**The Celebrants Network Celebrant Directory**

The purpose of this form is to help you prepare the information that you will need to create your directory entry on the website. Copy and update relevant sections for your second entry if required.

Notes:1. **\* - items with a star are mandatory
2. Bold Red – these items display at the front page (category level) of your entry.**

3. Hidden fields are important as they can be searched

4. To save time on line you can prepare your text on this form and copy and paste on to the website form using Control/Command C to copy and Control/Command V to paste

5. All members can create two directory entries if they wish – one for Marriage and/or Family Celebrancy and one for Funeral/Memorial Celebrancy. The two entries MUST have different entry names and photos.

6. For more information on Funeral entries see <https://www.celebrants.org.au/home/celebrants/ccn-directory-instructions/ccn/2621-adding-a-funeral-celebrant-listing>

|  |  |  |
| --- | --- | --- |
| Item | Tip | Your words |
| **\* Celebrant name** | **EITHER** - Your name for Marriage and/or Family/ General Celebrant entry**OR** - Funerals and Memorials by (your first name or first and last names if not too long) |  |
| **Business Name or Slogan** | Business name orSomething interesting? |  |
| **\* Celebrant imageMust be different for your Funerals and /or Memorials entry!** | Size required 800 x 800 pixels at 72 dpi.If you cannot resize your photo email it to admin@celebrants.org.au  |  |
| **\*** Type of celebrant*(hidden)* | Choose those relevant to youChoices are • "Marriage celebrant and love ceremonies celebrant"• "Family, naming and life ceremonies celebrant"• "Funeral, memorial and loss ceremonies celebrant" |  |
| **\* Celebrant backgroundNote**: Essential as this will be displayed at the category or front-page level of your listing. | **Max 35 words** Couples and families are often looking for ways to connect with us when looking for a celebrant to suit their values and life experiences**.** Our work backgrounds and interest can be "hooks", often unrelated to our skills as celebrants ☺, to entice them to contact us |  |
| Celebrant background continued: | **Note:** this information displays at the “Read more” page |  |
| Why I'm a celebrant  | Up to you to say why :-) |  |
| Treasured memories | Treasured memories from the ceremonies you have done or a ceremony or celebration you have attended.  |  |
| Tips | Tips for people planning ceremonies and celebrations NOT for other celebrants :-) |  |
| and I'd like to say | Over to you for more creative words |  |
| **\*** Ceremonies and services provided*(hidden)* | Tick all those ceremonies or celebrations you are willing to do.Contact us if you want a specific ceremony or celebrancy service to be added to our list |  |
| Language skills*(hidden)* | Note: Languages other than English if relevant - including Auslan |  |
| **\*** Celebrant Town/ Suburb | This may be your city suburb, town or village name. NB Please only put one name here as the Google Mapping uses this entry to locate you on the Australian Google Map |  |
| **\*** State | Please select your state.  |  |
| **\*** Country*(hidden)* | To ensure that your location works correctly in Google Maps, you must specify Australia. |  |
| **\*** Postcode | Important for people searching by postcode |  |
| **\* Areas serviced** | **Format:** Always start with the initials of your home state eg. ACT – Canberra and surrounds NSW – Southern Tablelands etcPlease list - maximum of three.  |  |
| **Important to complete** Towns/Suburbs Serviced *(hidden)* | **This field is hidden but is searchable.** Please make a DETAILED list of ALL the MAJOR towns/ suburbs in the areas you service – as many as you can. **TIP Each region in our directory has some towns listed. If any are missing, please contact us** |  |
| **\* Phone** | Note daytime phone/s or mobile numbers with STD codes. Tip: separate numbers with spaces as they are easier to read eg phone xx xxxx xxxx mobile xxxx xxx xxx |  |
| **\* Email** | LINK: Your contact email address |  |
| Skype | Your Skype Name |  |
| Linked in | Add the LINK (without the http:// part)  |   |
| Facebook | Add the LINK (without the http:// part)  |   |
| Your Website | Add the LINK (without the http:// part) to your www.yourdomainname.com Make sure you check this works when your entry is published. |   |
| Gallery Images*Photos can be uploaded individually or as a group* | See: <https://www.celebrants.org.au/home/celebrants/ccn-directory-instructions/ccn/2199-images-celebrant-directory-entry> | Either use images of your work making sure you have written copyright permission from the photographer and permission from others in the photo oruse generic copyright free images:<https://www.celebrants.org.au/home/celebrants/ccn-directory-instructions/finding-and-resizing-your-images> |
| **\* Category - Geographic area***Hidden on your entry, but this is where you appear in the FIND A CELEBRANT > STATE > REGION search* | **Choose up to three regions from the list - the first one your residential address.** Do not use a State level as your entry will not be seen.If your region is not correctly named, or is missing a key town please contact us |  |
| Meta Description*(hidden)* |  **Essential to complete** See - CELEBRANTS > CCN Directory instructions > Meta-description and keywords |  |
| Meta Keywords*(hidden)* | Good to complete > SEE > CELEBRANTS > Directory instructions > Meta-description and keywords |  |
| **\*** Terms of use | Remember to tick |  |
| **\*** Save entry  | Remember to save ☺ |  |

Any questions or problems email Rona - admin@celebrants.org.au or Sonia - contact@celebrants.org.au