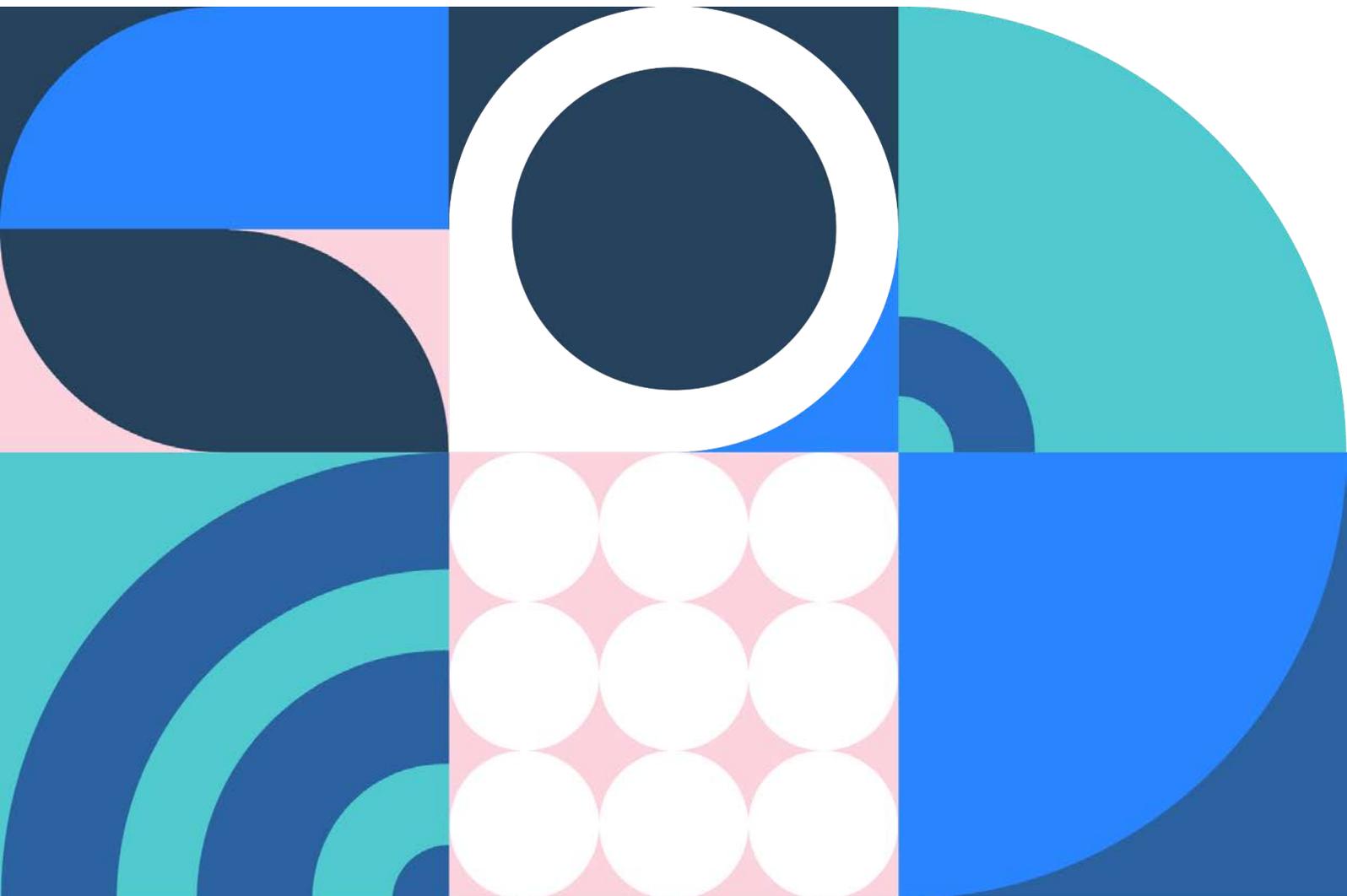# Creating / Managing Your Community Listings
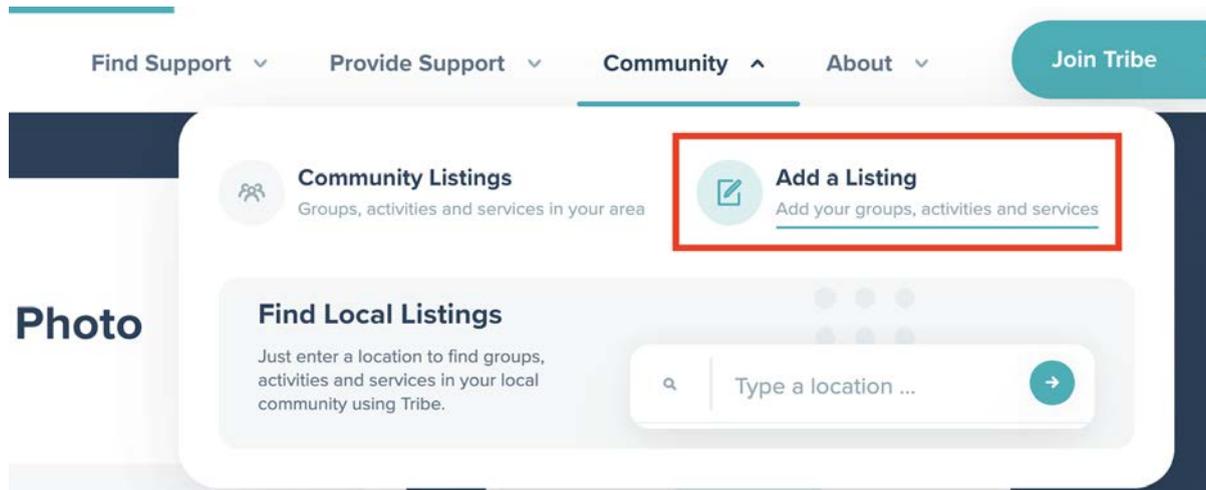
How to guide (website)

