**Table of Contents**

1. [Directory Login Details](#kix.txmkud570wrg)
2. [General Details](#kix.60znz0p309tz)
3. [Address](#kix.avmag8x8tlhf)
4. [Contact Details](#kix.o56aw4drv6wi)
5. [Business Tagline and Description](#kix.mn9s2bmayqzb)
6. [Business Categories and Keywords](#kix.5q6kizvxv0l1)
7. [Operating Hours](#kix.r4ta11kn2f6y)
8. [Accepted Payment Methods](#kix.6ifflw9e7tmx)
9. [Website and Blog](#id.zemsn6tptcni)
10. [Social Media Pages](#kix.4ffillw9hwd)
11. [Keep Track Of Your Directory Listings](#id.sbgdl88mhybp)

**Directory Login Details**

|  |
| --- |
| **Tip:** If possible, use the same username and password when creating an account with each directory. Using consistent login details will result in easy follow up, saving you a lot of hassle. |

|  |  |
| --- | --- |
| **Username** |  |
| **Password** |  |

**General Details**

|  |  |
| --- | --- |
| **Business Name** |  |
| **Business Number** (ABN / BN) |  |

**Address**

|  |  |
| --- | --- |
| **Business Address** |  |
| **Postal Address** |  |

**Contact Details**

|  |  |
| --- | --- |
| **Contact Person** |  |
| **Email Address** |  |
| **Office Number** |  |
| **Mobile** |  |
| **Fax**  |  |

**Business Tagline and Description**

|  |
| --- |
| Create two versions of your tagline and short/long descriptions to vary this information per directory and create unique listings. Short descriptions are generally around 200-250 characters and long descriptions around 500-1500 characters. |

|  |  |
| --- | --- |
| **Business Tagline** (version 1) |  |
| **Business Tagline** (version 2) |  |
| **Short Description** (version 1) |  |
| **Short Description** (version 2) |  |
| **Long Description** (version 1) |  |
| **Long Description** (version 2) |  |

**Business Categories and Keywords**

|  |  |
| --- | --- |
| **Categories** |  |
| **Keywords** (otherwise referred to as ‘tags’) |  |

**Operating Hours**

|  |  |
| --- | --- |
| **Monday** |  |
| **Tuesday** |  |
| **Wednesday** |  |
| **Thursday** |  |
| **Friday** |  |
| **Saturday** |  |
| **Sunday** |  |

**Accepted Payment Methods**

|  |
| --- |
| Remove the payment methods that don’t apply to you. |

|  |
| --- |
| All Cards AcceptedAMEXBartercardBPAYCashCredit CardChequeDebit CardDinersDirect DepositDirect DebitEFTPOSGift VoucherHICAPSMasterCardMoney OrderPayPalPost BillPayVisaOther |

**Website and Blog**

|  |
| --- |
| If you have a blog, your RSS feed should look something like ‘yourwebsite.com/feed’. Be sure to check the URL to make sure it’s correct. |

|  |  |
| --- | --- |
| **Website** | http:// |
| **Book Online Page** | http:// |
| **Blog** | http:// |
| **RSS Feed** | http:// |

**Social Media Pages**

|  |
| --- |
| **Tip:** Be sure to check the URL to make sure it’s correct and directs you to your social media page. |

|  |  |
| --- | --- |
| **Facebook** | http://facebook.com/ |
| **Twitter** | http://twitter.com/ |
| **LinkedIn** | http://linkedin.com/in/ |
| **Google+** | http://plus.google.com/ |
| **Pinterest** | http://pinterest.com/ |
| **Tumblr** | http://username.tumblr.com/ |
| **YouTube** | http://youtube.com/ |

**Keep Track Of Your Directory Listings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Directory** | **Username** | **Password** | **Listing URL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |