

How to create a business directory listing on the new Growth Hub website

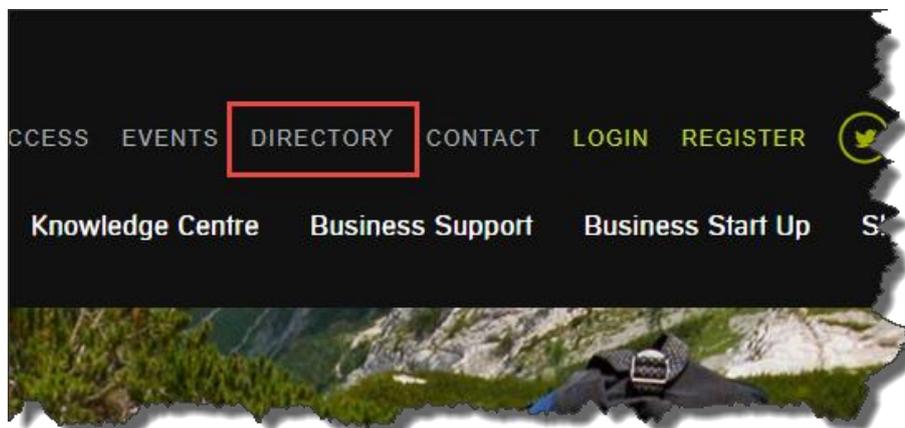
Please note that this is a new website and your old login details will no longer work.

This 'how to' guide will show you how to register in order to be able to access the site's features.

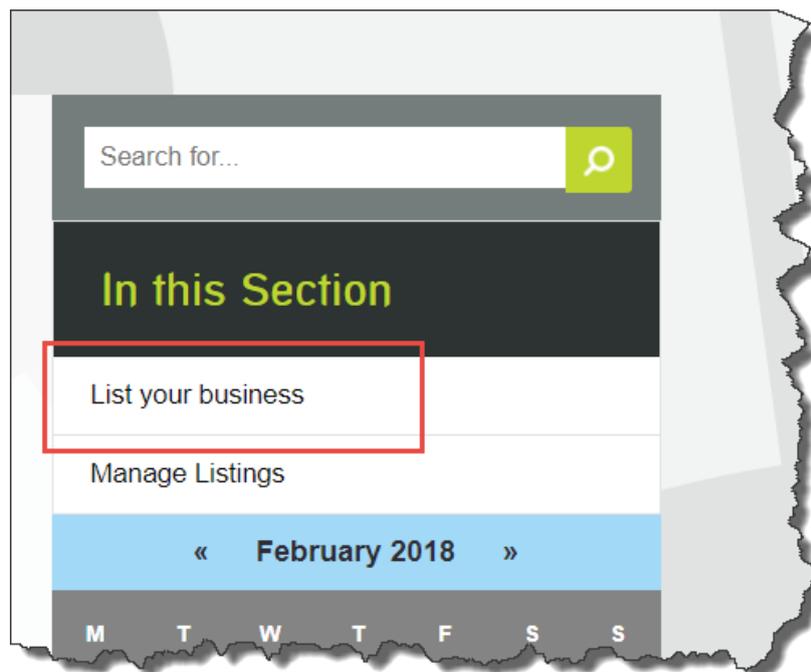
Your business can get an excellent SEO (search engine optimisation) boost by being included in the Growth Hub business directory.

The directory is for Cumbrian businesses only – please do not list if your business is outside the county.