Last Updated: 31st May 2022
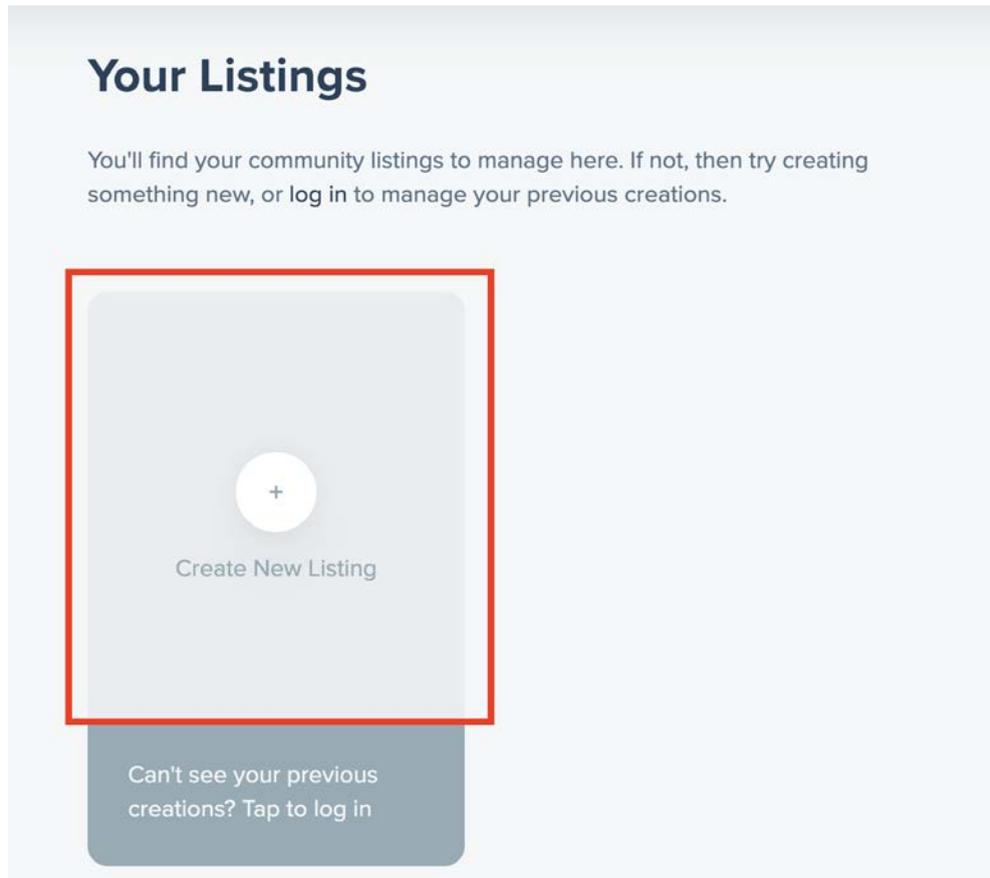
Creating a New Listing on Tribe

