

# Step 1

## Whitehaven Appsolutely :: Registration Form

Name of Organisation

Account Details **Your Organisation** Contact Details

We may have already added your business for you but whether you have been added or not please type in the name of your organisation plus add an email address which will be your username and create a password and select next.

### Email

Your email address will be used as your user name.

### Password

Your password should be at least 8 characters long. It is recommended that your password consist of a combination of upper/lower case characters and numbers.

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# Step 2

Name of Organisation

Account Details **Your Organisation** Contact Details

In this section please select the type of organisation you are adding and choose the categories you would like it to be listed under, you can choose more than one category. You can also add a category using the text box next to Other categories. Once complete select next.

Type of Organisation?

### Categories

You can select multiple categories from this list by holding in the shift or control keys (Command button on the Apple Mac)

Where To Eat -> Pubs, Clubs & Bars  
 Where To Eat -> Restaurants  
 Where To Eat -> Sandwich Shop  
 Where To Eat -> Takeaways

### Other categories

If you do not see a category above that fits with your organisation, please use this text box to request additional categories.

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# Step 3

## Whitehaven Appsolutely :: Registration Form

Name of Organisation

Account Details **Your Organisation** Contact Details

Please add your address and telephone details. You can add more than one contact number just use a comma between numbers with no spaces. Once you have ticked the Acceptable use policy select Register.

1st Line of Address

2nd Line of Address

3rd Line of Address

Town

Postcode

Contact number(s)

I have read and agree to abide by the Acceptable Use Policy

Register

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Once you have completed these steps please select register. Once you have done this an email will be sent out to you confirming your registration with a link to the webportal