

# How to Register & Create Your Listing

wickhamsquare.co.uk

1. Go to <http://www.wickhamsquare.co.uk/register/>

Complete the registration form by selecting a username and password and click on the 'create new account' button.

Register

Home > Register

Choose Username\*

Your email address\*

Choose a password\*

Type password again\*

I'm not a robot

reCAPTCHA  
Privacy - Terms

Create new account

If you are a local business, why not register to be included in this directory?  
Registration just takes a couple of minutes - all you need to do is fill in the company application form and we will verify your application and list your business on this directory.\*

If you are a local business\* and wish to add your listing or claim an existing listing in the Wickham Square business directory, you need to create an account.

\* The directory is only open to businesses based within Wickham, Hampshire. Administrators reserve the right to refuse applications to join.

2. You will be re-directed to the 'My Account' menu and automatically logged in. You will also be sent your login details by e-mail.

My Account

Home > My Account

Update Your Details

- [Directory Dashboard](#) (update your directory listing)
- [Update Login Details](#)
- [Logout](#)

Claiming or Adding a Listing

- **Claiming a listing** - To claim an existing listing, [search the directory](#), view your listing and click on the 'Claim Listing' button at the bottom of the page.
- **Adding a new listing** - If you do not already have a listing or you wish to add a second location (eg a new shop, stall or outlet), please [complete the add a listing form](#). Once you have submitted the form, we will check your details and activate the new listing.

3. **To add a new listing**, click on the 'Add a listing' link from the 'My Account' menu and complete the online form.

Once you have created a new listing, you can login at any time and update your details.

**It's as simple as that!**

**Need some help?**

Contact Kat for assistance, [klemon@winchester.gov.uk](mailto:klemon@winchester.gov.uk) 07500 974383