To navigate to the directory, please click the **Directory** link in the top menu [see image below] or browse to <https://www.cumbriagrowthhub.co.uk/directory>



On the Business Directory page, click on the **List your business** link on the right-hand side of the page:

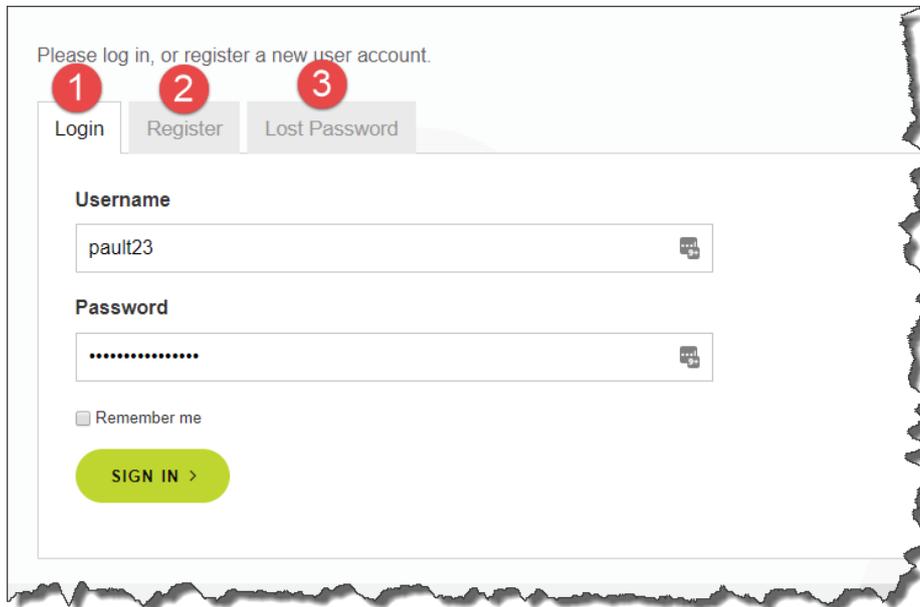


The **List your business** page now presents you with three options:

[1] Login – you will not be able to use this area until you have created a new login.

[2] This is where you will need to head for the first time you use this new site.

[3] Once you have registered for the new site, if you ever lose your password, it can be easily reset here.



Please log in, or register a new user account.

1 Login 2 Register 3 Lost Password

Username
pault23

Password
.....

Remember me

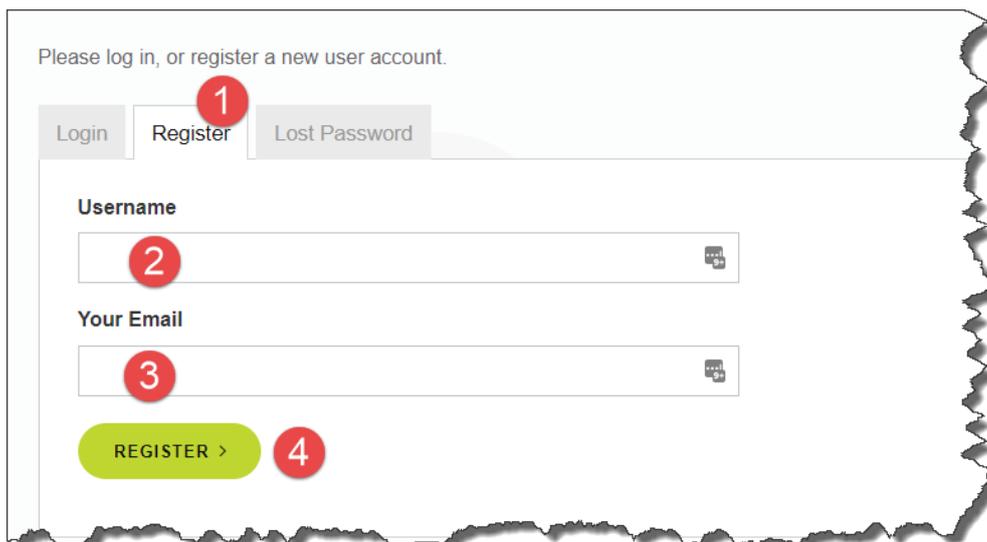
SIGN IN >

This screenshot shows a user interface for logging in or registering. At the top, there are three tabs: 'Login' (marked with a red circle '1'), 'Register' (marked with a red circle '2'), and 'Lost Password' (marked with a red circle '3'). Below the tabs, there are two input fields: 'Username' containing the text 'pault23' and 'Password' containing a series of dots. There is a 'Remember me' checkbox and a green 'SIGN IN >' button.

