



Founded 1917

**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

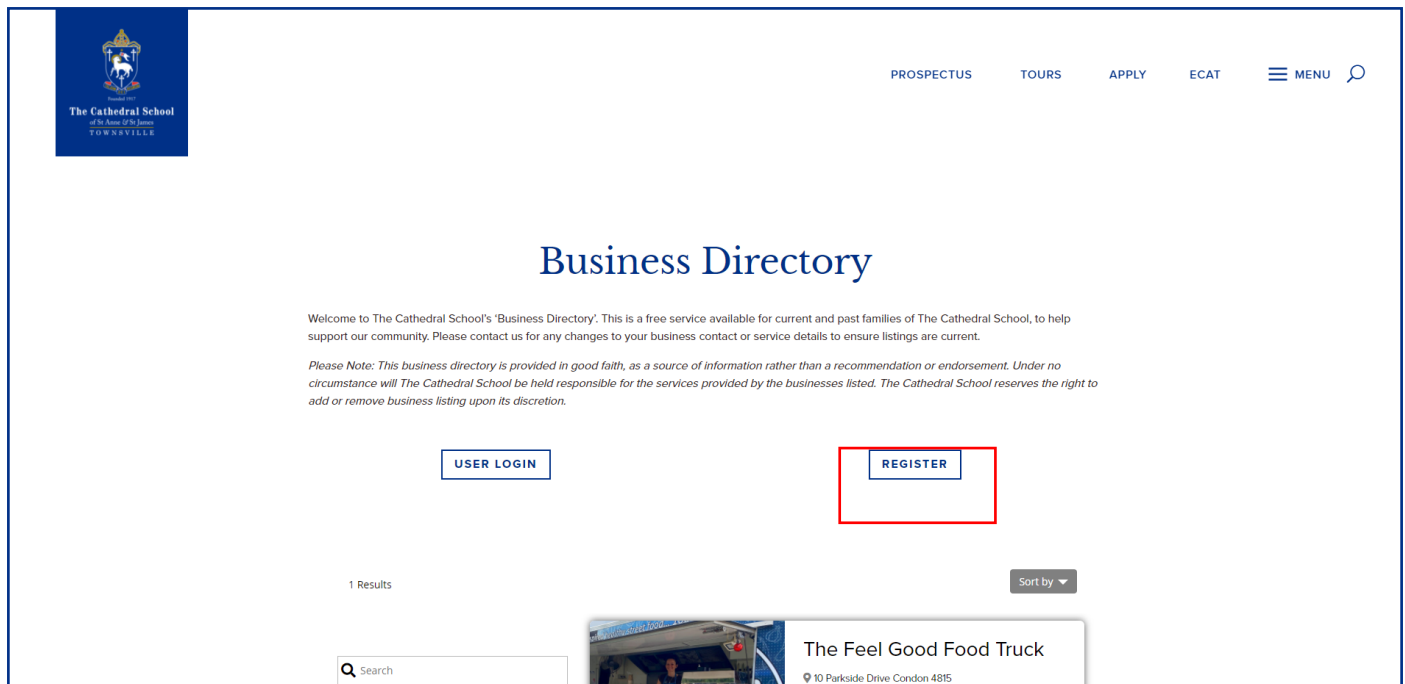
# Business Directory User Guide

Updated June 2021

# Registering

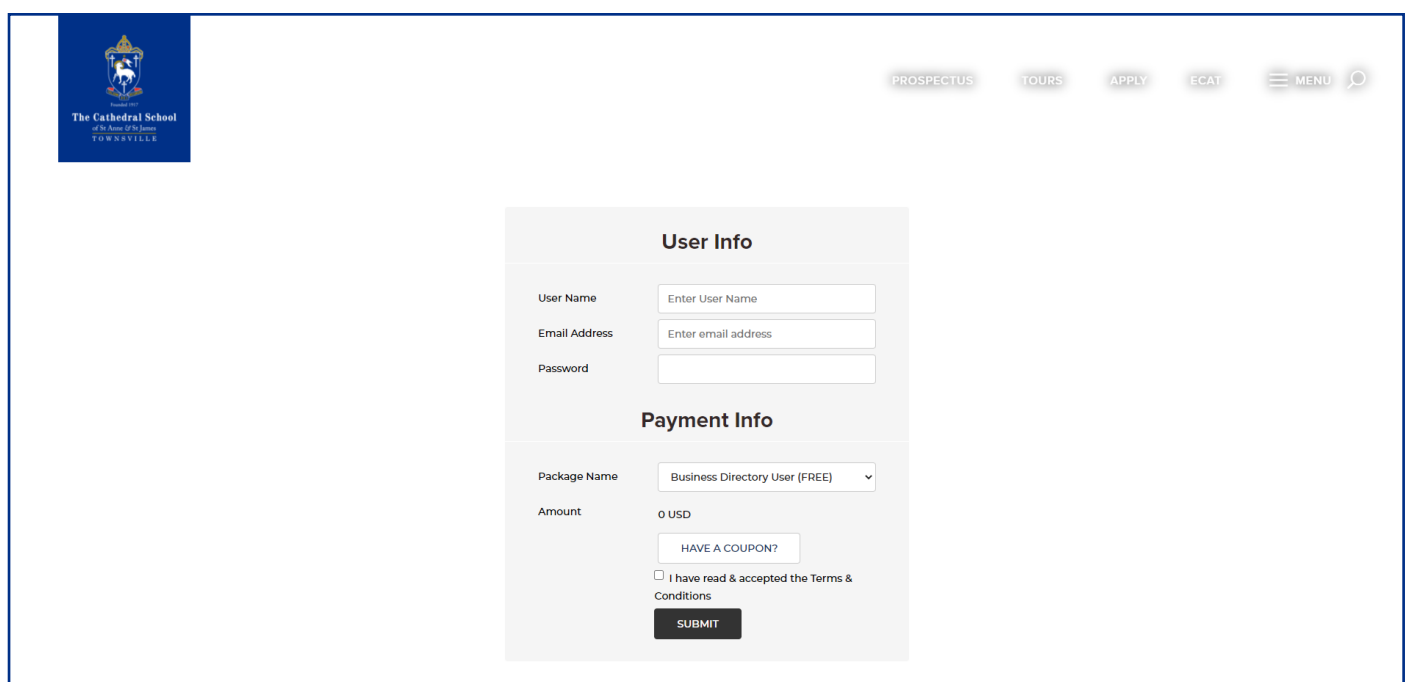
## 1. Register an account:

In order to use the business directory you must first register an account. To make an account, click the 'Register' button on the directory page.



The screenshot shows the 'Business Directory' page. At the top left is the school's logo. The top right navigation menu includes 'PROSPECTUS', 'TOURS', 'APPLY', 'ECAT', and 'MENU'. The main heading is 'Business Directory'. Below it is a welcome message and a disclaimer. Two buttons are visible: 'USER LOGIN' and 'REGISTER', with the 'REGISTER' button highlighted by a red box. Below the buttons, there is a search bar, a 'Sort by' dropdown, and a search result for 'The Feel Good Food Truck' located at '10 Parkside Drive Condon 4815'.

Enter a username between 4-12 characters, a valid email address, password and select the free business directory user package. Next read and accept our terms and conditions (<https://cathedral.qld.edu.au/policies/>) before selecting submit.

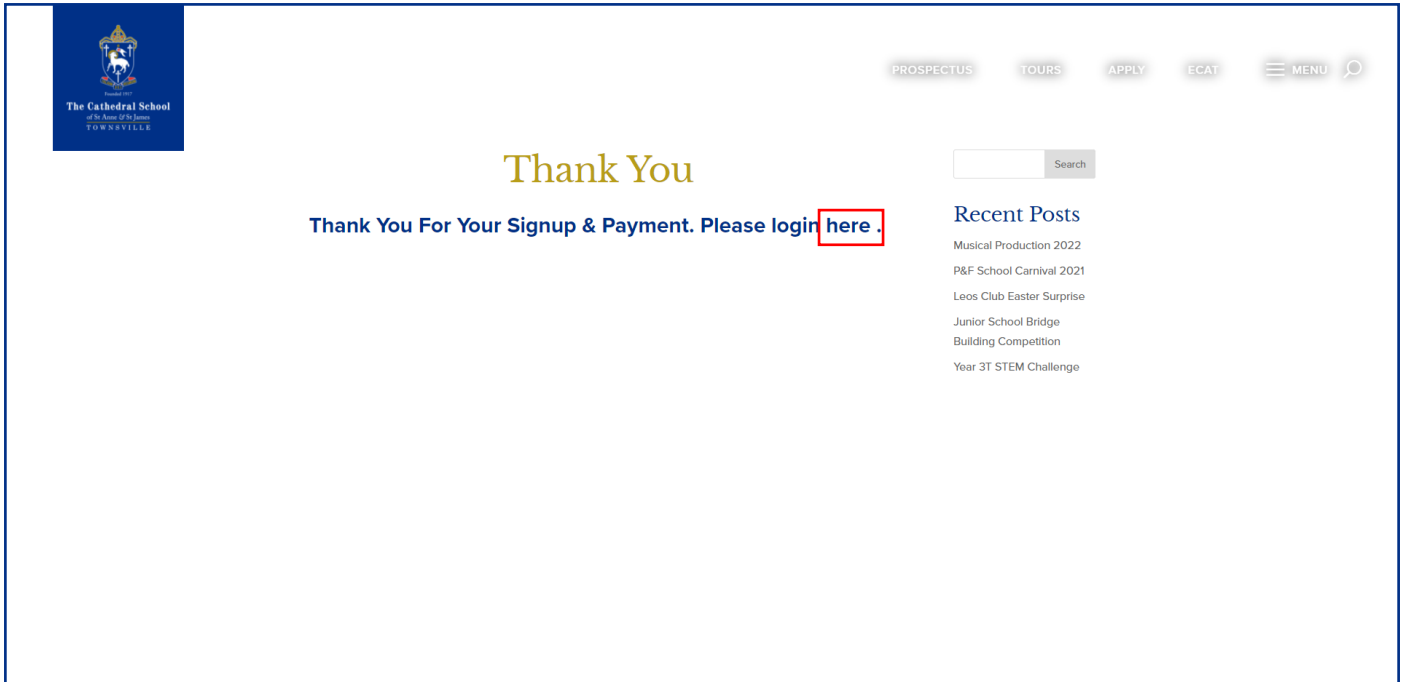


The screenshot shows the registration form. It is divided into two sections: 'User Info' and 'Payment Info'. The 'User Info' section has three input fields: 'User Name' (with placeholder 'Enter User Name'), 'Email Address' (with placeholder 'Enter email address'), and 'Password'. The 'Payment Info' section has a 'Package Name' dropdown menu set to 'Business Directory User (FREE)', an 'Amount' field set to '0 USD', a 'HAVE A COUPON?' button, and a checkbox for 'I have read & accepted the Terms & Conditions'. A 'SUBMIT' button is at the bottom of the form.

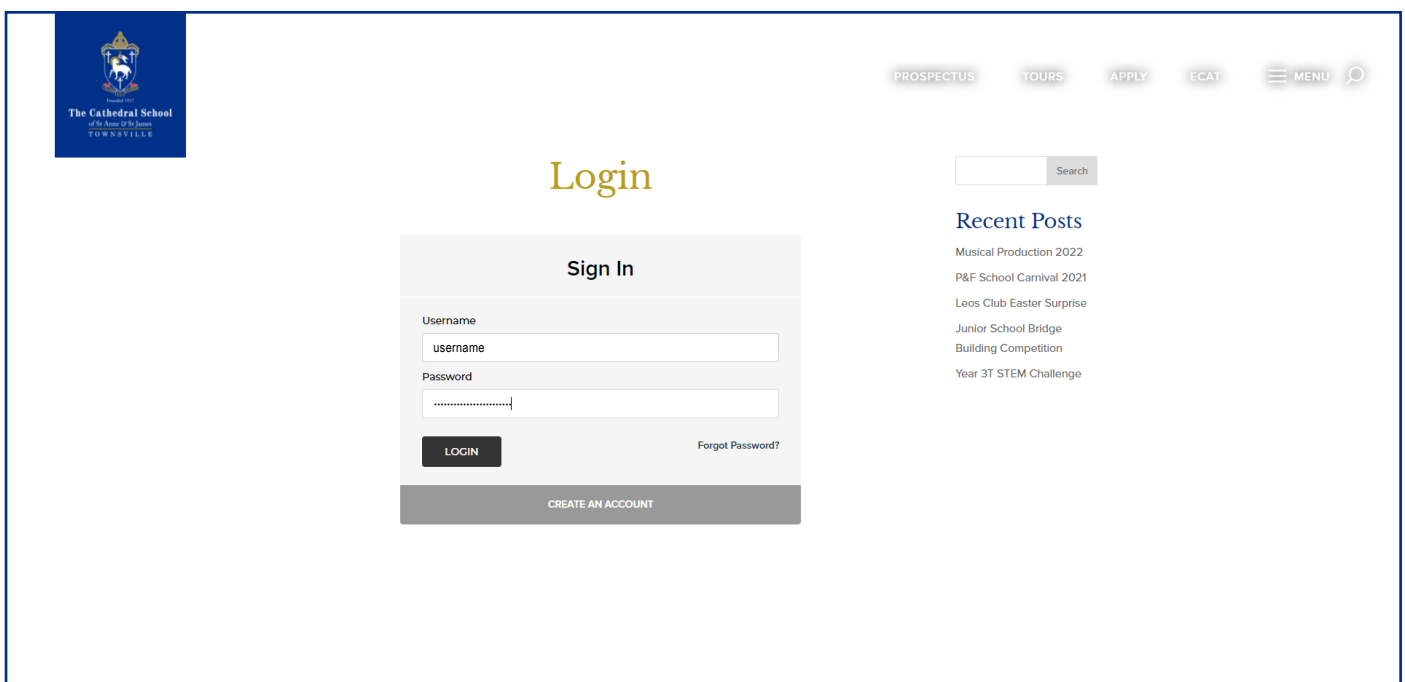
# Registering

## 2. Logging in:

Once your account has been successfully created, you will be redirected to a thank you page. Click on 'here' to continue to the business directory. Note you will receive a confirmation email with your username and password for future reference.



