

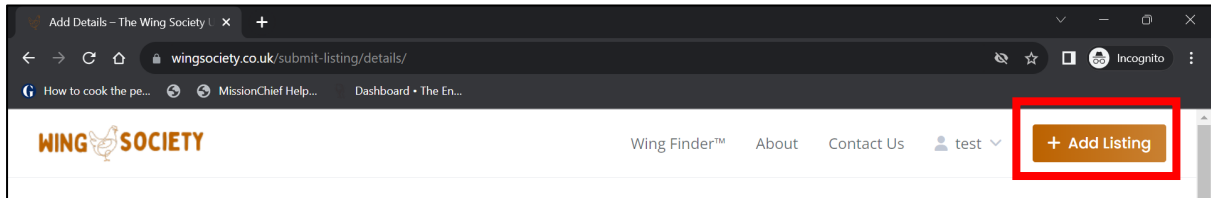
Listings User Manual for Wing Venues



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Adding a Wing Venue Listing

1. Visit our website www.wingsociety.co.uk and click **+ Add Listing** from the top right menu.
If you are not logged in/registered on our website you will need to first register/login.



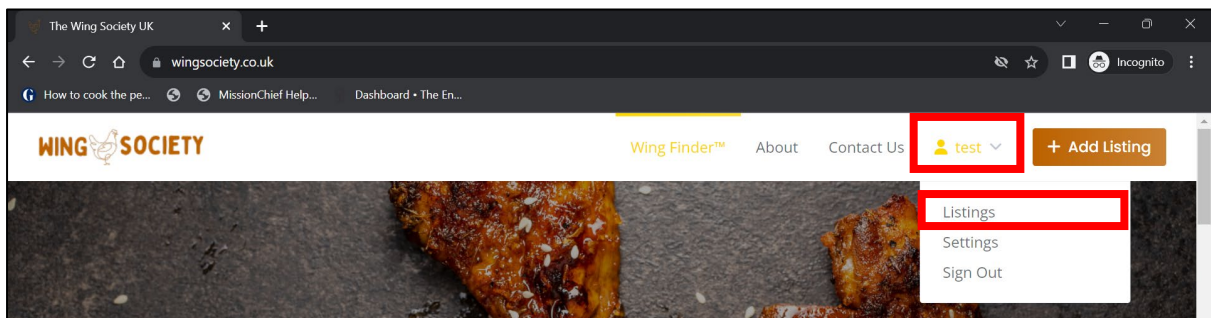
2. Complete the Add Details form for the Wing Venue Listing

- | | |
|------------------|--|
| a. Category | Choose the relevant/appropriate type of wing venue listing. |
| b. Images | Choose an image that best advertises your wing venue. |
| c. Title | The name of your Wing Venue |
| d. Location | Please enter the full postal address (including post code) |
| e. Halal Options | Tick the box if you offer certified Halal meat. |
| f. Plant Based | Tick the box if you offer plant-based options. |
| g. Telephone | Please enter your telephone number for patrons to contact you |
| h. Website | Enter your website URL in full. |
| i. Instagram | Please enter your Instagram username (without the @) |
| j. Facebook | Please enter your Facebook page username (without the @) |
| k. Description | Use this space to advertise your venue with a couple of paragraphs. |
| l. Terms | Please tick the box to confirm you agree to our terms and conditions |

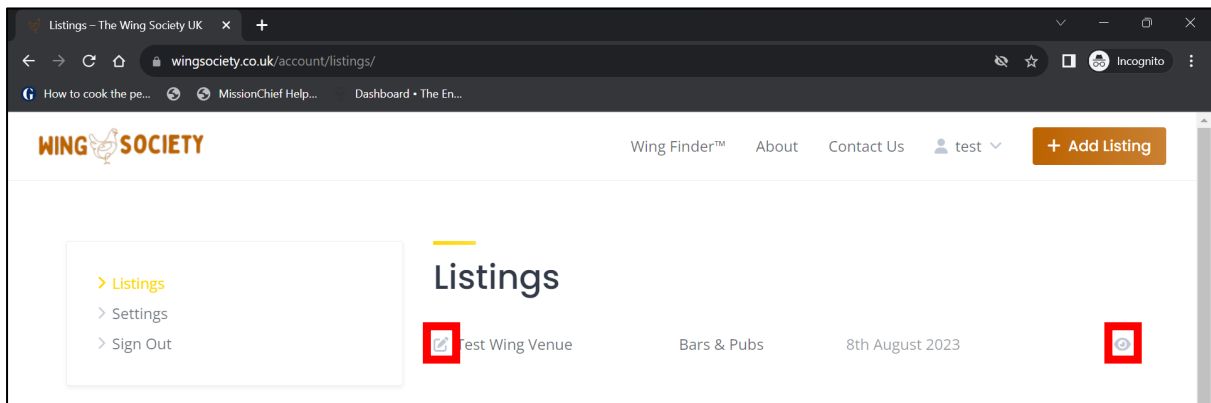
3. Click on **Submit Listing** – we will review the submission and get the listing loaded within 48-hours once approved.

