

About the Business Directory:

A free listing in the Business Directory is an exclusive benefit available to members of the City of Whittlesea Business Network which is free to join. Businesses find out more and apply to join the network at <https://www.whittlesea.vic.gov.au/Business-network>

The Business Directory is hosted on a platform called MyCity and requires users to set up an account, which is easy – just need an email and a password.

Once an account is set up, listings can be saved, edited, updated or deleted at any time through the Manage Pages function.

All listings, including edits and updates are sent to the Economic Development department for review before being published. Council officers may review your listing and make minor edits before publishing and will contact you if required.

How to add a listing:

1. Visit <https://www.whittlesea.vic.gov.au/MyCity/>
2. Register for a MyCity Account
3. Once logged in, select 'Submit Business'.

How to ensure you make the most of your listing:

1. Business Details

What is your business called?

Enter the public facing name of your business.

What do you want to tell people about it?

Provide a summary of the goods/services offered by your business. Include as many key search words as possible to help people find what they are looking for. This description will appear in the business' individual listing.

What category does it fall under?

Select the best category or categories that your business falls under. Multiple categories can be selected.

How would you sum it up?

Write a short overview of the business. This will appear as a snapshot in the full directory listing.

Adding an image or logo

Business Directory User Instructions



For the best display, we recommend you upload an image that is square, or has the aspect ratio of 16:9, 4:3 or 1:1. For more tips on uploading the perfect image visit <https://help.opencities.com/hc/en-us/articles/115001699063-Best-practices-for-images>.

What hours are you open?

List the opening hours for each day or leave this section blank if not applicable.

2. Location

Show address on website

Select Yes. All listings must display a location in the directory. The minimum requirement is to have a suburb identified; all other address fields can be left blank if desired.

3. Contact Information

Who's the contact person?

Provide a contact name if applicable or leave blank.

What is their email address?

Provide an email address if applicable or leave blank.

What is their Phone Number?

Provide a phone number if applicable or leave blank.

Is there a website for the business?

Provide a website if applicable, or leave blank

Show postal address on website:

This is optional.

Add social media link:

Add each platform link or leave blank.