My Account

You will be able to manage your login details, business information and login/logout here.

- ### Setting up your account:
  1. Go to www.localssupportinglocals.com.au
  2. Using the top menu, hover over 'My Account'
  3. Click on 'My Profile', you will be prompted to Login
  4. Click on the last option 'Don't have an account?'
  5. Fill in the details and 'Register'
  6. You will now have access to the 'Control Panel' where you can manage your listing and 'My Profile' to update your details.

My Account > Control Panel

This is where you will manage your Business Listing, Offers & Events.

- ### Claiming a Business:
  1. Check if your Business is already listed by searching for it
  2. Simply enter part or all of the Business Name and click the 'Search' button
  3. If you see your Business listed, click on it to view it
  4. On the top right hand corner, there is a Mini Map with a 'Claim Business' link, click this to register your claim
  5. Fill out the appropriate details and a request will be sent to LSL to 'Approve' the claim
  6. Once approved, you will be notified and then be able to manage your Business Listing.
  7. You will now be able to create 'Offers' and 'Events' for your Business.
  8. If your Business is not listed, see below on how to 'Create a new Business Listing'

- ### Creating & Editing a Business Listing:
  1. To create a new Business Listing, you can either:
     a. Go to 'My Account' then 'Control Panel' to add a business.
     b. Go to 'Directories' and select 'Add a Business'
  2. Fill out the required details as much as possible.
  3. You can add as many Categories as you like, simply select them from the dropdown list and they will continue to add. If you wish to remove any options, simply click on the '**X**' to the right of the Category Name.
  4. Please refer to the following settings when uploading your Company Logo:
     a. Max File Size: 2MB
     b. Accepted File Formats: JPG, GIF or PNG
     c. Recommended Dimensions: 260 x 180 pixels
  5. When adding your address, the Map will automatically point to your address and apply a marker to the map. If you wish to move the marker, you can click on the map and the marker will move to that location.
  6. Read and then check the box to accept the 'Terms and Conditions'
  7. Click 'Save' to create or update your Business Listing.

My Account > Control Panel

- ### Creating & Editing an Offer:
    1. To create a new 'Offer' to go with your Business Listing, go to 'My Account' then 'Control Panel' and select 'Manage Your Special Offers'
    2. Click on the green button labelled 'Add special offer'
    3. Give your Offer a 'Title/Subject'
    4. It is not mandatory but it is recommended that you apply a Category to your Offer so that people may find it in Search Results.
    5. Add a 'Short Description' (you can just apply the same as your Subject line here if you like)
    6. Add a detailed 'Description' explaining what the Offer is in more detail. You can enter as much as you like here so if you have some Terms & Conditions to go with your offer, feel free to include them here as well or point them to your website for more details.
    7. Start & End Dates can be useful when planning ahead or setting expiry dates on offers.
    8. Price & Special Price is useful for putting up Special Offers on individual items
        a. For example: Jacket has a Price of $49.95, Special Price of $39.95
    9. State is either Active or Inactive, check this as it defaults as Inactive
    10. You should always select 'Offer' as the View Type.
    11. Enter the location the Offer is available, this is the same as setting up Business Listing whereby you enter the address and then adjust the marker if required.
    12. Please refer to the following settings when uploading your images:
        a. Max File Size: 2MB
        b. Accepted File Formats: JPG, GIF or PNG
        c. Recommended Dimensions: up to 960 x 960 pixels (Does not have to be square)
    13. You can attach files to your Offer if required, please try to use PDFs where possible.
    14. Click 'Save' to create or update your Offer.

- ### Creating & Editing an Event:
    1. To create a new 'Event' to go with your Business Listing, go to 'My Account' then 'Control Panel' and select 'Manage Your Events'.
    2. Click on the green button labelled 'Add new event'
    3. Give your Event a 'Name'
    4. Include as much detail about your Event as possible in the 'Event Description' box.
    5. Enter the event Location, there is no map in this section.
    6. Select an event 'Type'.
    7. Enter the 'Start & End Dates' of your event. If you have specific times, you can enter these as well.
    8. Set the 'Status' to Active. Again, check this before saving as the default is Inactive.
    9. Please refer to the following settings when uploading your images:
        a. Max File Size: 2MB
        b. Accepted File Formats: JPG, GIF or PNG
        c. Recommended Dimensions: up to 960 x 960 pixels (Does not have to be square).
    10. Click 'Save'

IMPORTANT NOTICES:

- Requesting New Categories:
  1. You **must** include a **Category** when creating a New Business Listing. If you find there isn't a suitable Category, please email info@localssupportinglocals.com.au with your request, in the interim, you can choose something similar or use the 'Uncategorised' option and amend it later. We will confirm with you as soon as any new options have been added to the list.

  2. You **must** include an event **Type** when creating a New Event. If you find there isn't a suitable Type, please email info@localssupportinglocals.com.au with your request, in the interim, please choose something similar and amend it later. We will confirm with you as soon as any new options have been added to the list.

- Why I am not seeing my New Business Listing, Offer or Event?
  1. All new submissions are sent to the LSL Team for review before being published to the public. You will be able to view this so you can check the content of your Listing, Offer or Event but it will ONLY appear for you to view while you are logged in until it has been approved. Once your post has been approved by LSL, it will be made public. This is a security measure built in to the website.