

Add or Edit

Organisation Details

Organisation/Business name **(Required)**

Enter Organisation or Business Trading name

Short description

Enter a short description (summary) of your organisation/business and the key activities, services or products offered. This summary is what displays in the search results

Listing category **(Required)**

Select

Logo or Feature image

Select

Image Gallery

Select

Remove

Add

Organisation/Business Description

Enter a detailed description (expanding on the short summary) describing the organisation/business. The directory search engine uses key words from this section so please be sure to include information about the key activities, services and/or products offered. When thinking about this section, be sure to include key words relevant to your organisation/business/community group that you would like people to be able to search. eg. If you want your listing to display in a search for "Cafe" be sure to include this word in the description along with relevant related words such as "food" "catering" "dining" "coffee" etc

Location Details

Show address on website

Yes

Building/Venue name

Use this to identify a shared building or complex

Street address

Locality (City / Suburb / Town)

Postal Code

Show postal address on website

Yes

Postal Address

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

Contact Details

Name

Best contact for general enquiries ("Reception" or "Admin" is also acceptable)

Email

Generic email for incoming general/customer enquiries

Phone number

Best phone number for incoming general/customer enquiries

Website (starting with http:// or https://)

Link to the organisation website eg. <https://www.colacotway.vic.gov.au/Home>

Facebook

Link to Facebook page eg. <https://www.facebook.com/ColacOtwayShireCouncil/>

Twitter

Link to Twitter page (if applicable)

LinkedIn

Link to LinkedIn page eg. <https://au.linkedin.com/company/colac-otway-shire>

Pinterest

Link to Pinterest page (if applicable)

Google+

Link to Google+ page (if applicable)

Cancel

Publish

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

Used to filter search results. Due to the dual purpose of the directory (for both businesses and community services) listings cannot be listed under both the business directory and community services directory.

Business Directory – For businesses including those whom provide their services to community groups. Please expand this category and select the most relevant sub categories for your business

Community Services – For community groups and organisations, recreation reserves and sporting or recreation clubs/groups (including dance schools) Please expand this category and select the most relevant sub categories

This is the image that displays in the listing. All listings must have a feature photo or logo to be approved. The recommended file size for the logo or feature image is approx. 200kb with a max image width of 800 pixels

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 necessary. If you do not wish to provide a physical address please leave this section blank. Do not use a postal address for this field.

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

For this section, please provide the links to the website and social media accounts of the business/organisation 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 (or website) in a web browser and copy the URL link. Paste the URL link into the appropriate form field.

