

# Editing Directory Listings



- Things To Do
- About Us
- Membership
- Events
- Gallery
- Contact Us
- Helpful Links

MEMBER LOGIN

Click on Member Login

## Welcome to Sun City West

DIRECTORY 

EVENTS 

MEMBERS 

Login to website

## Login

Remember Me

Log In

Forgot Password? [Click here](#)


Now click on Dashboard

Member Dashboard


Click on Editing Directory Listings

Editing Directory Listings 

Download Instructions 

Edit/Create Events 

Download Instructions 

Edit Member Profile 

Download Instructions 

- WP Engine
- Dashboard
- Posts
- Events
- Media
- Forms
- Pages
- Directory**
- All Listings
- Add Listing
- Categories
- Tags
- Locations
- Claims
- Calendar
- Re-Order
- MemberPress
- Appearance
- Plugins 2
- Users

# Directory - Listings

[Add Listing](#) [Import](#) [Export](#)

Screen Options ▾

All (71) | Mine (7) | Published (69) | Drafts (2) | Trash (14)

[Search Listings](#)

Bulk actions ▾ [Apply](#) All dates ▾ All Categories ▾ Featured/Non-Featured ▾ [Filter](#)

71 items

| <input type="checkbox"/> | Title  | Access | Author      | Director<br>y -<br>Categori<br>es                     | Director<br>y - Tags | Director<br>y - Location<br>s       |
|--------------------------|--|--------|-------------|---|----------------------|-------------------------------------|
| <input type="checkbox"/> | Home Instead<br>Edit   Quick Edit   Trash   View | Public | clientAdmin | Assisted Living & Home Health Care, Health & Medicine | —                    | —                                   |
| <input type="checkbox"/> | Congresswoman Debbie Lesko's Office              | Public | clientAdmin | —   | —                    | —                                   |
| <input type="checkbox"/> | Assisting Hands Home Care — Draft                | Public |             |   |                      | Last Modified 2023/03/22 at 8:39 pm |

If you are a new member, click on Add Listing

If you are an existing Member, find and select your highlighted Company Listing



# Add Listing

Screen Options ▾

Your Company Name

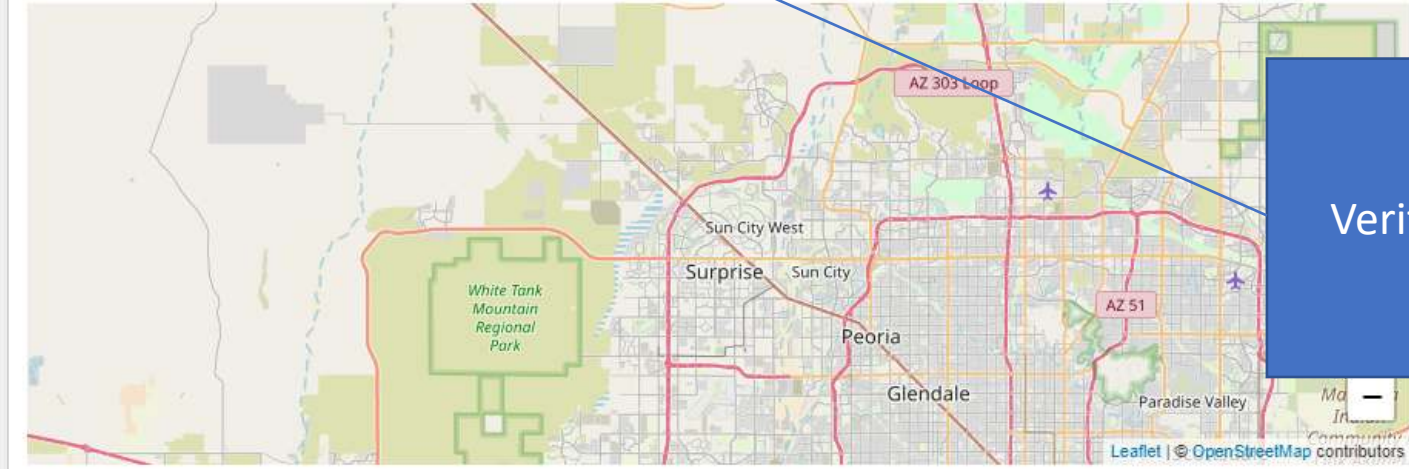
Permalink: <https://suncitywesstgv.wpengine.com/directory-directory/listing/your-company-name/>

Verify or enter your company name

## Listing Fields

### Location

12345 W. Main St. Sun City West, AZ 85375



Verify or Enter your Address

Enter address details manually

Phone Number

- Employment Agency
- Marketing & Communications
- Office Supplies
- Printing & Publishing

Choose Social Share Platform

Featured Item

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Enter address details manually

Phone Number

Fax Number

E-mail Address

Website URL

Enter or verify your Phone, Fax,  
Email address and Website URL

Share Now

Featured Iter



- Posts
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- All-in-One WP Migration
- Settings

### Website URL

https://

Add your social media links (optional)

### Social Accounts



Enter Facebook username or URL.