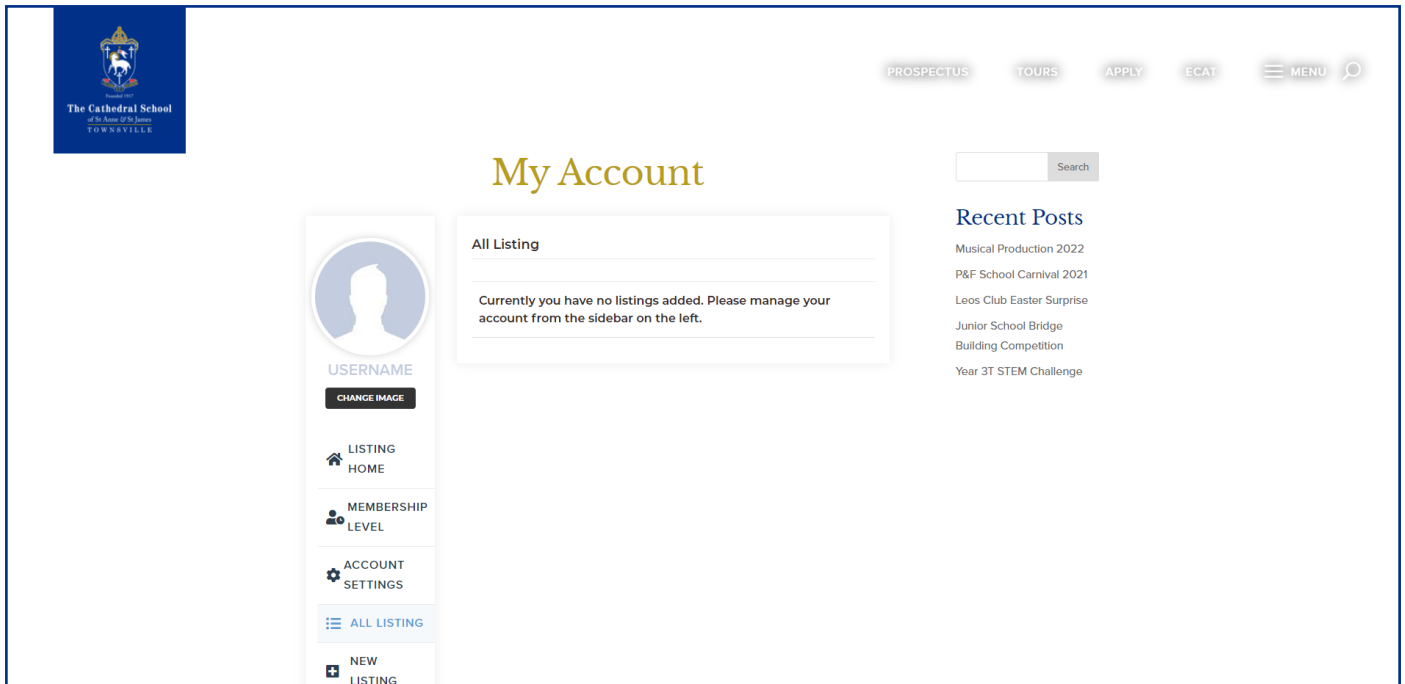
Enter the username and password you created to login to your business directory profile.



