

SEE

Subiaco

WEBSITE  
BUSINESS  
USER GUIDE



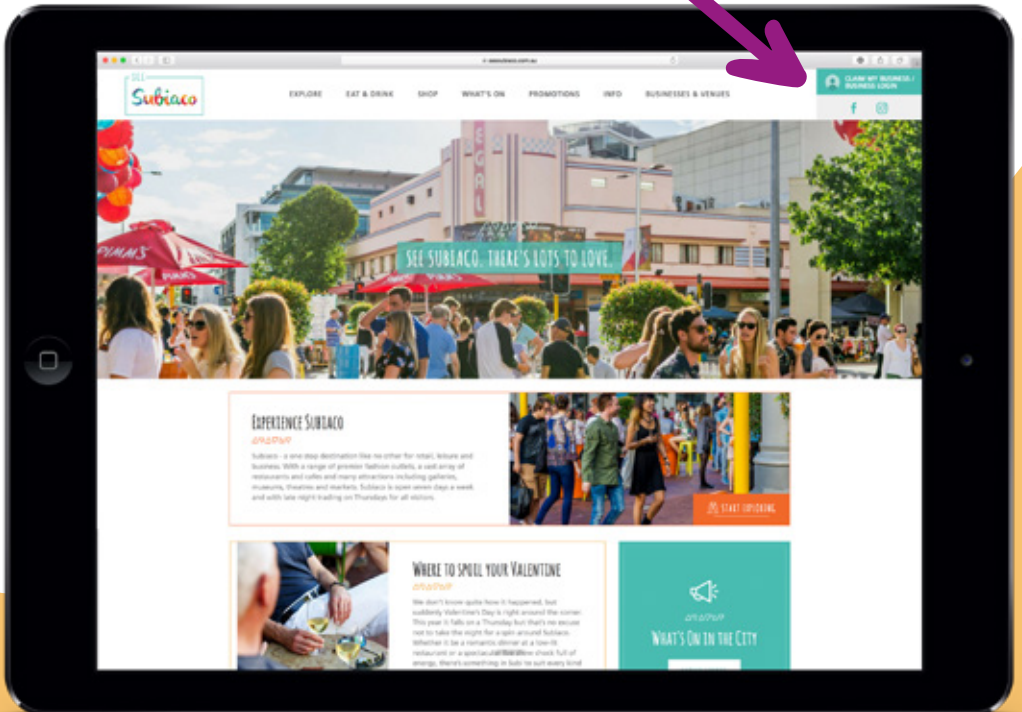
# START HERE

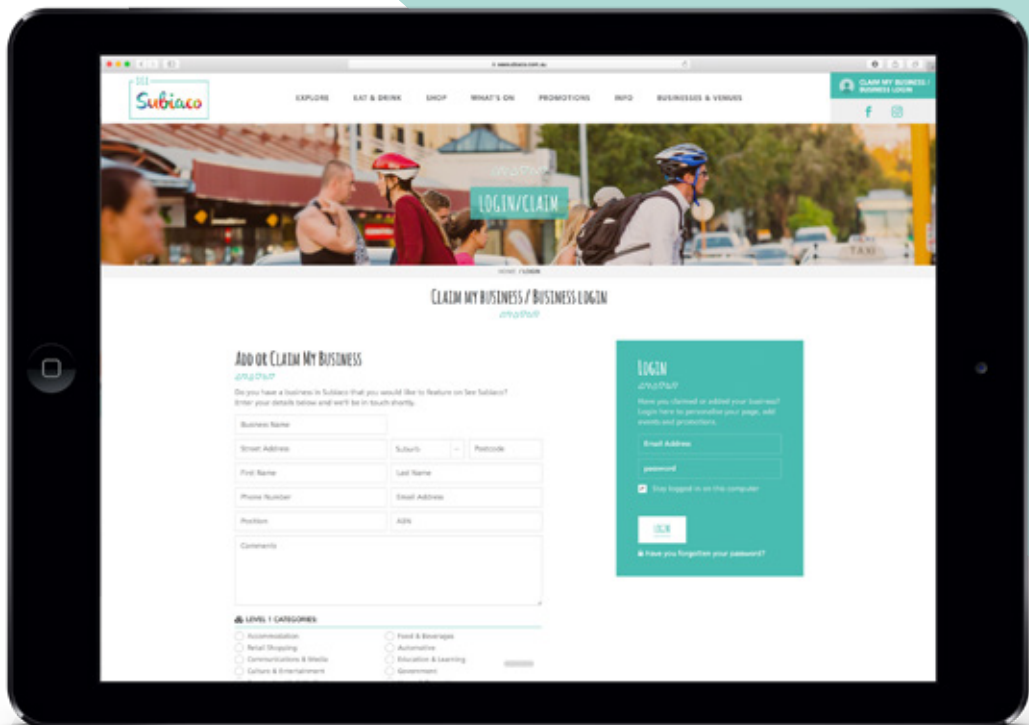
## CLAIM YOUR BUSINESS

STEP



Visit [www.seesubiaco.com.au](http://www.seesubiaco.com.au) and click on *Claim my Business / Business Login*.





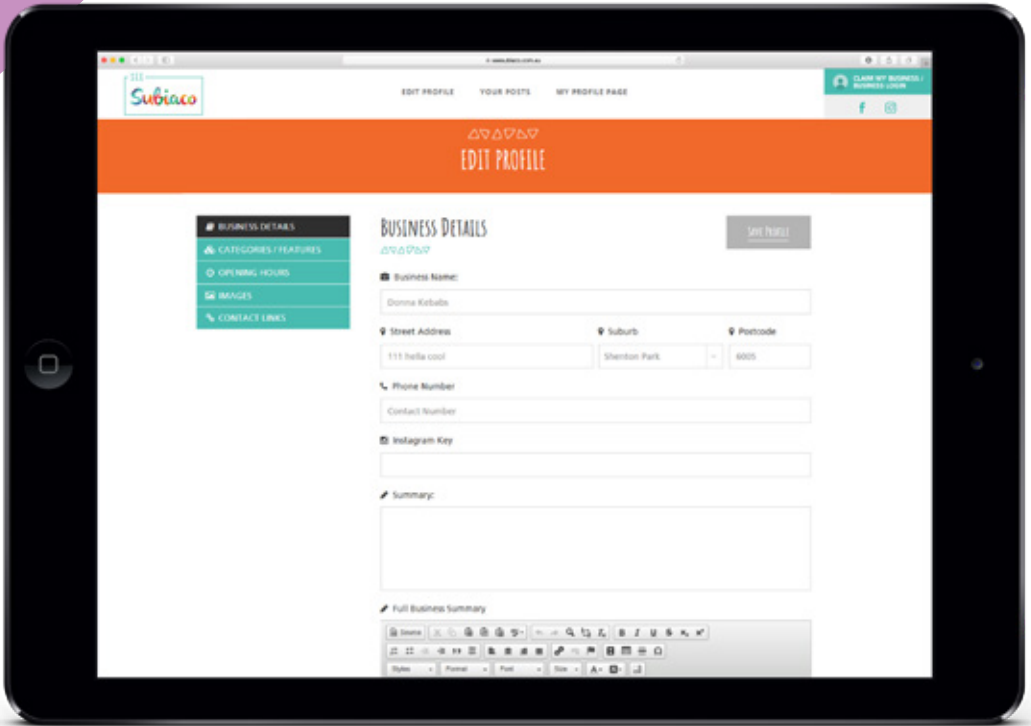
# COMPLETE & SUBMIT

## STEP 2

Complete form details & submit your business listing.

Once completed the See Subiaco team will receive a notification to review your business listing.

Following approval, you will receive an email notification with your login details and your business will now be live on the See Subiaco website.



