



VENDOR PROFILE
+ LISTING INSTRUCTIONS

P E N N S Y L V A N I A

w e d d i n g s

Welcome to the new Pennsylvania Weddings' Website! This new website which launched in July 2024, offers vendors the flexibility of creating and managing their own profile + listing pages as well as membership plans.

As of July 1st, 2024 all vendors who are interested in being featured on our website, magazines and social media pages-including joining our Facebook group, will be instructed to create a vendor profile page on our website. You are not required to purchase an advertising plan to have a vendor profile. If you have been featured prior to 7/1/24, you can still create a vendor profile.

WHAT IS A VENDOR PROFILE PAGE?

A vendor profile page is a page on our website that acts as a snapshot of your business. It also activates your membership to some of our exclusive benefits.

Once you create your account, you can upload a banner photo, your logo, profile photo and about info. This will display on the front-end (live on the site). If you have an active advertising plan, your listings will show here along with your gallery/video, google map and reviews.

While a vendor profile page is not a part of our vendor guide, your page will be live on our website. Vendor profile pages are automatically included with any advertising plan.

WHO CAN CREATE A VENDOR PROFILE PAGE/HAVE A MEMBERSHIP?

Any wedding business or team member of the business-acting on behalf of the business.

P E N N S Y L V A N I A w e d d i n g s

YOUR VENDOR DASHBOARD

Once you have created your vendor account, you will be taken to your private dashboard page within our website.

