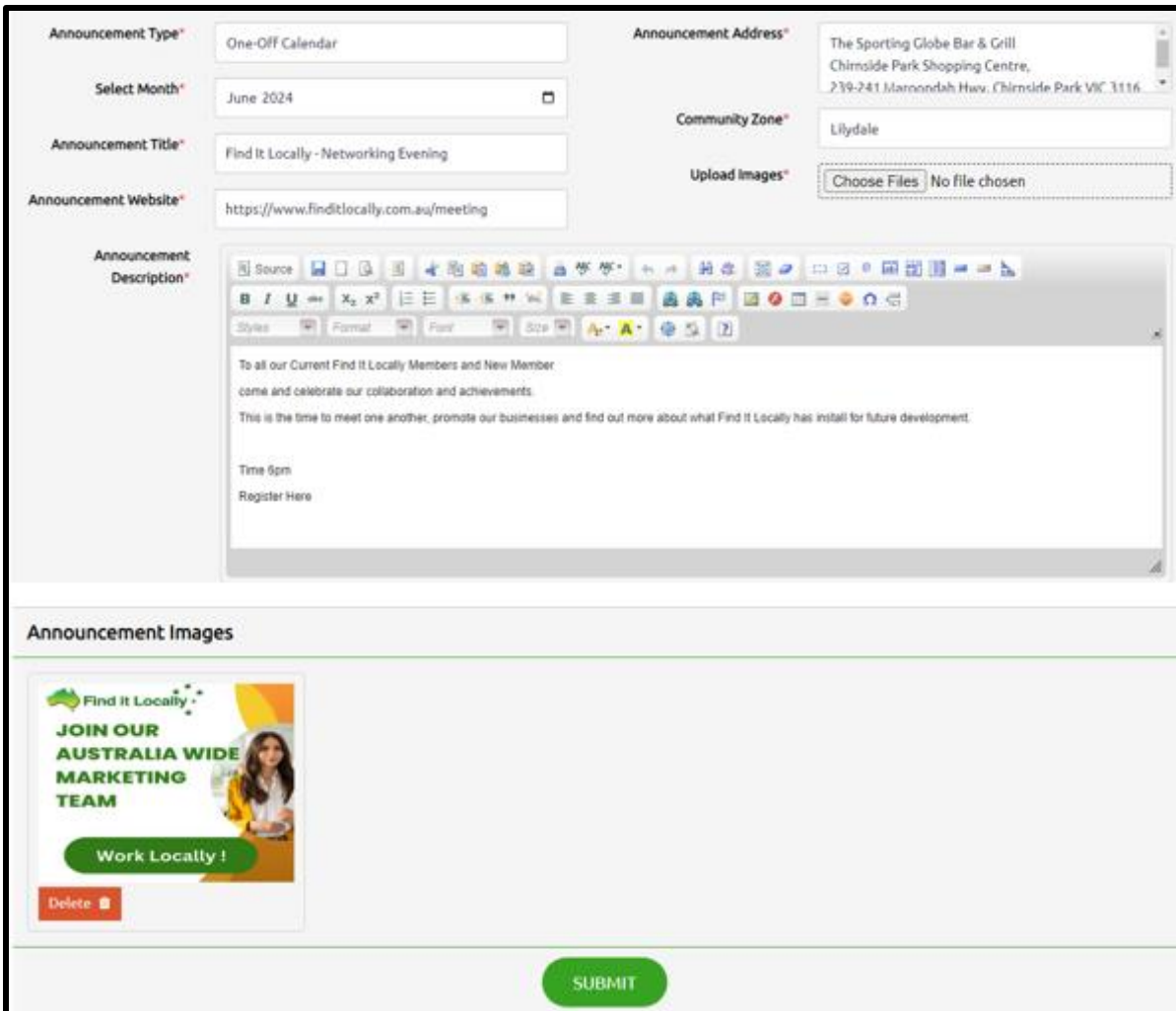


OVERVIEW

Before you start - Create 1 or 2 Images to Upload Size: 9cm wide x 11cm high

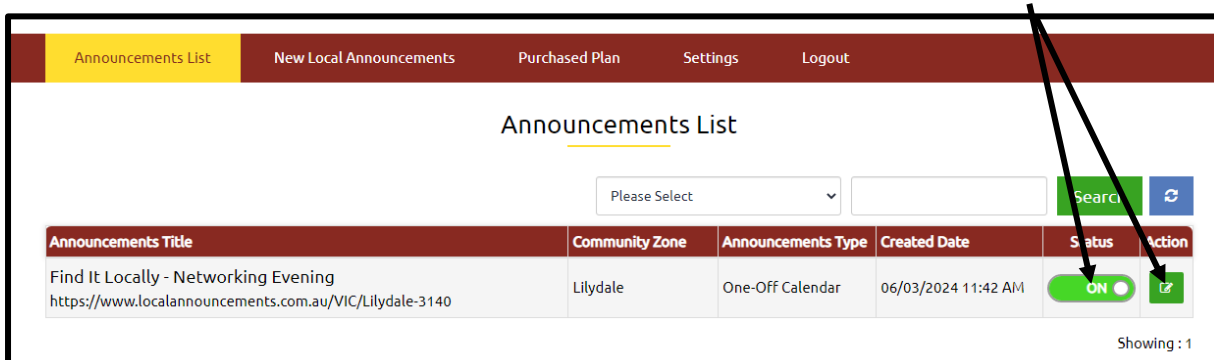
It is easy to create a Post as we have given you a simple Template to fill in (it is the same for all 3 services Special Deals / Announcement / Events)




