



## Creating Your Listing

Once you have registered with Key Worker Cars and paid your subscription you can login and generate your personalised listing that, once authorised, will be displayed on our website in various locations.

### Activation

When you sign up you will receive an email from WordPress/Key Worker Cars with a link to set your password. Set your password and login.

Username: john doe

To set your password, visit the following address:

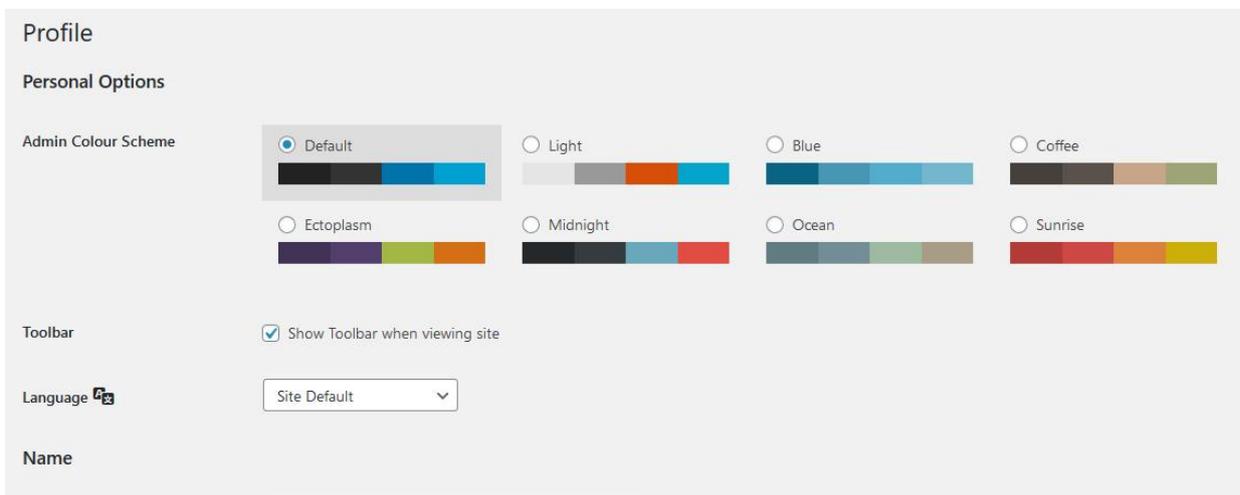
<https://www.keyworkercars.co.uk/wp-login.php?action=rp&key=PxBVOyF4v2dPxZdswqU1&login=john-doe>

<https://www.keyworkercars.co.uk/wp-login.php>

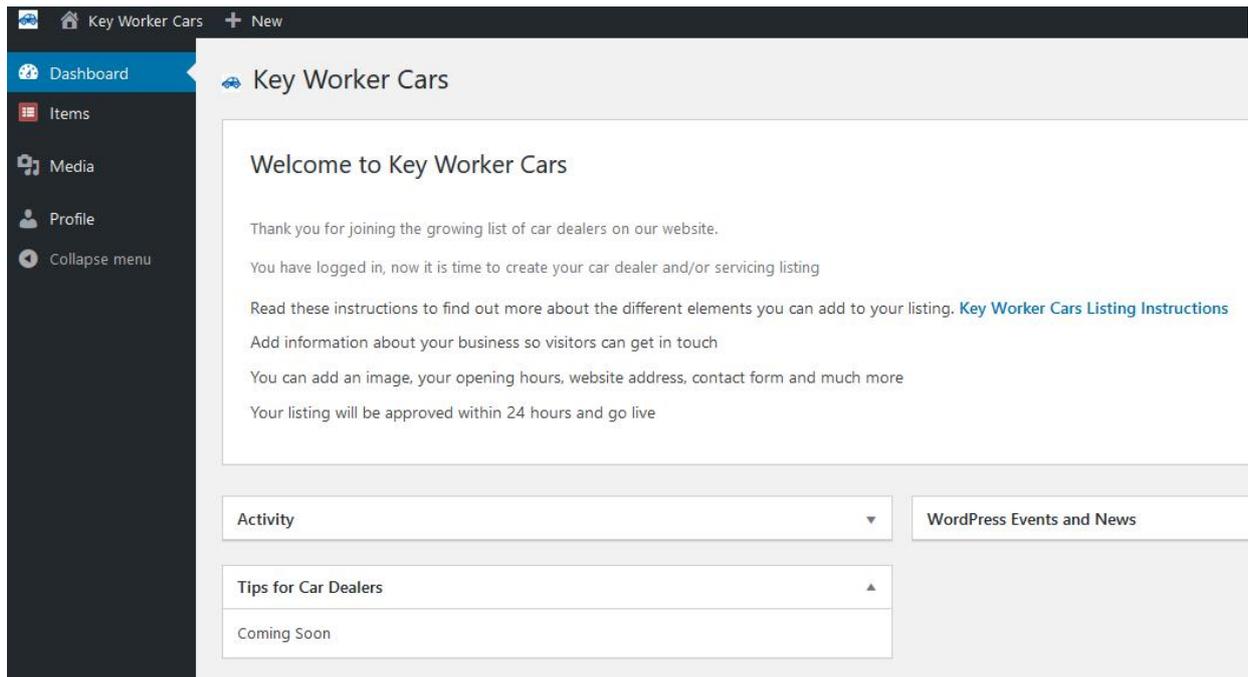
Click on the link and set your password.



