

[www.visitmacedonranges.com](http://www.visitmacedonranges.com)



How to create and edit my shopping listing on VMR

# Important note:

This tutorial assumes that you have already setup your basic listing on [visitmacedonranges.com](http://visitmacedonranges.com) (this includes the text and images that are common to most listings.)

If you do **not** have a basic listing established, then please view the 'Edit My Listing' tutorial before continuing. You can find this presentation by typing 'edit my listing' into the search bar at the top right of the homepage.

- Please continue if you already have a basic listing on the [visitmacedonranges.com](http://visitmacedonranges.com) website and are ready to add products to your shop.

# Step 1 – Log in



- Go to <http://www.visitmacedonranges.com>
- Look to the top right of screen and 'Sign in' with your supplied username and password.

Welcome Guest, Sign in | Register

Search



**Macedon Ranges - Visit Macedon Ranges today**

## Welcome to the Macedon Ranges!

Right on Melbourne's doorstep, the Macedon Ranges is a picturesque fertile river valleys, rolling hills and tree-clad ranges, woven together with a mix of diverse towns and tiny villages. Each town is a thriving community with its own artistic, historic and culinary energy.

Farmland and bluestone cobblestones, contemporary art and rural dramatic landscapes that change with the seasons, world class events and off-the-beaten-path hiding places combine to make the Macedon Ranges region

### News & Events More Events



#### Kyneton Daffodil and Tulip Festival

4-14 September 2008  
Find out more [here](#).



#### Lancefield Agricultural Show

19 October 2008  
Find out more [here](#).

# Step 2: Go to your listing

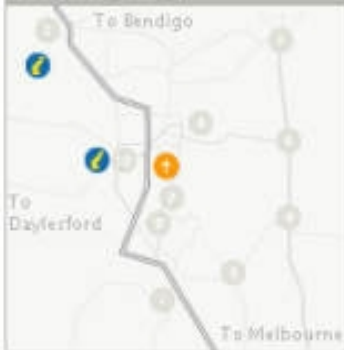


Welcome back, testlisting | [Sign out](#)

[Home](#) [Accommodation](#) [Arts & Culture](#) [Festivals & Events](#) [Food & Wine](#) [Activities](#) [Natural Attractions](#) [Conferencing](#) [Getting Here](#) [Contact us](#)



## Regional Map



You are now logged in

[Take me to my listing](#)



To create a new package or upgrade your existing package, please read the information below and contact [listings@visitmacedonranges.com](mailto:listings@visitmacedonranges.com) with your preference.

## Which package is best for you?

Visitmacedonranges.com.au offers visitors a better way to plan a trip to the Macedon Ranges. It's designed to funnel the ever expanding online tourism market straight to your virtual door (and you do not need to be a VISA merchant to accept the online purchases that may result). Our web marketing initiatives have a long term perspective with your exposure as the highest priority.

The world is changing and people are looking for authentic experiences based on local knowledge and traveller tips. This is reflected in people's online habits too. People act on reviews of services, rather than just responding to the same old sales pitch.

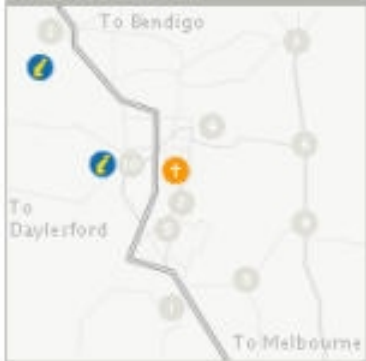
# Step 3 – Click 'Create Product'



- Home
- Accommodation
- Arts & Culture
- Festivals & Events
- Food & Wine
- Activities
- Natural Attractions
- Conferencing
- Getting Here
- Contact us



## Regional Map



- Gisborne
- Malmsbury
- Lancefield
- Hanging Rock

## My Packages

- [Test Listing with Shopping](#)

[Delete](#)

## My Products



## My Orders


Step 4 – Name and describe your product and then add 1 image.. then save!

