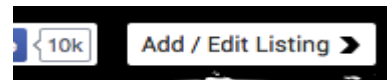## Registering as a new user for Fremantle story

1. Go to www.fremantlestory.com.au
2. Click add/edit listing

3. Click register now
4. Enter your nominated username, password and email address and send registration
5. Check your email for an account verification message and follow the link to confirm

Claiming an existing business listing

1. Make sure you are logged into Fremantle story

2. Search for your main business listing
3. Click on 'Is this your listing? Click her to claim it'
4. Once you have claimed your listing we will make you the author of the page
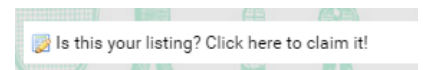
Adding/editing a business listing to Fremantle story

1. Go to www.fremantlestory.com.au
2. Click add/edit listing (top right of the page)

3. Log in using the user name and password provided
4. Click the green box for general listings
5. You will now be taken to the add / edit listing area (user portal)
6. Click the 'new listing' link to add a new business or 'edit' to edit an existing listing
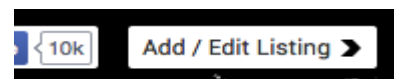
7.
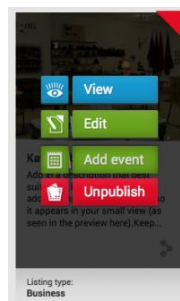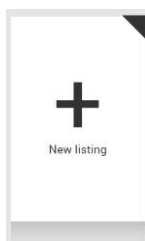
8. You will now be guided through the process of adding/editing your business or event content.

9. *You must complete all fields on a page or you will be unable to move to the next page. If a mandatory field has not been filled out, the field will highlight in red to show what's missing.

10. Once you have completed all the necessary fields you can go back through each page and check your content. When you are happy with your content, go to the end page and click submit my new listing.

11. You will receive an email confirmation of the submission.

12. Once you submit your content, your listing will be sent to the Place Marketing team for review. We will either publish it to the site or notify you of changes or further information required. Please allow up to 48 hours (not including weekends). During busy periods this may take longer e.g Festival periods, Christmas.

Adding an event:

We consider an event to be anything that has a start and end date

- Special offers
- Sales
- Competitions e.g Win a $50 voucher
- Regular events-comedy nights, concerts, school holiday activities

There are 2 options when adding an event:

1. *Adding an event to sit under your main business listing (advised)*
    *Your business needs to be listed first.
    After you've logged into the user portal hover over your business listing and click on the *add event* tab. Follow the steps to add your event content.

2. *Adding a standalone event - not linked to a business.*
    If you are an event organiser and you're running an event that is not linked to a business click +*new listing* and follow the steps to add your event details. For your main category you must chose *events and festivals*
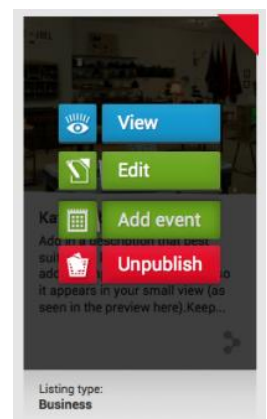
Tips

- Minimum browser requirements: Firefox, Chrome, Safari and Internet Explorer 9 and higher.
- Keep your content attractive and current. Something that would really entice people to come to your business.
- Landscape images work best. **Please ensure your image is not a logo and doesn't contain any text. *Flyer type images cannot be used.**
- Use the suggested format for the address:

  123 street

  Suburb

  WA, postcode

This information will plot your business on Google Maps on your listing. If the address is added in the wrong format the map section will appear blank.