

Directory Listing Example

Below is an example of the Directory Listing Item and Directory Detail page with the corresponding fields.

Field Position in Directory Listing Item

2. Organisation
3. Listing category
4. Short description
5. Logo of Feature Image
7. Show address on website
8. Building/Venue name
9. Street address
10. Suburb/Township
11. Postcode

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50 Market st, Melbourne 3000 7 8 9 10 11

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Type 3

Business Directory > Business 1
Community Directory > Comm 2

Field Position in Directory Detail Page

2. Organisation
3. Listing category
5. Logo of Feature Image
6. Image gallery
7. Show address on website
8. Building/Venue name
9. Street address
10. Suburb/Township
11. Postcode
12. Google Map (created by address)
13. Show postal address on website
14. Postal Address
15. Name
16. Email
17. Phone Number
18. Website
19. Facebook, Twitter, LinkedIn, Pinterest, Google+
20. Body Content

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5 20

5

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Directory Listing User Guide

To create a new Business Directory listing you will need to register a MyCouncil account.

Register

You can register by visiting the directory and select to *Log In*. This will present a log in screen that will allow you to register as a new user.

Complete the registration questions including your contact details to finalise your registration. This will prompt you to log on to MyCouncil with your new log in details.

Maintaining your account

To maintain your account by selecting to update details, change your password or deactivate your account if it is no longer needed.

To **add** or **edit** a listing in the Local Directory click the button below

Register/Login

Login

Registered Users

Please enter your email address and password to login.

Email Address *(Required)*

Password *(Required)*

Remember my login

Login

[Forgot your password?](#)

New Users

Register

Create your directory listing

Step 1: To create a directory listing click on the grey Local Directory box from your MyCouncil account.

Step 2: After clicking on the box you will be taken to the Local Directory page where you can add an item, see any saved listings or view your published listings.

Select *Publish* for a new or updated listing to be added to the directory

Maintaining your listing

To maintain your listing you can log on to your MyCouncil account, select the Local Directory and select to update or deactivate if the listing is no longer required.

MyCouncil

Update Details

Change Password

Deactivate Account

Logout

Local Directory

Published

0

In Workflow

0

Deactivated

0

Archived

0

Click on this box for Local Directory listing