**West Berkshire Directory - Provider Guide**

## How to register as a Provider

If you wish to add and manage your listing on the West Berkshire Directory, you need to register for a Provider account.

1. Go to the West Berkshire Directory website and click the ‘Log in’ link in the top right corner.

2. Click ‘Create your account’

3. This will take you to the Provider account sign up form.
Complete the form with your details and then click ‘Finish’ to submit.

4. Your details will be sent through to the West Berkshire Directory team to create your account.
Your details will be sent to you with X working days.

## Managing your listings

You can view and manage your listings at any time via your ‘My Listings’ dashboard.

1. Log in to your Provider account by clicking the ‘Log in’ link on the header.
2. Click on ‘Dashboard’ to visit your ‘My Listings’ dashboard.
3. Here all your listings will display, 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.
This will open the listing form for you to make changes.
Click ‘Submit’ to submit the changes to the West Berkshire Directory team for review and approval.
6. To **request removal** of a listing, click the **‘x’ icon** next to it.
This will send the removal request to the West Berkshire Directory team to review and delete accordingly.

## Adding a new listing

You can create new listings at any time via your ‘My Listings’ dashboard.

1. Log in to your Provider account by clicking the ‘Log in’ link on the header.
2. Click on ‘Dashboard’ to visit your ‘My Listings’ dashboard.
3. Here all your listings will display, including their status and last updated date.

4. Click on the ‘Add a listing’ button.

5. This will take you to a landing page where you should choose the listing category that best fits your service.


1. Click on the relevant listing type. This will open the ‘Add a listing’ form.
Complete the form with the information about your listing.

The form is mainly comprised of fields, complete the relevant fields with text. This text will display on your listing.


Towards the bottom of the form, you will see a section named ‘Attributes’.
*This is where you can tag your listing with the relevant categories. These attributes drive the filters on the front end of the directory. Please ensure you only select relevant attributes.*To expand the options, click on the arrow and then tick the checkboxes next to the relevant attributes.



At the bottom of the form, you will see a section name ‘Image’.
This is where you can upload your listing’s logo by clicking ‘choose file’ and selecting an image from your device.



1. Once you have completed the form, check the ‘ReCAPTCHA’ box for security.
Then click ‘submit’ to submit to the West Berkshire Directory team for review and approval.
