The Shetland Times

SHETLAND DIRECTORY

SUBMITTING A RESIDENTIAL LISTING

FINDING THE FORM

From the directory homepage - http://directory.shetlandtimes.co.uk/ - click on **'Submit a Residential Listing'**, the last option in the blue menu near the top of the page.

FILLING IN THE FORM

Filling in the form should be straightforward. Here's a list of the fields you **must** complete:

- **Surname** – e.g. Smith
- **Initials** – See *Form Helpers* (p2).
- **Address** – This should be everything that comes before the town/area in your address
- **Town/Area** – This should be your Town or main Area.
- **Postcode** – e.g. ZE1 0AJ. Make sure that zeros aren't confused with the letter **o**.

You must also enter at least one telephone number. This can be a landline, or a mobile number.

ADDING NUMBERS AND EMAIL ADDRESSES

You can add up to 3 landline numbers, mobile numbers and email addresses per listing. To add a field, simply click on the heading or + symbol.

For mobile numbers and email addresses, you can also add an optional descriptive label, such as a personal name. This isn't required, so don't add anything here if you don't want to.

To remove a field you've added in error, simply click the red minus sign to the right of the field.

ONLINE OPTOUT

Many people choose to opt out of our online directory. If you'd like to opt out, simply tick where it says **Do not use my information in the online Shetland Directory**.

FORM HELPERS

Initials

If you hover over the **'View Examples'** text above the field, you'll see these handy list of examples.

- A (single initial
- A.W (two initials
- A & W (two different people - Andrew and Wendy
- Andrew & Wendy
- Andrew

Area Auto-Suggest

If you type a couple of letters into the **Town/Area** field, the form will suggest results for you:

Just click on a result to automatically populate the field.

These suggestions have been generated from an existing copy of the directory, so your area should be there! If not, just ignore the suggestions (press Esc to hide them).

CREATING A USER ACCOUNT

Once you have filled in all the required fields and click **Submit Your Listing**, you'll be given the option to create an account.

Your username will be 'auto-suggested' from your surname and initials above. You can change this, but please note that your username must be lowercase and contain only letters, numbers or hyphens.

If you've entered an email in the form above, this will be "auto-suggested". You are free to change this to another email if you wish. The email address used for your account will not be listed in our directory, unless you've already added it to the form above.

Your password needs to be 8 or more characters long and needs to contain at least one number. You also need to confirm

When you've added your user details, click **Check Your User Details**. The system will check that the details are OK (user/email doesn't already exist, password validates).

Once these are all OK'd, you'll be able to submit your listing by clicking on **Submit Your Listing**.

Why should I create an account?

Creating an account means you'll be able to edit your listing, submit more listings, and we'll also let you know in future when your listing needs to be reviewed. In other words, it'll give you control of it. We'd recommend you create an account.

I don't want to create an account

Click on *I don't want an account thank you* at the bottom of the form. This will remove the user account form and you'll be able to submit your listing without creating an account.

AFTER YOUR SUBMISSION

After you've submitted your listing, it will be added to our system for approval.

If you've created an account, you'll be able to login and make any further changes to your listing that you want, and add further listings. We'll also let you know when your listing has been approved.