Support Local – how to add a new business listing.

Select Add Your Listing from the top menu on the main page of the Support Local site:

Explore   How Support Local Works   ╋ Add Your Listing   Log In

Next you will be able to fill out the details for your business listing and add photos, please fill out as much information as you can. Please ensure that your email address is correct in order that your user account is created. Once you have filled out your business information, select Save Draft at the bottom of the page.

It is important that you select the district that your business resides from the Select Region drop down menu.

You will then receive an email titled: [Support Local] Login Details, click the link provided in order to set your account password.

Click Reset Password and on the next screen you can now login with your email and password.

Then you will be taken to the Dashboard where you can make changes to your business listing and your account information.

🗩 Account   ☑ Your Listings   ⚙ Edit Profile   ⚏ Billing Details

Click Your Listings, which will then display the listing details you created earlier. This is held as a draft version of your listing. Should you wish you can delete this draft and start again or click Continue Submission.

Continue Submission ✘ Delete View stats

Continue Submission will allow you to review and make any further changes to your business listing. You can click Preview to show how your listing will be displayed on the website once you have published it. From the preview you can go back and make additional changes by clicking Edit Listing. Or if you are happy with your listing, you can click Submit Listing to make it live. You should see the following message:

Listing listed successfully. To view your listing click here.

You can still edit your listing through the Dashboard by clicking Your Listings as above. Or from the main menu at the top right-hand corner:
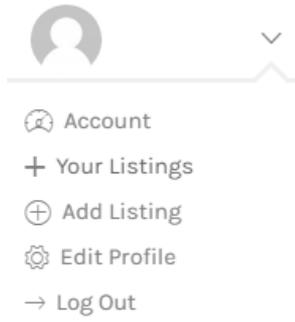
In order to receive a verified status on the site you then need to claim the listing and Support Local will then verify you as the owner and approve the listing. For instructions on how to claim your listing for verified status see: Claim listing help.