Edit My Listings

1. Visit our website www.wingsociety.co.uk and click **on your username** from the top menu.
If you are not logged in on our website you will need to first login.
2. Click **Listings**



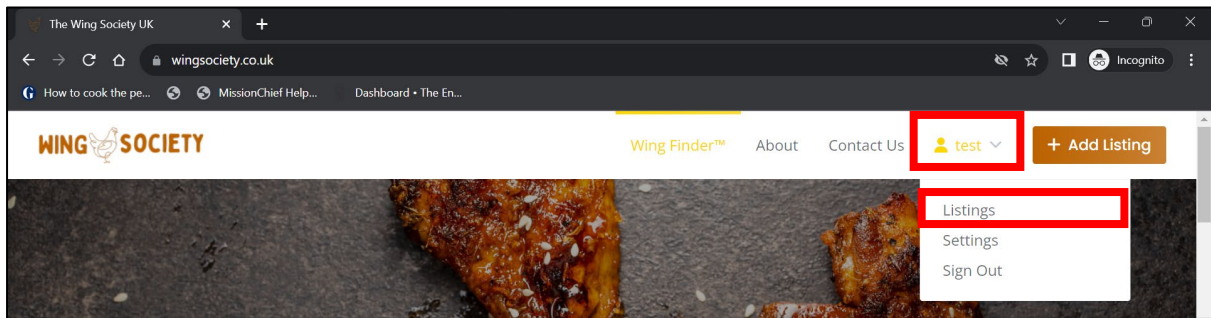
3. From your account listings page you can either Edit or Preview your listing.
 - a. Click on the **edit** symbol to access the listings editor.
 - b. Click on the **preview** symbol to view the listing.



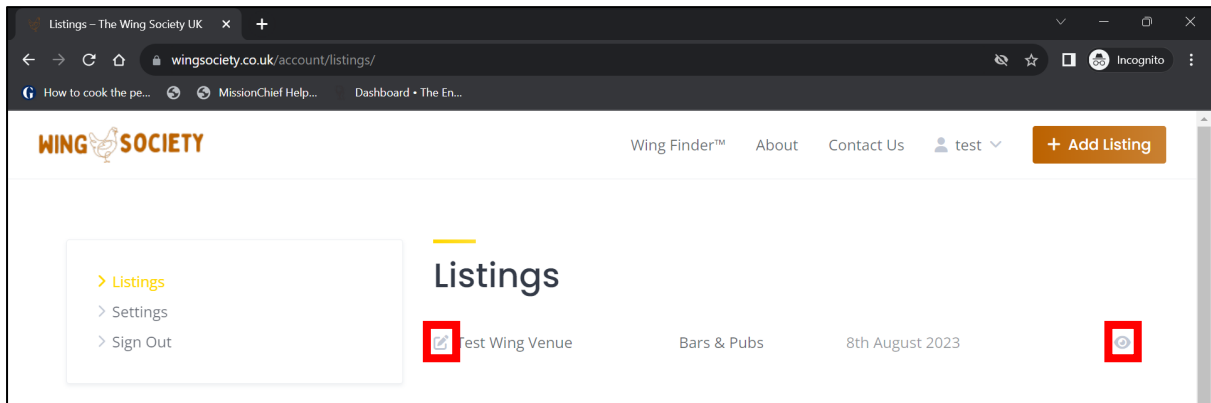
4. Once you have updated any information on your listing, scroll down to the bottom of the page and click **Save Changes**.

