

How to include your business in therubyconnection business directory

1. Register for therubyconnection via www.therubyconnection.com.au
2. Check your inbox for your welcome email that has a link to therubyconnection profiling pages. This is where you customise your registration.
3. The profiling pages include *my ruby card*, *my details*, *my business* and *my alerts* and *updates*. *My business* is where you provide the details of your business for the *business directory*.
4. Under *my business* you must fill in the mandatory fields marked bold and with an asterisk (*) for your business to appear in the business directory. These include:
 - Industry category
 - Nature of my business
 - Business name
 - Address
 - Suburb/Town/City
 - State
 - Postcode
 - Phone Number
 - Work email
 - Would you like your job title to appear in the ruby business directory?
5. If you miss any of the mandatory fields and have selected 'yes' to appear in the business directory, they will be highlighted in red for you to fill in.
6. Don't forget to click the button '*update*' to record the details you have entered.
7. Your business will appear in the business directory in the next few days.