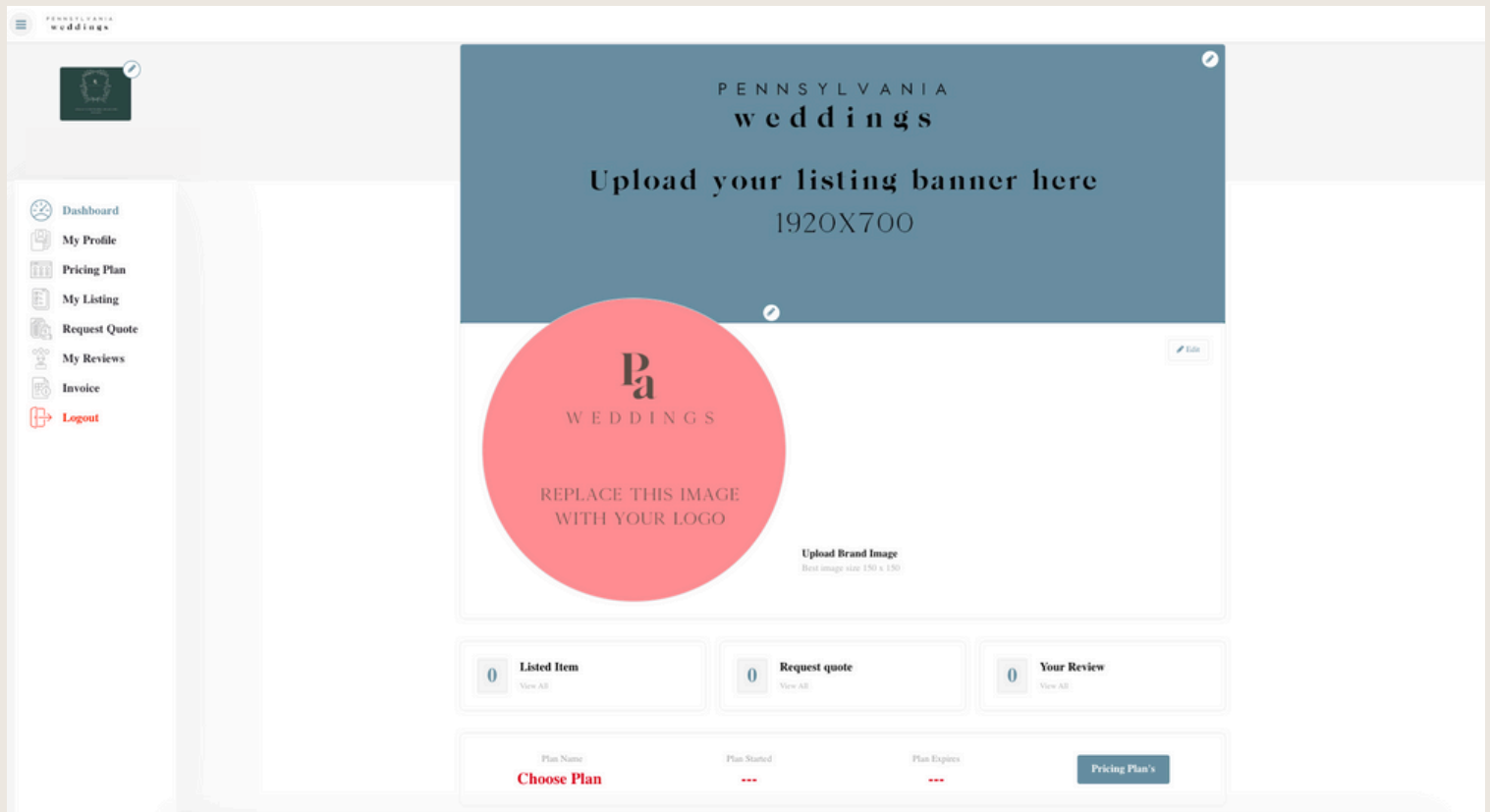
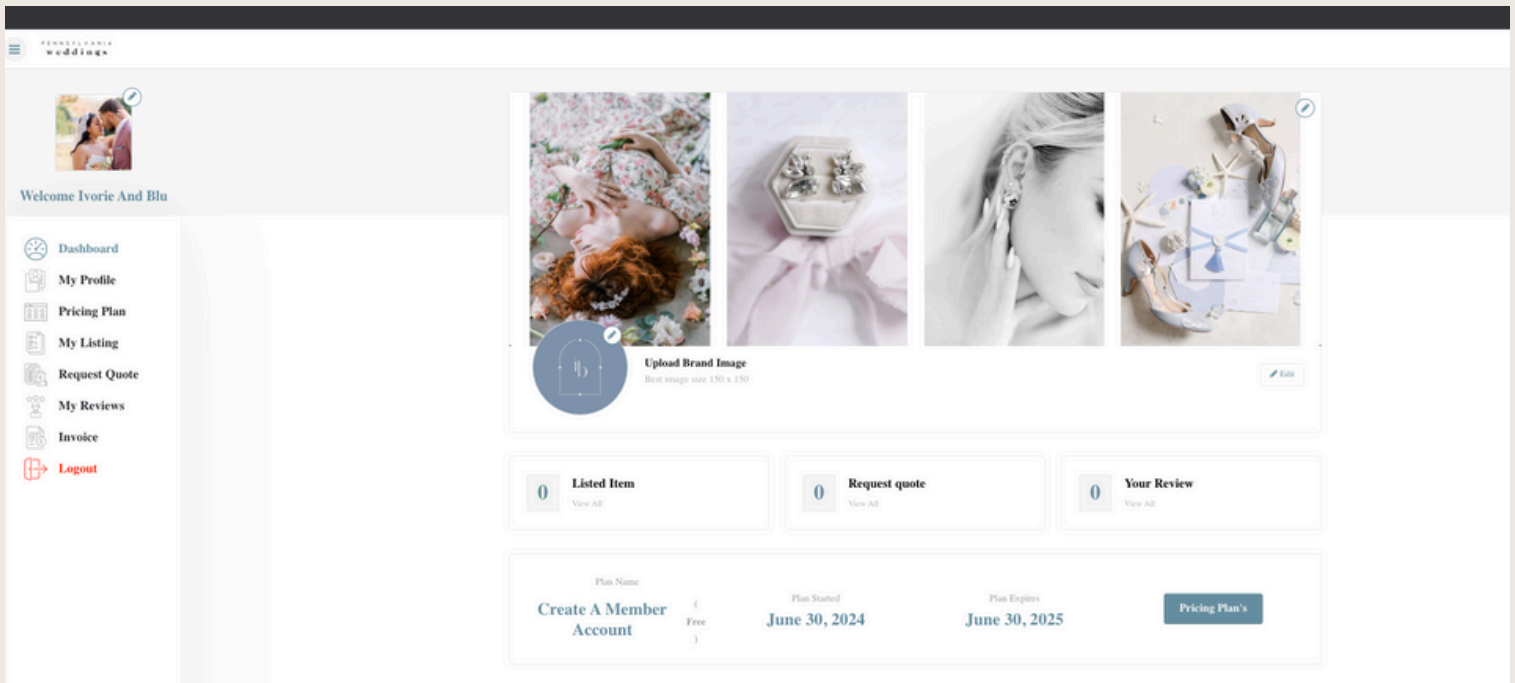


IMAGE UPLOADS

You can upload 3 images for your vendor profile. A Banner (1920x700px), your Logo (150x150px) and a profile photo (600x450px). It is highly recommend you upload your images/logo in the correct sizes and use high-res images. For the best front-end view keep heads and important details about .25" in to avoid any cut-off. JPG works best here. Make sure to save as high quality. While our upload max is 512mb, anything larger will take some extra time to upload or kick-back if not pre-optimized. You can create your images within Photoshop or Canva.

