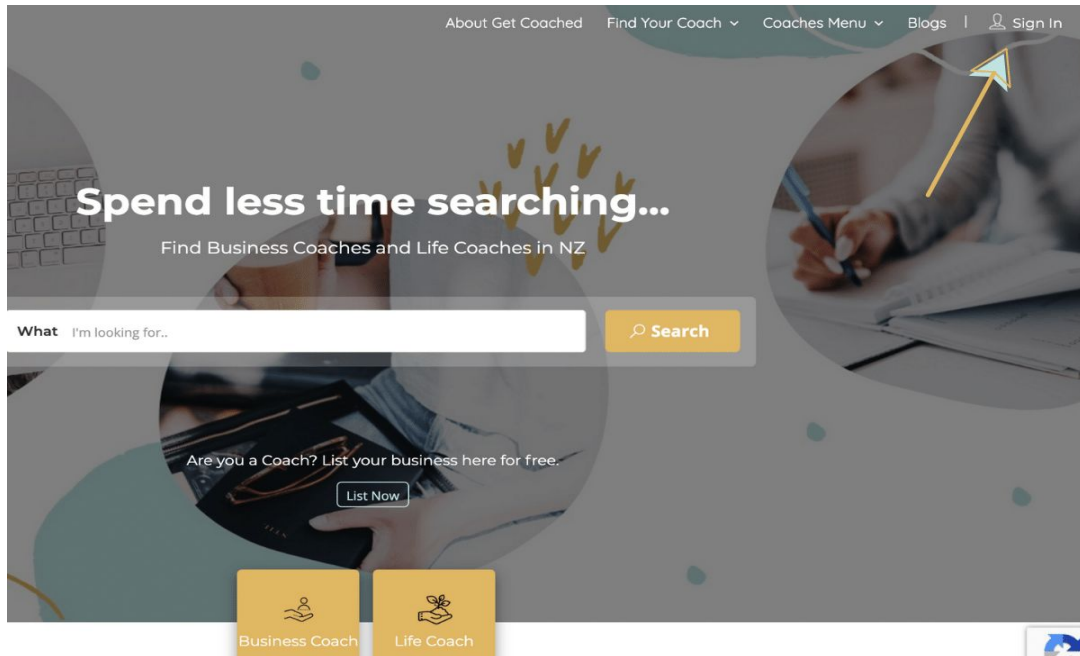# get coached

HOW TO LIST YOUR BUSINESS
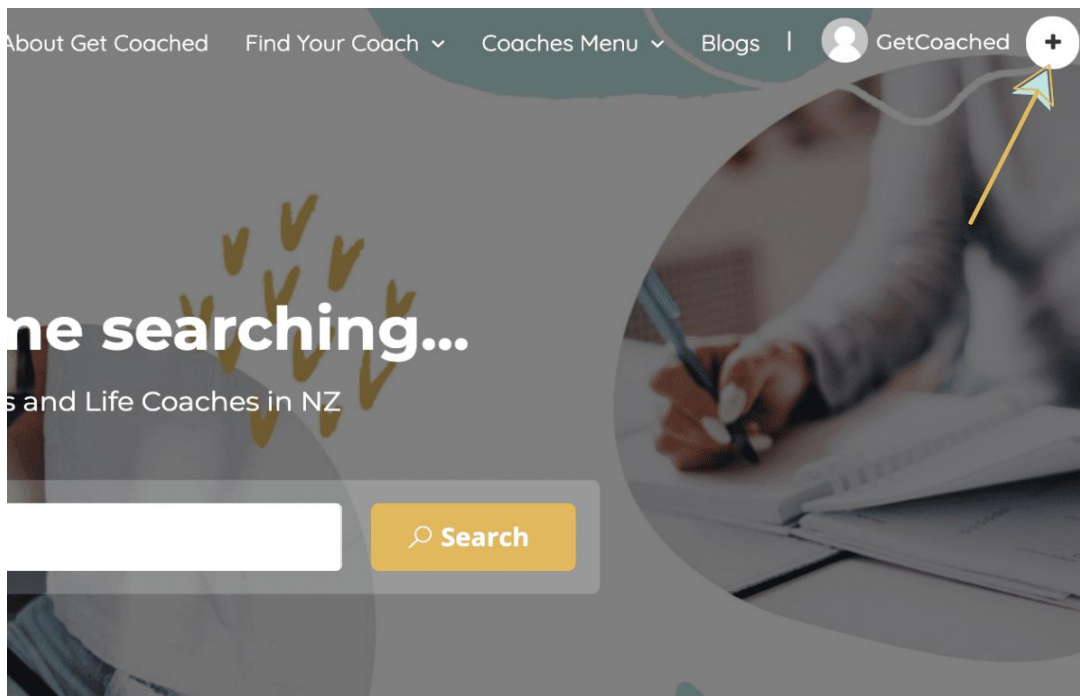
HELP GUIDE

Version
1.0

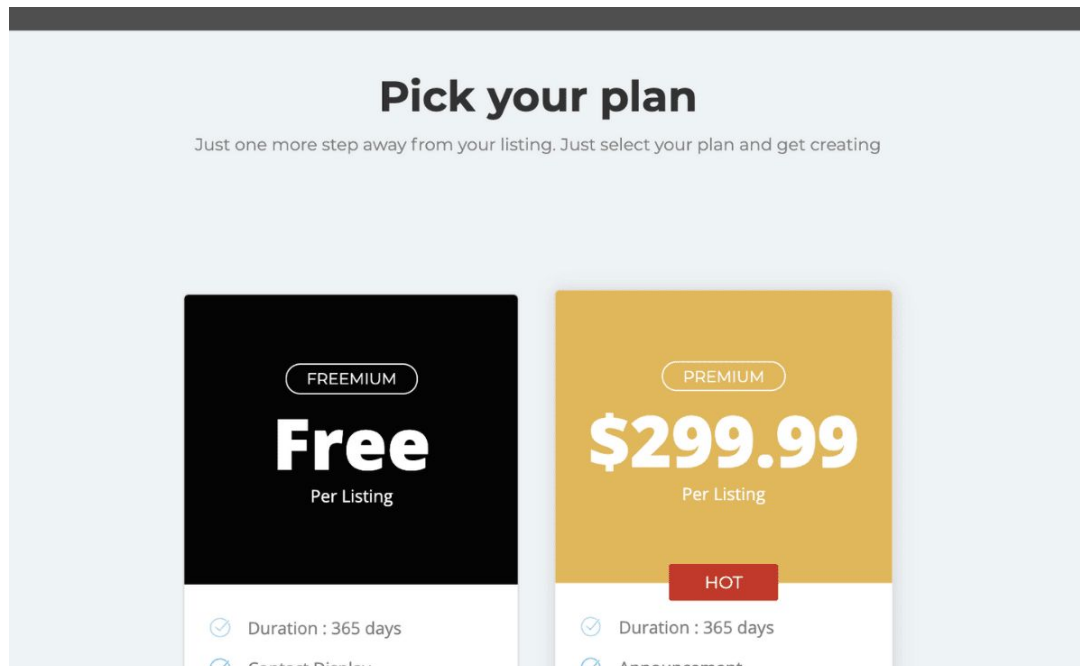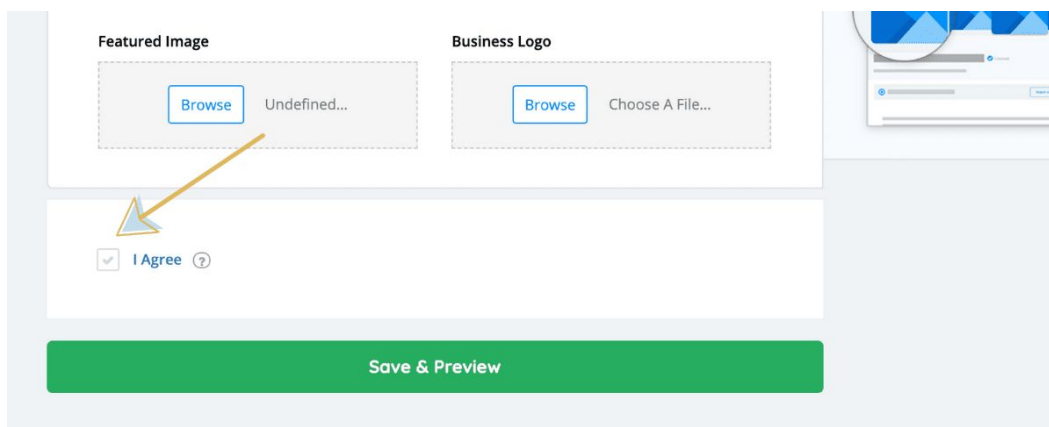To create your listing follow steps below:

1. Signin to your account

2. Once you have successfully signed in, you will be able to create your listing. Press the "+" on the top right hand corner.

3. You will now be able to pick a plan to use. You can learn more about [our pricing plans here](#).

4. You will now be able to add data for your listing. There are a few required fields such as business name and region. You will be able to add images and information to your listing. We recommend adding images which are small in size so that your page loads faster for your users. Also, the minimum images you should add are your business logo and a featured image. After you finish adding details to the listing, you will need to confirm that you agree to the [terms and conditions](#). We recommend you go through it. After confirming, you can click on the Save button at the bottom of the page.

5. Your listing has now been created. However, it hasn't been published yet. Getcoached will now be notified of your listing, so that we can verify the authenticity, the quality of your listings and that it meets our listing criteria before we can approve it. You can keep making edits to your listing as much as you want to by clicking the EDIT button at the bottom of your listing. You can also PAY for your listing by clicking the PAY button at the bottom of your listing.

Your listing is pending review. For a FREEMIUM listing we will publish it immediately after we check that it meets the criteria for our free listing. For a PREMIUM listing, we will wait until the payment has been made.