

A guide to listing your place

Share what you are growing, restoring or teaching, and help others discover permaculture in Namibia.



List your place. Grow the network.

Create an account, tell your story, place your map pin and add photos. Preview your listing, then send it for review.

Before you start

Have your project name, a short description, the location, public contact details and a few photos ready. Fields marked * are required.

Start with an account

Open **Account > Register**. Enter your details, choose a strong password and select **Create account**. Follow any confirmation instructions shown.

Register

First Name *

Last Name *

Username *

Email *





Create account

Login

The registration form in the updated design.

Already registered? Choose **Account > Login**. If you cannot sign in, use **Forgot password?** and check your inbox and spam folder.

Ready to add your place?

After signing in, open **Projects Map > Add Listing**. On a phone, open the menu first. Keep your account email accessible so you can recover your password.

02 / YOUR PROJECT

Tell people about your place

Use the name people know. Describe what you do, who is involved and what visitors can learn. Include visiting arrangements if relevant.

Place Title *

Acacia Community Garden

Place Description *

We are a community garden learning to grow food with less water. We share composting, seed-saving and soil-building skills. Please contact us before visiting or volunteering.

Tags

e.g. composting, seed-saving, water-wise

Add a few short keywords to help people find your project.

Category *

× Urban Garden

Choose the categories that describe your project.

Default Category *

Urban Garden

Choose the main category for this listing.

Example project details. Replace these with your own information.

Tags: add a few useful keywords, separated by commas.

Category: choose the available options that best fit your project.

Default Category: choose the main category for your listing.

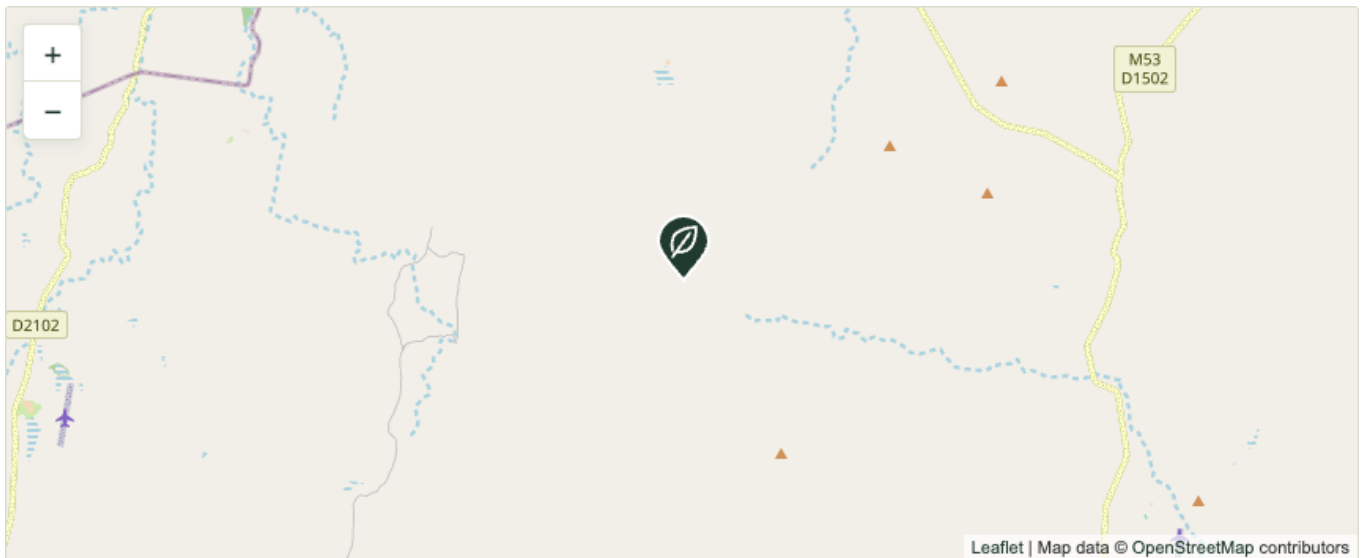
Make your description useful

Explain what makes the project worth exploring. Say whether visits are welcome, whether booking is needed and how to get in touch.

03 / YOUR LOCATION

Put your project on the map

1. Enter your address, country, region and town or city.
2. Select **Set Address On Map** to locate the address.
3. Zoom in and drag the pin to the correct project location.



The map field with the new project pin. This is an example location.

4. Check the latitude and longitude fields after positioning the pin. These identify the precise location. Do not copy coordinates from this guide.
5. Choose a map view if the form offers this option.

For farms and rural projects

Search for the nearest known address or landmark, then move the pin to the actual site. Add clear directions or an access landmark to your description. Check that the pin points to the project, not just the centre of town.

Only publish a location and contact information you are comfortable sharing publicly. If visits need arranging, say so clearly in your description.

Help visitors picture the project

Add clear photos of your own project: a wide view, growing areas and details that show what happens there. Only upload images you have permission to share.

Drop files here
OR

Select Files

Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp, .avif
(You can upload unlimited files with this package)

Please drag & drop the files to rearrange the order

Drag images into the upload area or use Select Files.

Wait for uploads to finish. Follow the file types and size limits shown in the form. Use a strong first photo and drag uploaded images into the order you want.

Add the useful extras

Use a public phone number, email address or website if you want enquiries. Add social links, video, opening hours or special offers only when they are relevant. Keep website links complete, including https://.

A final photo check

Choose images that are sharp and well lit. Landscape photos usually fit listing cards well. Avoid putting essential information only inside an image; include it in the description too.

Preview, submit and update

Use **Preview Listing** to check your work. Check the title, description, map pin, photo order and contact details. Previewing does not submit the listing.

Submit Listing

Preview Listing 

Return to the form and select **Submit Listing**. Wait for the confirmation message. If an error appears, correct the highlighted field and submit again.

What happens next?

New listings are reviewed before publication. Editing may be unavailable while a listing is awaiting review. Please avoid creating a duplicate if your project does not appear immediately.

Updating your listing later

Sign in and open **Account > My Listings**. Find your project, open its three-dot menu and choose **Edit**. Make your changes, then use the form's submit button to save them.

Keep contact details, visiting arrangements and opening hours current. Refresh photos as the project grows.

Need a hand?

Use **Forgot password?** on the login page for account access. For other help, email **hello@living-earth.africa**. Include your project name and a brief description of the problem. Never send your password.

Visit **permaculture-namibia.org** to get started.