# LOGIN TO YOUR PROFILE

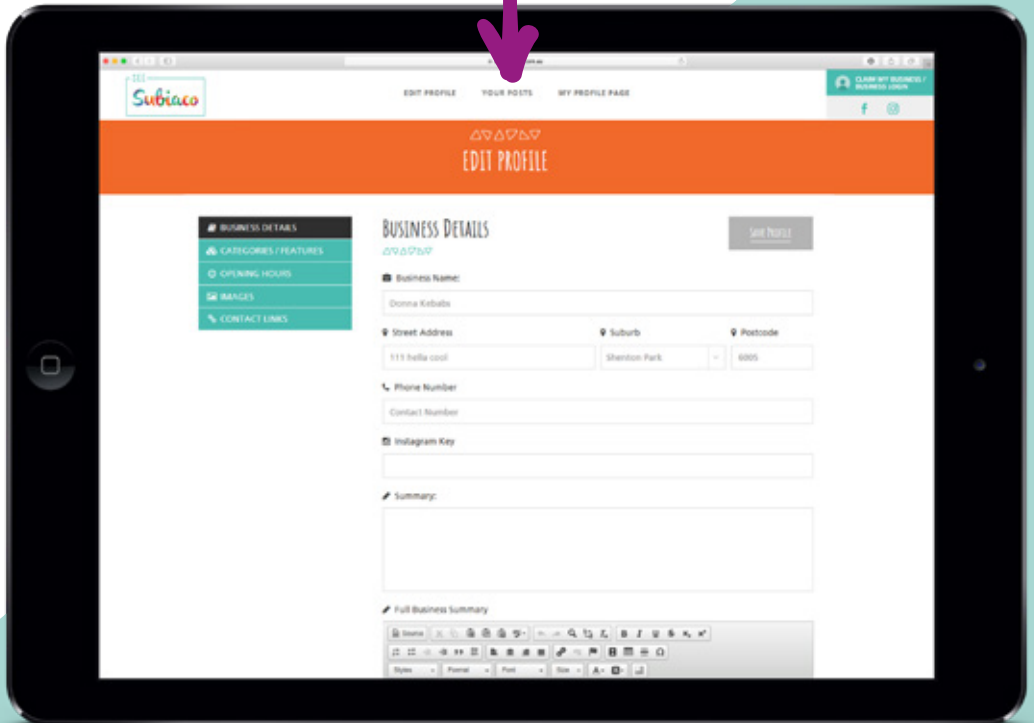
**STEP 3** Login to your business profile using the username and password emailed to you.

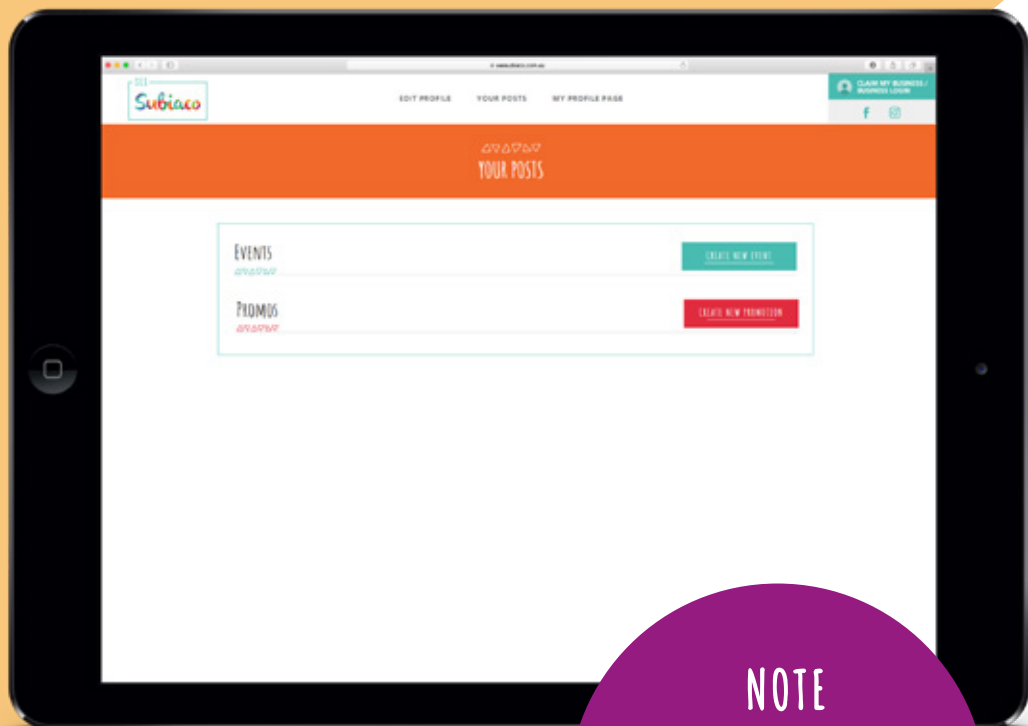
Once you have successfully logged in, you will have access to customise your profile and update your business information.