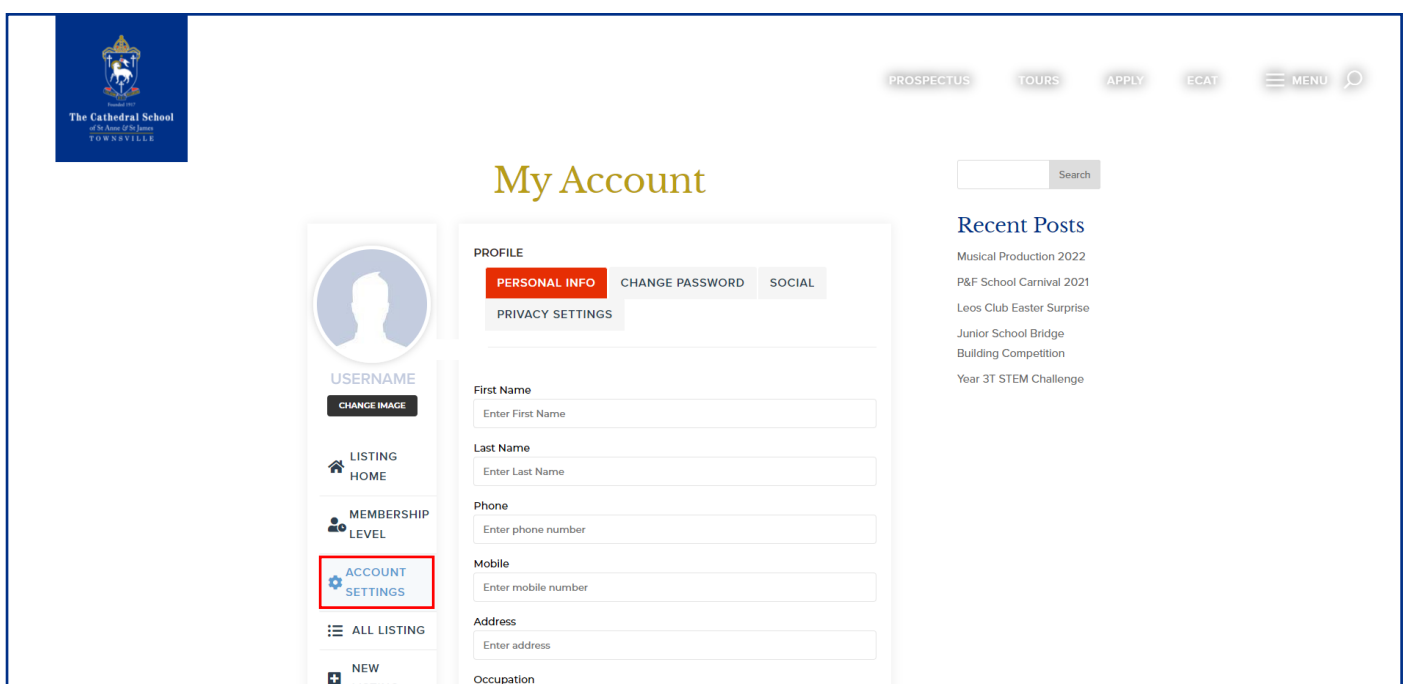
# Setting Up

## 3. Register your details:

Once you have logged in, you will be presented with your account page. This is where you can update your contact details as well as create and save listings.



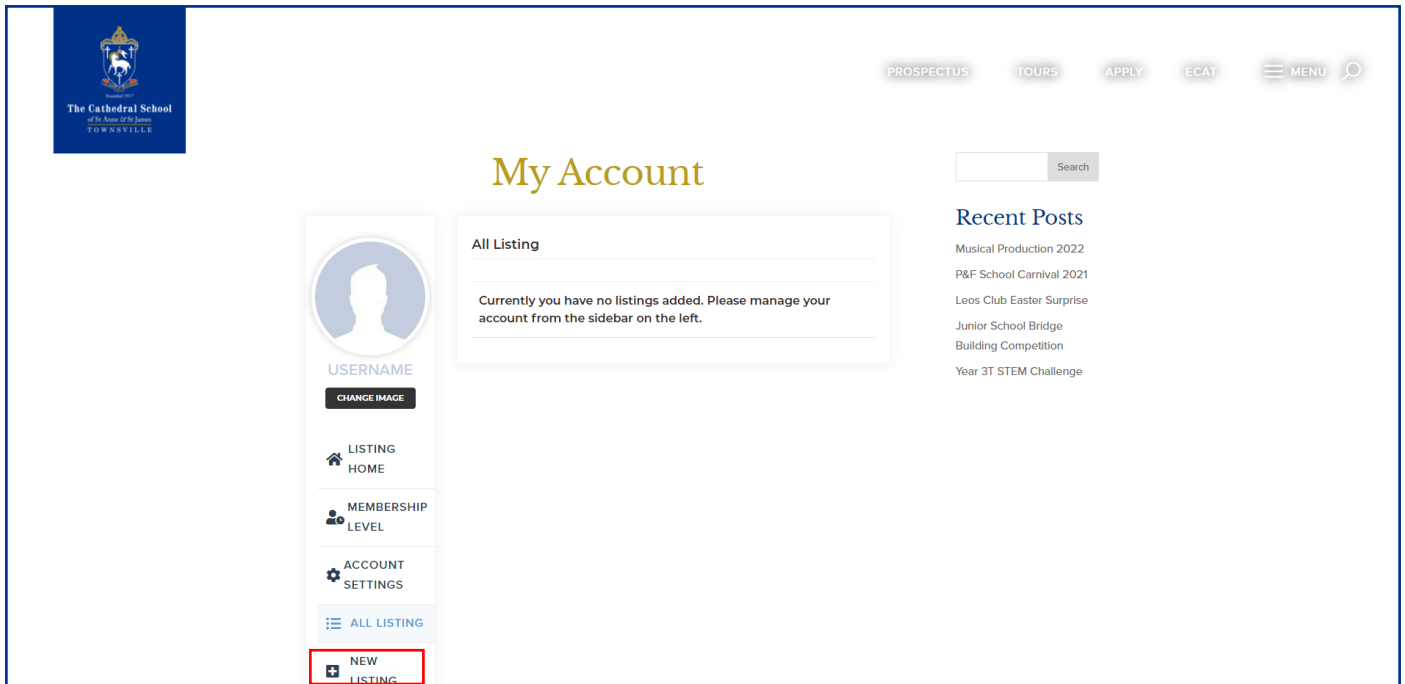
Click on 'Account Settings' and enter your details, this step is important as it allows people to contact you and your business. Your submitted email address, phone number and website will show on your listings.