Responding to Reviews

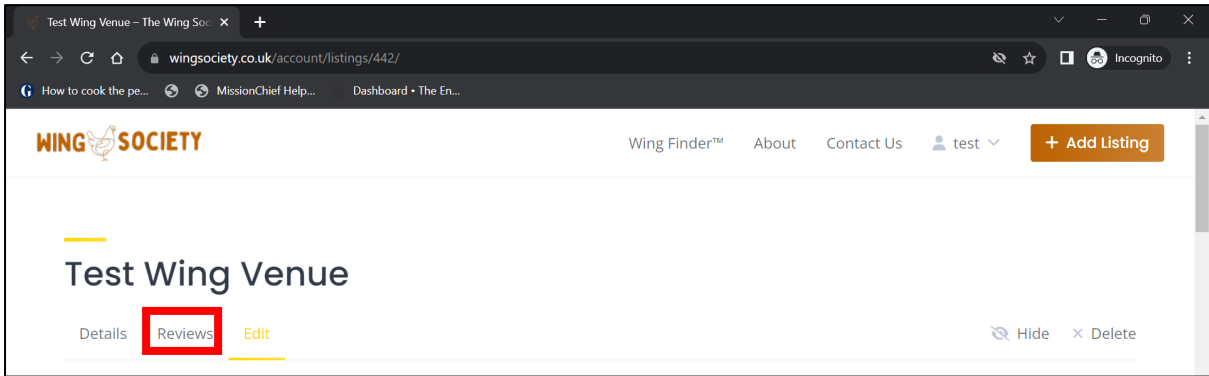
1. Visit our website www.wingsociety.co.uk and click **on your username** from the top menu. *If you are not logged in on our website you will need to first login.*
2. Click **Listings**



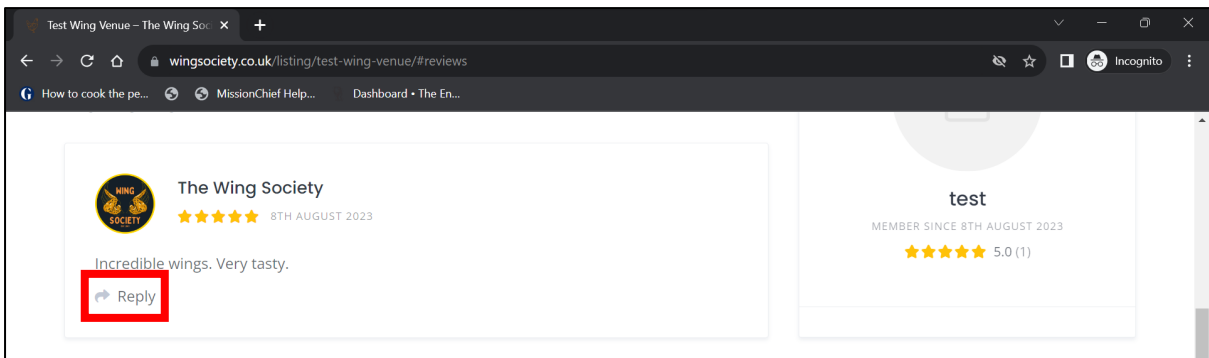
3. From your account listings page you can either Edit or Preview your listing to reply to reviews.
 - a. Click on the **edit** symbol to access the listings editor.
 - b. Click on the **preview** symbol to view the listing.