The screenshot shows a form for creating an announcement. The fields are as follows:

- Announcement Type***: One-Off Calendar
- Select Month***: June 2024
- Announcement Title***: Find It Locally - Networking Evening
- Announcement Website***: https://www.finditlocally.com.au/meeting
- Announcement Address***: The Sporting Globe Bar & Grill, Chirnside Park Shopping Centre, 239-241 Maroonah Hwy, Chirnside Park VIC 3116
- Community Zone***: Lilydale
- Upload Images***: Choose Files | No file chosen
- Announcement Description***: A rich text editor containing the text: "To all our Current Find It Locally Members and New Member come and celebrate our collaboration and achievements. This is the time to meet one another, promote our businesses and find out more about what Find It Locally has install for future development. Time 6pm Register Here".
- Announcement Images**: A section containing one image with the text "Find It Locally JOIN OUR AUSTRALIA WIDE MARKETING TEAM Work Locally!" and a "Delete" button.
- SUBMIT**: A green button at the bottom.

Once your post is created you can login and ♦ Hide / Show ♦ Edit



The screenshot shows the "Announcements List" page with a navigation bar and a table of announcements. A search bar is at the top, and a table lists the created announcement. Arrows point to the "ON" status button and the edit icon in the "Action" column.

Announcements Title	Community Zone	Announcements Type	Created Date	Status	Action
Find It Locally - Networking Evening https://www.localannouncements.com.au/VIC/Lilydale-3140	Lilydale	One-Off Calendar	06/03/2024 11:42 AM	ON	

Showing : 1

1. Register to create an Account

1. Go to www.finditlocally.com.au
 2. Enter your suburb to go to your Community Notice Board
 3. Click on the Service Button
- * Notice the URL eg. Service / State / Suburb + Postcode



localannouncements.com.au/VIC/lilydale-3140

Note: We took Small Townships and grouped them together so they share one Suburb + Postcode. You must join this Suburb + Postcode for your Post to appear correctly.

Remember this page as this is where your Post will appear.

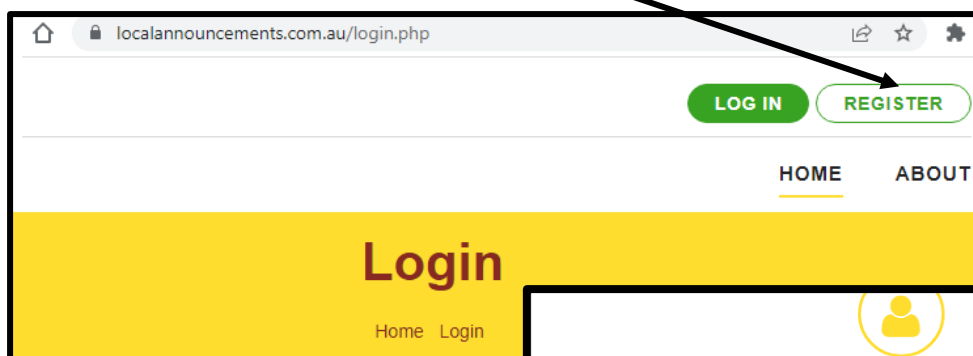
4. Scroll down and click on the 'Add Your Local Announcement' button

Add Your Local Announcements

* The Login Page appears

First you Register. Because we only allow for Australian Business and People to upload an Announcement and we need to review the request to ensure it is legit announcement and to avoid fraud.

5. Click on the Register Button (top right)



Business Name	Email
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
Password	Confirm Password
<input type="text"/>	<input type="text"/>
Phone	ABN
<input type="text"/>	<input type="text"/>
Website	Suburb
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	

6. Enter your Details

Password Rules:

Must contain at least 1 number & 1 Symbol

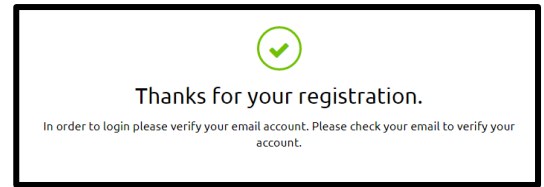
Phone Number Rules

9 digits Sample: 432 106 101

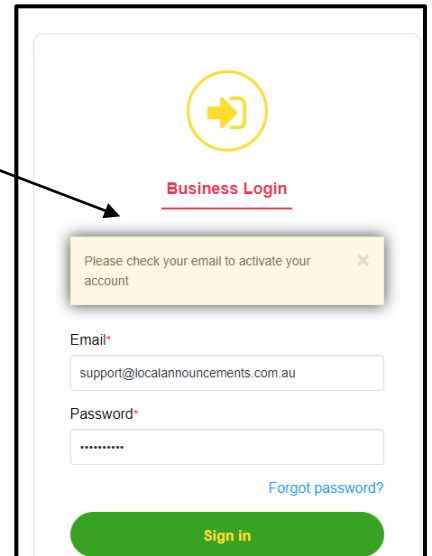
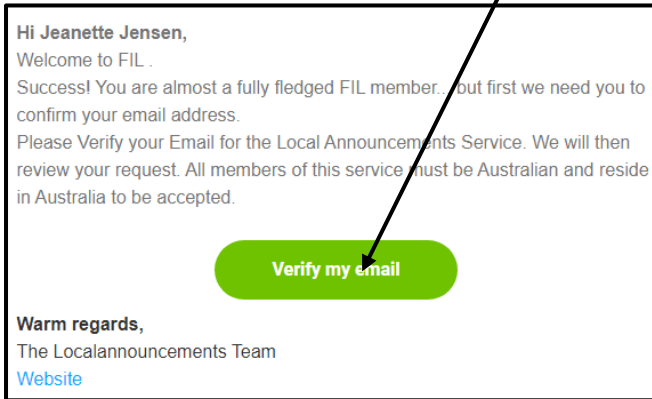
Suburb

Select from the list

7. Click on the Register Button & this message will appear

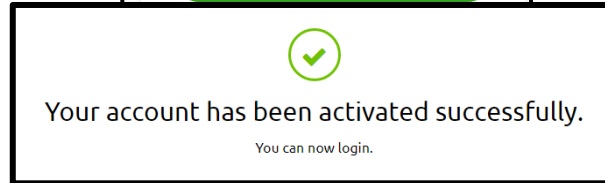


8. Check your Email & Junk Box & click on **verify button**



* You will return to the page and the following message will appear

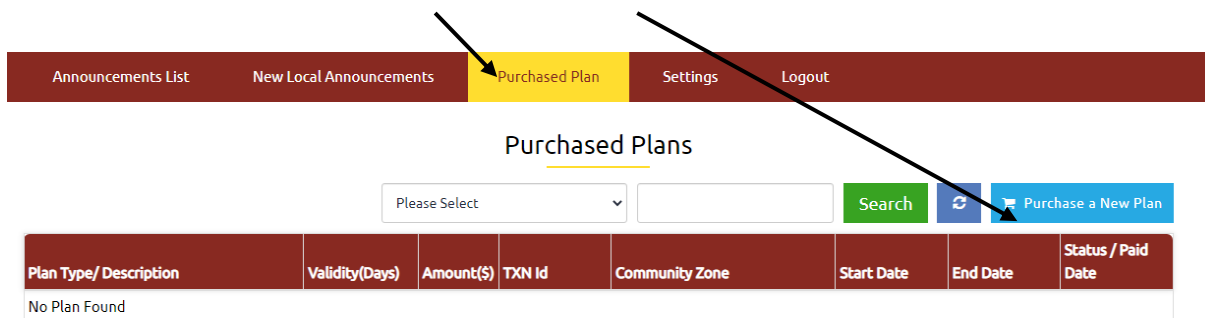
9. Login (Click on **Login** top right, Enter your **Username** and **Password**, click on the **Login Button**)



2. Add a Plan

10. Purchase a Plan

a. Click on **Purchase Plan** then on the Purchase a **New Plan Button**



b. Click on one of the Plans

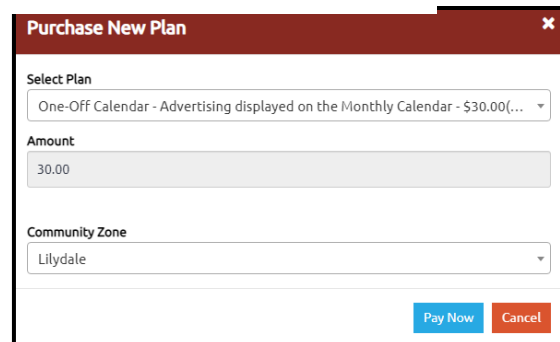
1 Month \$30

12 Months \$110 (Select which title best suits)

* Remember you have access to edit and switch your post on or off at any time

c. Click on Pay Now and you can pay via Pay Pal or Credit Card

* A Tax / Receipt will automatically be generated and emailed to you



4. View your Post

15. Look at the Tabs top of the Browser and click on Service.
Perform a Refresh and you will see your Post Added.

Regular Weekly Events & Activities



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ssingh@gkrkarate.com
Click here for more info.

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Note: If it's a monthly one click on the month to see it

16. Click on your Announcement Image to see the entire Announcement.

You can have 3 images in total which will cause a slide show




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GKR Karate-Karate for Everyone

- Build a stronger mind and body
- Self-disciplined
- Improve your child's concentration and general behaviour
- develop inner calm
- Reduce stress levels
- Fitness
- Feel more confident and self assured

[Click Here](#)

5. Return to your service to make changes & Logout

17. Look at the Tabs top of the Browser and click on your Service.

Logout by click on