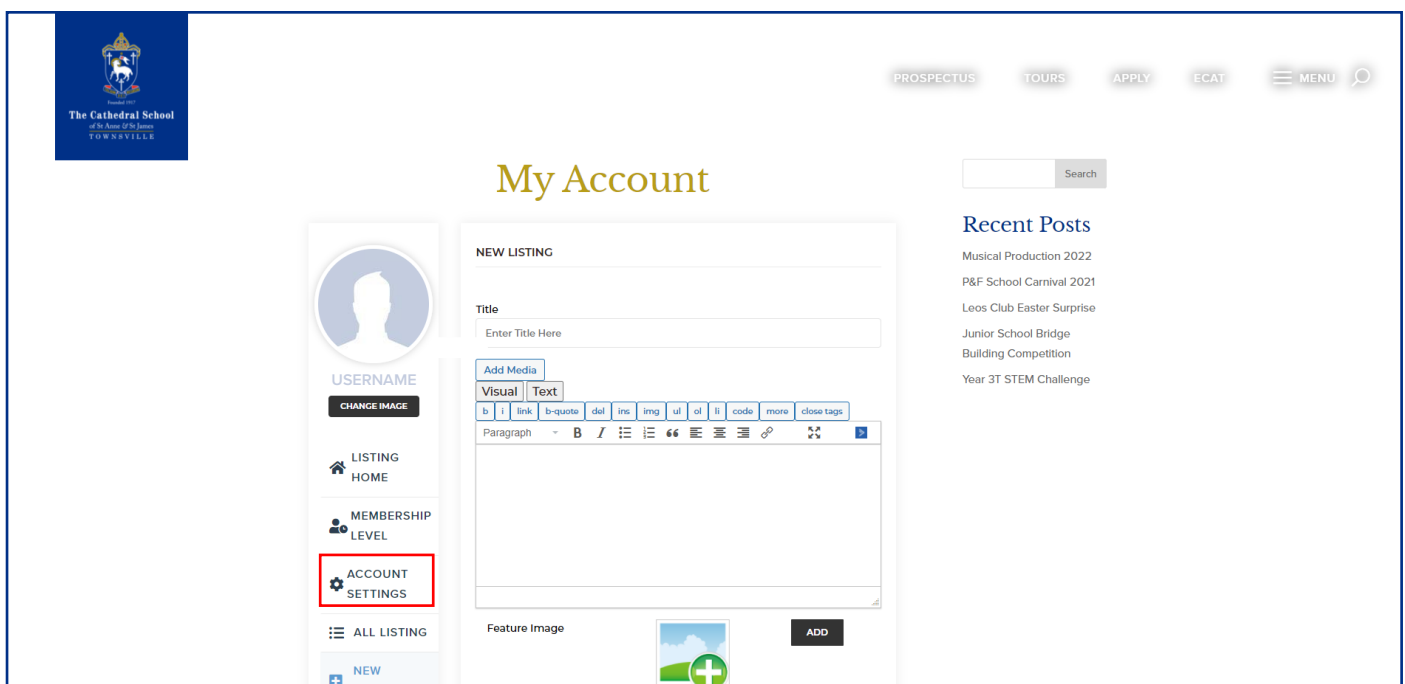
# Creating A Listing

## 4. Making your first listing:

Select 'New Listing' to start making your first listing.



Enter your Listing name (business name) and a description of the goods/ services you provide. Featured images will act as the listings header, as well as it's thumbnail in the directory - we advise using landscape images with a max size of 300kb).