Enter Twitter username or URL.



Enter Instagram username or URL. Prefix with "#" if



RSS URL

### Photos

File Name

Size

No entries found



Add Image

Max file size 50MB.

To add your logo: Click on Add Image

### Listing Description



Add Media



Add Form

Visual

Text

Paragraph



- Actions
- Add media
- Create gallery
- Create audio playlist
- Create video playlist

---

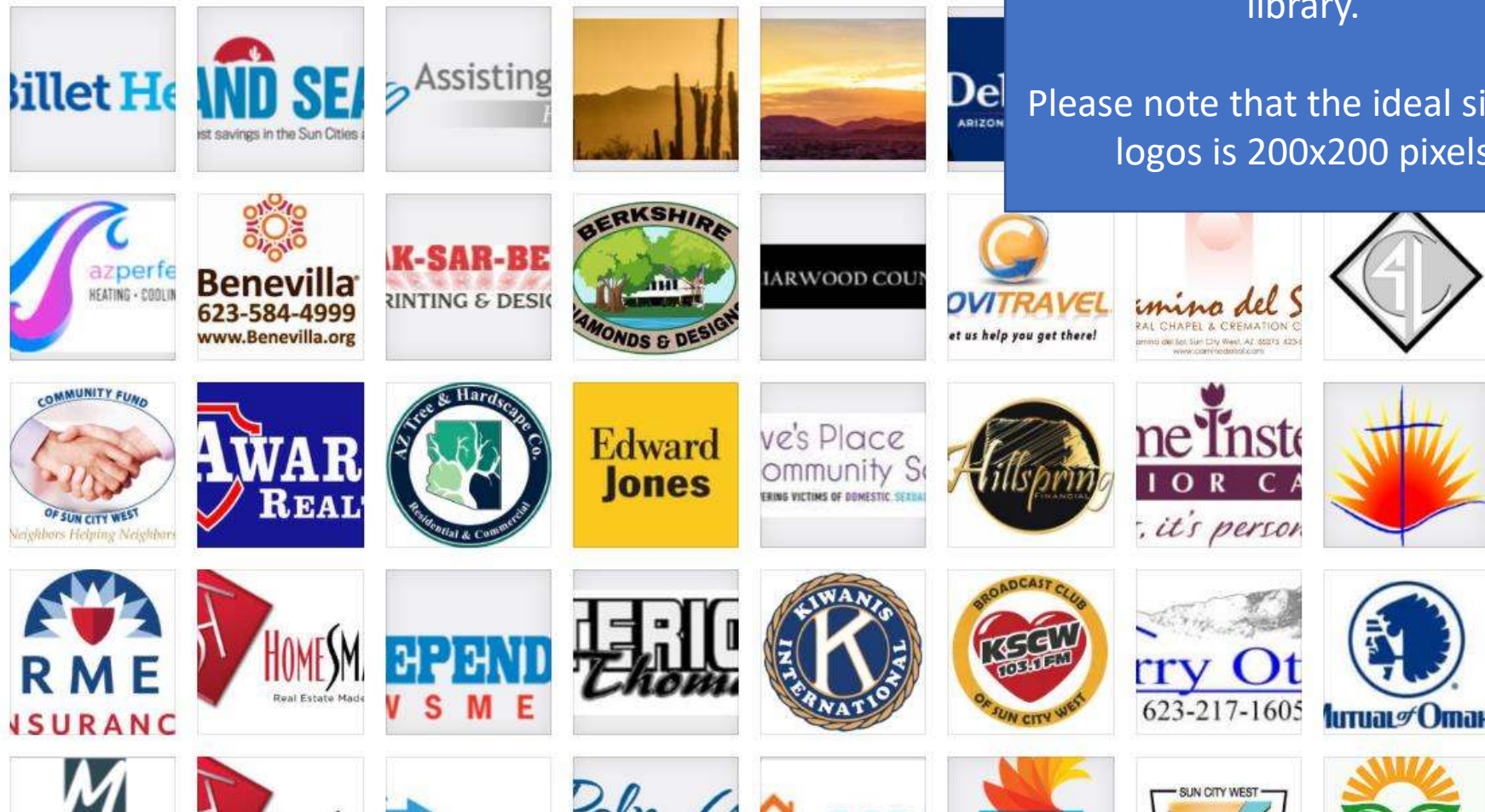
- Insert from URL

## Add media

Upload files | Media Library

Filter media

All media items | All dates



Drag your logo onto the media library.

