



Business Waverley Website

USER GUIDANCE



User Guidance for Business Waverley website

Create user profile.....	page 5.
Create business / organisation profile.....	page 6-7.
Create event.....	page 8-9.
Edit published events.....	page 10.
Content and content feeds.....	page 11.

You'll find Business Waverley website at: <https://www.businesswaverley.co.uk>

NOTE: Business Waverley service does not work with Internet Explorer (IE) web browsers



General

User account | Websites are accessible without a need to register. Should you wish to create your own “*organisation profile*” or publish ‘*events*’ on the website a user account is required. You can create your personal account with your own email address.

Business & organisation profile | You can create a profile for your ‘*organisation* or *company*’ on Business Waverley -website. Once created you may delegate access rights to your colleagues so that also they can update this profile if needed. When publishing ‘*events*’ on the website you can choose to publish them with your personal account or under the name of your organisation. Events organised by your organisation are always visible on your organisation page under the map -image depicting your company’s address.



Navigating on the website

Main navigation sections

Sub-navigation sections

Content

Functions:

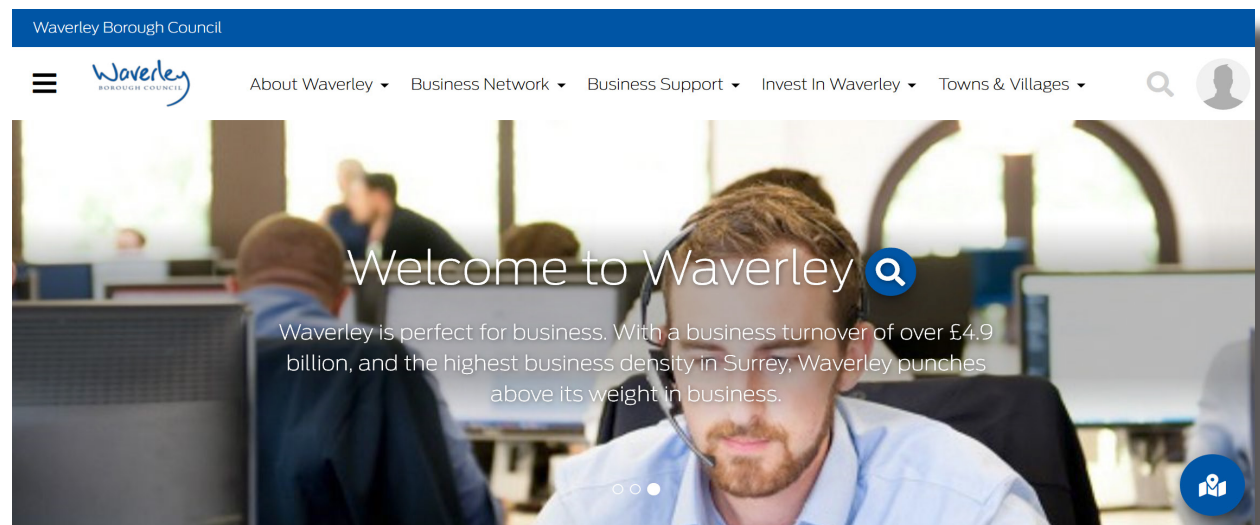
For example: 'About Waverley'

For example: 'Local Business Directory'

For example: 'events', 'news', 'articles' and 'business profiles'

On the right upper hand side corner, you'll find your own profile and options to create events and edit your company page.

When you are on content pages you own, a blue pen -icon will also appear on top of the image. On upper left hand side you'll find the page navigation structure.





Create a user profile

Register your personal account at:

<https://www.businesswaverley.co.uk/fi-FI/signup>

Once you have completed your registration the system will automatically send you an email verification to the address you provided. To activate your account click the link on the email.

NOTE: Your email provider may classify our emails as spam, as it is the first email from us. You need to double-check also your 'Junk' as well as "Clutter" -emailboxes.

You can update your user account details anytime from '*my profile*' -section, which can be found on the upper right hand side corner of every page.