To get started with your new registration, click on the **Register** tab [1, image below].

You will then need to create a username [2] - use your name or the name of your business - and enter your email address [3].

Finally, click the green **Register** button.



Please log in, or register a new user account.

Login Register 1 Lost Password

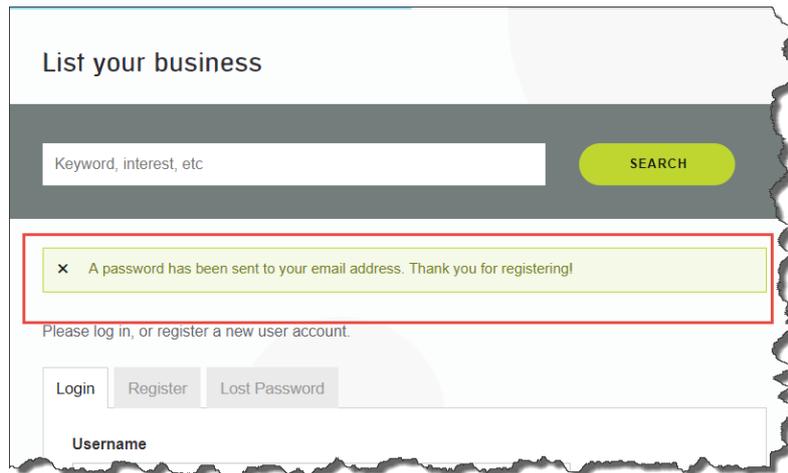
Username
2

Your Email
3

REGISTER > 4

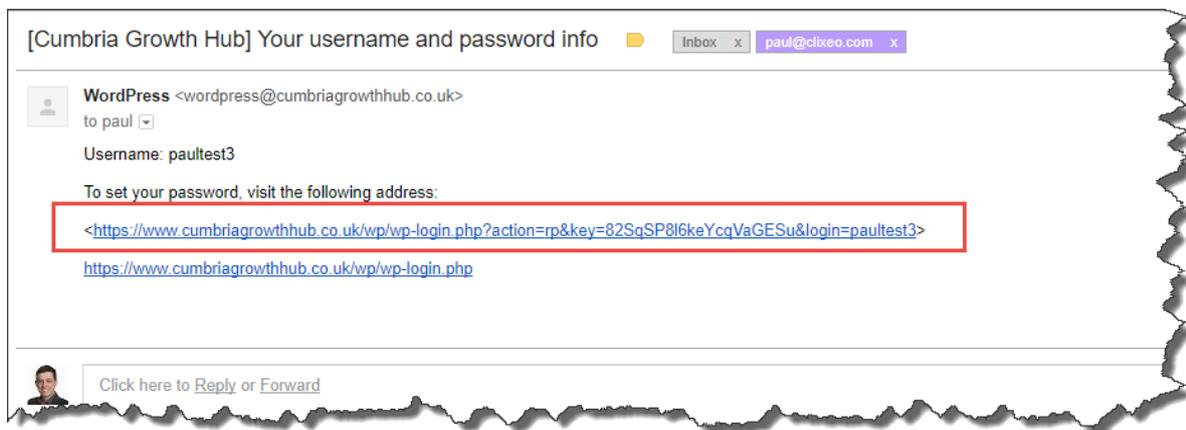
This screenshot shows the registration process. The 'Register' tab is selected and marked with a red circle '1'. Below it, there are two input fields: 'Username' (marked with a red circle '2') and 'Your Email' (marked with a red circle '3'). At the bottom, there is a green 'REGISTER >' button marked with a red circle '4'.

