WEST BERKSHIRE DIRECTORY

A helpful user guide for managing your listings on the West Berkshire Directory

REGISTERING YOUR ACCOUNT

Registering for a Provider account is easy.

- 1. Click on 'Log in'
- 2. Click 'Register for a provider account'
- 3. Complete the form and submit
- 4. You will receive your login details within 2 working days.

Login or register				
	ider account below.			
	Already have an account? Login below	Don't have a provider account? Create your account		

MANAGING YOUR LISTINGS

You can manage your listings at any time via your 'My Listings' dashboard.

- 1. Log into the West Berkshire Directory using your credentials.
- 2. Go to your 'My Listings' dashboard.
- 3. Here you will see your listings, including their status and last

My Listings						
My Listings						
< Back						
You can use	e this area to update and create your listings					
				Add a listing		
Action	Name	Description	Status	Published date		
0 2	Example Listing	We have lots of activities happening at	Published	11/06/2024, 21:36		

- updated date.
- 4. To **view** a listing, click on the **listing name**.
- 5. To **edit** a listing, click the **pencil icon** next to it.
- 6. To **request remova**l of a listing, click the **'x' icon** next to it.

CREATING YOUR LISTINGS

You can add new listings to the directory at any time via your dashboard. New listings are reviewed by the West Berkshire Directory team before being published on the directory.

- 1. Go to your dashboard and click 'Add a listing'
- 2. Select your listing type from the options.
- 3. Complete the form with details about your listing.
- 4. Click submit to send your listing for approval.
- 5. Once approved, you will receive a confirmation email notification.

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