



**MY SHOALHAVEN**

BUSINESS DIRECTORY

**MANUAL FOR  
MANAGING YOUR  
DIRECTORY LISTING**

## Instructions about how to manage your listing

Now you are a My Shoalhaven Business Directory member, you can manage your own web details, this will help ensure your contact details are never out of date.

1. Choose the **Member's Login** menu on the top of the main webpage [www.myshoalhavenbusinessdirectory.com.au](http://www.myshoalhavenbusinessdirectory.com.au)
2. Type in your username and password. Only you will know this. If you have multiple business listing logins, remember to logout and login as a member

The screenshot shows the homepage of the My Shoalhaven Business Directory. At the top left is the logo for 'MY SHOALHAVEN BUSINESS DIRECTORY' with a blue geometric design. Below the logo is a navigation menu with links: Home, About Us, E-magazines, Competitions, Member's Login, List My Business, Tourism, Sports Results, and Contact Us. The main content area features a large landscape photo of Cambewarra Lookout with the caption 'Cambewarra Lookout Photo by: Kirk'. To the right of the photo is a search section titled 'Search Shoalhaven' with three numbered steps: 1. 'What type of Business?' with a dropdown menu set to 'Accommodation'; 2. 'What Area? (optional)' with a dropdown menu set to 'All Towns' and a 'Search' button; 3. 'Search by Business Name:' with a text input field and a 'Search' button. Below the search section are three columns of featured content: 'Shoalhaven Local News' with a weather forecast (rain patches, 18°C max, 10°C min, sunrise at 6:40am, surf at 5-8ft, tide at 4:48am and 10:45am) and a list of news items; 'Popular Categories' with sub-sections for Accommodation, Fashion and Beauty, Cafes, Real Estate, Things To Do, and Your Health and Pharmacy; and 'Local Jobs' with listings for Registered Nurse - Care Manager - Nowra, Casual Teachers/Tutors - University of Wollongong, and Project Manager - Defence and Aerospace - Nowra. At the bottom of the page are two 'SWAGNET' logos with the text 'YOUR LOCAL MOBILE WIRELESS BROADBAND AUSTRALIA-WIDE'.

3. If you have forgotten your password, click the request new password tab on the same page, and fill in the details.

**MY SHOALHAVEN**  
BUSINESS DIRECTORY

Home | About Us | E-magazines | Competitions | Member's Login | List My Business | Tourism | Sports Results | Contact Us

### User account

[Create new account](#) | [Log in](#) | [Request new password](#)

**Username: \***  
  
Enter your myshoalhavenbusinessdirectory.com.au username.

**Password: \***  
  
Enter the password that accompanies your username.

[Log in](#)

#### Search by Category

- 1 What type of Business?  
Accommodation
- 2 What Area? (optional)  
 All Towns

[Search](#)



**YOUR LOCAL MOBILE  
WIRELESS BROADBAND  
AUSTRALIA-WIDE**



**YOUR LOCAL MOBILE  
WIRELESS BROADBAND  
AUSTRALIA-WIDE**

4. Select the Edit tab under the 'Directory Listing'. This will allow you to edit your webpage.

The screenshot displays the MYSHOALHAVEN BUSINESS DIRECTORY website. At the top left is the logo, a blue geometric shape, followed by the text "MYSHOALHAVEN BUSINESS DIRECTORY". A navigation menu includes links for Home, About Us, E-magazines, Competitions, Member's Logout, Tourism, Sports Results, and Contact Us.

The main content area shows a search for "kirk". A green notification bar states "Registration successful. You are now logged in." Below this are "View" and "Edit" buttons. The "Directory Listing" section features a "View" and "Edit" button above a listing card for "Kirk". The card includes "Contact Information: kirk", "Link to Google Maps:", and "Print on Google Maps".

On the right side, there is a search filter section titled "Search by Category". It contains two dropdown menus: "1 What type of Business?" with "Accommodation" selected, and "2 What Area? (optional)" with "All Towns" selected. A "Search" button is located below these filters.

At the bottom left, a "History" section shows "Member for 0 sec". The footer contains two "SWAGNET" logos with the text "YOUR LOCAL MOBILE WIRELESS BROADBAND AUSTRALIA-WIDE". A blue footer bar at the very bottom lists links for "Shopper's Free Monthly Membership", "Monthly Competition Terms", "Privacy Policy", and "Website Use Terms and Conditions".



6. To edit your contact details, Login, and click the **Directory Listing** tab. To change your password click the **Account** tab and type in your password.

The screenshot displays the 'MY SHOALHAVEN BUSINESS DIRECTORY' website. The header includes a navigation menu with links for Home, About Us, E-magazines, Competitions, Member's Logout, List My Business, Tourism, Sports Results, and Contact Us. The main content area is titled 'Oz Combined Realty' and features tabs for 'View', 'Edit', and 'Track page visits'. Below this, there are tabs for 'Account' and 'Directory Listing'. The 'Account' tab is active, showing a form for account information. The form includes fields for Username (Oz Combined Realty), E-mail address, Password, and Confirm password. There are also radio buttons for Status (Blocked and Active). To the right of the form, there is a user profile for 'aaron' with links for 'My account', 'Administer', and 'Log out'. Below the profile is a 'Search by Category' section with two dropdown menus: 'What type of Business?' (set to 'Accommodation') and 'What Area? (optional)' (set to 'All Towns'). A 'Search' button is located below these dropdowns. At the bottom of the page, there is a banner for 'Impeckable Constructions' with the text 'The Shoalhaven's trusted builder with 20 years experience Building quality environmentally friendly homes'. The footer contains links for 'Shopper's Free Monthly Membership', 'Monthly Competition Terms', 'Privacy Policy', and 'Website Use Terms and Conditions'.

7. If you have any issues, please contact Aaron Parnell at [admin@myshoalhavenbusinessdirectory.com.au](mailto:admin@myshoalhavenbusinessdirectory.com.au) or 0449 282 708, and our staff will be only to pleased to help.