

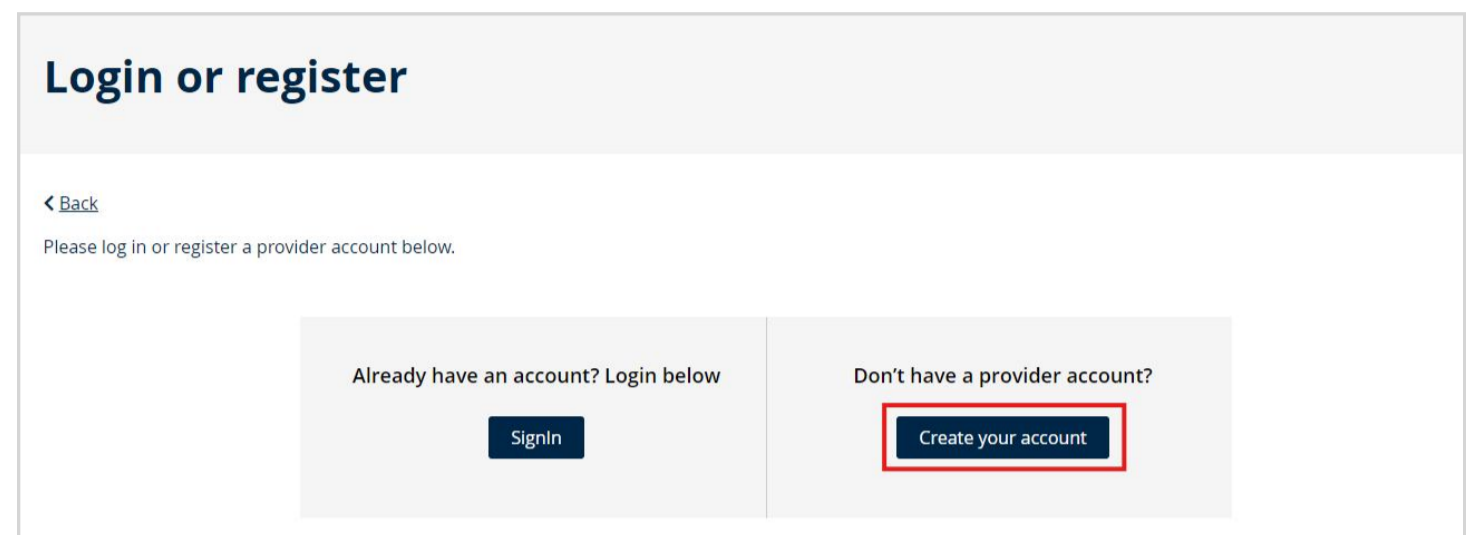
WEST BERKSHIRE DIRECTORY

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

REGISTERING YOUR ACCOUNT

Registering for a Provider account is easy.

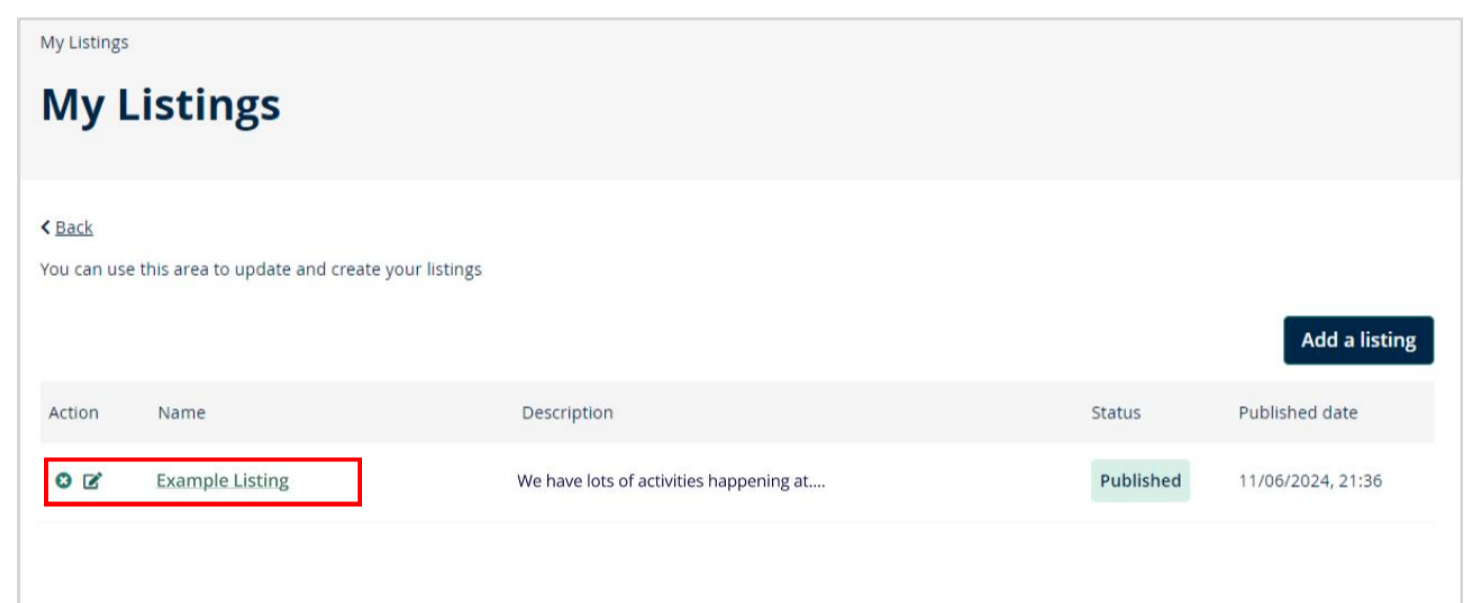
1. Click on 'Log in'
2. Click 'Register for a provider account'
3. Complete the form and submit
4. You will receive your login details within 2 working days.



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 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 removal** 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.

