



Welcome to the CIWM online directory

The steps outlined below will allow you to create your directory listing, add images and files and edit the page, but it will not go live until approved. Once it is live you will be able to access it at any time to amend and update in the same way as detailed here.

Creating your directory listing

Once you have logged on with the username and password supplied (you can change this under your profile settings at any time after initial log on) you can begin to create your directory listing.

Please note that where the program refers to listing it means your company name.

In the space for listing title, **enter your company name as you wish it to appear in the listing.**

The **listing SEO title** allows you to create a search-engine-friendly URL for your listing, making it easier for search engines, such as Google, to list your entry. **Please note that spaces are not allowed in the SEO title.**

The next 2 categories, **listing short** and **listing meta**, can use the same text – **enter a few lines to sum up your business and operations** (CIWM's reads "Setting Professional Standards in Sustainable Resource and Waste Management").

The **listing meta keywords** box allows you to enter specific keywords that will be searchable by search engines and from within the directory. For example, if you enter "glass" as a keyword then your listing will appear in all searches made in the directory that contain the word "glass".

After completing the keywords you will be asked to **upload your company logo**. The size is limited to 147x120 pixels as stated.

You can list your company in **up to 10 relevant categories from the list provided** by simply clicking on **add category to list**. CIWM will endeavour to check the directory regularly to ensure that listings are in the correct categories and are in no way misleading. CIWM may also add new categories to the listing when deemed appropriate, so it is advisable to check your entry from time to time to ensure the most suitable categories are being used.

If you have any suggestions for categories not available, please let us know by emailing **directory@ciwm.co.uk**.

When asked for your location, **enter the town/city and county of your primary address.**

To generate the link to Google Maps, which will be shown on your page, **enter the address and post code and click the generate Google Maps link** (this uses the post code, so ensure it is correct).

The additional information box is where you can **enter further details on your business**. The word-count is not restricted, but remember that the more space taken here will push your contact details and Google map further down the page.





Enter your primary contact details: phone number, email and web address (email and web address are live links).

You will now be asked to **create listing**. **Click the link to create your basic listing**, but you may still add further links, as detailed below.

To view your listing click on **view my listings** in the menu to the left. This will allow you, through the option on the right, to preview the listing, view the listing information, edit the listing, delete the listing and attach pictures, videos and documents. You can add up to 8 images, 1 video and 8 other files (such as company brochures). **Hovering your mouse cursor over each icon will display its function.**

Simply **click on the one you want and you will be prompted to upload the relevant file**, with details of maximum file sizes.

When you create your listing the CIWM directory team is informed automatically. They will review your Directory and, once approved, they will make the hosting live. Once live you will be informed via email.

If you encounter any problems with your listing, please email **directory@ciwm.co.uk** or call us on +44 (0)1604 620426 and speak to John Bent.

Thank you for booking your listing and we trust you enjoy CIWM's new online directory.