



# MACEDON RANGES

NATURALLY COOL

## Procedures

### visitmacedonranges.com

#### How to create your profile

1. Log onto [signup.visitmacedonranges.com](https://signup.visitmacedonranges.com)
2. Select 'Create your Profile' (green button)
3. Fill in the 'Create Your Account' details, Password and Business Name (note this information is not visible to the public)
4. Select 'Register' (blue button)
5. You will receive a confirmation email with your username and password
6. You will be directed to your View Profile Dashboard page

#### How to create a Standard Listing

1. Log onto [signup.visitmacedonranges.com](https://signup.visitmacedonranges.com)
2. Select 'Login' (blue button) top right hand corner
3. Insert your username and password into the relevant fields
4. You are now logged onto your 'View Profile'
5. Located under your categories, select 'List in another category' (green button)
6. Insert your Business Name, Business Profile (up to 100 words), Listing Section, Type, Phone Number, 1 image and address
7. Select 'Create Listing' (green button) at the bottom of the page
8. Select 'Preview' (green button) at top of page
9. If you want to change your listing, press edit, make the necessary changes, then repeat step 7 and 8
10. Once your listing is complete, from preview mode select 'Edit' (green button) and then select 'Submit for Review' (blue button)
11. Your listing will be reviewed by the website administrator and notification will be sent to you via email once approved.

Note: Standard Listings are not available to businesses located outside of the Macedon Ranges Shire. Please refer to <http://www.visitmacedonranges.com/terms-and-conditions/> for more information and eligibility criteria.



### **How to create a Premium Listing for businesses located within the Macedon Ranges Shire only**

1. Log onto [signup.visitmacedonranges.com](http://signup.visitmacedonranges.com)
2. Select 'Login' (blue button) top right hand corner
3. Insert your username and password into the fields
4. You are now logged onto your 'View Profile'
5. Located under your listings select 'Create a new Category Listing' (green button)
6. As you have decided to upgrade to a Premium Listing, select 'Upgrade' (green button) and this will redirect you to Macedon Ranges Shire Council's billing system
7. Go to 'Enter # of listings', insert '1' and then select 'Continue' (maroon button)
8. Select the number of categories you require (if not selecting 1-2 categories delete the digit '1' out and insert '1' in your chosen category, then select 'Continue' (green button)
9. Review your details and make sure they are correct, select 'Print at Home Tickets' and then select 'Continue' (green button)
10. Insert your billing details and once complete select 'Finalise Order' (green button)
11. You will be emailed a tax invoice
12. You will need to sign back into your profile ([signup.visitmacedonranges.com](http://signup.visitmacedonranges.com)) and start to populate your profile.
13. Select your first draft listing
14. Insert your Business Name, Business Profile (up to 500 words), Listing Section, Type, Phone Number, address and website
15. Select the features relevant to your business
16. Enter your business' social media links (tip: copy and paste the URL from your social media pages into the relevant fields)
17. Insert up to 15 images:
  - a. Images – upload from your selected images (maximum of 20mb in total)
  - b. Ensure you fill in the fields on the right hand side with as much relevant information: example Gisborne Botanical Gardens – image of park land
  - c. URL – your website eg.  
[http://www.mrsc.vic.gov.au/Arts\\_Sport\\_Leisure/Parks\\_Gardens\\_Reserves/Botanic\\_Gardens](http://www.mrsc.vic.gov.au/Arts_Sport_Leisure/Parks_Gardens_Reserves/Botanic_Gardens)
  - d. Title eg: Gisborne Botanical Gardens
  - e. Caption eg: Parkland at Gisborne Botanical Gardens
  - f. Alt Text eg: Beautiful gardens for a picnic
  - g. Description: Gisborne Botanical Gardens located in the Macedon Ranges is open all year round. Offering and expansive plant collection, children's play areas and picnic facilities.
18. Map – type in your address – the address will appear in the address line and in the map – make sure the pointer is in the correct location
19. Select 'Create Listing' (green button) at the bottom of the page
20. Select 'Preview' (green button) at the top of the page
21. If you want to change your listing, press edit, make the necessary changes and repeat step 7 and 8
22. Once your listing is complete, from preview mode select 'Edit' (green button) and then select 'Submit for Review' (blue button)



23. Your listing will be reviewed by the website administrator and notification will be sent to you via email once approved
24. If you want to list your business in another relevant category, select 'View Dashboard' (green button) at the top of the page. For \$150 (inc GST) per annum you can list in 1-2 categories, for \$300 (incl GST) per annum you can list in 3-4 categories or for \$450 (incl GST) per annum you can list in 5-6 categories
25. Select 'Create a new category listing' (green button) and repeat the steps from point 14

**How to create a Premium Listing for eligible businesses located outside of the Macedon Ranges Shire (please refer to <http://www.visitmacedonranges.com/terms-and-conditions> for eligibility criteria)**

**How to create your profile**

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2. Select 'Create your Profile' (green button)
3. Fill in the 'Create Your Account' details, Password and Business Name (note this information is not visible to the public)
4. Select 'Register' (blue button)
5. You will receive a confirmation email with your username and password
6. You will be directed to your View Profile Dashboard page

**How to create a Premium Listing**

1. Email [visitmacedonranges@mrsc.vic.gov.au](mailto:visitmacedonranges@mrsc.vic.gov.au) with proof of your membership of the eligible association. Once this has been approved by the website administrator, an invoice will be emailed to you by Macedon Ranges Shire Council.
2. Once payment of \$225 (incl GST) has been received you will be contacted by the website administrator who will advise you that your Premium Listing has been activated and is ready for completion.
3. Log onto [signup.visitmacedonranges.com](http://signup.visitmacedonranges.com)
4. Select 'Login' (blue button) top right hand corner
5. Insert your username and password into the fields
6. You are now logged onto your 'View Profile'
7. Located under your listings select 'Create a new Category Listing' (green button)
8. Insert your Business Name, Listing Section, Type, Phone Number, address and website
9. Insert your business profile which must reference the nearest Macedon Ranges village and your proximity/distance to this village
10. Select the closest Macedon Ranges village
11. Select the features relevant to your business
12. Enter your business' social media links (tip: copy and paste the URL from your social media pages into the relevant fields)
13. Insert up to 15 images:
  - a. Images – upload from your selected images (maximum of 20mb in total)



- b. Ensure you fill in the fields on the right hand side with as much relevant information:  
example Gisborne Botanical Gardens – image of park land
  - c. URL – your website eg.  
[http://www.mrsc.vic.gov.au/Arts\\_Sport\\_Leisure/Parks\\_Gardens\\_Reserves/Botanic\\_Gardens](http://www.mrsc.vic.gov.au/Arts_Sport_Leisure/Parks_Gardens_Reserves/Botanic_Gardens)
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14. Map – type in your address – the address will appear in the address line and in the map – make sure the pointer is in the correct location
  15. Select ‘Create Listing’ (green button) at the bottom of the page
  16. Select ‘Preview’ (green button) at the top of the page
  17. If you want to change your listing, press edit, make the necessary changes and repeat step 7 and 8
  18. Once your listing is complete, from preview mode select ‘Edit’ (green button) and then select ‘Submit for Review’ (blue button)
  19. Your listing will be reviewed by the website administrator and notification will be sent to you via email once approved
  20. If you want to list your business in another relevant category, select ‘View Dashboard’ (green button) at the top of the page. Note: Eligible businesses that are located outside of the Macedon Ranges Shire are permitted to list under 2 categories only.
  21. Select ‘Create a new category listing’ (green button) and repeat the steps from point 8