Once logged in your profile page will be displayed as shown below. You do not need to add information to your profile as your username and password are all that are required to login, but you can personalise it if you want.

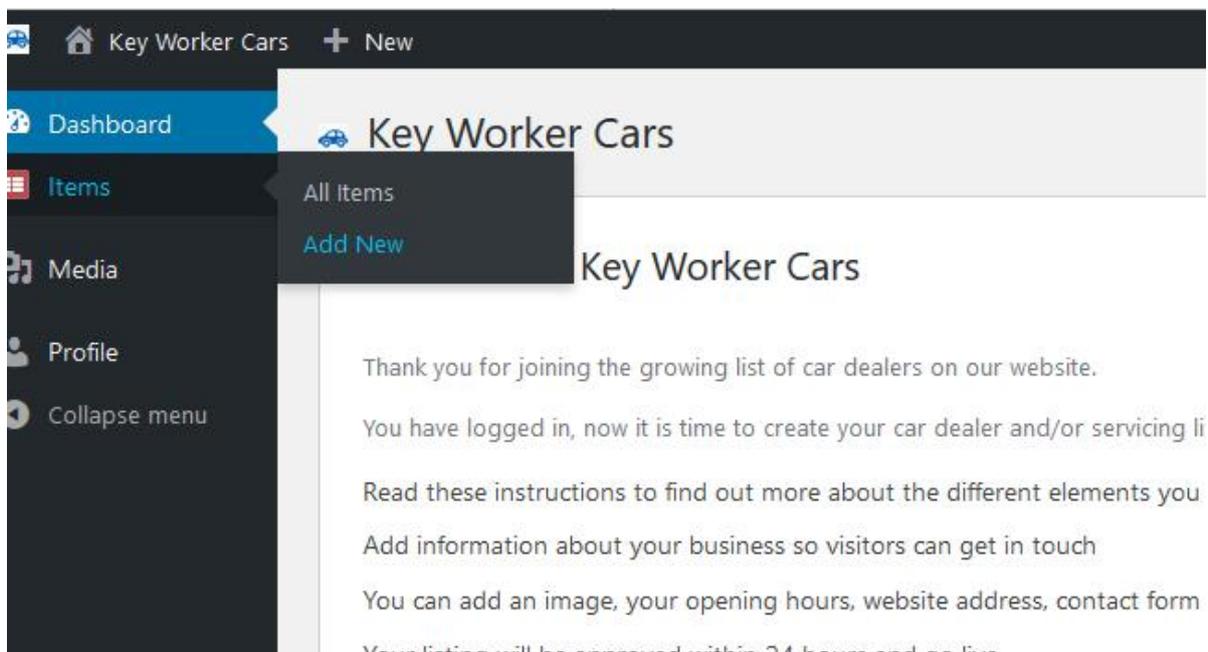


Click on the dashboard link in the top right of the screen. This will take you to your dashboard where you can access these instructions and see the dealer tips.



## Adding Your Business

The Add New Item page is where you create your listing. Click on Items from the Menu and choose Add New.



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Start by putting your company name in the Add Title box. Below this the area highlighted yellow is where you provide all the information you want about your business, what you do, your background, any special offers, the types of cars you sell.

The screenshot shows the 'Add New Item' form. At the top is a text box labeled 'Add title'. Below it is a rich text editor with a yellow highlight. To the right are three panels: 'Publish' with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Submit for Review' buttons; 'Item Categories' with 'All Categories' and 'Most Used' tabs and checkboxes for 'Car Dealers' and 'Servicing'; and 'Item Locations' with 'All Locations' and 'Most Used' tabs and checkboxes for 'Cumbria', 'Northern Ireland', and 'Scotland'.