P E N N S Y L V A N I A w e d d i n g s

WHAT YOUR DASHBOARD WILL LOOK LIKE AFTER IMAGE UPLOADS



LEFT SIDE WIDGETS

Dashboard: What you see here above

My Profile: Where your info goes

Pricing Plan: Where you can purchase advertising plans or view your plans.

My Listing: For advertising plans only, vendor profiles do not have listings.

Request Quote: For advertising plans only, this is where you'll see messages from couples

My Reviews: For Advertising plans only, this is where you'll see reviews couples have left on your listing page.

Invoice: Your advertising invoices.

Logout: Make sure to logout when done.

PENNSYLVANIA weddings

MY PROFILE

Here you can add your information. Your Website, Location (not private address) and about info will display on the front-end page. *Make sure to add an about section where it says “welcome...” otherwise that will display live!* Always hit the “Update” button to save/publish your work.

The screenshot shows the 'My Profile' page. On the left is a navigation menu with items: Dashboard, My Profile, Pricing Plan, My Listing, Request Quote, My Reviews, and Logout. The main content area has a 'My Profile' heading and a sidebar menu with 'My Profile', 'Business Profile', 'Password Change', and 'Social Media'. The main form is titled 'My Profile' and contains fields for Name (Heather), Last Name (Ashley), Email (ivorieandblu@gmail.com), Write Phone Number, and Private Address. An 'Update Profile' button is at the bottom.

The screenshot shows the 'Business Profile' page. The navigation menu is the same. The sidebar menu has 'My Profile', 'Business Profile', 'Password Change', and 'Social Media'. The main form is titled 'Business Profile' and contains fields for Name (Iverie and Blu), Website (https://ivorieandblu.com/), Email (ivorieandblu@gmail.com), Phone Number (215-589-5280), Location (in Bucks County), and Business Address. There is a rich text editor for 'Welcome Ivorie and Blu!' with a 'Save' button. An 'Update Business Profile' button is at the bottom.

The screenshot shows the 'Password Change' page. The navigation menu is the same. The sidebar menu has 'My Profile', 'Business Profile', 'Password Change', and 'Social Media'. The main form is titled 'Password Change' and contains fields for Old Password, New Password, and Confirm Password, each with a visibility toggle. A 'Change Password' button is at the bottom.

PENNSYLVANIA weddings

SOCIAL MEDIA

Add your Social Media links here. You need to add the full address with the https:// If you have a listing these links will pull to that listing page.

The screenshot displays the user profile page for 'Ivorie And Blu' on the Pennsylvania Weddings website. The page is divided into several sections:

- Header:** Includes the 'PENNSYLVANIA weddings' logo and a navigation menu.
- Profile Section:** Features a profile picture, the name 'Welcome Ivorie And Blu', and a 'My Profile' dropdown menu with options: 'My Profile', 'Business Profile', 'Password Change', and 'Social Media'.
- Social Media Section:** A form titled 'Social Media' with a dropdown menu for platform selection (currently set to 'Instagram') and input fields for the social media URL. Two entries are visible: 'Instagram' with the URL 'https://www.instagram.com/ivorieandblu' and 'Facebook' with the URL 'https://www.facebook.com/ivorieandblu'. A blue 'Add Social Media' button is located below the form.
- Left Sidebar:** A vertical navigation menu with icons and labels for: 'Dashboard', 'My Profile', 'Pricing Plan', 'My Listing', 'Request Quote', 'My Reviews', 'Invoice', and 'Logout'.
- Footer:** Contains the 'PENNSYLVANIA weddings' logo, the tagline 'Pennsylvania's Network for Weddings', a 'Newsletter' subscription form with a search bar and 'Enter Email Address' field, and a 'Subscribe' button.

P E N N S Y L V A N I A w e d d i n g s

FRONT END DISPLAY/LIVE VENDOR PROFILE PAGE

This is what your vendor profile will look like live on the website. If you have an advertising plan (a listing) then your listing, reviews, google mag, gallery and video will pull up under these buttons. Your website link will be active and anyone can share your profile page via the “share” button.

The screenshot displays a vendor profile for 'Ivorie And Blu' on the 'PENNSYLVANIA weddings' website. The header features the brand name in a serif font. Below the header is a horizontal row of four images: a bride lying down in a floral dress, a jewelry box containing earrings and necklaces, a close-up of a bride's face wearing earrings, and a collection of wedding accessories including shoes, a card, and a bag. A central white box contains the vendor's profile information: a circular logo with the initials 'IB', the name 'Ivorie And Blu', the location 'Bucks County, Pennsylvania', and buttons for 'Share' and 'Website'. Below this box is a navigation menu with buttons for 'Listings', 'About', 'Reviews', 'Location', 'Gallery', and 'Video'. At the bottom, a text box states: 'Ivorie and Blu is an online jewelry and accessory shop for bridal and everyday wear. Including earrings, necklaces and hairpieces.'

