Website guide

SOCIETY REGISTER

Single entries Multiple clinics entries

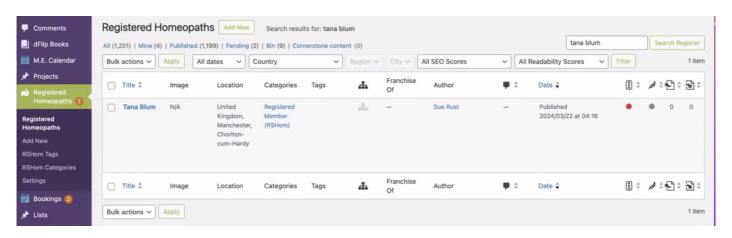
Reviewing and publishing Amendments and adding additional clinics to existing entries Unlocking and locking the entry

Basic understanding

Clinic entry = listing

How to identify the three types of listings

- 1. Single entry (grey)
- 2. Main entry (orange)
- 3. Additional entries linked to a main entry (blue) (id to main listing)



🖈 Projects														_
* Projects		Title \$	Image	Location	Categories	Tags	*	Franchise	Author	• ÷	Date 🗘	: \$	1:	÷ 🔁
Registered Homeopaths (2)								Of						
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Registered Homeopaths				Kingdom, Warrington, Lymm	Member (RSHom)			ID: 12128			2024/04/29 at 16:07			
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Where do you find the toggle to make a listing change from a single type to a main listing that you can then add additional – linked – listings

LUItimate Member	Registered h	Registered homeopath listing details					
WooCommerce	Qualified *	Jul-20	Select Files				
 GeoDirectory Analytics Marketing 	Has multiple clinics?	date (month, year) you qualified Yes O No Tick "Yes" If listing has multiple clinic locations.	Please drag & drop the images to rearrange the order				
 Marketing Appearance Plugins (a) 	Common contact details	Select Common contact details Click into the field and you can select what fields you want to make common to your fistings, is, your website, telephone and email address, by adding these you will lock them into your listings and they will appear on all of your other entries. Please note that you must include "Homeopath Name" and "Category" as part of selection to ensure that they show up as additional clinics under your name.	Regenerate Thumbnails Regenerate thumbnails & metadata.				
 Users (1212) Tools Settings 	Phone	phone	Cookiebanner Disable Complianz on this page				
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👗 Ultimate Member	Registered r	brop mes to upload	
WooCommerce			Select Files
Products	Qualified *	Jul-20	
S GeoDirectory		date (month, year) you qualified	
Analytics	Has multiple clinics?	● Yes ○ No	Please drag & drop the images to rearrange the order
		Tick "Yes" if listing has multiple clinic locations.	
🔊 Appearance	Common contact details	Category X Homeopaths Name X Qualified X RSHom specialisms	Regenerate Thumbnails Regenerate thumbnails & metadata.
🖌 Plugins 🔕		× Other specialisms × About	
🕹 Users (1212)		Click into the field and you can select what fields you want to make common to your listings, le, your website, telephone and email address, by adding these you will lock them into your listings and they will appear on all of your other entries. Please note that you must include "Homeopath Name" and	Cookiebanner
🖋 Tools		"Category" as part of selection to ensure that they show up as additional clinics under your name.	
It Settings	Phone		Disable Complianz on this page
CF		phone	
🕞 Copy & Delete	or phone		

On locking common content, the additional listings will inherit that information and you will only get a limited form to fill in when you add the multiple listings