

Help sheet for creating a listing on the Shire of Nannup App

Fill this sheet in to create an App listing for a business or anything that is not a trail. For a trail listing a different listing sheet is available.

It's easy to create a listing—it will take 10-15 minutes. This is best done on a desktop or laptop computer (using a mobile phone may frustrate you).

# Listing Information:



## Title

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* Title of the Listing. For example, “Nannup Furniture Gallery” or “Barrabup Pool”

## Detailed Description

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* Maximum 700 or so characters.
* **Do not** include phone numbers, email addresses, opening hours or web links here. These will be entered elsewhere and associated with buttons on the phone’s screen.
* **Do not** include directions to get to the business or listing. The map button will show users how to get to the place.

## Main Web Link

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* Your main website link. This is the website that will be shown when the “Web” button is tapped.
* For example, “https://wildeyedpress.com.au/pages/the-wild-eyed-shop”
* Optional – you may leave this box empty if you have no website

## Email

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* Your email address. This is used when the “Email” button is tapped.
* Optional – you may leave this box empty if you wish. If it is empty the “Email” button will not be shown.

## Phone Number

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* Your phone number. This is used when the “Call” button is tapped.
* Optional – you may leave this box empty if you wish. If it is empty the “Call” button will not be shown.

## Map Location

Enter YES in the box if you want the business/listing location to be shown on the map.

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* If you enter YES, the App author will show the location of this listing on the map. This will be displayed when the “Map” button in tapped.
* Optional – you may leave this box empty if you wish. If it is empty or you enter “NO” the “Map” button will not be shown.

## Opening Hours

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* Your opening hours, if applicable.
* Keep this short. It will look best if it fits on one line of the phone’s screen.
* Optional – you may leave this box empty if you wish. If it is empty the Opening Hours will not be shown.

## External Links

### External Link One Title

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### External Link One weblink

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### External Link Two Title

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### External Link Two weblink

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### External Link Three Title

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### External Link Three weblink

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### External Link Four Title

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### External Link Four weblink

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* In addition to the main web link that you entered near the top of this form, you can have up to 4 more links to any other webpages including business webpages and social media pages. For example, a restaurant may have a link to a lunch menu. A gallery may have a link to an online shop. An accommodation provider may have a link to a bookings page.
* Here are some examples:
	+ Title = Our Online Shop, weblink = http://www.wildeyedpress.com.au/products
	+ Title = Book Online, weblink = https://ezybookings.com.au/ezyrez\_onlineM/CheckAvailabilityM.aspx?ProviderID=405&amp;Nights=2
	+ Title = About Us, weblink = https://www.nannupfurnituregallery.com.au/about-us
	+ Title = Facebook, weblink = link to your facebook page
* Keep each title short. It will look best if it fits on one line of the phone’s screen.
* Optional – you may leave boxes empty. If empty a link will not be shown.

## Photo Name

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* Enter the name of a photo file (e.g. Tiny-Tea-Shop-Nannup-23.jpg). The photo must be provided along with this form.
* Please include your listing title in the photo file name. If for example your business title is “Nannup Furniture Gallery”, name your photo something like nannup\_furniture\_gallery\_1.jpg. This makes it easier for the App authors to keep track of photos and reduces confusion that could be caused if different businesses provide identically named photos.
* The photo must be a jpeg file.
* All listing must have photos with the same size ratio to make the App look excellent! So you need a photo with a ratio of width to height of 3 to 2. For example, a width of 1200 pixels and a height of 800 pixels.
* Please provide a photo at least 1200 pixels wide. Wider is fine. Just remember to keep the ratio as described above.
* Please limit the picture size to under 300 KB (kilobytes). The App works completely offline, so your picture is permanently stored in the App. That’s why we cannot let your picture be too big.
* If you are unable to manipulate a photo to suit the dimensions and size described above, you can instead provide a high resolution photo to the App authors. We’ll do it for you!