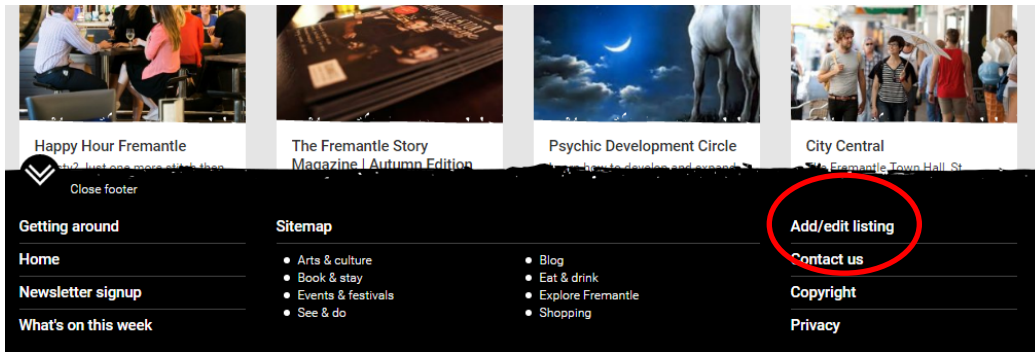


Editing a business listing on Fremantle story

Minimum browser requirements: Firefox, Chrome, Safari and Internet Explorer 9 and higher

To edit a business listing you will need to be registered as a user on Fremantle story and have claimed the listing

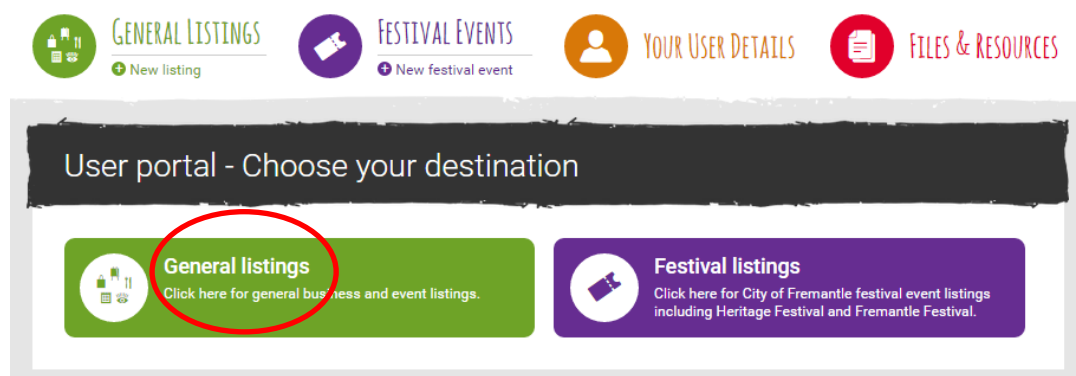
1. Go to www.fremantlestory.com.au
2. Click add/edit listing (in the footer, bottom right of the homepage)



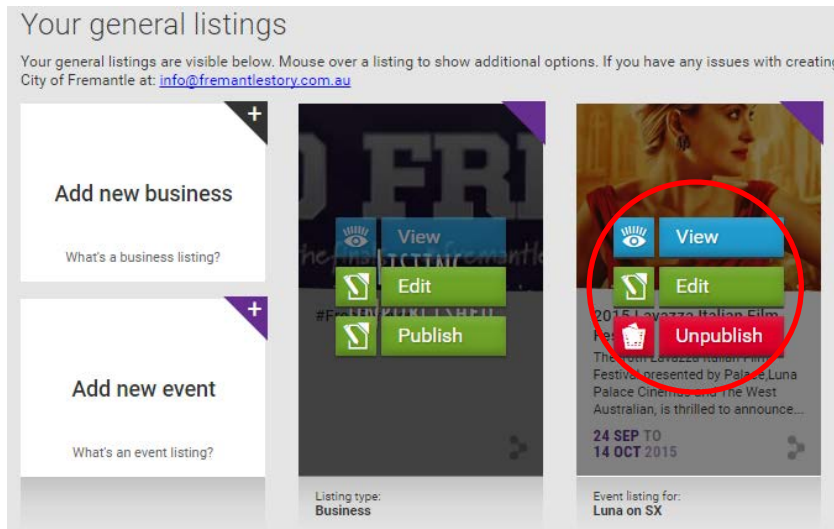
3. Log in using your user name and password

The image shows a login form titled 'Your story - log in'. It includes a message: 'Please log in before submitting or editing listings and events. If you don't have an account, click on the register now button to create a new account.' Below this are two input fields: 'Username *' and 'Password *', both of which are circled in red. There is also a 'Remember me?' checkbox with 'Yes' and 'No' options, and a 'Log in' button at the bottom.

4. Click the green box for general listings



5. Click once on the listing and options to view, edit and unpublish will show.
Past events that are unpublished will give you the option to publish again.



6. Click on the edit button and you will be guided through the process of editing your business
7. *You must complete all fields on a page or you will be unable to move to the next page. If a mandatory field has not been filled out, the field will highlight in red to show what's missing
8. Once you have completed all the necessary fields you can go back through each page and check your content. When you are happy with your content, go to the end page and click submit my new listing.
9. You will receive an email confirmation of the submission

Your listing will be sent to the Place Marketing team for review and will either be published to the site or you will be notified of further information required.

Please allow up to 48 hours (not including weekends). During busy periods this may take longer e.g Festival periods, Christmas