How to add a Business to the Visit Herefordshire Directory

Herefordshire County BID

Funded by Herefordshire Businesses

Note: If you are already registered with the BID Directory, you can skip green steps 1 - 8, and jump straight to orange step number 1.





1. You'll find the link to 'List your Business' at the bottom of the Visit Herefordshire website.

2. Select 'Create a business listing'.

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business listi n event listin	ing g					
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Herefordshire County BID

Herefordshire County BID	Home Learn More R	Herefordshire County BID	
Business Portal		Register	
Welcome to the Herefordshire County Destination BID Business Portal. Here you can:		Thank you for your interest in registering with the Herefords Business Portal.	nire County Des
 Create and manage your listings on the Visit Herefordshire and Herefordshire County Destination BID websites. Request access to the Herefordshire Media Library 		First, please select the type of account you need (Click a button below for more information)	
To access these services you need to register for an account.		Create a Listing Media Library	untudactiontics
		For further information, please contact taratemeretoroshirecc	untydestination
		© 2025 Herefordshire County Destination BID (more information)	
© 2025 Herefordshire County Destination BID (more information)			

- 3. Select 'Not Yet Registered'.
- 4. Select 'Create a Listing' as your account type.



Herefordshire County BID

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I hank you for your interest in registering with the I	lerefordshire County Destination BID	Herefordshire
Business Portal.		County BID
First, please select the type of account you ne	ed .	
(Click a button below for more information)		Verify Email
Create a Listing Media Library		Thank you for signing up! Before getting started please verify your emai clicking on the link that we have emailed to you? If you did not receive th check your junk mail folder.
Tourism businesses that pay the Herefordsh on the official Visit Herefordshire website.	ire County Destination BID levy qualify for a listing	RESEND VERIFICATION EMAIL
Other tourism businesses in the county that a full listings are available as part of the Volunt	re not levy payers can receive a free basic listing, or ary Levy Scheme.	
By registering, you'll also gain automatic acc	iss to our Media Library.	
Directory Listing Information		② 2025 Herefordshire County Destination BID (more information)
All listings are verified by our team before they are publish	ed.	
Business name		
Postcode		
Account Details		
First name	Last name	
Email		
Password		
Confirm Password		
	Aiready registered? REGISTER	

5. Fill in the business name, your name and create a password. Click 'Register' to create your account.

6. Head to your email inbox to check for a verification email...



Herefordshire County BID

	7	H Dashboard Listings Media Library Eve	nts Reports Admin	n Help		8
Herefordshire County BID		Welcome Back Herefordshire County Destination Please use the navigation bar above to select to	n BID Portal vhat you want to do.			
Hello! Please click the button below to verify your email address. Verify Email Address If you did not create an account, no further action is required. Regards, Herefordshire County Destination BID Directory		Create or update your listing on the Visit Herefordshire website.	Image: Control of the second seco	ee images of r own marketing.	Image: Output in the second secon	
If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser: https://directory.visitherefordshir e.co.uk/verify-email/974/482de0c0fca3e44eff3a42c44638675e3f4d5456?ex pires=1743758897&signature=3ee7d447681098970b3caa813e5beccfb5942 a0a115139c64c2ba7f3b58e6c9d		Directory Stats for Admin Listings Total Unique 650 (212 levy) View all		Awaiting Approval 6 View all	Open Drafts (past 2 months) 15 View all	
Herefordshire County Destination BID Directory directory.visitherefordshire.co.uk		See & Do 315 (121 levy)	Eat & Drink 167 (73 levy)		Stay 283 (82 levy)	

7. Within the email, click the 'Verify' button. (If you can't see the email, check your junk folder).

8. You'll be directed back to your account dashboard. Select 'Go here' under 'Listings'.

Now jump to orange step number 5 and follow up to step 13...

Herefordshire County BID

Accessing the Directory - Already have an Account.



1. You'll find the link to 'List your Business' at the bottom of the Visit Herefordshire website.

2. Select 'Create a business listing'.

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your Bu	isiness	5			
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im Golden Apple Pa <u>hire County BID</u> ピ し <u>Membership</u> ピ.	irtnership listing Levy Payer or a V	gs, businesses m Voluntary Memb	ust be a ber via our		
business listing					
n event listing					
d our help or would via tara@herefords	like to discuss i hirecountybid.c	any aspect of Vi :o.uk	sit Herefords	hire, please	
See & Do >	Eat & Drink 👂				
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Information >	Contact Us >			0 f 1	
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Herefordshire County BID

Accessing the Directory - Already have an Account.