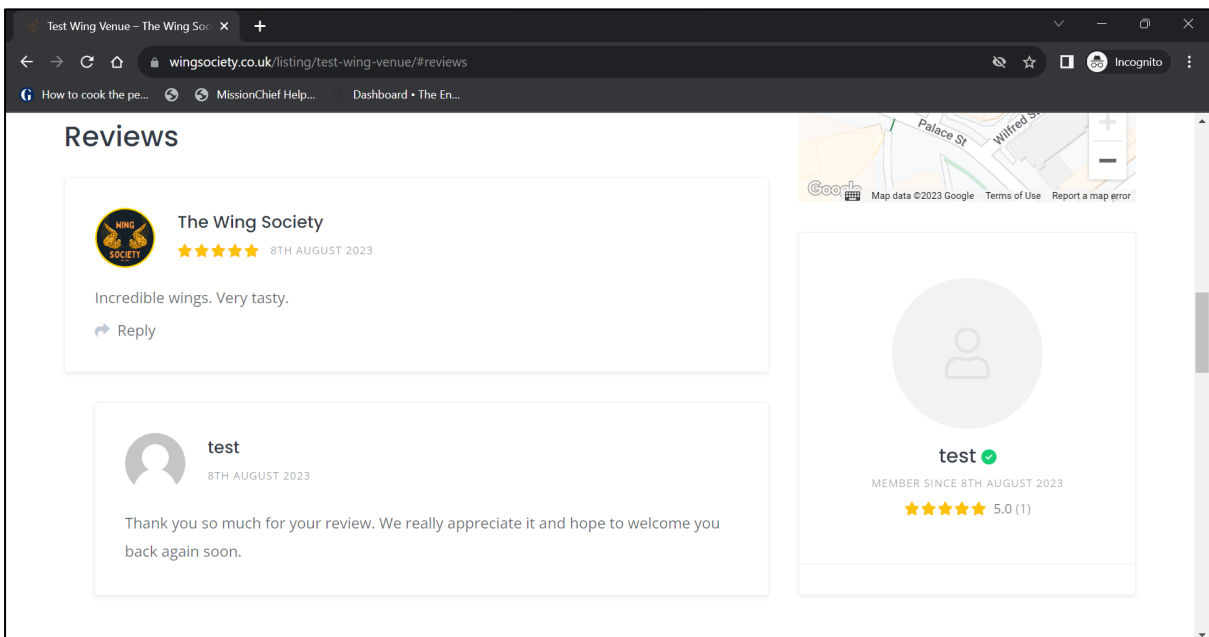
4. Click on the **Reviews** tab.



5. You will be able to see all the reviews on your listing. Click Reply on the review you would like to respond to.



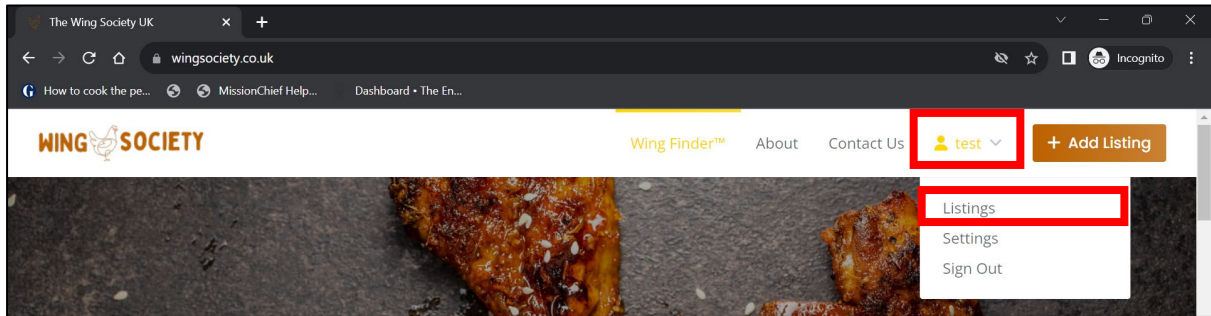
6. Compose your reply, then click **Submit Reply**. Please remember to keep your reply professional and polite, even if responding to a particularly negative review. This is your opportunity to show the world how cool, calm and professional you can be. A proper response can be much better than a poor review.



