



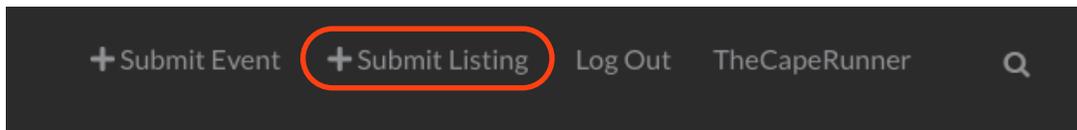
How to Submit a Listing for a business or club

Submitting a listing is made easy with a straightforward and easy to use submission form. The submission is a three step process:

- A. Select the payment package (*FREE for CLUBS /PARKRUN)
- B. Complete all relevant listing details
- C. Review and process payment (if required)

This document will provide a step by step walk through of the entire procedure.

1. From any page on the site, locate the top menu bar (shown in black). On the right side you will find the + *Submit Listing* button.



2. This will take you to the Submit Listing Submission Form. The first choice you need to make is which listing payment plan is suitable for your listing requirements. Make a selection by clicking the large green "Select" button

1 Select your payment plan

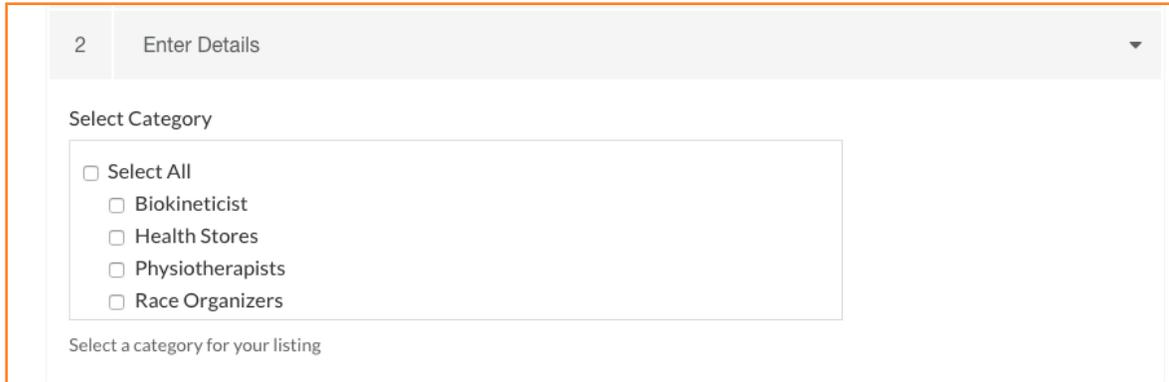
Free Club Listing Select

Price: R 0.00
Package Type: Single Submission
Listing duration: 365 days
Recurring period: 1 Year
Number of cycles: 10
Listings submitted on this package can be featured on: Homepage (R 200.00 for 30 days) Category page (R 150.00 for 30 days)
This package is for Athletic Clubs (or running clubs) and ParkRun, it provides free listing for these groups.

Free Business Listing - 6 month (Limited Time Offer!!) Select

Price: R 0.00
Package Type: Single Submission
Listing duration: 180 days

3. Next step, is to enter the listing details. The category in which the listing belongs is the first selection to make. Check the correct box next to the category that best describes your business or organization.



2 Enter Details

Select Category

- Select All
- Biokineticist
- Health Stores
- Physiotherapists
- Race Organizers

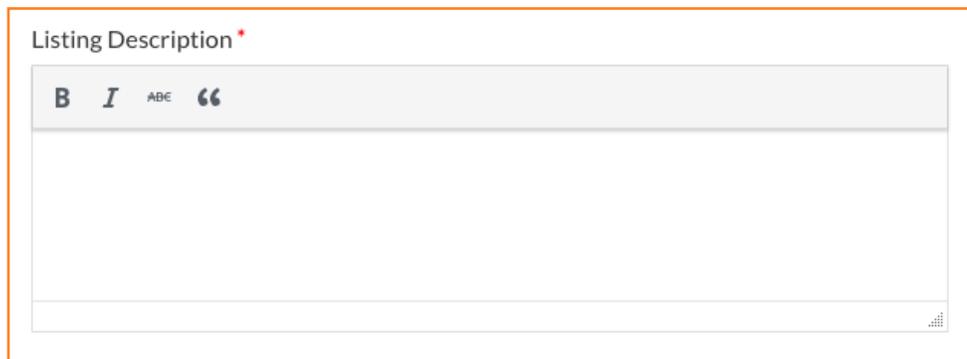
Select a category for your listing

4. Provide a unique title for your listing. This is typically the name of the your organization. Note this field is mandatory.



Listing Title *

5. Give a description of your listing. Describe the who, what and why of your business or organization. Note: this is also a mandatory field.



Listing Description *

B *I* ABC “

6. Next is Locations & Map section. Provide the State (or Province). Once this is selected the available cities will be provided for your selection, choose your closest city. Finally input the exact location and verify on the map that it is correct. Note: location details are mandatory.

Locations & Map

State ^{*}

Select State ▼

City ^{*}

Select City ▼

Location ^{*}

Enter a location



Map Satellite

ARCADIA Pretoria

PRETORIA CENTRAL SUNNYSIDE BROOKLYN

Freedom Park Heritage Site & Museum University of Pretoria

University of South Africa

Map data ©2019 AfriGIS (Pty) Ltd, Google, Terms of Use Report a map error

Road Map Terrain Map Satellite Map Street View

7. In the Listing Information section, you can provide a logo for your business/organization. Size suggestion: 250 x 250 pixels.