Please note that the ideal size for logos is 200x200 pixels

< Expand Details



- Actions
- Add media
- Create gallery
- Create audio playlist
- Create video playlist
- Insert from URL

## Add media

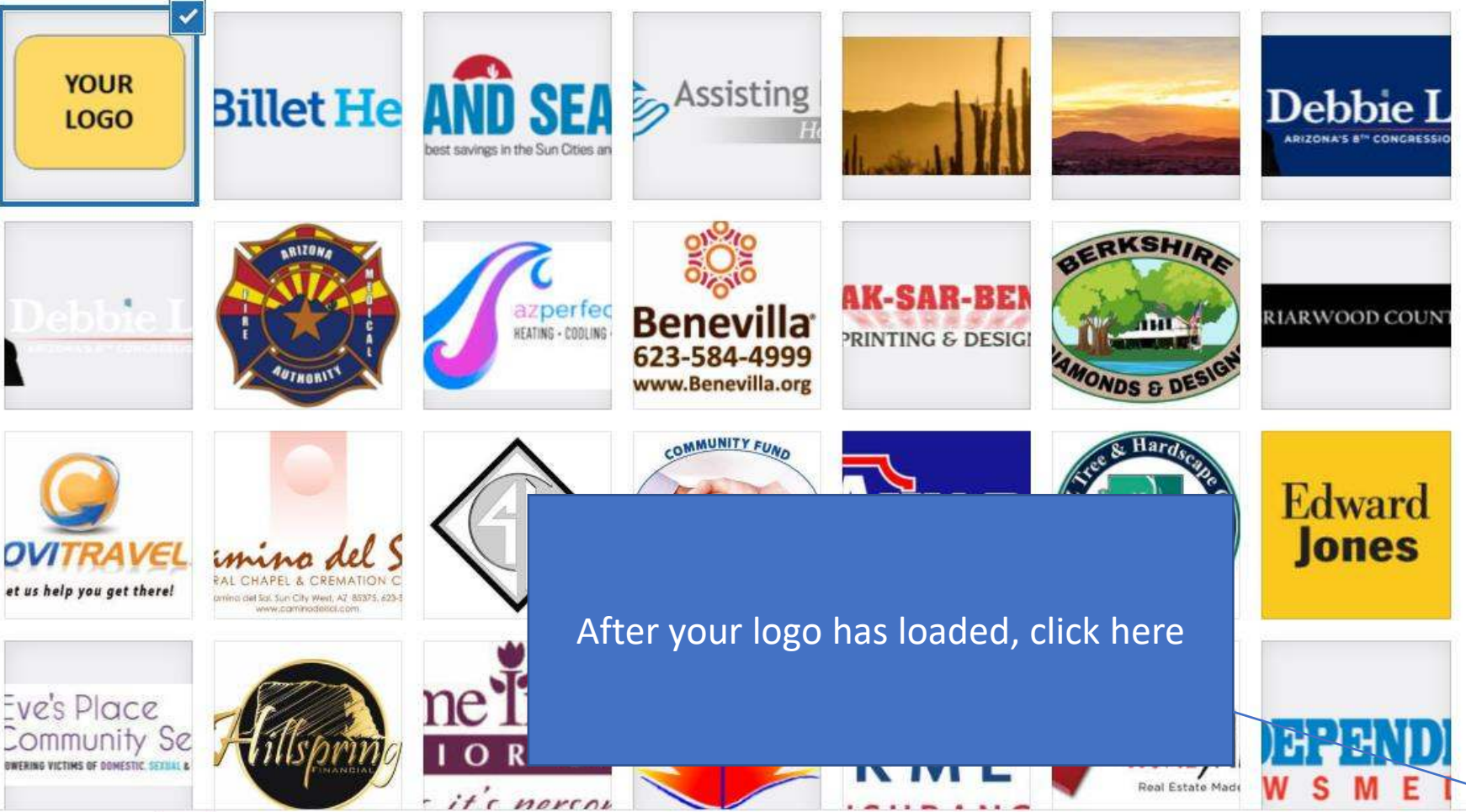
Upload files **Media Library**

< Expand Details

### Filter media

All media items  All dates

Search



After your logo has loaded, click here

### ATTACHMENT DETAILS



Your-Logo.png-trans.png  
 March 31, 2023  
 8 KB  
 200 by 200 pixels  
[Edit Image](#)  
[Delete permanently](#)

Alt Text

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption


Description

File URL:

1 item selected  
 Clear 



**Insert into post**

- Posts
- Events
- Media
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- Directory**
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 Enter Instagram username or URL. Prefix with "#" if hashtag.