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WHAT IS A LISTING PAGE?

If you purchase an advertising plan, that will create a listing for you. This listing is what can be found in our vendor guide, category and location searches. Depending on your business and the plan you sign up for, you may have more than one listing. IE: You own a few venues, You want to list your photography and videography in each category, etc.

HOW TO ACTIVATE A LISTING?

If you sign up via the listing advertising plan, your listing will already be activated in your vendor dashboard. If you decide to purchase a listing plan after having a vendor profile page, you can do this within your dashboard. Once payment clears your listing details will automatically become available for you to use. If we add your listing on our end you may see a “Not Found” alert but you’ll see your listing below. Click Edit to start creating your listing.

The screenshot shows the 'My Listing' dashboard. At the top left, there is a navigation menu with icons for Dashboard, My Profile, Pricing Plan, My Listing, Request Quote, My Reviews, Invoice, and Logout. The main content area is titled 'My Listing' and includes a '+ Add New Listing' button. Below this, there are two cards: 'Create A Member Account (Free)' with a date of June 30, 2025, and 'Not Found! Listing Capacity' with a '0' icon. A central box prompts the user to 'Create a listing on our vendor guide.' Below this is a table of listing statuses: All Listings (1), Approved (0), Pending (0), Removed (0), and Expired (1). To the right of the table is a listing card for 'Ivorie And Blu' in Bucks County, with a 'Task Due' date of July 2, 2024, and a 'Status' of 'In progress'. The card has 'Edit', 'Publish', and 'Delete' buttons.

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UPDATE YOUR LISTING

Here's where you can start entering information for your listing. If you have multiple listings, you'll do this for each one. If we entered info on the back-end, that will show up here but you can edit it at anytime.

Things to note: *If you do not want to display pricing, leave it blank. Otherwise you will need to enter both a starting rate (min) and max rate for it to show up properly on the front-end (live site).*







Update Listing

Update your business listing

Listing Info

Jewelry

Ivorie and Blu

B I U      

Ivorie and Blu is an online jewelry and accessory shop for bridal and everyday wear. Including earrings, necklaces and hairpieces.

Bucks County, PA

Listing Pricing

14

Services

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SERVICES/STYLES/AMENITIES/GALLERY + VIDEO

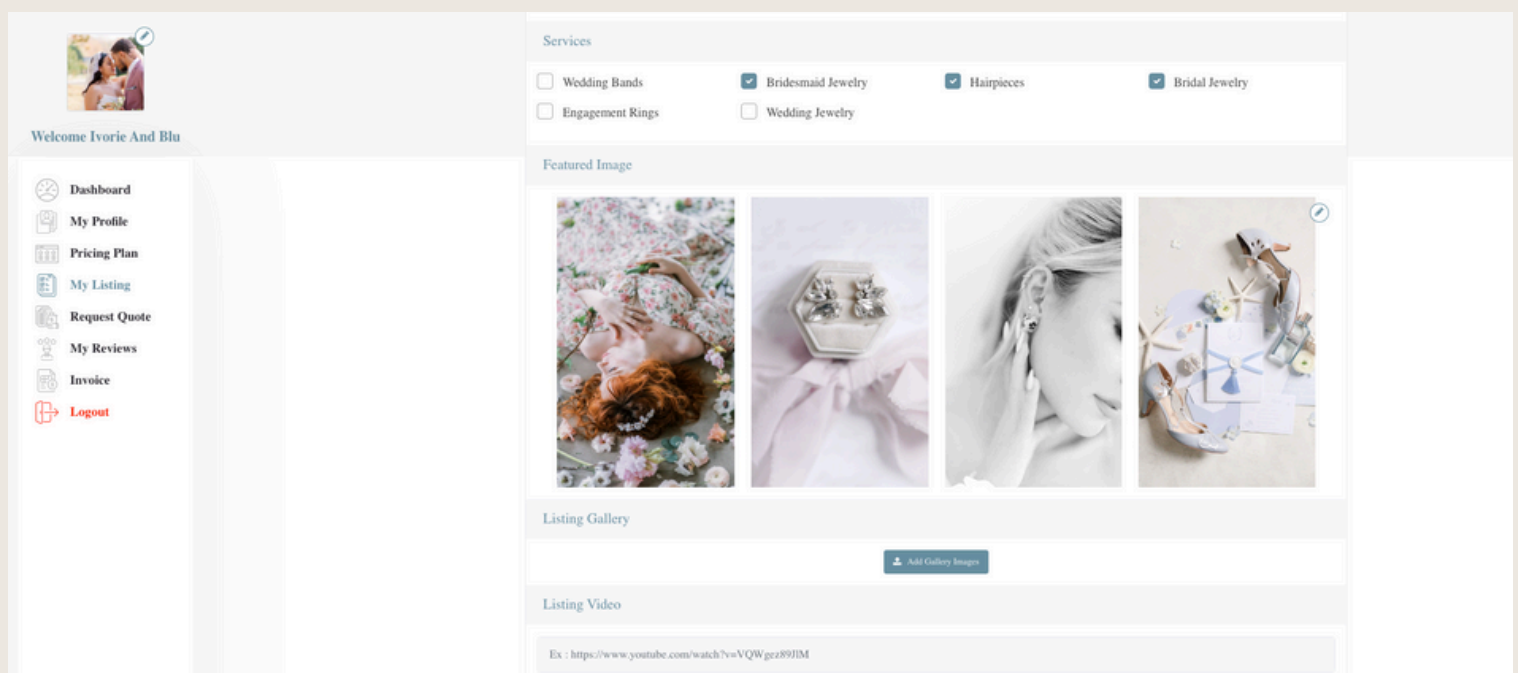
Services: We have created a list of services for each vendor category. You can select multiple services. If there is a service you offer that's not yet listed, simply send over an email to hello@pennsylvaniaweddings.com and we will enter that in for you as soon as we can.