Wait a couple of minutes for your photo to travel from your pc to the site



**MACEDON RANGES**  
NATURALLY COOL

**Regional Map**




To Bendigo

To Daylesford

To Melbourne

- Gisborne
- Malmsbury
- Lancefield
- Hanging Rock
- Macedon
- Romsey
- Mount Macedon
- Riddells Creek
- Kyneton
- Woodend

**Natural Attractions**



**Name** ■

**Product Type**

Wine ▼

**Location**

Gisborne ▼

**Summary**

**Body Text**

**Text Format** HTML ▼

**B** *I* HTML Normal paragraph ▼

# Step 5 – scrolling down

## Don't forget to save!



- Romsey
- Mount Macedon
- Riddells Creek
- Kyneton
- Woodend

### Natural Attractions



#### Hanging Rock

Dramatic, unique and perfect for all ages, Hanging Rock is a place where history and mystery meet headon. Find out more [here](#)

#### Indigenous History

The Macedon Ranges region is home to sites of national significance, and the local indigenous community is still active today. Find out more [here](#)

#### Memorial Cross

Find out more [here](#)

### Visitor Information

body text

Text Form

**B** *I* [List icons] [Link icon] [Image icon] [HTML icon] Normal paragraph [Dropdown arrow]

"There is an element of surprise and luck involved because it is uncertain which capsule will drop dispenser. The design is a dramatically scaled up version of a capsule and contains a variety of cl each containing a magical clear plastic gift."

Image 300 x 300

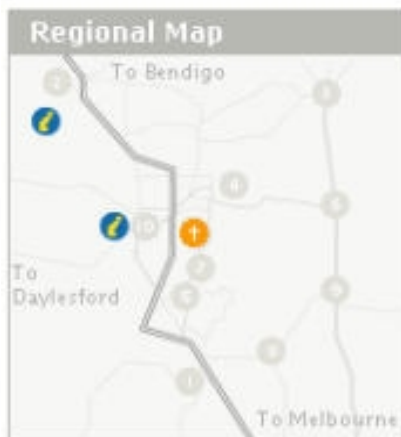
Documents and Settings\Camer [Browse...]

Save Cancel



# Step 6 – Edit Pricing, Postage & Stock

Every product needs a code, price, a quantity to sell ('in stock'), an expiration date and a flat rate postage amount (carriage charge). Users will be able to *choose* from flat rate postage or Australia Post postage rates from early 2009 onwards.



- 1 Gisborne
- 2 Malmsbury
- 3 Lancefield
- 4 Hanging Rock
- 5 Macedon
- 6 Romsey
- 7 Mount Macedon
- 8 Riddells Creek
- 9 Kyneton
- 10 Woodend

## Gift Light

by [testshop](#) – last modified 2008-12-18 19:52

### Enable purchasing of this item:

#### Product Code

Your organization's unique product identifier

#### Price ■

Figures only - please do not use \$ sign

#### Quantity in stock ■

#### Product Expiration Date ■

Format Date: yyyy-mm-dd

#### Carriage charge ■

Activate

# Notes on Postage

- The website currently supports flat rate postage only. This is a common approach used for online shopping however we realise that it has limitations.
- We are integrating live Australia Post rates (due completed by March 2008). This will use weight, height, width & length dimensions to generate accurate postage fees. Sellers will then be able to choose either flat rate or Australia Post rates.
- To obtain a range of postage costs across the various post codes please download the postage table found at [http://www1.auspost.com.au/pac/pdfs/PP\\_V2.pdf](http://www1.auspost.com.au/pac/pdfs/PP_V2.pdf) and create a flat rate figure that you are comfortable with on a per product basis.
- Also visit [http://www1.auspost.com.au/pac/aus\\_parcel.asp](http://www1.auspost.com.au/pac/aus_parcel.asp) to calculate a flat postage rate based on postcode, weight, height, width & length.
- **Please note the Visitmacedonranges.com offers shopping to Australian addresses only at this stage.**

# Step 7 – To make further changes or re-edit your listing



**MACEDON RANGES**  
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- Look to the top right of screen and click on your username

Welcome Guest, Sign in | Register



Search

[Festivals & Events](#) [Food & Wine](#) [Activities](#) [Natural Attractions](#) [Conferencing](#) [Getting Here](#) [Contact](#)



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### News & Events

[More Events](#)



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# Tips on editing your details and images



Ensuring your images look good is not always easy. The system automatically resizes images that you upload but there are restrictions to what it can manage.

- Keep file size of images you wish to use on VMR to under 500kb
- The closer to 'square' they are, the better they'll look. If you have an image editing program (windows comes with Microsoft's Paint) please use this to crop images. To crop in Microsoft Paint, first open the photo you wish to edit. Then go to full screen and you'll see handles in the bottom corners and along each edge. Drag these (let your cursor become 2 arrows first) and you will crop the image to wherever the mouse is dragged. Press ctrl-z to *undo*
- Images are ideally roughly 300 pixels wide by 250 pixels wide.
- If you image cannot be made to look good at 300 x 250, then create a new blank image with a white background that **is** 300 x 250 px wide and then paste a sized down version of your preferred photo onto it. This will create a 'border' effect. This feature may not be available to Microsoft Paint.