Waverley Borough Council

Waverley
BOROUGH COUNCIL

Sign up

Do you have an existing account? [Log in >](#)

Your user name

Email address

Confirm email address

Password (at least 7 characters)

☐ I allow sending me tips, services and other cool stuff

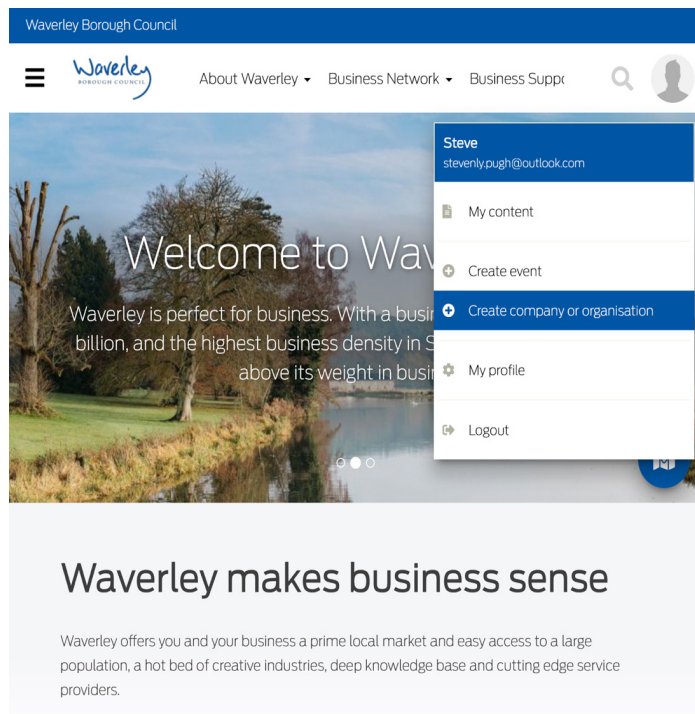
☐ I am entrusting information I provided above and information I provide later by using this service to your care. We promise not to share your data to any third party without your explicit consent.

SIGN UP



Create company/organisation page

To create an organisation page you must have created your personal user account first. Go-to the menu-bar on the upper right hand side corner of the website and select “Create company or organisation” from the list (image below)



STEPS

1. Add business **category** for your organisation (1st and 2nd level if needed)
2. Give your organization a **name** and write a **description**
3. **Add picture.** Optimal image size is 1920x1080 pixels. Give credit to the image owner if you do not hold the copyrights to the picture. Also, add alternative text to your image so for example people who cannot see images can use assistive tools to hear what your image describes.
4. Add your **business address.** Check that your business shows correctly on the map
5. **Choose topic** areas to pin your organisation correctly to the website structure. I.e.: add tag “local business directory” to ensure your business is visible on that page.
6. Add optionally your own **keyword**, which describes your organisation
7. **Add external links / contact details** like; address, phone number, email address, home website and social media accounts (note: all web address must start with <https://>)
8. **Publish** your organisation profile.

* Remember that you can come back and edit your organisation page anytime. You may also give your colleagues administration rights to edit organisation page, and create content on behalf of your organisation.

* Once submitted Waverley Business Support team will review your submission and publish it. You will find your own organisation page always under “my content”.



Edit company/organisation page

To edit your organisation page go to “my content”. Look for organisation profile(s) you have created. Click the one you wish to edit. “Open edit mode” -pane appears on the right hand side corner of the page. Once you’ll click it a blue pen icon will appear underneath. Pressing the pen icon will open an edit leaf for that page (see images below)

You may edit the following sections:

Information:

