

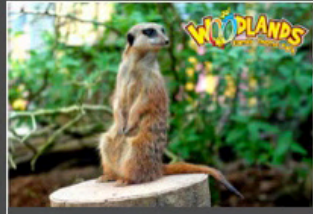
South Hams Events



Your guide to what's on in Dartmouth, Kingsbridge, Salcombe, Totnes, Ivybridge, Newton Abbot, Plymouth and the South Hams

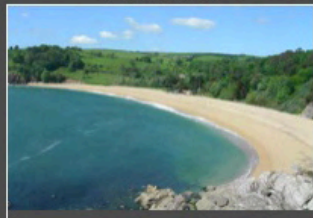
Home About Where to Go Where to Find What's On Where to Stay Listings

Attractions



Woodlands

Beaches



Blackpool Sands

Towns



Ashburton

Pubs & Restaurants



White Hart, Modbury

Start date	End date	Type	Town	
16/01/2018	16/01/2018	- Any -		Apply
<small>E.g., 16/01/2018</small>	<small>E.g., 16/01/2018</small>	<small>Leave "ANY" for all</small>	<small>Enter name</small>	

No Events have yet been entered matching your specified criteria

Contents

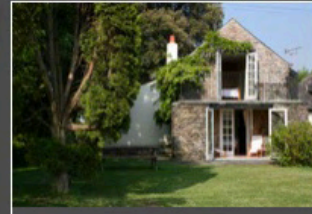
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Holiday Cottages



Little Norris

Hotels and B&Bs



Royal Seven Stars, Totnes

Camping + Caravanning



Higher Rew

Houses for Sale & Rent



Higher Norris Farm, £1.2m

How to get Listed
Directory Entry
Please read before Registering

If you are using a computer or large tablet, start by going to the **Listings** tab on the far right side of the screen, immediately above Holiday Cottages. Then select the **Log In** option.

If you are using a phone or small tablet, select **Menu**, then **Listings**, then **Log In**.

The screen to the left will appear.

Click on **I want to create an account**.

The screen to your left now appears.

Enter the information requested.

Then choose **Directory Entry** as Your Role

When you have done so click the **Create new account** button.

Shortly afterwards you will receive an email thanking you for registering and informing you your application for an account is now pending and that, within 24 hours, you should receive another email containing information about how to log in, set your password and other details.

What happens next can be found on the next page.

E-mail address *
youremail@youremailaddress.co.uk
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password *
Password strength: _____

Confirm password *
To change the current user password, enter the new password in both fields.

This is a one-time login for username and will expire on *Thu, 18/01/2018 - 16:27*.

This login can be used only once.

On the email you receive confirming your account is now active you will find a link.

Click on the link or paste it in to your browser and you will be taken to a page where you can set your **Password**.

Your **Password** should be at least six characters in length and ideally include both upper and lowercase letters as well as both numbers and punctuation.

When you have done so, click **Log In**.

Your guide to what's on in Dartmouth, Kingsbridge, Salcombe, Totnes, Ivybridge

Home About Where to Go Where to Find What's On

✔ Thank you for setting your password, the registration process is now complete.
✔ Your page has been created! Now **CLICK ON THE LINK** to add some content !

Start date	End date	Type	Town
17/01/2018	17/01/2018	- Any -	
<small>E.g., 17/01/2018</small>	<small>E.g., 17/01/2018</small>	<small>Leave "ANY" for all</small>	<small>Enter name</small>

No Events have yet been entered matching your specifications.

As you will see, the registration process is now complete.

You have also created your Page!

It's time to **CLICK ON THE LINK** to add some content, and the screen below will appear.

We'll now walk you through it.

Begin by saying something about yourself and what you have to offer in the **Description** field.

Next enter your business **Address**, making sure that the **Town/City** is its Postal Town, for example the correct Postal Town for South Pool is Kingsbridge, so "South Pool" should be entered in **Address 2** and "Kingsbridge" in **Town/City**.

Unfortunately, unless you know the Google map URL that identifies the location of this establishment, you now have to enter its full postal address again in the **Location map** field and click on the **Get location** button.