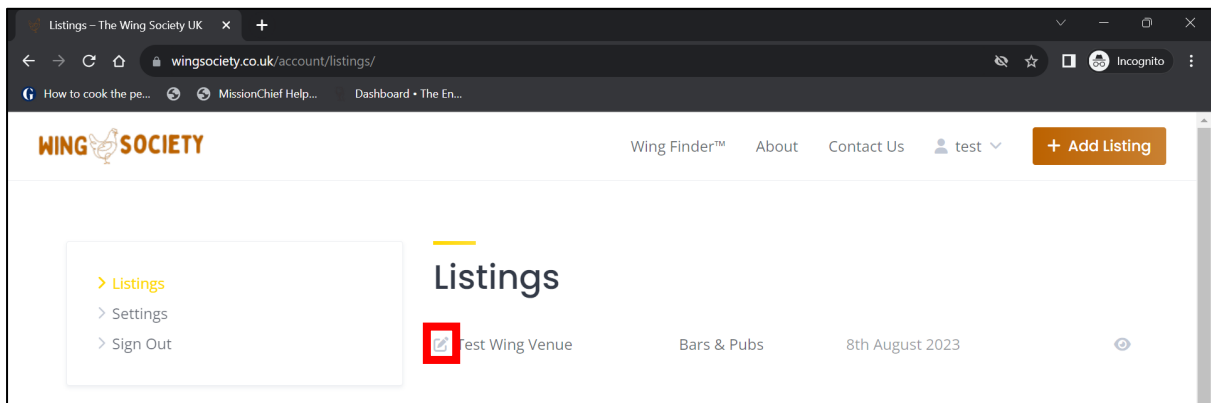
Temporarily Hide Your Listing

1. Visit our website www.wingsociety.co.uk and click **on your username** from the top menu. *If you are not logged in on our website you will need to first login.*

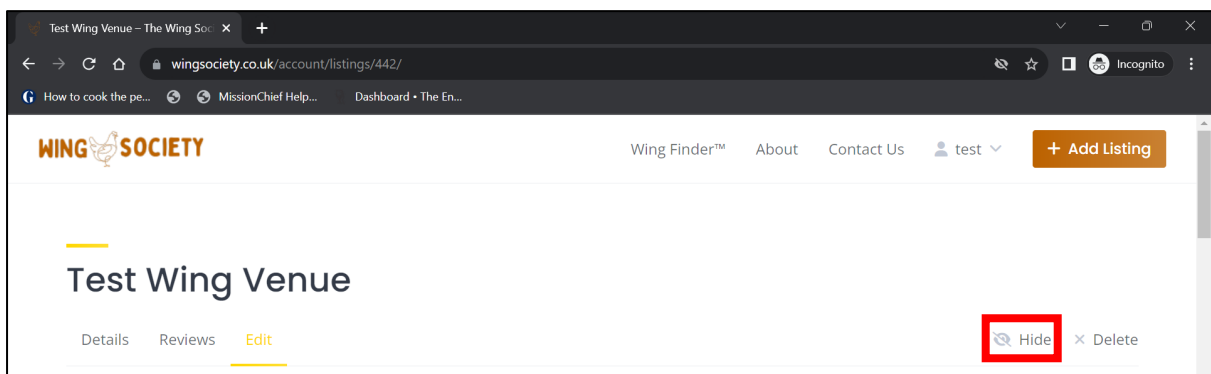
2. Click **Listings**



3. From your account listings page click on the **edit** symbol to access the listings editor.



4. Click on the **Hide** icon.

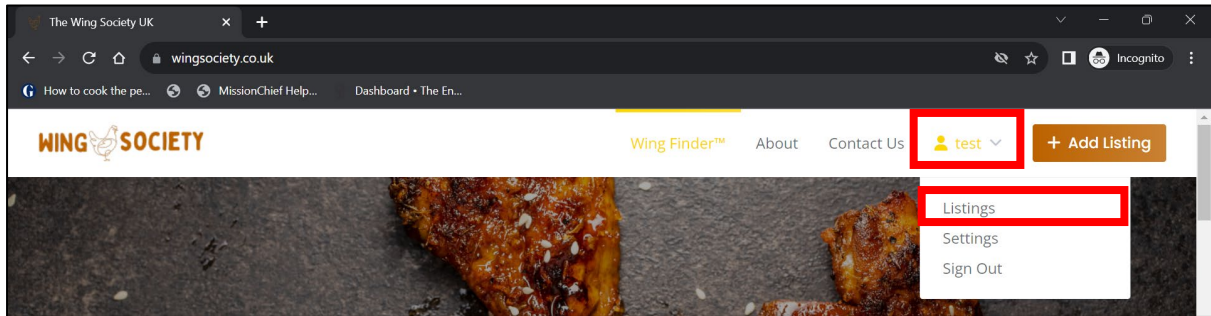


5. Once you have updated any information on your listing, scroll down to the bottom of the page and click **Save Changes**.