Herefordshire County BID	Home Learn More R	Dashboard Listings Media Library	Events Reports Admin	Help	4
Business Portal		n			
/elcome to the Herefordshire County Destination BID Business Portal.					
lere you can:					
1. Create and manage your listings on the Visit Herefordshire and Herefordshire County			marcall		and have been and
Destination BID websites.		Welcome Bac			and the second second
Request access to the Herefordshire Media Library		Herefordshire County Destir	nation BID Portal		
ccess these services you need to register for an account.		Therefordshille county Destin			
		Please use the navigation bar above to s	elect what you want to do.		
Login Not Yet Registered					
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75 Herefordshire County Destination BID (more information)		the second second second			
		Listings	Media Library		Help
		Create or update your listing on the Visit Herefordshire website.	View and download free in Herefordshire for your own	nages of an arresting.	Advice and assistance in creating your listing.
		Go here →	Go here →		Go here →
		ou nere 4	Go nere 4		ou here -
		Directory Stats for Admin			
		Listings			
				Awaiting Approval	Open Drafts (past 2 months)
		000 (212 levy)		0	15
		View all		View all	View all
			544 PM		
		See & Do	Eat & Drink	Si	tay
		215	167		000

3. Login.

4. Select 'Go here' under 'Listings'.

Herefordshire County BID

Adding your listing.

Listings				**
		Add New Listing		
Ay Listings	ADD LISTING	Enter your business details here to create a		
ting name Owner name or email		listing on <u>visitherefordshire.co.uk</u> .	BID levy payers are entities	Itled to a free listing on the Visit Herefordshire website. Visitor Economy Businesses who do not pay
show all v See & Do v Eat & Drink v Stay		on the next page.	alternatively you can app enhanced 'Golden Appl membership).	obliny besineation by can be inseed on the visit references ine website nee of charge of oly to be a Voluntary Member for an annual cost (currently £240 ex VAT) which includes an e' business profile as well as a number of other benefits (<u>click here</u> to learn about voluntary
	Num entries: 1073		Listing Title *	0
				The business/location title as you would like it to appear on the website
There are too many results Please use the filters above to narrow down your search to fewer than 50 results.			Listing Type *	You may select more than one type but if your business specifically caters to different groups (e.g. a hotel with a stand-alone restaurant) we recommend adding them as a two separate listings.
				See & Do
				Eat & Drink
				Restaurants, pubs and cafés Stay
				Places for people to stay overnight Only select the types that are applicable.
			Listing Address *	Line 1*
				Line 2
				County *
				Town * Herefordshire ~
				Postcode *

5. Select 'Add Listing'.

6. Enter your Business name (Listing Title), select your listing type, and add the address. Click 'Continue'. **NOTE:** If you are a shop/service, please select 'See & Do' as the type.

Herefordshire County BID

Adding your listing.

Dashboard Listings Media	Library Events Reports Admi	in Help	Listing Notice You can save your changes at any ti Changes made to your listing will take	ne and come back to complete the forr up to two working days to approve and a	n later. opear on the website. Thank you for your patience.
rphans Iting Draft Listing			C Information >	Overview	
			Categories	Note: Items marked (Premiur	n Listings) will only be shown publicly if you are a levy payer.
You can save your changes at any tim Changes made to your listing will take up	e and come back to complete the form later. to two working days to approve and appear o	In the website. Thank you for your patience.	Photos & Video	Listing Title *	
2 (14)			🕅 Private Data		The business/location title as you would like it to appear on the website.
Categories	Overview		SAVE ALL & RETURN	Listing Type *	You may select more than one type but if your business specifically caters to different groups (e.g. a hotel with a stand-alone restaurant) we recommend
Docation & Contacts	Note: Items marked (Premium Listi	ngs) will only be shown publicly if you are a levy payer.	CANCEL & RETURN		adding them as a two separate listings.
Photos & Video	Listing Title *	vould Re it to appear on the website.			Local attractions, shops and other tourist activities Eat & Drink Restrict activities
	Listing Type Listin	ig saved one type but if your business specifically caters to			Stay Places for people to stay overnight
AVE ALL & RETURN	Please complete the re can approve your lis progress and then come	st of the information so we all with a stand-alone restaurant) we recommend trace listings. You can save your a back to finish filling in this		Summary *	
	form at	t any time.		Summary	
		catés			A very short summary that may be used in listings and search results. URLs not allowed. Up to 120 characters.
		Places for people to stay overnight		Further details	
	Summary *			Description *	2 B I ⊞ Ø
		A very short summary that may be used in listings and search results. URLs not allowed.			
	Further details	Up to 120 characters.			
		$\begin{array}{c c} B & I & \coloneqq & \mathscr{O} \\ \hline \end{array}$			Markdown WYSIWYG
					Your main description. Think about what will entice visitors to come to you. What makes you unique? What is your business ethos? Do you use local producers? Up to 250 words.
					 Contraction (2010) (2010) (2010)

- 7. Your draft listing has been saved. Select '**Continue**'.
- 8. Add a summary and description...

