

Getting Started

39

▼

Installation

5

◀

First Steps

10

▼

Add Dummy Data (Recommended)

AyeCode User Interface (AUI)

Create a Category

Create a Listing – Backend

Create a Listing – Frontend (users)

Create an “Add Listing” Page

Install AyeCode Connect (help widget)

Menu Items

Permalink Settings

Using Tags in GeoDirectory

Explore Settings

23

◀

Pricing & License

6

◀

Tips, Tricks & More

130

◀

Extensions & Features

168

◀

Themes

8

◀

Developer Docs

1

◀

Create a Listing – Frontend (users)

🕒 2 min read

Last Updated: 🕒 4 months ago



To allow users to add listings please make sure WordPress user registration is enabled under: [Settings > General > Anyone can register](#)

Users of the site will use the frontend page to add listings. The frontend page saves all information via AJAX after every change. This ensures no data is lost and if for some reason a user abandons the add listing process, their information will be right there when they return.

1 Visit the front end add listing page. By default, this page is `mysite.com/add-listing/` if you do not already have it in your main menu you can add it under the normal WordPress menu settings Appearance > Menus.

2 Complete the required fields. If you installed dummy data it will have added fields specific to the data type selected. Custom fields can be added or edited under **Places > Settings > Custom Fields**.

Below we will go over the required fields only as custom fields can be specific to your data type.

3 Title – Enter a title for the listing, it is used throughout the site.

Place Title *

Four Seasons Philadelphia

Enter the title.

4 Description – Enter a description for the listing.

5 Category – Select a category for your listing. Multiple categories can be set, if multiple are selected then a default can also be selected (*Hotels is set as the default below*). The default category can be used for the URL slug and determines the map icon used.

Category *

✕ Food Nightlife

✕ Hotels

SELECT listing category FROM here. SELECT at least one CATEGORY

6 Address – There are several convenient ways to set the address for a listing.

Doing one of the following will auto-set the correct info for all the address fields.

- Drag the map to the desired position.
- Drag the map marker to the desired position.
- Enter the address and then click *Set Address on map*. This will try to set the correct map position.
- Clicking the *My Location* icon in the street address field will work if you are currently at the location you wish to add.

Address *

123 Philadelphia

Please enter the listing street address. eg. : 230 Vine Street

Zip/Post Code

0101010

Please enter listing Zip/Post Code

Set Address On Map

The [Location Manager extension](#) is required to add listings outside of the default location

- 7 Images** – Although not a required field, there are some points to mention.
- The first image added will be used as the featured image.
 - Image title and caption can be set for better SEO & accessibility performance.
 - Images can be dragged and dropped to set the order required.
 - If no image is set then many different types of fallback images can be set, these include; Site default image, CPT default image, Category default image or even a screenshot of a website URL can be auto-generated to show. (*image output defaults are set in the page templates*)

Images

You can upload more than one image to create a image gallery on the details page.

Drop files here

or

Select Files

Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp

Please drag & drop the files to rearrange the order

- 8 Click Submit Listing** – By default this will:
- Place the listing in “*Pending Review*” status.
 - Email the admin that a listing needs to be reviewed.
 - Email the user their listing has been submitted for approval.
 - A separate user email is sent when the email is approved.

On this page

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