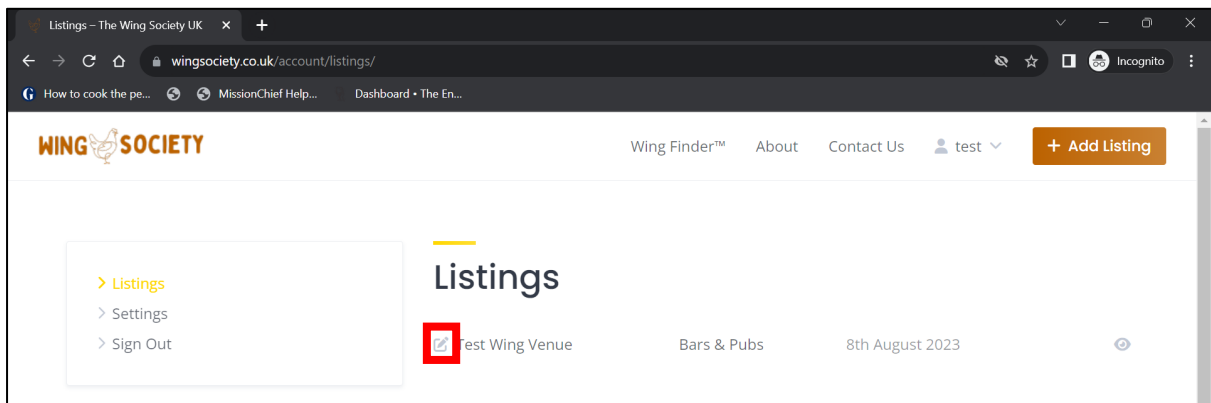
Un-Hide Your Listing

1. Visit our website www.wingsociety.co.uk and click **on your username** from the top menu. *If you are not logged in on our website you will need to first login.*

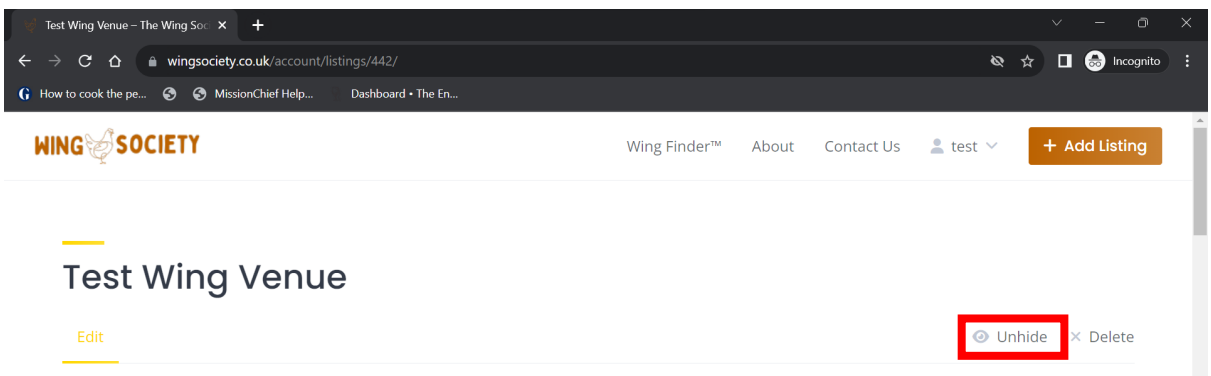
2. Click **Listings**



3. From your account listings page click on the **edit** symbol to access the listings editor.



4. Click on the **Unhide** icon.

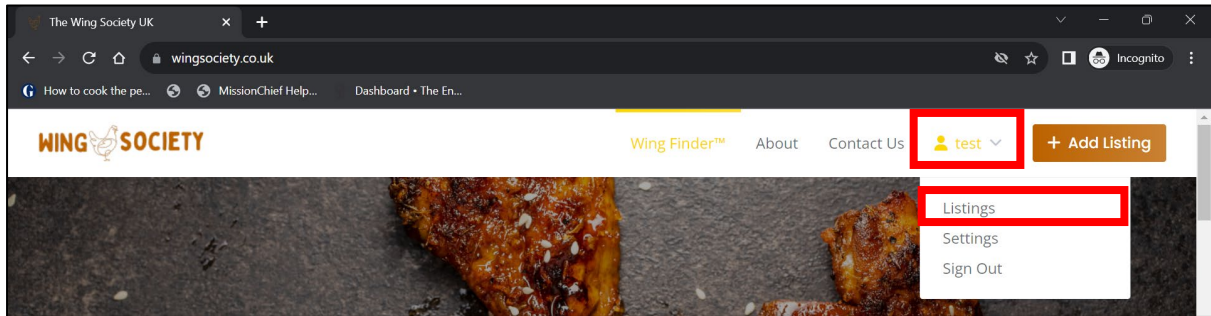


5. Once you have updated any information on your listing, scroll down to the bottom of the page and click **Save Changes**.