Herefordshire County BID

Adding your listing.

Entry Cost (Premium Listings)	8			N/A 8
Opening times (Premium Listings)	What is the cost of entry. You do not need to be too specific if you prices are changeable, but offering a good idea of what to expect will help to attract more visitors. Up to 50 words,		Secret Recommendation Add a little personality to your listing by tellin spot that goes unsung but you know provide Imagine a guest coming up to you and asking This only needs to be filled in if you have s Your recommendation (Premium Listings)	g visitors what that can discover nearby while they're with you. Ideally share a secret little s great memories. g "What do you recommend I go to see nearby?" omewhere specific in mind.
Directions (Premium Listings)	Tell people when you are open, including seasonal variations. Up to 50 words.		Environmental We promote Herefordshire as a green and su them on the website.	For "See & Do" and "Stay" listings only. Up to 50 words. stainable place to visit. If you make any special efforts on this front we would love to share
Awards	Tell people how to find you if you, especially if are off the beaten track or require satnav users to enter a special postcode. The website automatically includes your address, a local map, and what3words, so this is not required if you don't require any special directions. Up to 50 words.		Environmental credentials (Premium Listings)	Electric car charging Composting Eco-cleaning products Eco-toiletries Energy from renewable sources Recycling (>75% of all waste) Refillable cleaning products and toiletries
See & Do Awards (Premium Listings) Secret Recommendation	Visit England N/A v		(Premium Listings)	You may tell visitors about your efforts in your own words. For example name local food suppliers or explain how you generate your own energy. Up to 100 words.
Add a little personality to your listing by tellin spot that goes unsung but you know provide Imagine a guest coming up to you and asking This only needs to be filled in if you have s Your recommendation (Premium Listings)	g visitors what that can discover nearby while they're with you. Ideally share a secret little s great memories. "What do you recommend I go to see nearby?" omewhere specific in mind.			SAVE CHANGES SO FAR
		Provided by Herefordshire County Destination BID Development by eighteen73		3

8... For **premium listings (levy payers) only**, fill in the Entry Cost, Opening Times, Directions, Awards, Secret Recommendation and Environmental information.

Don't forget to click 'Save change so far' at the bottom.

Herefordshire County BID

Finalising your listing.

H Dashboard Listings 1	Media Library Events Reports Admin Help	H Dashboard Listings Media Library Events Reports Admin Help	10
A Listings Orphans	Edit	A Listings Orphans Edit	
Orphans Editing Draft Listing		Orphans Editing Draft Listing	
 Listing Notice You can save your changes at an Changes made to your listing will to 	ay time and come back to complete the form later. ake up to two working days to approve and appear on the website. Thank you for your patience.	 Listing Notice You can save your changes at any time and come back to complete the form later. Changes made to your listing will take up to two working days to approve and appear on the website. Thank you for you 	ur patience.
6 Information		C Information	
Categories	Please only select options that are accurate choices for your business/location; we reserve the right to change the selections where we deem your choices inaccurate. Giving visitors a satisfactory directory experience is a primary website priority.	Categories Copyright Notice Images uploaded here may be used on (but not limited to) the Visi	t Herefordshire website and other marketing material
Location & Contacts	Categories *	Location & Contacts Location & Contacts published by Herefordshire County Destination BID. By uploading in purposes and take any responsibility for copyright claims against it	mages you must have the right to share them for these them.
Photos & Video	Activities & Experiences	Photos & Video	
	Ecolorite State		
🙊 Private Data	- Fourprink Fronzei	Private Data	
	Galina	Hero Shot	
	Eishing	Your listing's mandatory hero image will be used in directory listings and v	where your entry is cross-referenced from other content on
SAVE ALL & RETURN	Indoor Sports & Leisure	SAVE ALL & RETURN best.	amongst the crowd so use a photo that shows you at your
CANCEL & RETURN	Outdor Activities & Recreation	CANCEL & RETURN This must be a photo taken at your location. Company logos and isolated	product photos are not permitted.
	Experiences		
	Heritade & Nature		
	Castles and Stately Homes	Awaiting Image the uploader f	Drop image here or click to browse
	Churches		
	Forests & Woods	Current	JPEG at least 800px square, up to 32MB
	Historic Interest Sites	Guren	
	Open Spaces		
		Irona Callan	
	Arts & Culture	(Premium Listings)	
	Art galleries	The second s	none Demember a photo telle - the send words or set
	Museums	I NIS collection of images will be presented as a carousel on your listing's p high quality photography that will entice visitors.	lage. Remember, a photo tells à thousand words so upload
	Music venues & Nightclubs	You can upload up to 12 images, dragging them up/down to reorder them	
	Theatres & Cinemas		
	Shopping in Herefordshire		
	Fashion & Jewellery	Drop image(s) here or g	ick to browse
	Farm Shops, Delis & Wine		
	Gifts & Music	JPEG at least 800px on it's shortest side, up	to 32MB. 12 images remaining
	Health, Beauty & Wellbeing		
	Outdoor & Leisure	Video	
	Antiques & Vintage	(Premium Listings)	
		den de la construcción de la constru	