## Categories and Location

On the right of the screen there are options to choose the services you offer. These are currently Car Dealers and Servicing. Tick those that apply to your business. You must select at least 1 category.

The location field is below the Item Categories. Please check the box for your location. You must select a Location.

As the site grows, we will be adding more places such as cities. For now, please just select your region.

This close-up shows the 'Item Categories' panel with 'All Categories' and 'Most Used' tabs, and checkboxes for 'Car Dealers' and 'Servicing'. Below it is the 'Item Locations' panel with 'All Locations' and 'Most Used' tabs, and a list of checkboxes for regions: 'East Midlands', 'East of England', 'London', 'North East', 'North West', 'Cumbria', 'Northern Ireland', and 'Scotland'. Red arrows point to the 'Car Dealers' and 'Servicing' checkboxes, and to the 'All Locations' tab.

## Image

You can set an image for your listing. You can choose your logo, your frontage or something generic. An image helps your business stand out, so it is worth putting an image on your listing. Click set item image and follow the on-screen instructions to upload your image.

Item Image ▲

[Set Item Image](#)

Image dimensions that are good: 340 x 200, 640 x 360, 1280 x 720

## Subtitle

The subtitle appears below your company name.

Something like 'cars for key workers in *location*' (location is your town/city)

Item Options

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Subtitle

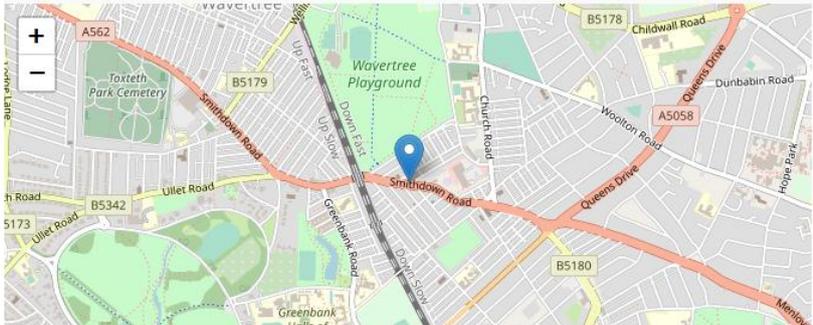
## Address

Enter your postcode and click find to locate your business on the map. Once you have set the location add in the rest of your address information in the Address field. Do not press find again as it may change the location.

Address  
Specify address and position of item

Address   Latitude

Longitude



## Telephone Number

Add your telephone number in the Telephone field. If you would like to add another number if you would like to include a mobile or if you have multiple numbers, press the ADD NEW ITEM and provide the additional number.

Telephone Telephone number related to item	<input type="text"/>
Additional telephone numbers Additional telephone numbers related to item	No Items Defined <a href="#">+ ADD NEW ITEM</a> <a href="#">OPEN/COLLAPSE ALL ITEMS</a>

## Email & Contact Form

You can choose how you want customers to contact you via email. You can choose to show your email address, or you can hide your email address on the page and provide a short contact form. You can publish both if you wish as well.

Email Email address related to item	<input type="text"/>
Show Email	<input checked="" type="checkbox"/> Display or hide email address on page
Contact owner button	<input checked="" type="checkbox"/> <a href="#">Create contact form on page</a>

## Website Address

Add your website address so visitors can quickly get to your site. Add in the Web Link Label which will be the text displayed for your link.

Web Web address, use valid URL format with http://	<input type="text"/>
Web Link Label Text displayed instead of full web address	<input type="text"/>

## Opening Hours

You can add your opening hours in as well.

### OPENING HOURS

Show  ON Display or hide Opening Hours section

Monday 9am - 5pm

Tuesday 9am - 5pm

🕒 TODAY 9:00 - 18:00

MONDAY	9:00 - 18:00
TUESDAY	9:00 - 18:00
WEDNESDAY	9:00 - 18:00
THURSDAY	9:00 - 18:00
FRIDAY	9:00 - 18:00
SATURDAY	11:00 - 17:00
SUNDAY	11:00 - 17:00

## Social Media

If you are into social media, you can add links to your social media in your listing. Choose your options as shown below and make sure you add your link.

### SOCIAL

Show  ON Display or hide Social Icons section

Open links in new window  ON

Input

Icon  
Select predefined social icon, Image will be ignored

in LinkedIn

Link

## You Are Nearly Done

Now you need to scroll back to the top of the page and hit the Submit for Review button and one of our team will get your listing approved. Listings will be published to the site in under 24 hours.