Style: You can select your style if applicable (sometimes this has a different name depending on category) IE: Fine Art, Historic Venue, etc.

Featured Image: This image needs to be 1920x700px. For the best front-end view keep heads and important details about .25" in to avoid any cut-off. JPG works best here. Make sure to save as high quality.

Gallery: Add up to 21 photos to your gallery. Our upload max is 512mb, anything larger will take longer to upload or kick-back. We suggest using medium or large size images and not full-size/original unless you pre-optimize them before uploading. Please use good images. *We cannot stress this enough: If your photos suck (sorry!) it will not benefit your listing.*

Video: You can upload 1 video via Youtube or Vimeo link.



The screenshot displays a vendor dashboard interface. On the left is a navigation sidebar with icons and labels for: Dashboard, My Profile, Pricing Plan, My Listing, Request Quote, My Reviews, Invoice, and Logout. The main content area is titled "Welcome Ivorie And Blu" and includes a profile picture. Below the welcome message, there are sections for "Services", "Featured Image", "Listing Gallery", and "Listing Video".

Services: A grid of checkboxes allows selection of services: Wedding Bands, Engagement Rings, Bridesmaid Jewelry, Wedding Jewelry, Hairpieces, and Bridal Jewelry. The "Bridal Jewelry" checkbox is checked.

Featured Image: A row of four image thumbnails is shown. The first is a bride in a floral field, the second is a ring box, the third is a bride's face, and the fourth is a wedding cake. A blue checkmark icon is in the top right corner of the fourth image.

Listing Gallery: A section with a blue button labeled "Add Gallery Images".

Listing Video: A section with a text input field containing an example URL: "Ex : <https://www.youtube.com/watch?v=VQWgz89JIM>".

