suits your business. e.g. Food & Dining > Restaurant.
- **Listing Details:**
Listing Title: Enter your Trading or Business Name
- **Short Description:**
Enter a brief but informative description of your business.
A few lines only - this will show under your business name in your category.
- **Description:** Include as much information as you want (up to 1000 characters) about your business, services and products
Tip: Pre-prepare your text to avoid interruptions or timeouts. We recommend you prepare text in a plain text editor such as Notepad then cut & paste into the Description panel.
DO NOT Cut & Paste from WORD as Word characters conflicts with html code.
- **from Address to Mobile:** Enter your full business contact details.
- **Logo: (Only available in Basic, Advanced & Premium Memberships)**
Click Browse to locate your logo on your computer.
Tip: Pre-prepare your logo in an image editor to no larger than 300 pixels wide by 300 pixels high. Keep the file size as small as possible to avoid slow load times for your page. Maximum limit is 1mb however, under 250kb is sufficient. Acceptable file types are .jpg, .png and .gifs are acceptable. NO animated .gifs please.
- **Agree to the terms and conditions** by checking the box.
- Click **Submit Listing.**

You will then see a message advising that your registration is complete and your listing will be approved and added within 48 hours.
- **Check your Mail** for two emails entitled 'Listing Submitted' and Listing Approved' from Ballina Info.

The screenshot shows the 'Ballina Business Directory' registration form. A red callout box with the number '7' points to the 'Membership' dropdown menu, which is currently set to 'Free (\$0.00)'. Other fields include 'Select Category' (set to 'Building Materials'), 'Listing Title' (set to 'Smiths Foundry'), 'Short Description' (set to 'Suppliers to Builders and Tradecamen'), 'Description' (set to 'Supplying Materials from Nails to Metal Trusses to the Building Industry...'), 'Address Line 1' (set to '13 De Havilland Cres'), 'Location' (set to 'Ballina'), 'Postcode' (set to '2478'), 'Phone' (set to '02 6666 6161'), 'Contact Person' (set to 'Gavin Smith'), and a checked 'I agree to the terms and conditions' box. A 'Submit Listing' button is at the bottom.