Once you have completed this process, you will see the conformation panel below:



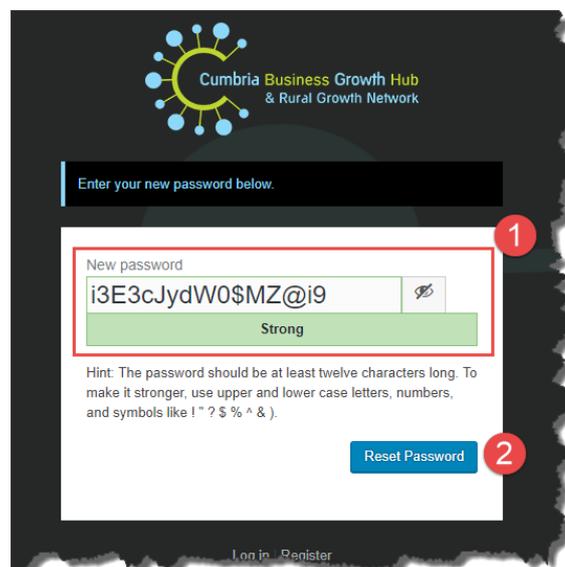
Head for your emails (check your spam folder if it doesn't arrive within a few minutes).

It will look like the image below – just click the confirmation link as indicated:



So far, we have set up a username and registration email, but we haven't yet created our password.

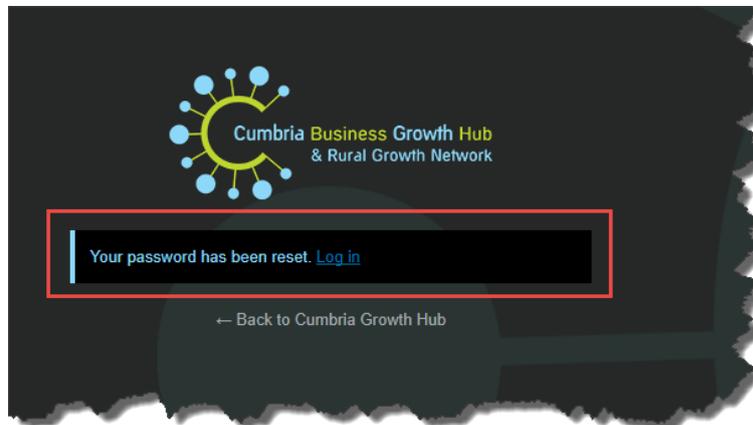
A new password has been automatically generated for you [1] – I suggest that you use this one, as it offers an appropriate level of security:



[Your password will be different from the one shown in the image above for obvious reasons.]

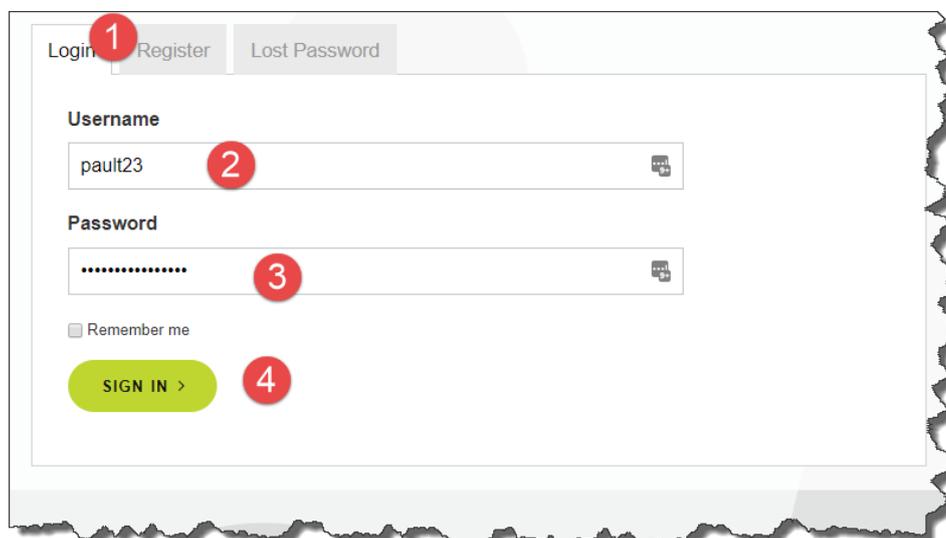
Please note that you must click the **Reset Password** blue button [2 in the image above] to confirm this password – you will not be able to login if you do not complete this process.

