



## How to manage / create your business listing(s)

### Logging in

**If you are not yet a member:** Click on the **Members** button and enter your details in the boxes under the **New Members Register** and click **Register**. A notification will be sent to the Membership secretary who will contact you directly.

In the meantime, you can start to create your listing (see below). However this will not be visible on the website until it has been verified by RHBTa Ltd, even if you have set the **Ready to go live ?** option to **yes** (this is at the bottom of the **Description** tab).

When you are at this stage, please email [membership@robin-hoods-bay.co.uk](mailto:membership@robin-hoods-bay.co.uk) to alert the Membership secretary that you are ready to have your listing verified.

**For existing members:** Click on the **Member** button and enter your login details where you will need to create a new password (initial log in only).

So scroll down the page, enter your email and click the **Reset Password**. You will then receive an email containing a temporary password, use this to log in then change it by clicking on the **Password** tab from the main Members page.

### Creating or Up-Dating a listing

**Existing listings:** Can be accessed via the listings tab.

To update existing listings click on the relevant listing. This will take you to a new page where you can **Manage Your Listing**. Click **update listing** after each section to save the information you have entered.

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**If you don't yet have a listing or you want to create a new one:**

Go to the **Create New Member Listing**, enter your listing name and click the **Create Listing**. The new listing will then show under existing listings. Click on your newly created listing and complete the relevant listing description and information.

**Location maps:** If your listing is related to a fixed location, pin point your business on both the Google and Illustrated maps under the **Location Maps** tab. You can do this by double clicking on your location on each map.

**Photo Gallery:** Photographs relating to your listing can be uploaded here. Landscape orientation shows better on the website and choose the order you want them displayed.

**Noticeboard:** This is where special offers and late availability can be posted. Complete the details required then decide how long you would like your posting to be visible, 24 hrs, 48 hrs or 72 hrs.

**Subscription:** Membership payment and renewal is done under this tab. By clicking on this button you will be able to see when it is time to renew your membership, you can also find out how to pay. You can select the type of membership you want have, and the amount due will be calculated for you. If you have multiple listings, then first please contact [membership@robin-hoods-bay.co.uk](mailto:membership@robin-hoods-bay.co.uk) since discounts may apply. Before paying, please make sure you read the **terms and conditions of use**. Once you have accepted these, then the payment options will appear **BACS, Card** or **Cheque**. Click on your preferred option and follow the instructions provided.

All your listings are managed under a single member profile. To ensure that your profile is up to date, please go to the **Your Data** tab on the main Member page.

Once you are happy with your listing, set the **Ready to go live** option to **yes** (this is at the bottom of the **Description** tab). If this is a new listing your listing will not be visible on the website until it has been verified by RHBTA Ltd. Please email [membership@robin-hoods-bay.co.uk](mailto:membership@robin-hoods-bay.co.uk) to alert the membership secretary that you are ready to have your listing verified.

If at any time you want to delete your listing, then go to the **Description** tab, scroll to the bottom and click on the **Delete listing** button. Please note, once you have deleted your listing, it is gone for ever !

## **Adding an Event to the website Calendar**

If there is an event that you would like to advertise on the website calendar (in the “What’s on” section), then click on the **Event** tab on the main Members page, and fill in brief details of the event in the boxes provided. Then click the **Submit for approval** button. This will send your event details to be verified and uploaded to the calendar. The event may be associated with your business or may be something else that you are involved in or aware of, provided it will be happening in or close to Robin Hood’s Bay or Fylingthorpe.

## **Managing your Data**

We take protection of your data very seriously. So we can contact you in connection with your listing and Membership of RHBTA Ltd, your contact details (member profile) must be kept up to date.

All your listings are managed under a single member profile. To ensure that your profile is up to date, please go to the **Your Data** tab on the main Member page and complete or update the information requested under the **Update your Profile heading**.

You can at any time view all the data associated with your membership that is held by RHBTA Ltd. Go to the **Your Data** tab on the main Member page and click on either the **Export your data** (for your member profile data) or **Export your listing data** button. This will generate a CSV file (which can be saved as a excel spreadsheet) that contains your data.

If you want to close your account and have all your data held by RHBTA Ltd, then please contact [membership@robin-hoods-bay.co.uk](mailto:membership@robin-hoods-bay.co.uk)

## **Change your password**

You can change your password at any time by going to the Password tab on the main Member page.

## **Find out more about RHBTA Ltd**

If you click on the RHBTA Ltd tab on the main member page, you can find out who is on the committee, the RHBTA Ltd constitution and minutes of recent committee meetings