9. Select the categories that your business fits into. **NOTE:** Please refrain from selecting multiple categories that are only loosely relevant.

10. Add photos/videos to your listing. Don't forget to click 'Save change so far' at the bottom.

Herefordshire County BID

Finalising your listing.

Dashboard Listings	Media Library Events Reports	Admin Help		All of the following URL fields mi	ust begin with "https://" or "http://"
A Listings Orphans	s Edit			Trinadulaar	
				If you have a Tripadvisor page that you	vish to share enter your URL here.
iting Draft Listing				Tripadvisor URL	
				(Premium Listings)	Your Tripadvisor URL
Listing Notice					
You can save your changes at Changes made to your listing wi	ill take up to two working days to approve and	rm later. appear on the website. Thank you for your patience.		Getting In Touch	
				The following will all be published on yo	ur web page. All fields are optional.
Information	Location & Contacts			Website URL	
Categories	This information will be displayed	I publicly so be careful what you share.			Your website's address
Location & Contacts	>				
Photos & Video	Listing Address *	Line 1 *		Bookings URL	
Private Data					The web address where people can book accommodation online (e.g. bookings.com, farmstay.co.uk)
		Line 2		-	
AVE ALL & RETURN				Phone	
ANCEL & RETURN		Town *	County *		Primary public contact number. Numeric only
			Herefordshire ~	Email	
		Postcode *			Primary public contact email
				Social patworks	
				(Premium Listings)	Please enter the full URL for your page on each network, where used.
	Location *	With	histor		Instagram URL
			darsh WESTHIDE = 10		
		A49 SHELWICK	Withington		Twitter URL
		LESTOCK			
		WIDEMARSH	Bartestree BEGGARD Ti		Facebook URL
		Hereford	Dormington LONGWORTH		
		ALL ALLAN	Locate me		YouTube URL

11. Add your location details.

12. Add your Tripadvisor, website & booking links, phone, email and social media links.

Don't forget to click 'Save change so far' at the bottom.

Herefordshire County BID

Finalising your listing.

Listings Media Li	brary Events Reports Admi	n Help	
A Listings Orphans Ed	it		
Orphans Editing Draft Listing			
 Listing Notice You can save your changes at any time a Changes made to your listing will take up to 	ind come back to complete the form later. o two working days to approve and appear or	n the website. Thank you for your patience.	13. Add info for yo
🕑 Information	Drivete Dete		need to contact ye
√ Categories	We may use this contact if we wish to get	in touch with the business in some official capacity, so typically it should be the owner or	
O Location & Contacts	manager. This information <u>is not</u> shared with the I	Herefordshire BID or Visit Herefordshire websites.	
Photos & Video			
Private Data	Business contact *		Now that you've a
		risk name * Last name *	
			it may take a coup
SAVE ALL & RETURN		Position *	order for it to appe
CANCEL & RETURN			
		Email *	
			We thank you for y
		Phone *	
		Receive e-mail marketing	Should there he a
			Should there be al
	Research Data	hat would be trained autoide of recent COVID 10 times /a a taken from 2010	in touch, however
	This information is for our own use to help	assess the state of fourism county-wide. It is treated as confidential information and will	ensure all informa
	If your business extends beyond Hereford: location that this particular listing refers to	hire's and in aggregate. shire, or has multiple sites within Herefordshire, please only give estimates for your the	ensure all informa
	Business Size (average number of	Sole Trader	
	employees) *	O Micro (1-9)	
		O Small (10-49)	
		O Medium (50-249)	
		C Large (250+)	
		Would rather not say	

For any questions in relation to your listing, you can get in touch with: <u>tara@herefordshirecountydestinationbid.co.uk</u>

in point of contact (for if we egards to your listing) .

all the details for your business, lays for it to be approved, in the Visit Herefordshire website.

atience.

les with your listing, we will get ains your responsibility to entered accurately.

Herefordshire County BID