1. Navigate to the website (url https://tribeproject.org/).

2. Once you're on the website, navigate to the page 'Manage Community Groups'. This can be found in the website navigation bar under the tab 'Community' and the link 'Add a listing'.

3. Once on the page, scroll down to the section 'Your Listings'.

4. In this section, find and click the card '**Create new listing**'.

5. Go through the steps and enter the relevant information to your listing.

6. One you have finished, your listing will be sent to Tribe for approval.

7. Once approved, your listing will now be on the Tribe platform.

Manage an existing listing on Tribe

1. Navigate to the website (url https://tribeproject.org/).

2. Once you're on the website, navigate to the page '**Manage Community Groups**'

3. Once on the page, scroll down to the section '**Your Listings**'.

4. If you're not signed in, click the link titled 'Tap to log in' at the bottom of the **'Create New Listing'** card.
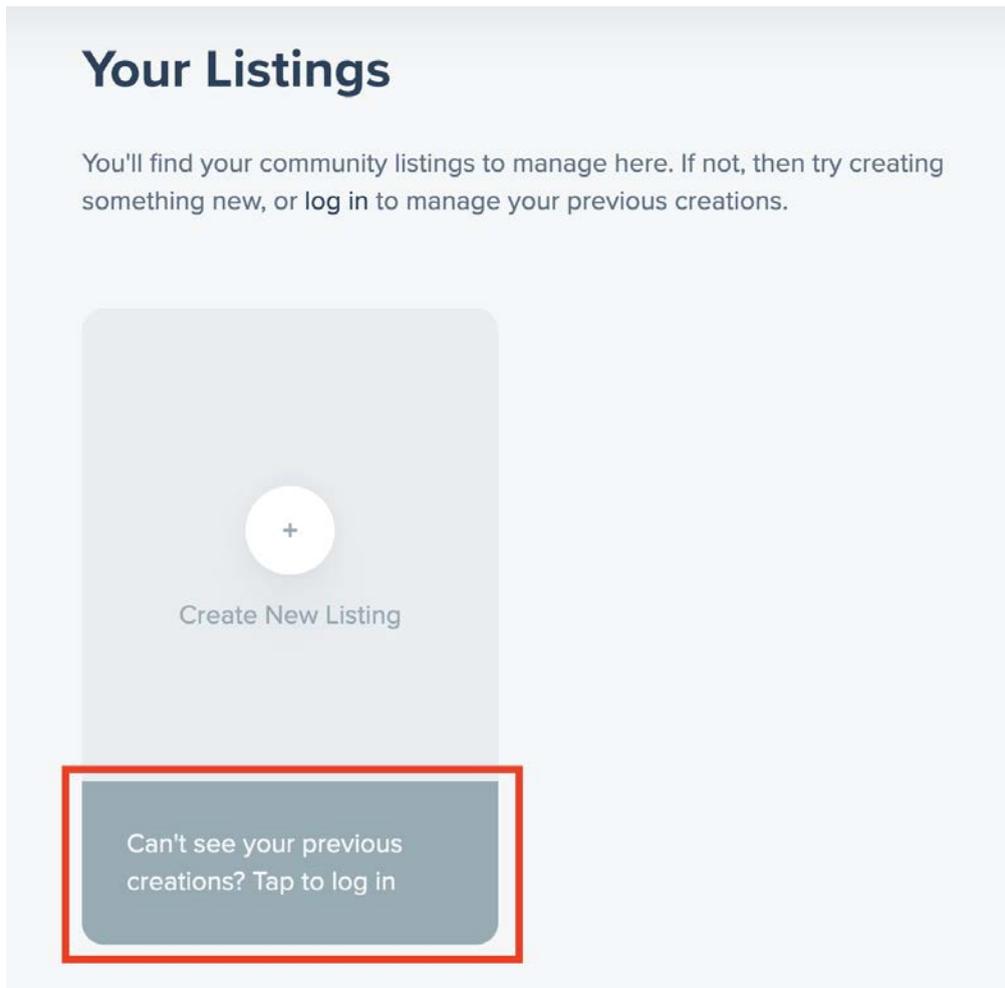
5. Once you have signed in, you should now see your existing listings under the **'Your Listings'** section.
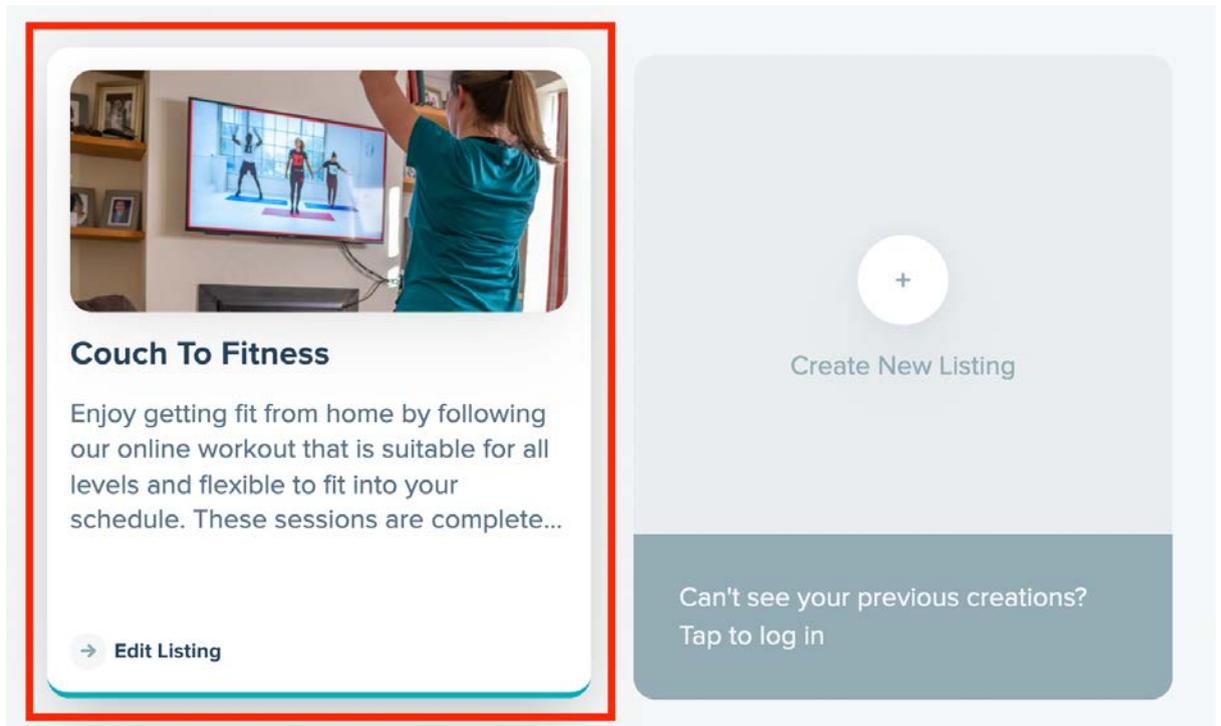
6. Click the listing you want to edit.

7. Go through the steps and update the relevant information.

8. The new details will now be updated on your listing.
    .

tribe

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