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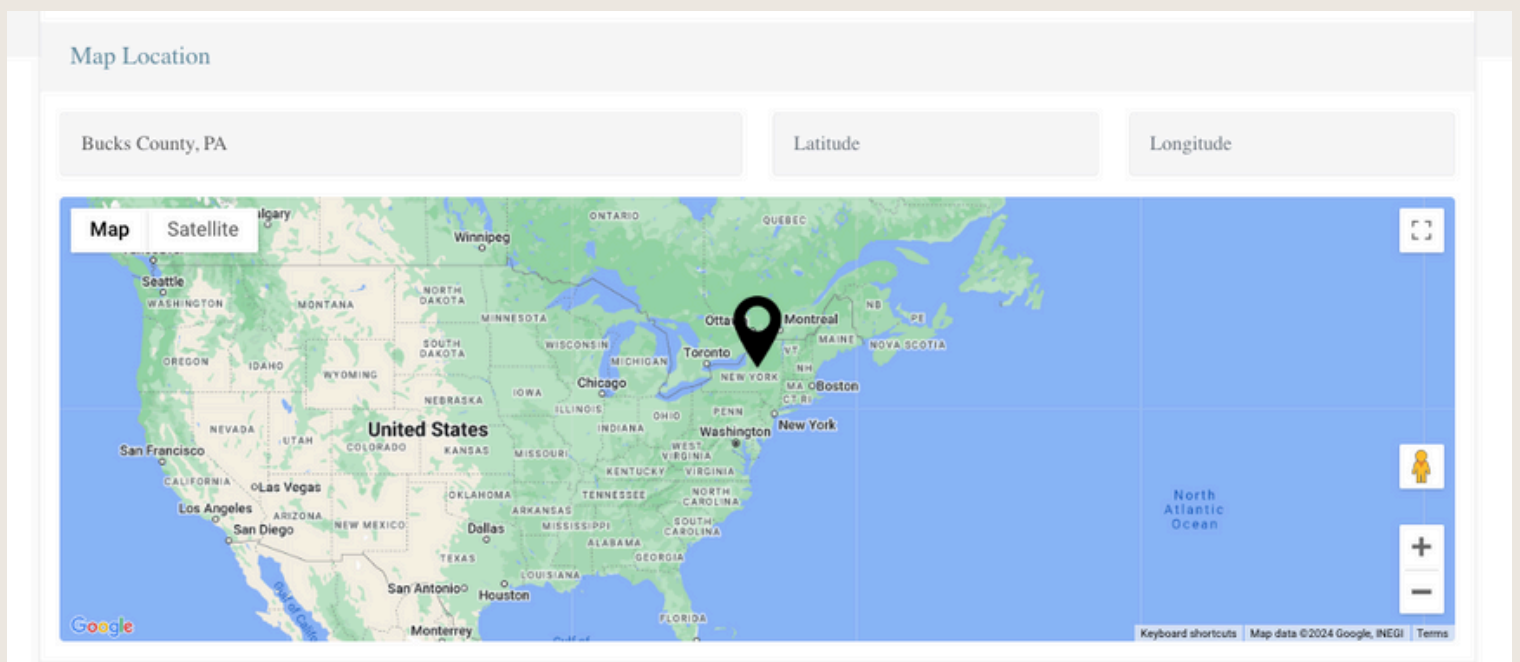
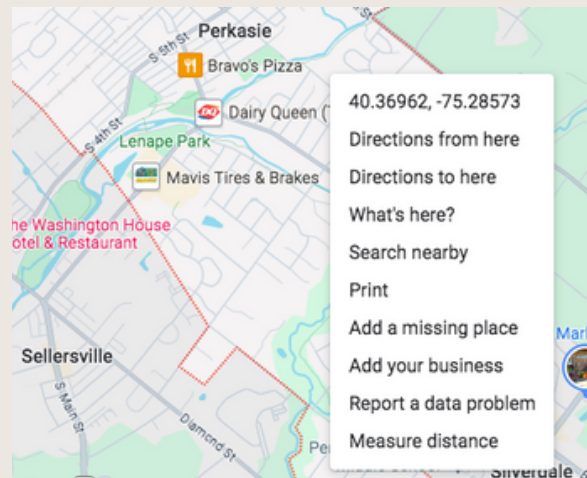
GOOGLE MAP

To have a google map display on your listing page, enter the address of your business (or list county if home based). If you have a business address open to the public or are a venue, please add in the Latitude and Longitude of your address. If you leave this blank, it will not allow you to submit your listing.

To find the L+L of your address, go to google, enter your address or town name and wait for the google pin code to appear. right click and copy the top row to get the L+L codes.

L+L CODES

Longitude is the one with the (-) next to the number. Make sure to delete the commas!



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LISTING FAQs/INFO

If you have FAQs, add them here. If not, delete and leave blank. This is helpful for couples to know more about your services and important information. It is highly suggested you add some FAQs if it pertains to your business.

MEET OUR TEAM

Add your own bio or staff bio here. You can upload a headshot as well. This will display on the front-end (live site). Otherwise leave blank.

Listing FAQ

What Type Of Hairpieces Do You Offer?


B *I* U

We offer headbands, clips and combs for brides and everyday wear.

66 / 3000

Add New Faq

Meet Our Team



Heather

Ashley

Owner

Hi, I'm Heather and I started *Ivorie* and Blu to offer easy to wear jewelry and accessories for brides and everyday wear. Adding a little sparkle to your day!

