

# *it takes a village to raise a child*

We are excited you are joining our virtual village!

Here are detailed instructions on how to complete your listing, it will only take a few minutes. Please feel free to reach out if you need a hand:

[hello@sunshinecoastbaby.com.au](mailto:hello@sunshinecoastbaby.com.au)

- Click on the 6 or 12 month box depending on your preference.
- You will be taken to a form to fill in to add your listing details.
- Here you will put your email (that you will use to log in to here in the future) and also the password, so make sure you write it down or email it to yourself
- TITLE - your business name
- DESCRIPTION - a little about your business. Tell us how awesome you are. This is your place to inform your potential clients all about your business and yourself and why they need you in their life. Don't be shy!
- CATEGORY - add the most relevant one (if you fall under multiple categories just let us know which other ones to add you under and we will amend that from our side)
- LOCATION - either the suburb you are based in, or Sunshine Coast if you are mobile or not location dependent. If your location isn't here just put Sunshine Coast and email me us location and we will add it in.
- FEATURED IMAGE - upload one image here, the one you want to be the thumbnail for your listing (thumbnail is the placeholder image on the Explore page)
- DETAIL IMAGE - you can upload 5 more images (that you own and/or have permission to use). **Load at least 3**, as in the header of your page three photos load up, so it can look odd if there is only one.
- FACEBOOK - you must start with a <https://> or it won't work so e.g. <https://www.facebook.com/yourfacebookpage>

- INSTAGRAM - you must start with a <https://> or it won't work so e.g. <https://www.instagram.com/yourusername>
- Click SUBMIT be patient it can take a good few minutes.
- You will be taken to a preview page. Ignore the left shadow box and click on the right shadow box "CHOOSE PACKAGE"
- Fill in the required details and PLACE ORDER

You will be emailed confirmation.

You can now click on MY PAGE at the top menu and then PENDING LISTINGS and EDIT to edit your page. You can come in at any time in the future and LOG IN to the site (top left hand corner) to edit your listing, and add to the description etc.

We will manually go in and make your listing active and showing on the website.

And that's it, you're a part of our village now :)



[www.sunshinecoastbaby.com.au](http://www.sunshinecoastbaby.com.au)  
Instagram: [sunshinecoastbaby](https://www.instagram.com/sunshinecoastbaby)  
Facebook: [Sunshine Coast Baby](https://www.facebook.com/SunshineCoastBaby)  
[hello@sunshinecoastbaby.com.au](mailto:hello@sunshinecoastbaby.com.au)