



## How to list your business on Local Trades

From Local Trades - Business Directory page Click on “Create a listing”

First you'll need to choose your Category.

**Business Directory Postcode**

You'll find below a list of all types of business, which you can view either alphabetically, or by trade. Simply search your business directory or click on the quick search boxes to get started.

Find listings for <keywords> **FIND LISTINGS** Advanced Search

**DIRECTORY** **VIEW ALL LISTINGS** **CREATE A LISTING**

- Alarm Technicians (0)
- Baby Sitters (1)
- Car repair (3)
- Carpenters (0)
- Artex Technician (0)
- Builders (0)
- Car Tune (0)
- Carpet Cleaners (1)

Fill in your business details in the relevant fields

First you need to choose the category of your business. After you fill in the form for your business listing, click the payment button at the bottom. You will be able to create your user name and password, to have an access to your listing, where you can change the wording and image if needed.

**Submit A Listing**

**CATEGORY & PLAN SELECTION**

**Name & Duration**

365 days (Recurring) 1 Year Listing Fee £ 40.00

1 image allowed. [Change category/plan](#)

**LISTING INFORMATION**

**Business Name \***

**Short Business Description \***  
\*Maximum of 150 characters\*

**Long Business Description \***  
\*Maximum of 400 characters\*

**Business Website Address**

URL: Link Text (optional):

**Business Phone Number**

**Mobile Phone**

**Business Contact Email**

**Business Tags**

\* Make sure to fill in all required fields, marked with \*



# What's On In

You will be asked to create an account with your email address, choose user name and password, so you can have an access to your listing and can change the description, phone number, even replace an image throughout the 12 month period

The screenshot shows a web form with the following sections:

- Location Fields:** Country (text input), Country (dropdown menu showing "United Kingdom"), Postcode (text input).
- LISTING IMAGES:**
  - Current Images:** A message stating "There are no images currently attached to your listing."
  - Upload Images:** A dashed box for dropping files, with the text "Drop files here" and "or Select images from your hard drive".
  - Image specifications:** Image slots available: 1 / 1; File size: 0 - 10 MB; Image width: 0px - 500px; Image height: 0px - 500px.
- ACCOUNT CREATION:** A message: "You need to create an account on the site. Please fill out the form below." followed by fields for Username, Email, and Password.
- Buttons:** "Clear Form" and "Continue to Payment".

After you have filled in all requested fields, click on the button “Continue to payment”

On the next page you will see your Checkout with the amount you are going to pay, and payment method, you can choose an email address, where to receive your receipt.

The screenshot shows a checkout page with the following elements:

- Checkout Summary:** A table with columns "Item" and "Amount".

Item	Amount
Plan "1 Year Listing Fee" (recurring)	£ 40.00
<b>Total</b>	<b>£ 40.00</b>
- Select a Payment Method:** Logos for PayPal, VISA, AMEX, DISCOVER, and Mastercard.
- Personal Info:** Fields for Email Address (with a note: "We will send a receipt to this e-mail address."), First Name, and Last Name.
- Buttons:** "Pay Now".

Click on “Pay now” to proceed with payment.



# What's On In

You can pay with PayPal or credit or debit card.

Subscription Details	Terms	First amount
Simon Tubb - Plan "1 Year Listing Fee" (recurring)	£40.00 GBP for each year	£40.00 GBP

Subscribe using a credit or debit card

Subscribe

or

Log in to subscribe

Check out  
The safer, easier way to pay

Powered by PayPal

[Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999-2019

This will create a recurring yearly payment fee, which you can cancel at any time from your PayPal account.

After the successful payment, you will be able to see your listing under your chosen category.