157 / 400

Add New Team

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PREFERRED VENDORS

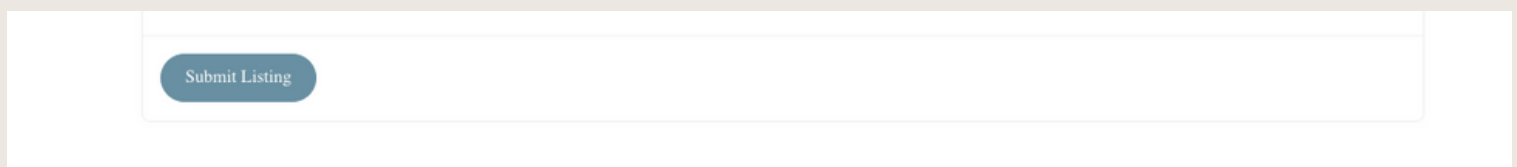
Have you worked with any of the vendors who also list on our vendor guide? You can add them to your page under the “Preferred Vendors” section. Just select from the vendors in our drop down list and add them to your page. On the front-end (live site) their listing will display. This feature is great for couples to see who you’ve worked with and can help with bookings. Please note, only the vendors that have a listing can be added here. Unfortunately, vendors who just have a profile page cannot be added.



The screenshot shows a user interface for managing preferred vendors. At the top right, there is a red button labeled "Add New Team". Below this is a section titled "Preferred Vendors" in blue text. Underneath, there is a light blue box with the text "Select Your Favorite Listings". Below this box is a scrollable list of vendor names: "St. John Media", "Ellory Rentals", and "Elle Studios".

SUBMIT LISTING

Once you’ve completed the listing information you will need to submit for approval. On our end we will review your listing. IF we cannot approve we will reach out with what needs to be corrected. Otherwise, we will publish your listing page within 24-48 hours.



The screenshot shows a user interface with a single button labeled "Submit Listing" in white text on a blue background. The button is centered within a white rectangular container.

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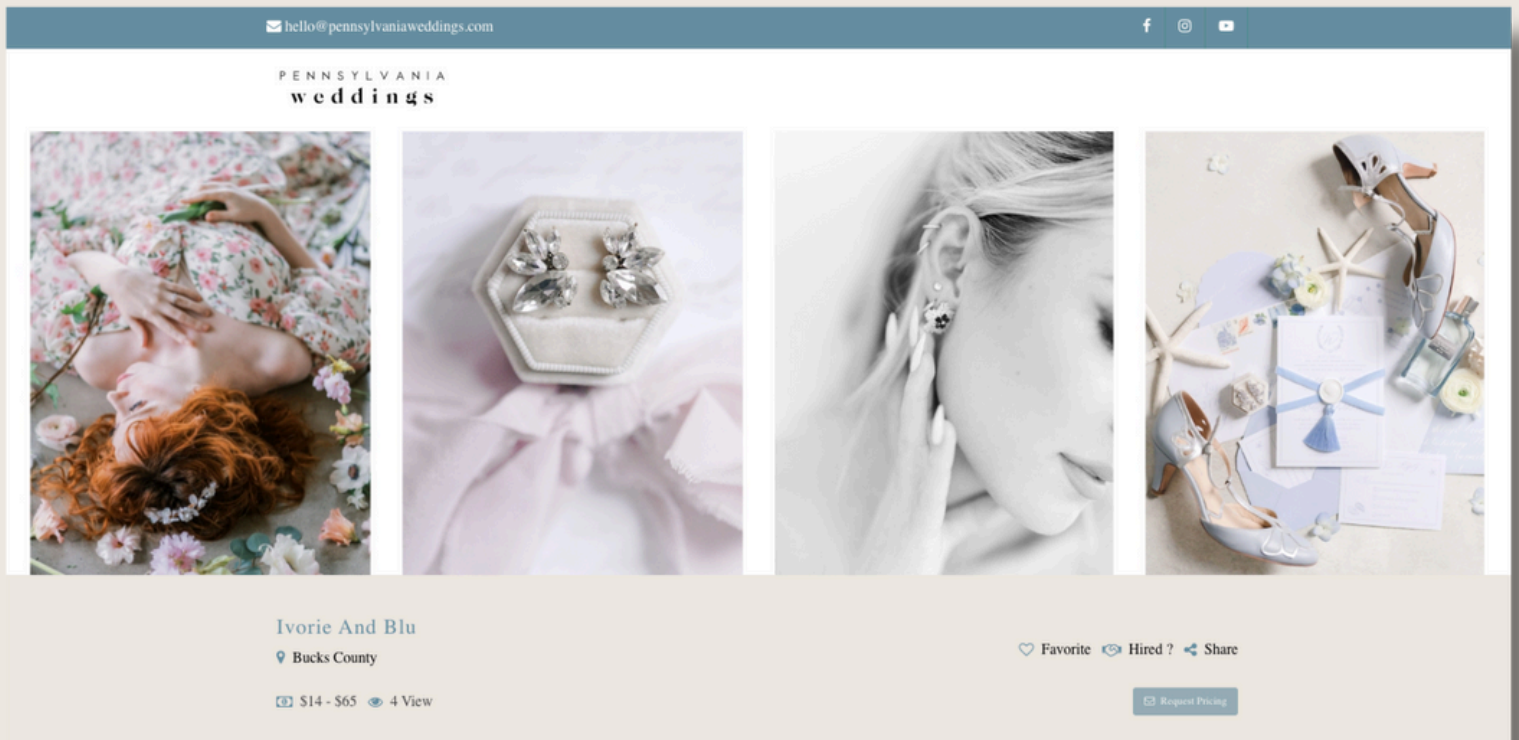
LIVE PAGE

Favorite Button: For couples to favorite + add your listing to their personal dashboard. If they hire you, the “Hired?” box becomes selected- only they can see this.

