

HOW TO UPDATE YOUR LISTING ON THE APP

- You were sent a link at the beginning to list your business. You can go back into this link at anytime to update and change your listing, opening times, images etc.
- Should you have misplaced it please click here and login in <https://my.wheneverly.com/login>
- Should you be unable to locate it, or login please contact contact@wheneverly.com

HOW TO ADD YOUR BUSINESS TO BE LISTED ON THE APP

- Please email contact@wheneverly.com with the following information. You will then be sent a link from MyWhereverly to add your business listing to the APP.

1. Business Name
2. Email Address
3. Post Code

PLEASE REMEMBER THE FOLLOWING WHEN YOU ARE AMENDING OR ADDING YOUR BUSINESS

- Please ensure you add all the details correctly and double check as this is what will appear
- Please see Diagram 1 below as a screenshot for instruction part 1

Name & Address

If your listing does not have a defined postal address, use the closest known address to the listing.

Listing Name *

Street Address *

Street Address 2

City *

Postcode *

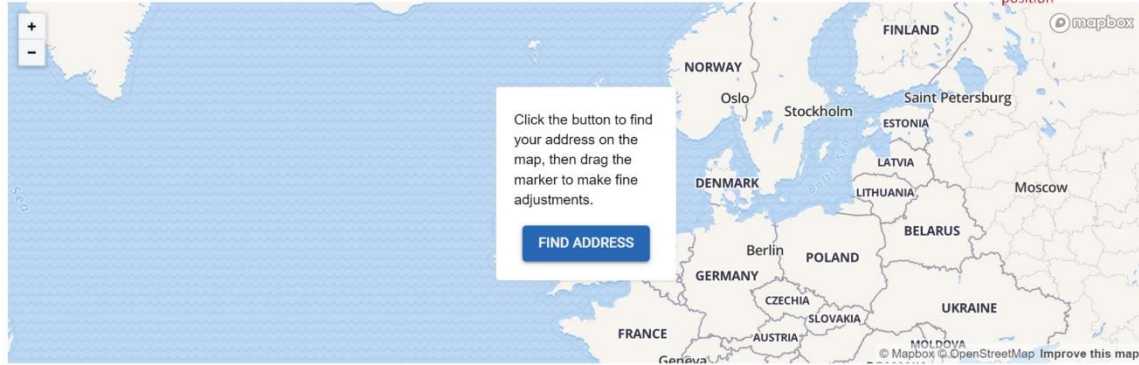
td12 4bb

FIND ADDRESS ON MAP

Please ensure you select all tabs along the top and select / add all appropriate information for your business

Precise Location *

When we display your listing on a map we will use the exact coordinates of the map marker to show your location. You can drag the marker to make fine adjustments to your location.



Click here to find the address on the map

The on the map move the dot to the exact location of your business as Post Codes do not point to exact position

- Please add your opening times
- Please add a Primary Image – this will be the first image that visitors will see on the map.
- Please see Diagram 2 below as a screenshot for instruction part 2

Primary Image *

This image will be displayed wherever we represent your listing and should be an accurate and attractive portrayal of what a visitor should expect to see. We require your image to be between 512x512 and 8000x8000.

Make sure it is the correct size and a good enough resolution

UPLOAD PRIMARY IMAGE

Description

A few words about the listing letting potential visitors know what to expect, what there is to do and anything else of note.

Short Description *

This is what the visitor will see first. Make it clear and to the point. You only have so many characters

Long Description *

This can be as long as you wish it to be

Contact Information Provide as many of these fields as you can as this is what will direct people to book and make contact with your business

These details will be displayed alongside your listing for potential visitors or customers to get in touch.

Website Address

Primary Contact Number

Mobile Phone Number

Email Address

Booking Url

- Please see Diagram 3 below as a screenshot for instruction part 3 on how to add your handles

Social Media

Entering your social media usernames will allow us to link out to your profiles when we display your listing.

Please complete as many of these handles as you can. You can type your business and then for example tripadvisor and you will be able to take the link from there

Twitter Handle

E.g. Whereverlyapp

Facebook URL

E.g. <https://www.facebook.com/whereverlyapp/>

Please ensure you follow / paste the format as per the examples underneath that are arrowed

Instagram Username

E.g. whereverlyapp

Visit Scotland URL

E.g. <https://www.visitscotland.com/info/accommodation/whereverlyapp>

TripAdvisor URL

E.g. https://www.tripadvisor.co.uk/Attraction_Review-g186525-d187653-Reviews-Edinburgh_Castle-Edinburgh_Scotland.html

Please see Diagram 4 below as a screenshot for instruction part 4. This section is very important, and you must only complete the categories that are SUITED to your business or what your business provides.

Tags & Categories

Categorising our listings means that we can present them to our users in an organised fashion, making it easy for them to search and explore.

Primary Category

This is the main category representing the listing.

Primary Category *

Additional Categories

To keep your business information accurate and live, make sure that you use as few categories as possible to describe your overall core business. Choose categories that are as specific as possible, but representative of your main business.