Once you have done that, you will see the confirmation message below:



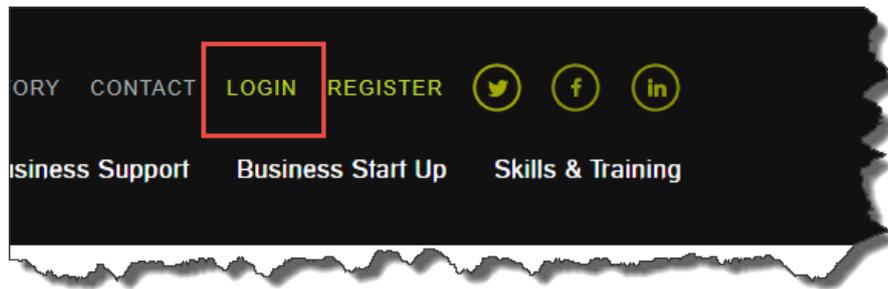
Having set up your website profile, from now on, you will just be able to login to the site, you only complete the registration process once.

To login, click the **Log in** link (as seen in the image above) or head straight back to the **Directory** at <https://www.cumbriagrowthhub.co.uk/directory> and click on the **List your business** link again:



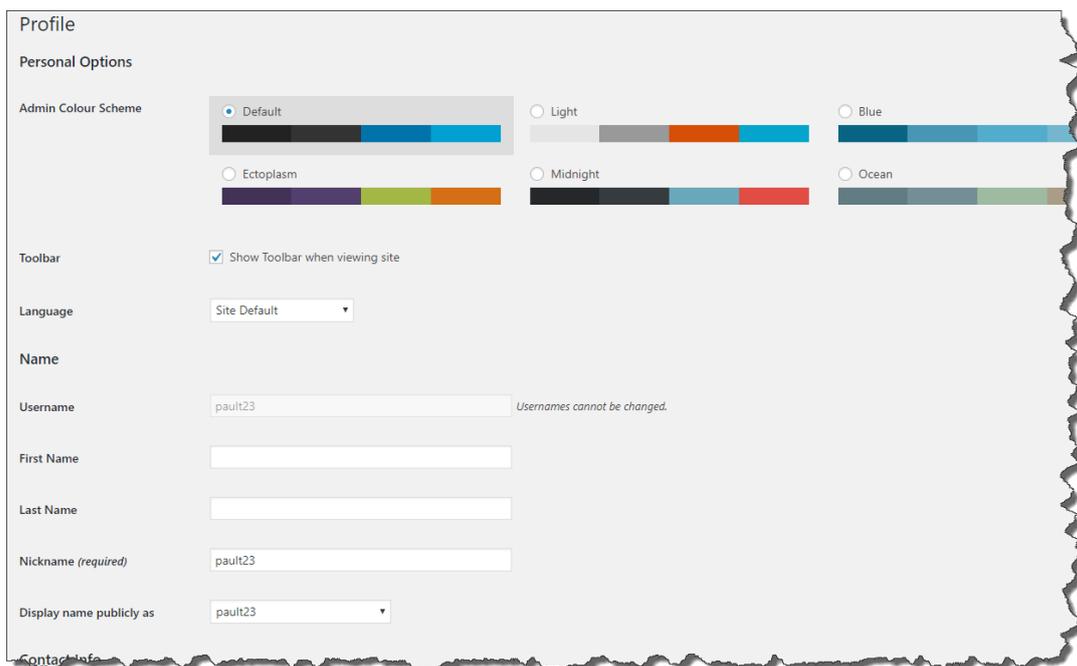
To login, click the **Login** tab [1, above] enter your **Username** [2], **Password** [3] then click the green **Sign In** button [4]

Incidentally, now you have successfully registered on the site, you can also login via the link in the menu at the top of the website:



It doesn't particularly matter where you login, so long as you have registered correctly on the site.

