# **UPDATE YOUR** ONLINE COMPANY PROFILE

HOW TO UPDATE YOUR COMPANY PAGE ON AUSTRALIANMADE.COM.AU



### **UPDATING YOUR COMPANY PROFILE**

Log in to your licensee account



**Z** Scroll down to the **'Online profile'** section on the dashboard and click on the 'Update online profile' button.

Online profile

Manage your complimentary online product and business listings on the Australian Made website. Add images, logos and product information, as well as links to retailers ecommerce sites and social media platforms

Update online profile 筆 Advertise on our website 1

Click on the yellow 'Edit **Company Profile'** button. This will open the 'Manage your company page', ⊶ which is a preview of your profile page.

Here you can add a company logo, images and videos, a company description, contact details and social media links.



# COMPANY LOGO, IMAGES AND VIDEOS

On the 'Manage your company' page, click on the 'Company logo/Company images' section. This will open the Edit Gallery pop-up window. Here you can upload your company's logo and images and/or YouTube links.

**2** To add a logo, go to the **'Company Logo'** section at the top and click on the yellow Browse buttons to select your files. Once selected, hit the **'Upload'** button to save it to your page.





To add other images, go to the **'Licensee images & videos'** section and click on the yellow **'Browse'** button to select your file. Please upload your logo first. The second image loaded will be used as header. This is a template format and cannot be changed. Once selected, hit the **'Upload'** button to save it to your page. Images need to be uploaded individually. To upload a video, copy and paste the appropriate YouTube link into the Insert YouTube URL box and click **'Update'**. Please note: YouTube videos will appear as the YouTube icon.

**5** When you are finished, click the yellow **'Close'** button. Changes will appear within 24 hours.

# COMPANY DESCRIPTION AND CONTACT DETAILS

 On the 'Manage your company' page, click
either the 'Content' or 'Contact information' sections. This will open a pop-up window where you can edit your details.

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Describe your company / products in one of	e or two sentences			bu
	Please note: It will take up to 24 hours for changes to appear live	e. Cancel Save	e and exit	wi

Please note: This information will pull through to every product page associated with your company - it cannot be changed on the individual profile pages.

# **SOCIAL MEDIA LINKS**

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On the 'Manage your company' page, scroll down and click on the Social – 'Connect with us' section. This will open the 'Social • media details' pop-up window where you add/update your accounts.

### Social media details

#### Facebook Page

http://www.facebook.com/AustralianMadeAustralianGrownLogo

#### Twitter Profile

https://twitter.com/AustralianMade

#### Instagram Page

Please note, once added the Instagram Page will need to be authorised via the Instagram Authorisation button on the Licensee Dashboard

https://www.instagram.com/australianmadecampaign/

#### YouTube Channel

http://www.youtube.com/user/AustralianMadeLogo

#### LinkedIn Page

https://www.linkedin.com/company/812968,

### Facebook comments

The Australian Made website now has 'Facebook comments' functionality. It allows visitors to leave comments, reviews and create discussions on your business listing page and product pages, using their Facebook account. This content can be viewed by all users and can serve as third-party endorsement or referral mechanism for your business or product.

Facebook comments functionality is currently enabled on your account

To disable Facebook comments functionality please contact the Australian Made Campaign team on

Please note: It will take up to 24 hours for changes to appear live.

Save and exit

Cancel

When you are finished, click the yellow **'Save and exit'** button. You'll now need to authorise your Instagram page to display content on AMCL's website

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Go to the **'Licensee Dashboard'**. On the Licensee Dashboard page you should see a yellow box asking you to authorise your Instagram page. Alternatively, if this box isn't there you can scroll down to the **'Online Profile'** section and click the **'Instagram Authorisation'** button.

### • Once you're on the **'Instagram Authorisation'** page, the Instagram accounts you've linked to your Australian Made profile will be listed. You'll need to click on the **'Authorise'** button next to each of them, sign into the relevant Instagram account and give permission to Instagram to share your page's content on AMCL's website.

# **5**

Once completed, it will take you back to the **'Instagram Authorisation'** page, and a **'Done'** button will appear next to the Instagram Handle. You can remove these permissions anytime by clicking the **'X'** button next to the Instagram handle.



If you have any difficulties logging in to your account, please call us on **1800 350 520** or email **info@australianmade.com.au** 

For queries regarding your invoice or payment, please email **accounts@australianmade.com.au** 

### FIND OUT MORE AT AUSTRALIANMADE.COM.AU