Listing Information

Logo

You can drag & drop images from your computer to this box.

OR

Upload logo from your computer (suggested size is 250 x 250 pixels)

8. The next field is the Time field. Use this field to indicate your business operating hours. Hint: use the html break command `
` to separate different periods in this field. This will make it more readable. For example, **9:00 - 17:00 Mon to Fri
10:00 - 13:00 Sat**. This will place a line break at the point of the `
` command and move the second part to the next line.

Time

Enter business hours.
for example: 10.00-18.00 week days - Sunday closed

9. In the Contact Information, we have all standard contact fields. Remember to include `http://` text before your website address.

Contact Information

Phone

You can enter phone number, cell phone number etc.

Email

Enter your email address.

Website

Enter website URL. eg.: `http://myplace.com`

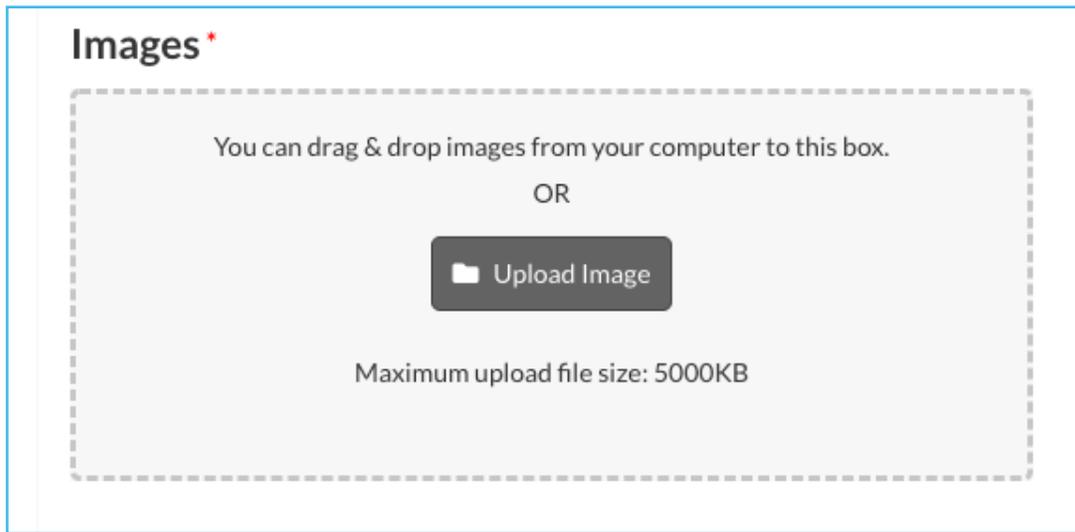
Twitter

Enter twitter URL. eg.: `http://twitter.com/myplace`

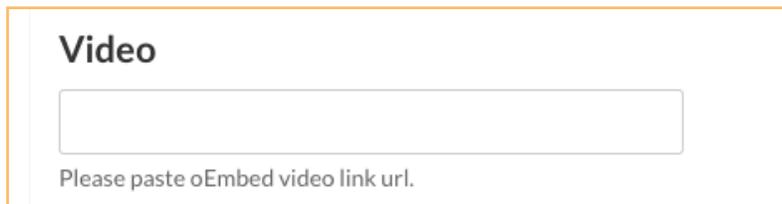
Facebook

Enter facebook URL. eg.: `http://facebook.com/myplace`

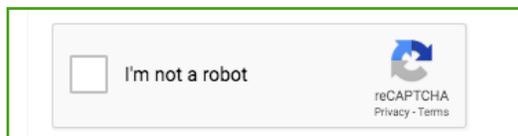
10. Its mandatory to upload at least one image (if you upload multiple you will have a image gallery).



11. You can include a video on your listing. You do this by pasting the URL directly into field provided.



12. To ward off spammers, you will have to prove that you are human by checking the box “I’m not a robot” and finally you have to Accept the T’s and C’s.



13. If this is a FREE listing this brings to an end the submission process. At this point you could preview the listing or continue will the final submission.



14. Once the submission is submitted, we will receive a notification and process the listing on the backend. We can then verify details and release for publication to the site.

More steps if payment is required

If you selected a paid listing package or selected some of the featuring option there will be a payment required. This will required an additional step after submission is made.

1. Let's say you selected one of the featuring options (this option will make the listing more prominent on the homepage and/or the category pages).

Would you like to make this featured?

Yes , feature this listing on homepage. (R 200.00)

Yes , feature this listing on category page. (R 150.00)

Total Charges: R 200.00

2. This selection will initiate an additional step in the submission flow. The last step is payment. Choose your preferred payment method: ETF or PayFast.

2 Payment

Pay With

Pre Bank Transfer

Pay Now

3. After successful payment you will be presented with the following page.

Listing Updated Successfully

You have subscribed to the **Free Club Listing** package.

Package Type:	Single Submission
Listing duration:	365 days
Recurring period:	1 Year
Number of cycles:	10
Payment Method:	Pre Bank Transfer

To complete the transaction, please transfer the amount of **R 200.00** to our bank account on the details below.

Bank Name: **Standard Bank**

Account Number: **071718478**

Please include the number **10017** as the reference for the transaction.

Thank you!

[Running Races.](#)