**MAKE SURE YOU HAVE AN IMAGE OF YOUR BUSINESS READY TO UPLOAD TO YOUR PROFILE.**

# ADD A POST

**STEP 4** We encourage you to add any upcoming events or promotions to our website, simply click on 'Your Posts'





## SUBMIT AN EVENT OR PROMOTION

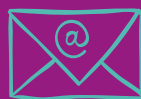
### STEP 5

Under 'Your Posts' you will be able to submit an event or promotion. Simply click on the post you'd like to create and follow the prompts in the form.

Once you've submitted a post, the Place Development team will receive a notification to review your post. Following approval, your post will be live on the See Subiaco website.

### NOTE

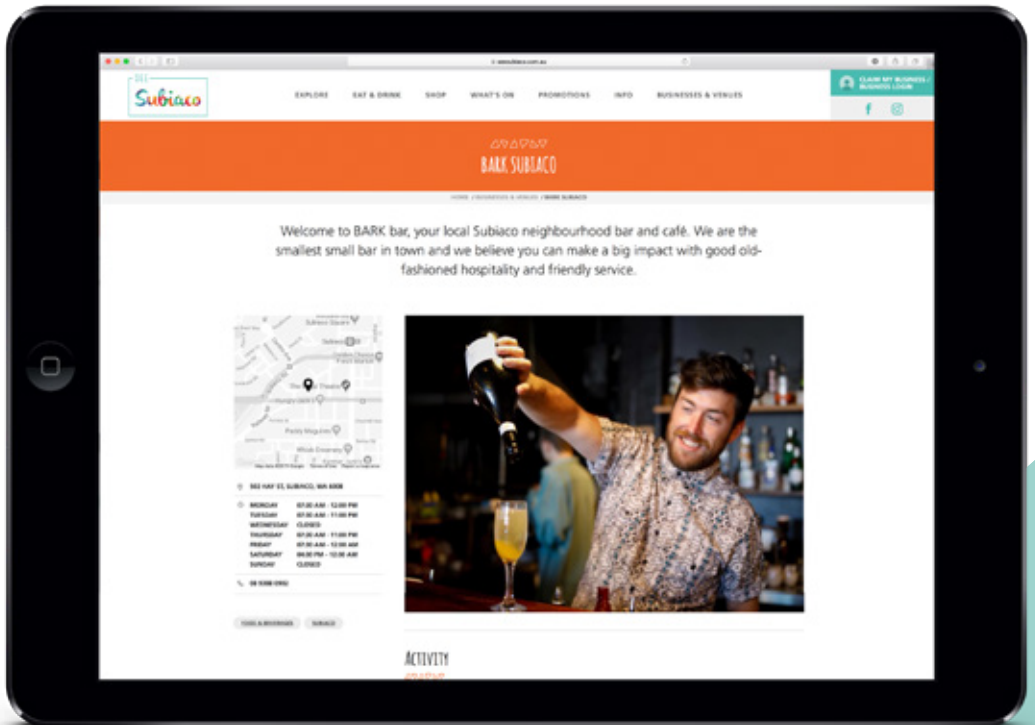
To edit a submitted post, please email [place@subiaco.wa.gov.au](mailto:place@subiaco.wa.gov.au)



# PREVIEW YOUR BUSINESS LISTING

## STEP 6

In your business profile, click 'My profile page' to view your business listing and related events and promotions that are live on the See Subiaco website.





GET SOCIAL WITH US

@seesubiaco #seesubiaco

For more information, please contact our  
Place Development team via  
[place@subiaco.wa.gov.au](mailto:place@subiaco.wa.gov.au) or (08) 9237 9203.

Join our business community at  
[www.seesubiaco.com.au](http://www.seesubiaco.com.au)



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