

### 2. Creating a directory entry

#### Directory entries on Banburyshire Info in 5 easy steps

**PLEASE NOTE: Listings for companies outside the UK are NOT accepted**

##### Step 1: Registration

Go to the main Business Index page (even if you're not a business), and select 'Add your listing' from the Main Menu.



Complete the registration form, and click the 'Submit Registration' button

##### Step 2: Listing Level

**Free** - allows you to enter your company name, description, phone number, and you can select a single category for your listing.

**Enhanced** - allows you to add a second phone number (e.g. Mobile), an email address and your website address to your listing - for the cost of £59.99 per year. You can also list your business in up to three categories.

**Advertiser Page** level is for Banburyshire Admin use only.

	Free	Enhanced	Ad Page (Admin Use Only)
Cost	0.00	59.99	100.00
Expiration	1 Year(s)	1 Year(s)	1 Year(s)
Premium		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fax		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Website		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E-mail		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Logo			<input checked="" type="checkbox"/>
Categories	1	3	6
Link to advertiser's page			<input checked="" type="checkbox"/>

##### Step 3: Choosing categories

Add categories which best describe your business or organisation. Contact Banburyshire Info if no category is suitable.

**Free** listings have only one category - **Enhanced** listings can have up to three categories.

Category List:

Business & Professional Services - Business & Networking Associations

Select Category:

Categories Left: 2 (3 Total)

**Step 4: Complete your listing details**

Remember: **Free** listings do not have a second phone number, email address or website link.

Firmname: \*

Description: \*

Mailing Address:

Postal Code:

Contact:

Phone:

Fax:

Mobile:

Website:

E-mail:

**Step 5: Pay for your listing**

If you haven't chosen a **Free** listing, you will need to pay Banburyshire Info before your listing appears in the directory.

**PayPal** - click the PayPal button to pay by using a PayPal account or a credit or debit card. You will be taken to PayPal when you can log in to your PayPal account, or choose to make your payment by credit or debit card.

**Bill Me** - If you prefer, Banburyshire Info can send you an invoice. If you choose this option, an email will be sent to the email address you

entered during the registration process. Print this email, and send it with your payment (cheque) to:

Banburyshire Info  
Flat 36, St John's Court,  
20 Calthorpe Road,  
Banbury OX16 5ES

Make your cheque payable to  
"Ian Gentles"

**Checking and authorisation**

All directory listings are checked before they are authorised to go live - this includes Free as well as Paid-for listings. Banburyshire Info reserves the right to modify or refuse a listing. You should not put phone numbers, email addresses, website addresses and links in the Description of your business or organisation. If you do, they will be deleted. If you have paid for a listing and it is refused, you will be refunded in full.

**Advertiser page**

If you would like the fullest possible listing (including a logo) and would like your own page on the Banburyshire Info website, please contact Ian Gentles on **01295 000000** or **07511 217 984**, or send an email to [ian@banburyshireinfo.co.uk](mailto:ian@banburyshireinfo.co.uk). An Advertiser page includes a full description of your business or organisation, a Google map, and one or more images. The price will depend on the size and content of your page.

**Not for Profit organisations**

Contact Ian Gentles to discuss the upgrade of your **Free** listing.