- | | | |
|---|---|--|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> History & Heritage | <input type="checkbox"/> Scenic Views |
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Indoor Activities | <input type="checkbox"/> Scottish Crafts & Gifts |
| <input type="checkbox"/> Camping & Caravans | <input type="checkbox"/> Libraries | <input type="checkbox"/> Shopping |
| <input type="checkbox"/> Car Hire | <input type="checkbox"/> Low Level Walks | <input type="checkbox"/> Toilets |
| <input type="checkbox"/> Cycle Shops | <input type="checkbox"/> Nature & Animals | <input type="checkbox"/> Tours |
| <input type="checkbox"/> Distilleries & Breweries | <input type="checkbox"/> Outdoor Activities | |
| <input type="checkbox"/> EV charging | <input type="checkbox"/> Parking | |
| <input type="checkbox"/> Food & Drink | <input type="checkbox"/> Parks & Gardens | |
| <input type="checkbox"/> Fresh Scottish Produce | <input type="checkbox"/> Petrol Stations | |
| <input type="checkbox"/> Garages & Repairs | <input type="checkbox"/> Play parks | |

You MUST only tick the ones that are relevant to your business.

For example if you are an accommodation provider you are NOT a petrol station. You must NOT select things that are near you. ONLY what you provide as a business and no more than 3 as a maximum..

For example if you are a Shop you are NOT a scenic view or scottish produce etc etc.

We must have this categories completed correctly otherwise it will pull through on the app and provide the visitor with the WRONG information

You can add additional images to support your Primary Image by selecting here:

Additional Images

Additional images of the listing to be shown in a gallery. We require your images to be between 512x512 and 8000x8000.

UPLOAD ADDITIONAL IMAGES

SAVE AS DRAFT **SAVE**

You can add additional features and facilities by selecting here – this information is very helpful to the visitor. Please only select ones that apply to your business!!

Features & Facilities

Select all features that may be applicable to the listing. If you feel any additional notes are required to explain or clarify how you provide a feature you can add them by clicking the plus button next to the feature.

General Facilities *Again please select which features and facilities are on offer within YOUR business only.*

Payment Methods	Internet	Transport and Parking	Catering
<input type="checkbox"/> Cash only +	<input type="checkbox"/> Internet Access +	<input type="checkbox"/> Taxi rank nearby +	<input type="checkbox"/> Cafe +
<input type="checkbox"/> Cash +	<input type="checkbox"/> WiFi +	<input type="checkbox"/> Parking +	<input type="checkbox"/> Restaurant +
<input type="checkbox"/> Traveler's Cheques +		<input type="checkbox"/> Coach Parking +	<input type="checkbox"/> Shop +
<input type="checkbox"/> Cheque +		<input type="checkbox"/> On Public Transport Route +	<input type="checkbox"/> Licensed Bar +
<input type="checkbox"/> Credit Card +		<input type="checkbox"/> Electric Car charging +	<input type="checkbox"/> Patio or Beer Garden +
<input type="checkbox"/> Debit Card +		<input type="checkbox"/> Airport Transfer +	<input type="checkbox"/> Picnic Area +
<input type="checkbox"/> PayPal +		<input type="checkbox"/> Public Parking Nearby +	<input type="checkbox"/> Catering Available +
<input type="checkbox"/> Internet Banking Transfer +			<input type="checkbox"/> Breakfast Available +
<input type="checkbox"/> WeChat pay +			<input type="checkbox"/> Lunch Available +
<input type="checkbox"/> American Express +			<input type="checkbox"/> Evening Meal Available +
<input type="checkbox"/> Diners Card +			<input type="checkbox"/> Room Service +
<input type="checkbox"/> Union Pay +			<input type="checkbox"/> Breakfast Included +

You can add what accessible features and facilities Your business has by selecting here – this information is very helpful to the visitor. Please only select ones that apply to your business!! Please be Accurate

Accessibility

Select all the aspects of the listing that improve accessibility. Many people with disabilities will make their decision on whether or not to visit based on how well you are able to accommodate their condition.

- Wheelchair access throughout +
- Level access from entrance to reception +
- Tactile route for visitors with visual impairments +
- Suitable for visitors with limited mobility +
- American Sign Language +
- Partial wheelchair access +
- Accessible parking or drop-off point +
- Ramp to main entrance +
- Hearing Loop +
- Level access to main entrance +
- Wet room or level entry shower +
- British Sign Language +
- Accessible toilets +

Again please select which boxes apply to your business.

This enables people that are looking for places that can accommodate them can easily see where to go and what to do! Please be accurate

Once complete please either press save as draft (if you have other things you want to add, and your listing is not complete) or Green Save to get it LIVE on the APP. Please note that if there are any errors or fields missing a box will pop up to advise you. See here

- Level access to main entrance +
- Wet room or level entry shower +
- British Sign Language +
- Accessible toilets +
- Partially suitable for visitors with limited mobility +
- Access guide +
- Level access to bar +
- Level access to dining room, cafe or restaurant +
- Level Access +
- Lift or stairlift +
- Level access to one or more bedrooms +
- Level access to all public areas +
- Large print, braille or audio +
- Level access to leisure facilities +
- Wheelchairs or mobility aids provided +

If you need to save as a draft while you get some additional information please press here. It will not go Live on the app until you press the Green Save

Press Green Save if you are ready to go Live on the APP. It will pop up a box to let you know if you have missed any fields or if there are any errors

SAVE AS DRAFT

SAVE

PLEASE REMEMBER YOU CAN GO BACK INTO YOUR LISTING AT ANY TIME TO UPDATE / CHANGE / AMEND YOUR LISTING ON THE APP WHETHER IT BE TEXT / IMAGES/OPENING TIMES ETC. JUST KEEP YOUR LINK!!