Once logged in, you will be taken to the 'Profile' area shown below:

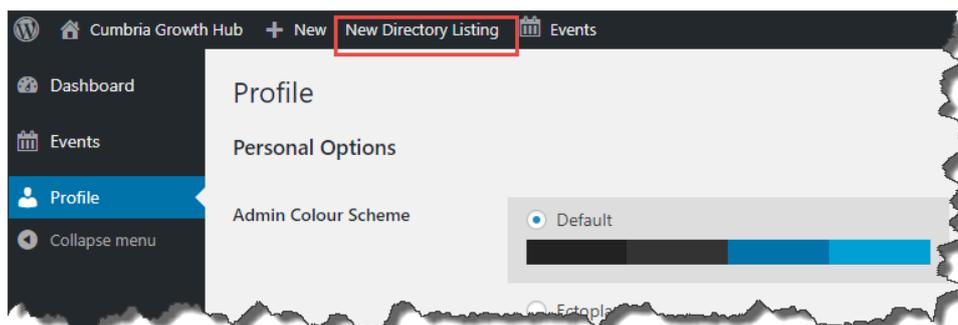


Don't be put off by this profile area, it's just the place where you can update your personal details, add some social media information and create some profile text for yourself.

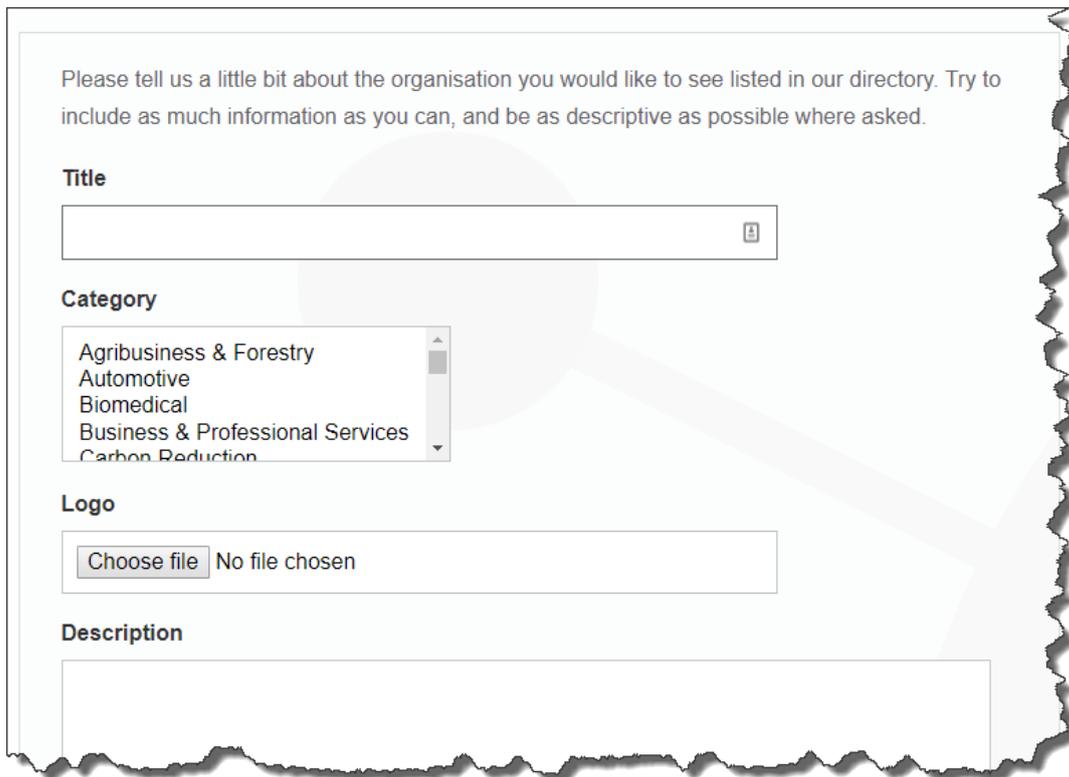
You can also change your password here if you want to and there are some colour options if you wish to alter the appearance of this section.