# Creating A Listing

## 4. Making your first listing:

Enter your listings relevant category and details to help people find your business. We recommend you keep images uploaded to the image gallery in a square resolution (4:4) and a maximum size of 200kb.

THE CATHEDRAL SCHOOL

ACCOUNT SETTINGS

PROSPECTUS | TOURS | APPLY | ECAT | MENU

ALL LISTING

NEW LISTING

MY FAVORITES

WHO IS INTERESTED

SIGN OUT

Feature Image

ADD

Image Gallery

ADD IMAGES

Post Status

Pending Review

Category

Arts & Entertainment  
Bars  
Beauty & Spas  
Cafe

Address

Enter address Here

Area

Enter Area Here

City

Enter city

Zipcode

Enter Zipcode

State

Enter State

Country

Enter Country

Latitude

Enter latitude

Longitude

Enter longitude

Amenities/Tags [ Edit ]

Continue through the listing and fill out any relevant information, tags, videos etc for your business. The more information you provide, the easier it will be for people to find and understand what your business has to offer them.

Beauty & Spas  
Cafe

Address

Enter address Here

Area

Enter Area Here

City

Enter city

Zipcode

Enter Zipcode

State

Enter State

Country

Enter Country

Latitude

Enter latitude

Longitude

Enter longitude

Amenities/Tags [ Edit ]