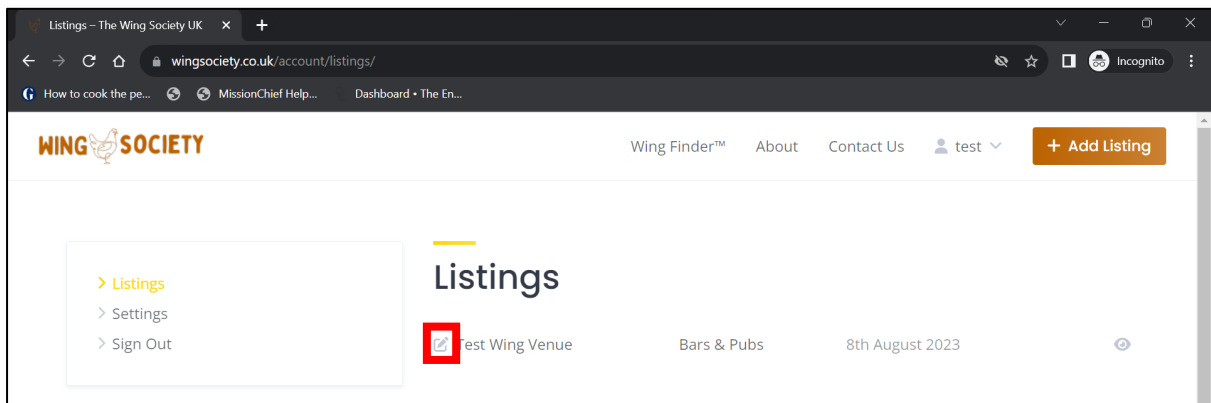
Delete Your Listing

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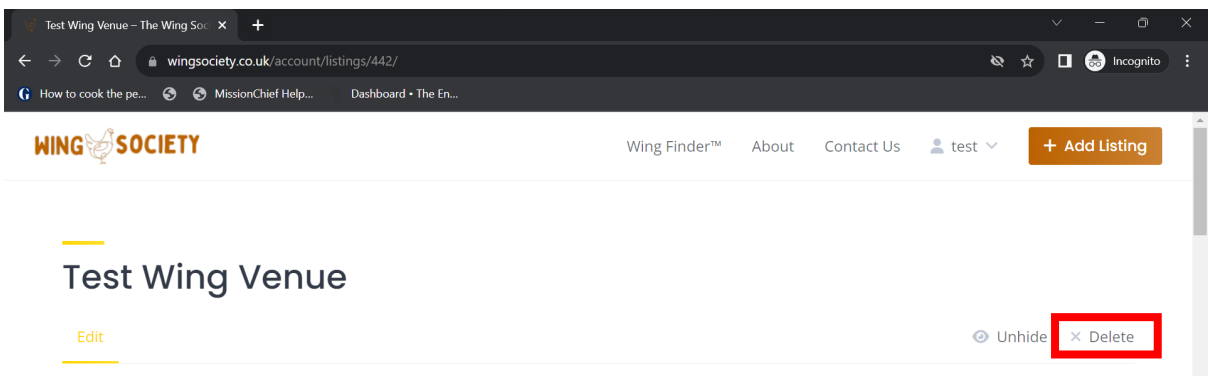
2. Click **Listings**



3. From your account listings page click on the **edit** symbol to access the listings editor.



4. Click on the **Delete** icon.



5. Click **Delete Listing** to confirm deletion. **Please note that deleting your listing is the permanent removal of your listing from our website, this will also delete all your reviews. Deleted listings are removed from the website immediately however they may be recovered by contacting us within 5-days – this is not guaranteed, however.**