

Your WIYP account, made simple

Get started. Get listed. Keep your information current.

Ready to put your business, attraction or festival in the picture? Your WIYP account brings your purchases, listing submissions, Event allowances and Updates together in one place.

Start at accounts.waterfordinyourpocket.com. Create one customer account and use **My Account** to manage your listings. This guide covers the Accounts portal; the main WIYP website is launching soon.

1. Create your account

1. Open **My Account**, enter the requested details and submit the registration form.
2. Wait for approval. New accounts are reviewed, and you will receive an email when yours is approved.
3. Return to **My Account** and sign in using your account details.

2. Choose your listing package

1. Open **Buy Listings** and choose a Business, Things to Do or Festival package. Select the employee-size option where requested for Business and Things to Do products.
2. Check your package and quantity, add the product and continue to checkout. Enter your billing and card details to pay.
3. Return to **My Account**. Each purchased listing appears on its own card, with the actions currently available.

Find the option that fits

- **Business Listing Only:** one Business listing with listing Updates; no included Events.
- **Business + 12 or 31 Monthly Events:** one Business listing with 12 or 31 Event submissions per subscription period, depending on your package.
- **Things to Do Listing:** one Things to Do listing. Extra Event Listings can be purchased separately when needed.
- **Festival packages:** one Festival listing for six months, with 15, 40 or 60 Event submissions depending on your package.
- **Extra Event Listing:** one additional Event credit per quantity purchased, for customers with an eligible active listing. Credits expire at the end of the calendar month of purchase.

Trial reminder: recurring Business and Things to Do packages may include a one-month free trial. A card is still required.

Bring your listing to life

Submit your information and follow its progress in My Account.

3. Submit your listing

1. Find your purchased listing card in **My Account** and choose **Submit Listing**. This opens the correct Business, Things to Do or Festival form.
2. Complete the requested information, add your images and submit it for review.
3. Your listing changes to **In Review** while WIYP checks it. Once approved, the card shows the approved listing state. If rejected, correct the information and resubmit.

4. Share an Event

1. Open the listing card the Event belongs to and choose **Submit Event**. The option is available when the listing has valid commercial access and an Event allowance is available.
2. Complete the Event form and submit it to WIYP for review.
3. Check **My Account** for the listing's remaining Event submissions and any Extra Event credits on your account.
 - A rejected Event returns the allowance used for that submission.
 - Included package allowances are used before Extra Event credits.
 - You can buy additional credits through **Buy Listings** when you have an eligible active listing.

5. Keep your listing up to date

1. Find your approved listing card and choose **Update Listing**. This option becomes available after the original listing is approved.
2. Describe the change and supply the information WIYP needs. Submit the request for review; approved changes will be applied by WIYP.
 - Each eligible listing has up to **two Update submissions per calendar month**.
 - A rejected Update returns the allowance used for that submission.
 - Need an important additional change after using your allowance? Use **Contact Us**.

6. Need more Event credits?

1. Open **Buy Listings** and select **Extra Event Listing**. Each quantity adds one credit.
2. Complete checkout and use the credits from **My Account**. Credits are shared across eligible listings on your account.

Use them before month-end: Extra Event credits expire at the end of the calendar month in which you buy them. Purchase them when you expect to use them.

Stay in control

Manage your subscription and get help when you need it.

7. Cancel a recurring subscription

1. Sign in to **My Account** and open **Subscriptions**.
2. Choose **View** for the subscription you want to cancel, then select **Cancel** and confirm when prompted.
3. Check the subscription status. Cancellation stops future renewals. Access normally remains available until the end of the current entitlement period.
 - Festival packages and Extra Event Listings are **one-off purchases**; there is no recurring subscription to cancel.
 - If Cancel is unavailable, or you have a payment or refund question, use **Contact Us**.

8. Need a hand? Contact Paul

Open **Contact Us** on the Accounts website. Enter your details and message, including enough information for Paul to identify your account, listing or purchase. Submit the form and Paul can respond to your enquiry.

Your quick checklist

- Register, wait for approval and sign in.
- Choose and purchase the correct package.
- Submit and track each listing through **My Account**.
- Submit Events and Updates from the relevant listing card.
- Buy Extra Event credits when needed and use them before month-end.
- Manage recurring subscriptions in **My Account > Subscriptions**.
- Use **Contact Us** whenever you need support.

Your next step

Start with your account. Choose the package that fits, submit your information and let WIYP help put your business, attraction or festival in the picture.