Accepts Credit Cards

Free WiFi

Good for Groups

Has TV

Indoor Pool

Laundry

Parking

Private Garden

SPA

Swing Pool

Takes Reservations

Waiter Service

Weddings

Wheelchair Accessible

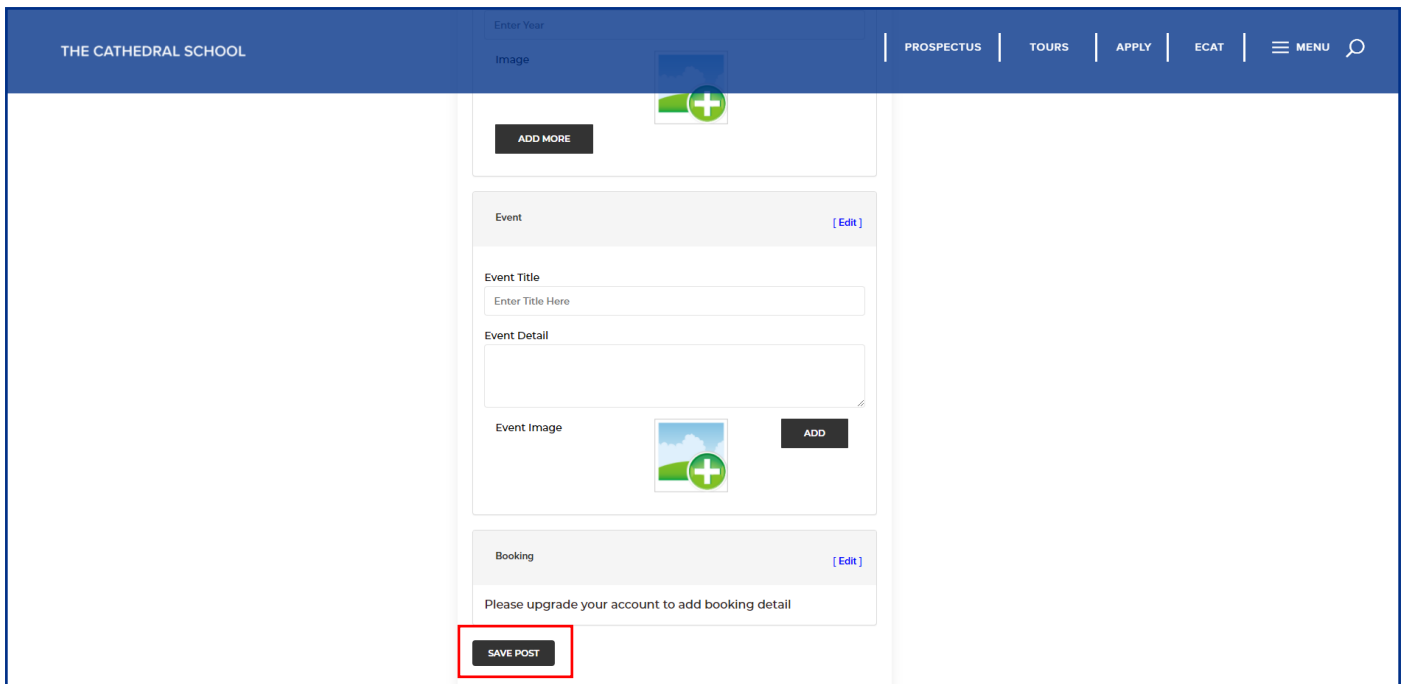
Add New Amenities/Tags

Enter New Tags: Separate tags with commas

# Creating A Listing

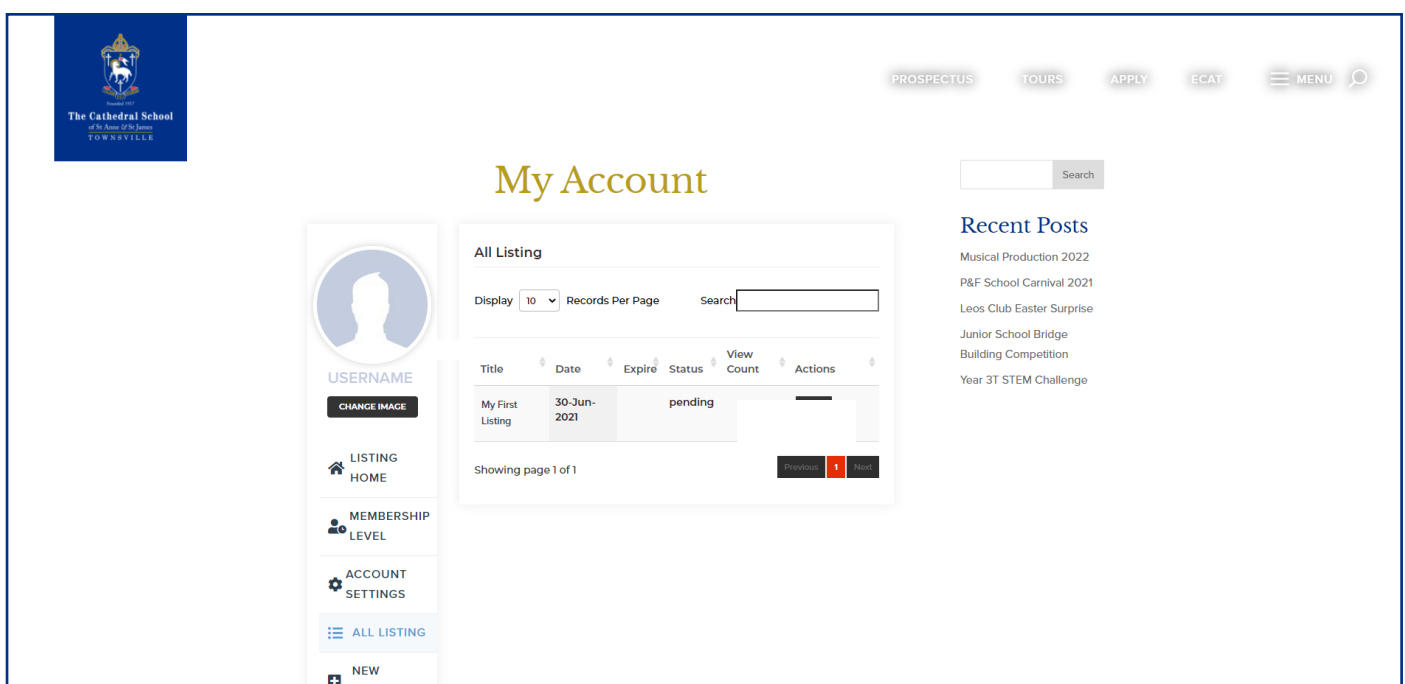
## 4. Making your first listing:

Once you have finished creating your listing, select 'Save Post' and it will be submitted for approval. Once we have reviewed your post, we will publish it on the business directory.



The screenshot shows the 'Event' listing creation form. At the bottom of the form, the 'SAVE POST' button is highlighted with a red rectangle. The form includes fields for 'Event Title', 'Event Detail', and 'Event Image'. A message at the bottom of the form states: 'Please upgrade your account to add booking detail'.

You can manage, edit, delete and see listing viewer counts of your posts on the 'All Listings' tab. Once your listing has been approved, it's status will change from pending to approved.



The screenshot shows the 'My Account' page. The 'All Listing' tab is active, displaying a table of listings. The table has columns for Title, Date, Expire, Status, View Count, and Actions. One listing is shown: 'My First Listing' with a date of '30-Jun-2021' and a status of 'pending'. The page also features a sidebar with navigation options like 'LISTING HOME', 'MEMBERSHIP LEVEL', 'ACCOUNT SETTINGS', 'ALL LISTING', and 'NEW LISTING'. A search bar and 'Recent Posts' section are visible on the right.

Title	Date	Expire	Status	View Count	Actions
My First Listing	30-Jun-2021		pending		