

Before adding your business to the Vetanswers Business Directory, you may find it helpful to have a few things already prepared (yes you have homework! ;-)

- 📄 A 250 character (NOT word) summary of your business, one that best identifies who you are and what you do
- 📄 Your business logo:
 - Maximum file size: under 300kb is best as larger images take longer to load & very large images won't load
 - Suitable file types: GIF, PNG, JPG
 - Best aspect to use: landscape is best, portrait aspect images can be used but some cropping will occur.
- 📄 Text to add in to the 'Full Description' section
 - Unlimited words however around 250 words looks good
- 📄 Select up to six images
 - Best effect achieved with landscape aspect images, portrait aspect images will be resized & cropped.
 - Make sure you've labelled the images correctly as users can see the image title once loaded & they move their mouse over the image
 - Maximum file size – under 300kb is best as larger images take longer to load & very large images won't load
 - Suitable file type - GIF, PNG, JPG

Once you have this information it's time to get started – just follow these easy steps:

1. Open www.vetanswers.com.au
2. Click on **'Membership Login'** :
3. Click on **'Not a member? Click Here'**
4. Fill in your details
5. Click **'Register'**
6. Click **'Click here to proceed to your Member Dashboard'**



7. On your 'Member Dashboard' click **'Add Business'**
8. Details should already be filled in from previous page so just click **'Next'**
9. Select Your Membership:



Basic | Practical | Premium

Once you've selected your Membership:

10. Select categories:
 - Choose as many search categories as you like
 - Consider all the categories that member's may use to search for your business
 - Can't find the right categories? Contact Vetanswers & we'll add them for you
11. Fill in your business Summary – remember you have 250 **characters** NOT words
12. Upload your business logo
13. Add in your website URL
14. Add in your full description of your business and the goods and services you offer – make use of the Rich Text Formatting available:
 - a. 6 different heading styles
 - b. Bold, italics, underline
 - c. Embed media – allows you to post videos from YouTube
 - d. Insert hyperlinks
 - e. Insert tables
 - f. Insert bullets and/or numbering
 - g. Left, right, centred & justified layouts
15. Upload up to six images in your gallery
 - Landscape aspect is best, portrait aspect images will be cropped to suit template
 - Make sure you've labelled images correctly as their titles will show when users move their mouse over the image
 - Maximum file size – under 300kb is best as larger images take longer to load
 - Suitable file type - GIF, PNG, JPG
16. Click '**Next**' at the very bottom of the page
17. Review your 'Payment' details & choose your preferred payment method:
 - a. PayPal – Click '**Pay Now**' to proceed to PayPal payment
 - b. Bank Deposit
 - c. Cheque
18. If choosing to pay via Bank Deposit or Cheque, you have now finished your registration.
 - Once payment has been received your account will be approved
19. Once approved feel free to revisit your listing and modify or update your listing at any time via your Dashboard
20. If at any time you would like to upgrade your Membership or add any of the other advertising or promotional opportunities then please contact [Vetanswers](http://www.vetanswers.com.au) directly & we will organise it for you.

