





**Before adding your business to the Vetanswers Business Directory, you may find it helpful to have a few things already prepared (yes you have homework! ;- )**

-  A 250 character (NOT word) summary of your Group, one that best identifies who you are and what you do
-  Your business logo:
  - Maximum file size – under 300kb is best as larger images take longer to load & very large images won't load
  - Suitable file types – GIF, PNG, JPG
  - Best aspect to use – landscape is best, portrait aspect images can be used but some cropping will occur.
-  Text to add in to the 'Full Description' section
  - Unlimited words however around 250 words looks good
-  Images to add to your photo gallery - Select up to six images
  - Best effect achieved with landscape aspect images, portrait aspect images will be resized & cropped.
  - Make sure you've labelled the images correctly as users can see the image title once loaded & they move their mouse over the image
  - Maximum file size – under 300kb is best as larger images take longer to load & very large images won't load
  - Suitable file type - GIF, PNG, JPG

**Once you have this information it's time to get started – just follow these easy steps:**

1. Open [www.vetanswers.com.au](http://www.vetanswers.com.au)
2. Click on **'Membership Login'** :
3. Click on **'Not a member? Click Here'**
4. Fill in your details
5. Click **'Register'**
6. Click **'Click here to proceed to your Member Dashboard'**

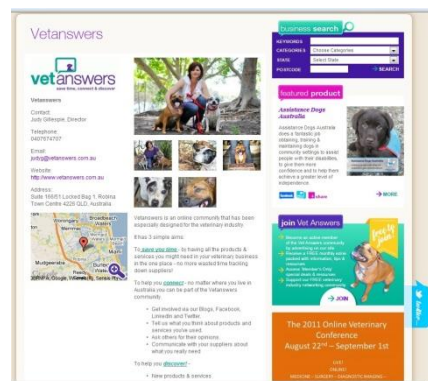


7. On your 'Member Dashboard' click **'Add Business'**
8. Details should already be filled in from previous page so just click **'Next'**
9. Select the Package **'5. Charity, Fund Raising, Animal Welfare Associations' OR '6. Veterinary Practice'**



10. Select categories:

- Choose as many categories as you like – although please only choose categories that relate to your group.
- Consider all the categories that member's may use to search for your business
- If the right categories are not in the list – contact Vetanswers & we'll add them for you



11. Fill in your business Summary – remember you have 250 **characters** NOT words

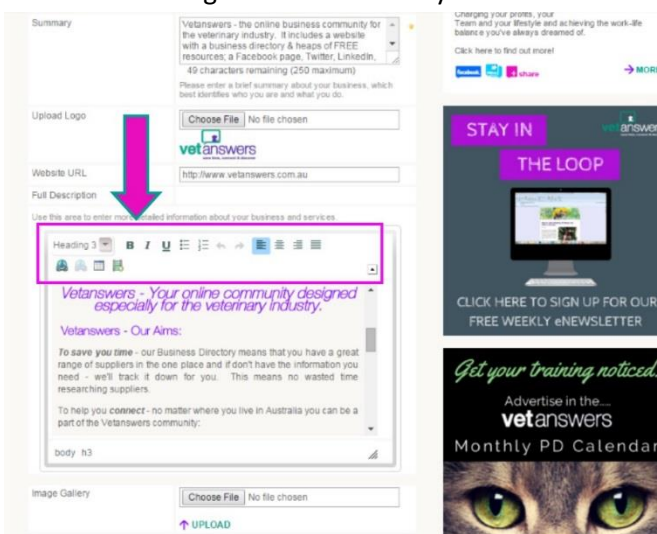
12. Upload your business logo

13. Add in your website URL

14. Add in your full description of your business and the goods and services you offer and make use of the Rich Text Formatting available.

**See this panel along the top – it's very similar to using 'Word' and the different options can help make your Page really pop!**

- Click drop down arrow on far left & choose
  - Normal font style
  - Heading 2 (biggest)
  - Heading 3 (medium sized heading)
  - Heading 4 (small heading)
- Then choose: **Bold**, *Italic* or Underline (can be used on ALL of the font & heading styles listed above)
- You can add in Bullet points or a numbered list
- And you can choose from:
  - Left justify
  - Centre justify
  - Right justify
  - Block Justify
- You can Add or remove a hyperlink
- Add in a table
- Embed media allows you to post video from YouTube (Download the pdf guide: [Tips for Embedding Video into Your Business Listing](#))



15. Upload up to six images in your gallery

- Landscape aspect is best, portrait aspect images will be cropped to suit template
- Make sure you've labelled images correctly as their titles will show when users move their mouse over the image
- Maximum file size – under 300kb is best as larger images take longer to load
- Suitable file type - GIF, PNG, JPG

16. Click '**Next**' at the very bottom of the page
  
17. You have now finished your registration. **IMPORTANT:** Please send a quick email to [judyg@vetanswers.com.au](mailto:judyg@vetanswers.com.au) to let me know you have completed the registration and once I have authorised the process your page will be live!
  
18. Once approved feel free to revisit your listing and modify or update your listing at any time via your Dashboard
  
19. Don't hesitate to contact me if you have any problems or get stuck at any part of the process.