 RSS URL

### Photos

|   | Size   |
|---|--|
|  | 8 KB  |

Your logo will then be added to your listing










 Add Image

Max file size 50MB.

### Listing Description

 Add Media  Add Form

Visual Text

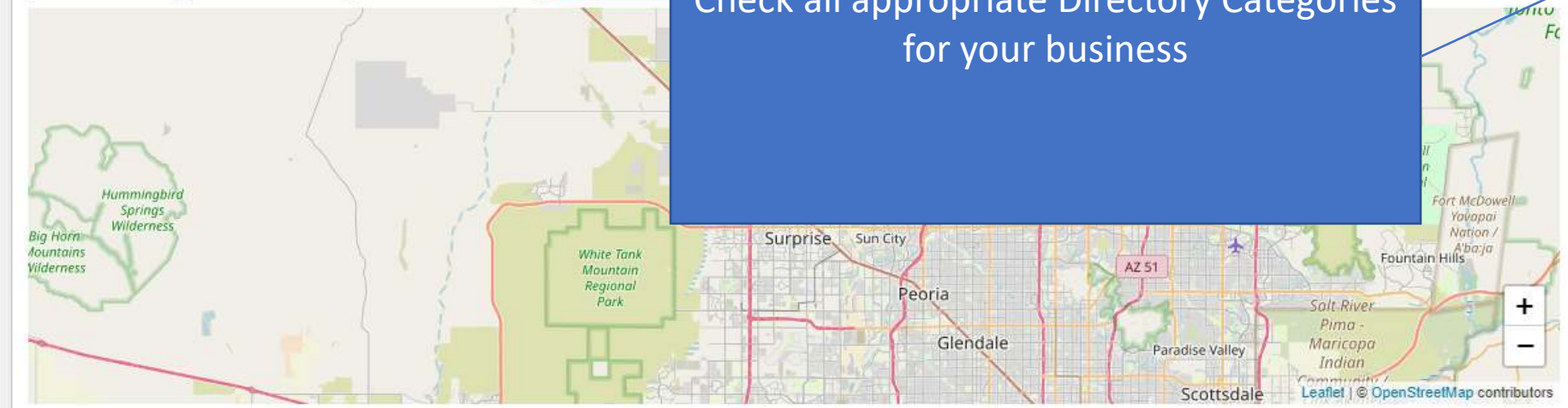
Paragraph **B** *I*          

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## Add Listing

### Listing Fields

#### Location



Check all appropriate Directory Categories for your business

Enter address details manually

Phone Number

Screen Options

Publish

### Directory - Categories

- All Categories Most Used
- Business Support
  - Consultants
  - Employment Agency
  - Marketing & Communications
  - Office Supplies
  - Printing & Publishing
  - Food

[+ Add Category](#)

### Social Share Settings

Disable Social Share

Choose Social Share Platform

### Featured Item



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## Add Listing

New Business

Permalink: <https://suncitywestgv.wpengine.com/directory-directory/listing/new-business/> [Edit](#)

### Listing Fields

#### Location

12425 W. Bell Rd. Ste. 132, Surprise AZ 85375

- [Find on map](#)
- [Get from map](#)
- [Current location](#)
- [Clear map](#)



To save your listing, click on the Publish button

### Publish

- [Save Draft](#)
- Status: **Draft** [Edit](#)
- Visibility: **Public** [Edit](#)
- [Publish immediately](#) [Edit](#)
- Don't update the modified date
- AIOSEO Score **100/100**
- [Move to Trash](#) [Publish](#)

### Directory - Categories

- All Categories **Most Used**
- Business Support
  - Consultants
  - Employment Agency
  - Marketing & Communications
  - Office Supplies
  - Printing & Publishing
- Food
- [+ Add Category](#)

**PLEASE NOTE:**  
If this is a new listing, your listing must be first approved by the website admin before it is posted.  
If this is an existing listing, your changes will show immediately on the website