

## **How to create an account and claim your business listing**

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We have recently introduced a new login feature which will allow you to access and update your listing online. You will need to first of all set up an account and claim the listing and once that's been approved you will be able to make updates.

We have created a short video guiding you through the process of creating an account and claiming your listing(s), which you can [watch here >>](#)

### **Setting up your account**

To set up your account, [click here >>](#)

Click on 'Don't have an account?' at the bottom of the login screen and follow the instructions to create your account.

### **Claiming your listing**

To log in to your account, [click here >>](#)

Once you have logged in, click on 'Claim an existing business listing'. In the 'Claim location' box, search for your business name, check the tick box to confirm that you are authorised to represent the business and click submit. Repeat this for each business that you wish to claim.

After you have submitted your claim(s), it will go to us to review and approve. Once we have approved your listing claim, you will receive an email to let you know. You will then be able to log in and update your listing through the online portal.

Please note that the listing can only be claimed by one account/user, so bear this in mind when choosing your login details if multiple people will need access to update the listing in future.

### **Editing your listing**

To log in to your account, [click here >>](#)

Once you have logged in, you will be able to see your business listing(s) at the bottom of your dashboard.

Click the 'edit' button next to your listing. Go through the form, making amendments as required and clicking 'save and continue' as you move through the form so you don't lose any of the changes that you have made.

You can save your progress to return and complete it at a later time by clicking 'save for later'. After clicking this button, you will be taken to your dashboard and the status of your listing will change to 'Draft (save for later)'. Simply click 'edit' to resume editing your listing.

Once you get to the last page, you will see a preview of your listing. If you are happy with the amendments, click 'Submit for review'. If you need to make any further amendments, please make sure that you click 'Save and go back'. If you use your browser buttons to go back, you may lose the changes you have made.

Your changes will then be sent to us to review and approve. Once we have approved the amendments to your listing, you will receive an email to let you know that your changes are now live.

### **Submitting a new listing**

Once you have set up an account, you will be able to [log in here >>](#)

Once you have logged in, click on 'Submit your business'.

Go through the form, adding the relevant details. Please ensure you click 'save and continue' or 'save and go back' as you move through the form so you don't lose any of the changes that you have made. If you use the browser back button, you may lose all the data you have entered.

You can save your progress to return and complete it at a later time by clicking 'save for later'. After clicking this button, you will be taken to your dashboard and if you scroll to the bottom, you will see your listing with the status 'Draft (save for later)'. Simply click 'edit' to resume submitting your listing.

Once you have entered all the business details, you will be able to see a preview of your listing. If you are happy with the listing, click 'Submit for review'. If you need to make any further amendments, please click 'Save and go back' rather than using the browser back button to make sure you do not lose all the data you have entered.

Your listing submission will then be sent to us to review and approve. Once we have approved your listing, you will receive an email to let you know that it is live.

### **Contact us**

If you experience any problems, or need any help with the listing process, please contact us at [submissions@visitabdn.com](mailto:submissions@visitabdn.com).