When you have done so, if the map marker is not located quite correctly, you can drag it to where it should be.

Your guide to what's on in Dartmouth, Kingsbridge, Salcombe, Totnes, Ivybridge

Home About Where to Go Where to Find What's On

View Edit

Description *
No further information has yet been entered

Say something about yourself and what you have to offer

Address

Address 1 *

Address 2

Town/City *

County

Postcode *

Location map

Suggestions

IMPORTANT

Only enter the Postal Town in the **Town/City** field if the Town you want is not to be found in the Towns search field on the Directory listings page.

The screenshot shows a form for creating a business listing. It includes sections for: **Photo** (with a 'Browse' button), **Email address**, **Website**, **Facebook Page**, **Category** (with a list of categories like Accountants, Agriculture, etc.), and **Opening hours** (with a dropdown for 'Monday' and time selection options). Red arrows point from the text on the right to the 'Browse' button, the 'Website' and 'Facebook Page' fields, and the 'Opening hours' section.

Include a **Photo** of your business to appear both on your page and in the listings by first clicking on the **Browse** button and then following the instructions at the bottom of this page.

You can also include links to your **Website** and **Facebook Page** if you wish.

Next enter your Opening hours, beginning with when you open on a **Monday** and then when you close on a **Monday**.

Repeat for each day of the week, concluding on the **Sunday**.

(Apologies if your opening times are the same on some or all of the days in the week, you still have to enter the times for each day. Only leave blank those days you remain closed)

Now go to the next page.

Adding your Photograph

Having clicked on the **Browse** button, the screen to your right appears.

To upload your photograph first click on **Choose File** to find the photograph you wish to upload, and then click **Upload**.

Once the photograph is uploaded, click **Next**.

The screenshot shows the 'Media browser' interface. It has a header 'Media browser' and a section 'Upload a new file *'. Below this is a 'Choose File' button, a text box showing 'no file selected', and an 'Upload' button. There are instructions: 'Files must be less than 4 MB. Allowed file types: png gif jpg jpeg. Images must be between 640x480 and 3888x2592 pixels.' At the bottom is a 'Next' button. Red arrows point from the text on the left to the 'Choose File' button and the 'Next' button.

A new screen will appear.

Here you enter the **Alt Text** to help search engines and **Title Text** to provide a caption for the photograph.

When you have done so, click **Save**.

The screenshot shows the 'Media browser' interface for entering metadata. It has a header 'Media browser' and three text input fields: 'Name *', 'Alt Text', and 'Title Text'. Below the 'Alt Text' field is a note: 'Alternative text is used by screen readers, search engines, and when the image cannot accessibility and search engine optimization.' Below the 'Title Text' field is a note: 'Title text is used in the tool tip when a user hovers their mouse over the image. Adding of an image and improves usability.' At the bottom are 'Previous' and 'Save' buttons. Red arrows point from the text on the left to the 'Alt Text' and 'Title Text' fields.

If you have Facebook page, enter its URL here

Category *

- Accountants
- Agriculture
- Antiques + Collectables
- Architecture
- Bathrooms
- Boarding Kennels + Catteries
- Bookshops
- Builders

Having added your **Opening hours** you now need to select the Directory **Category** under which you wish to be listed by clicking in the relevant box.

(If appropriate you can be listed under three separate categories, for example were you to sell both petrol and groceries you could select both Garages + Petrol Stations and Groceries + Supermarkets.)

Finally, be sure to click on the **Save** button in the bottom left corner of the screen.

Your Directory Entry is very nearly complete! Just your telephone number to add!

Telephone Numbers

To include a telephone number (or numbers) by which you can be contacted, and you can enter up to three separate numbers, click on the **Add** link in the **Contact Information** box on your page.

the telephone number or numbers to appear at your listing through which you can be contacted

Where to Go Where to Find

Contact

Contact telephone

The screen to your left will appear.

Enter the phone number, specifying whose or what number this is, for example *Reception, Telephone or Sales*, in the **Contact** field and the number itself in the **Contact telephone** field.

Having done so, click on the **Save** button.

To add another number, click on the **Add** link again.