Add your business, step by step

Use this guide alongside the website. You can browse businesses, events and community stories without creating an account. Register when you want to add or manage a listing.

Before you begin

Have your business name, a short description of what you offer, contact details, location or service area, and a few clear photographs ready. Keep your website and social links handy, if you have them. Only upload photographs you have permission to use.

1. Open Get Started

Visit upperhighwayhub.co.za/get-started/, or click Get Started in the website menu.

2. Register or log in

Choose the registration option if you are new. Complete the form and follow any instructions shown, including an email confirmation if requested. If you already have an account, choose the login option. Use an email address you can access and keep your password private.

3. Go to your Dashboard

After logging in or registering, you should reach your Dashboard. Choose Add Business. Choose Add Event only when you are submitting an event.

4. Choose a listing package

Select the package you want on the Add Business form. Read its price, billing period and included features before continuing. Choose a paid package only when you are ready to complete checkout.

5. Enter your business details

Work through the form from top to bottom. Enter the name customers know your business by, choose the most suitable category, and describe your services in clear language. Complete fields marked with an asterisk (*). Add contact, location and other details where requested.

Before submitting: Check the package price, renewal terms and your business details. Keep a copy of any confirmation emails.

Check, submit and manage your listing

6. Add your photographs

Upload clear photographs that show your business, products or services. Follow the file-size and image-count limits shown on the form. If an upload fails, try a smaller file. Where image ordering is available, put your strongest photograph first.

7. Review before submitting

Check spelling, your telephone number, email address and links. Make sure your category and location are correct. Use the preview option if one is offered. When everything is ready, use the form’s submit or continue button.

8. Complete payment, if required

For a paid listing, follow the invoice or checkout instructions. Use the payment options offered at checkout. If your chosen payment option is unavailable, read the FAQ or contact the website team before proceeding. Read any recurring-payment terms before confirming. Keep the receipt or confirmation email. If payment seems incomplete, check its status before trying again.

9. Check the listing status

Submission or payment does not always mean the listing is immediately public. Follow the confirmation message and any review instructions. If you cannot find your listing, check your account before submitting a duplicate.

10. Make changes later

Return to your Dashboard and choose Manage Listings or My Listings, depending on the label shown. This opens your profile with your own listings. Find your business and use its edit option, then save your changes. Use the account/settings link to update your account details.

Finding your way around

Home	A starting point for businesses, upcoming events and stories.
Directory	Browse or search for local businesses.
What’s On	Browse events. Use the calendar link to explore by date.
Community	Read stories and use the category buttons to browse topics.
FAQ	Find answers about registering, listings and using the website.

Need help? Read upperhighwayhub.co.za/faqs/. If something goes wrong, note the message shown and take a screenshot without passwords or payment details.