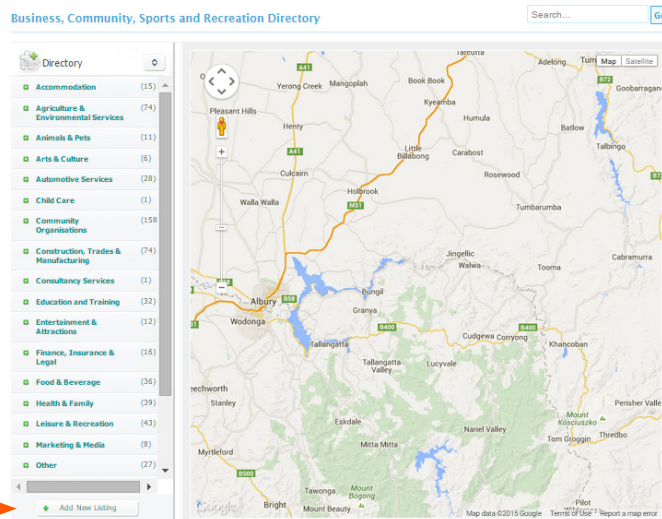


Adding a new listing

- Click on the **add new listing button** at the bottom of the categories list, it will open up the Add Listing page in a new window.

Add new listing button



- Tick the applicable town your business operates in. If you service the whole shire leave the boxes unticked.

- Enter your details in the rest of the categories. Once you have entered all the details head to the bottom of the page and click on the red save button. Once this is done you do not need to do anything else, it will automatically be sent to the page administrators to approve before it appears on the page. It may seem like nothing has happened but as soon as you press the red save button it will go through.

Greater Hume Shire Town

Select a town to associate this listing with or leave blank if it

- Culcairn
- Henty
- Holbrook
- Jindera
- Walla Walla

Your Details

Enter your details so that we can contact you if further inform you provide an email address you will be notified when your approved or denied.

Contact Name :

Contact Email :

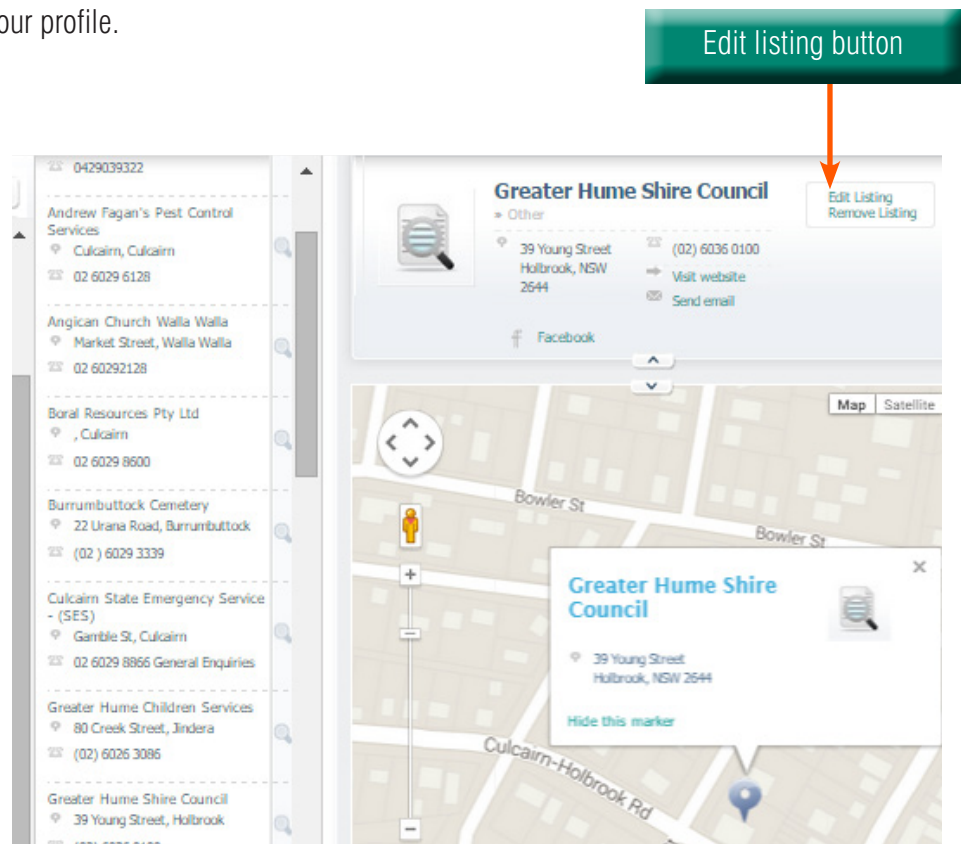
Contact Phone :

**For further information and assistance contact:
Lauren Ryan on 02 6036 2422 or email lryan@greaterhume.nsw.gov.au**

Editing a current listing

If your business listing needs to be edited, find your business and click on your listing to bring up your profile and map.

- Click on the **edit listing button** on your profile.



- Edit your details as required.

Once you have entered all the details head to the bottom of the page and click on the red save button. Once this is done you do not need to do anything else, it will automatically be sent to the page administrators to approve before it appears on the page. It may seem like nothing has happened but as soon as you press the red save button it will go through.

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