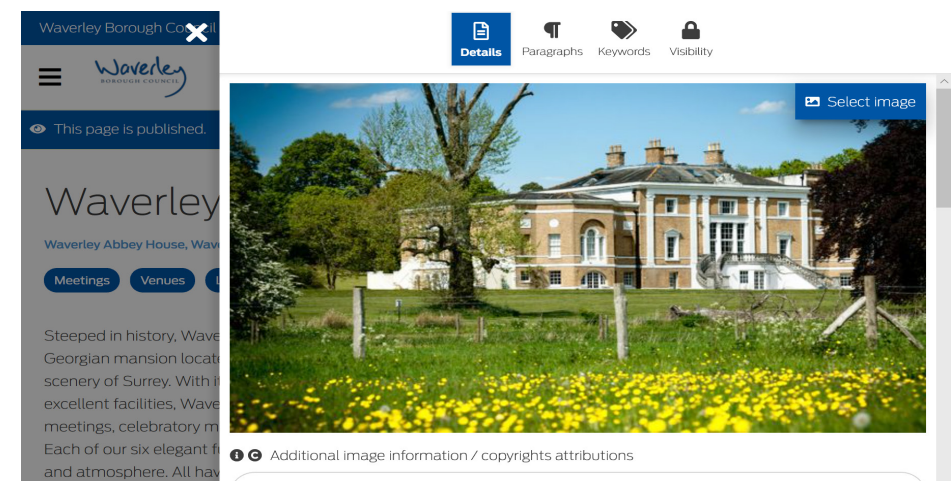
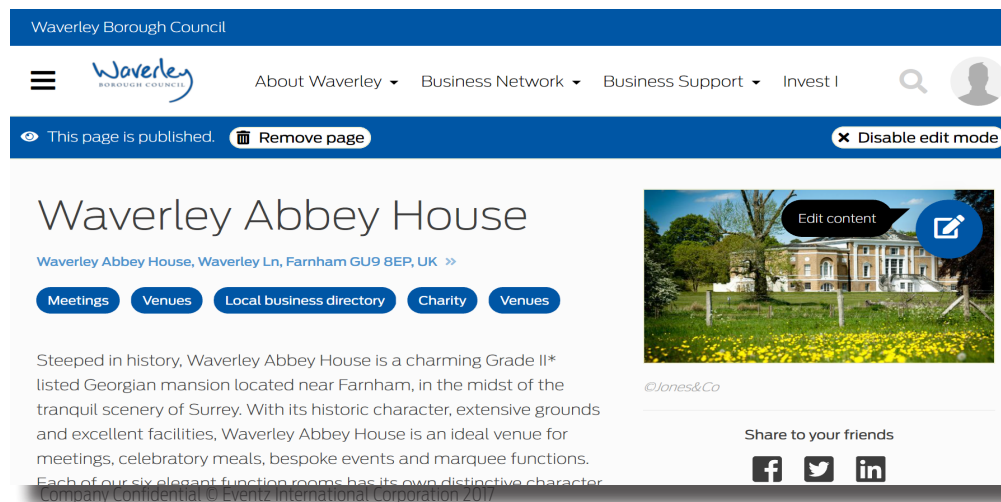
- Update image (1920x1080 pixels)
- Update copyright information
- Update alternative image test
- Update contact information

Targeting:

- Update business category
- Update site navigation tags.

Visibility:

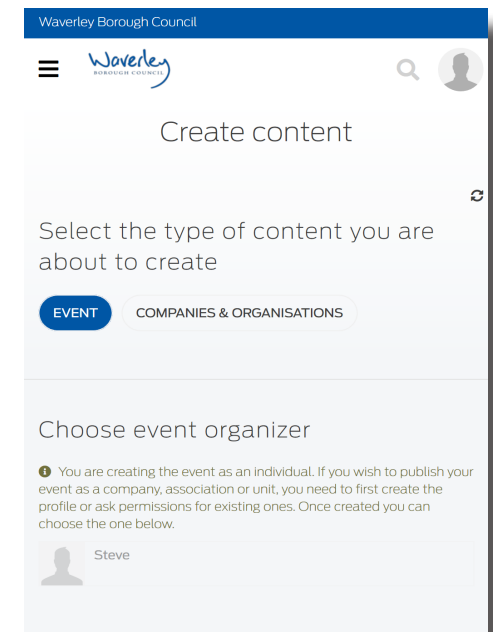
- Grant access and edit rights to other users
(once added the system sends an invitation to the email address added)
- Edit visibility settings on the website
- Change page from visible to hidden





Create event

1. **Select publisher** select your personal or your organisation account
2. **Add name of the event**
3. **Add event description** and other useful information
4. **Add event picture** optimal image size is: 1920x1080 pixels.
5. **Add event time(s)** set a date & time or open 'multiple event times' leaf.
6. **Add event location** and check the map shows your event location correctly
7. **Add tags** to display the event on right sections on the website.
For example; 'business events'
8. **Add your own keyword**
9. **Fill in contact details** / links to make it easier for people to engage with you
10. **Publish** your event right away or publish it later





Edit your event after publishing

You can find your own events from:

1. navigation pages you added them
2. with a 'search' function on main page
3. from 'my content' section
(upper right hand corner 'menu' of each page)

Editing your event happens always on the event page. Just press 'enable edit mode' upper right hand side corner of the event page and then press the blue pen icon on top of the event image.