However, none of this is necessary to proceed.

To make your directory listing, you just need to click the **New Directory Listing** link as shown in the image below:



The listing process itself is self-explanatory, however I have posted some useful tips below this image:



Please tell us a little bit about the organisation you would like to see listed in our directory. Try to include as much information as you can, and be as descriptive as possible where asked.

Title

Category

- Agribusiness & Forestry
- Automotive
- Biomedical
- Business & Professional Services
- Carbon Reduction

Logo

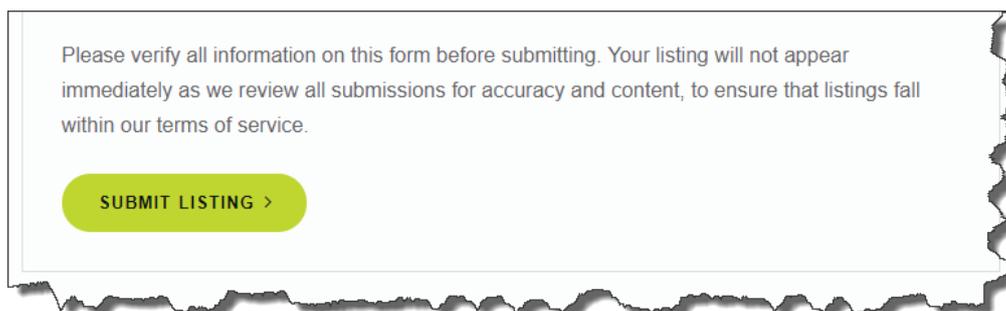
 No file chosen

Description

Directory Tips

- 1 – Add a logo, preferably one which is square. Listings without logos will have a generic image added.
- 2 – Write a full description. Write the text to be read easily, but it's a great place to include keywords which are related to your business or industry.
- 3 – Add social media profiles if you have them. This is a great way for potential customers to find out more about you.
- 4 – In the address section, add your full postal address, including postcode. At the time of writing, we are trying to rectify a technical issue which means that the preview map is not displaying in this pane. However, it will show up in your listing, so be as precise as you can about your location.

Once you have completed the listing, click the green **Submit Listing** button:



Please verify all information on this form before submitting. Your listing will not appear immediately as we review all submissions for accuracy and content, to ensure that listings fall within our terms of service.

SUBMIT LISTING >

This will take you to the 'Congratulations!' message below.

Please note that we will be redesigning that area shortly, so it may look a little different when you see it.

However, it will still be obvious that you have successfully completed the process.



Your listing will now be checked and published.

Please be patient with this process!

I work Monday-Wednesday, so if you submit outside these days, it may take a little longer for your listing to be approved.

If you submit within that window, you'll get a fast approval, so long as there are no issues that need to be resolved.

If you have any questions about the process, please email me at pault@cumbriachamber.co.uk and I'll be happy to assist.

Note that once you have registered to create a business directory listing, you also have the permissions to create events listings.

These can be found at <https://www.cumbriagrowthhub.co.uk/latest-events>

I have created a separate guide to creating an event listing, but you need only register once to access both of these free services.

Paul Teague

Digital Development Manager

20th February 2018