

# How to update your business listing on the North East 250 website.

1. Click on the 'SIGN IN' link in the menu.
2. Enter your username and password and click 'Login'.
3. From the following screen select the 'My Listings' tab and your active listings will be displayed.
4. Select 'Edit' and your page will open in the listing editor.
5. You can then edit the content in any of the fields displayed.

## Editing your listing

**Listing name:** Name of your business.

**Listing subtitle:** A few words to briefly describe your business.

**Description:** A full description on your business. (a length of between 100 and 500 words is ideal) Descriptions can be copied and pasted in to the box from a text document, a Facebook listing or your own website if preferred.

**Excerpt:** a short description of between 20 and 50 words describing your business which will appear under the photo on the Listings page.

**Locations:** Please choose a single location from the list that best describes where your business is located.

**Address:** Please enter the address of your business. You can start with your postcode and the address will autocomplete and place a red marker on the map below. You can zoom into the map with the onscreen controls and drag the red map marker to precise location.

**Latitude:** Please leave blank.

**Longitude:** Please leave blank.

**Listing Category:** Please select a single listing category that best describes your business. The following options will then load.

**Tags:** Please select any tags that are relevant to your business. If there is a particular tag that you would like to add that is not on the list please let us know.

**Subcategories:** Please select any relevant subcategories.

**Listing Video:** If you have a video that you would like to show on your listing page please paste the link here. Please note that the North East 250 website does not host video files so your video should be uploaded to a service such as Youtube or Vimeo.

**Listing Phone:** Your phone number including area code.

**Listing Website:** Your website address (if applicable). No need to add http// at the start of the link or the / at the end.

**Email address:** The contact email address of your business (if applicable).

**Enter Profile URL:** Use this to enter links for your facebook, twitter or instagram account.

**Amenities:** Please use this to list any relevant amenities relating to your business.

**Listing Package:** Please do not change this option. If you wish to change your listing package please contact [ne250@project-404.co.uk](mailto:ne250@project-404.co.uk)

**Click** 'Save Listing'. Your listing has now been updated.

## Changing or adding photographs

If you wish to change you listing picture or the photographs in your gallery please send them to [ne250@project-404.co.uk](mailto:ne250@project-404.co.uk). Please see the notes below on sending your photos to us.

**Listing image:** This is the photo of your business that is shown on the listings page. The photograph should be of good quality and cropped to a size of precisely 1080 X 720 (1080 pixels wide by 720 pixels tall) and saved as a .jpg\*.

**Gallery Images:** Please include up to 5 images for the gallery. The photograph should be of good quality and cropped to a size of precisely 1080 X 720 (1080 pixels wide by 720 tall) and saved as a .jpg\*.

\* *Please note that it is important that you have permission to use the photographs that you upload. Northeast 250 Limited can not be held responsible for any breaches of copyright relating to the use of unauthorised images.*

**For support:** Please contact [help@project-404.co.uk](mailto:help@project-404.co.uk)