Request Pricing: Couples can request pricing from you and create an account here if they do not have one already.

Pricing: If you listed a min and max price you’ll see that here

View(s): This is how many views your live page has had. Low on views? Let us know and we’ll work on boosting your page. *Views at the time of the launch will be lower due to being brand new pages. Please allow a few weeks to adjust.*



The screenshot shows a vendor profile for 'Ivorie And Blu' on the 'PENNSYLVANIA weddings' website. The page features a dark blue header with the email 'hello@pennsylvaniaweddings.com' and social media icons for Facebook, Instagram, and YouTube. Below the header, the vendor's name 'Ivorie And Blu' is displayed in blue, followed by the location 'Bucks County' with a location pin icon. The pricing is listed as '\$14 - \$65' and the number of views is '4 View'. To the right, there are buttons for 'Favorite' (heart icon), 'Hired?' (eye icon), and 'Share' (share icon). A 'Request Pricing' button is located at the bottom right. The main content area contains four images: a bride lying down in a floral dress, a jewelry box with diamond earrings, a close-up of a woman's face wearing a pearl earring, and a collection of wedding accessories including shoes, a card, and a small figurine.

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MENU BAR/REVIEWS/MESSAGE VENDOR

For any information you filled out on the back-end in your dashboard, that will display on your menu. If you did not add “Info/FAQs” or “Team”, etc., then that will not display in the menu or on your page.

Reviews: This will be listed regardless if you have reviews. Once you start collecting reviews, they’ll be displayed here on your page.

Message Vendor: Linked with the request pricing button, this message feature is for couples with an account to message you. Those messages can be accessed in the “Request Quote” section of your dashboard.

The image shows a screenshot of a wedding website's menu bar and a message vendor form. The menu bar is located at the top and contains the following items: ABOUT, SERVICES, STYLE, GALLERY, REVIEWS, INFO, TEAM, and LOCATION. Below the menu bar, there are two main sections: 'About' and 'Message Vendor'. The 'About' section contains a description of the business, 'Ivorie and Blu is an online jewelry and accessory shop for bridal and everyday wear. Including earrings, necklaces and hairpieces.', and a 'Highlights' box listing 'Services' (Bridesmaid Jewelry, Hairpieces, Bridal Jewelry), 'Style' (Fashion Jewelry), and 'Package Starting Price' (\$14). The 'Message Vendor' section contains a form with the following fields: 'Your message', 'First and last name', 'Your Email', 'Your Budget Amount', and 'Phone Number'. Below these fields are 'Event date' dropdowns for 'Month' and 'Year', a link for 'Do You Have An Exact Date?', and a 'Preferred Contact Method' section with radio buttons for 'Email', 'Video', and 'Phone'.

ABOUT SERVICES STYLE GALLERY REVIEWS INFO TEAM LOCATION

About

Ivorie and Blu is an online jewelry and accessory shop for bridal and everyday wear. Including earrings, necklaces and hairpieces.

Highlights

Services
Bridesmaid Jewelry, Hairpieces, Bridal Jewelry

Style
Fashion Jewelry

Package Starting Price
\$14

Message Vendor

Your message

First and last name

Your Email

Your Budget Amount

Phone Number

Event date

Month ▼ Year ▼

[Do You Have An Exact Date?](#)

Preferred Contact Method

Email Video Phone

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GALLERY/VIDEO/REVIEWS/INFO/TEAM

All of this will display as you scroll down the page as long as you entered in the information. If you have reviews, those will be filled out under your gallery. If you have a video, that will display above the gallery. Your Info/FAQs will be listed, along with your team info. This is pretty straight forward.

Gallery



Categories



Company Profile



Vendor Information:
Ivorie and Blu

 [215-589-5280](tel:215-589-5280)

 ivorieandblu@gmail.com

 <https://ivorieandblu.com/>



Reviews



Info

What Type Of Hairpieces Do You Offer?

We offer headbands, clips and combs for brides and everyday wear.

Team

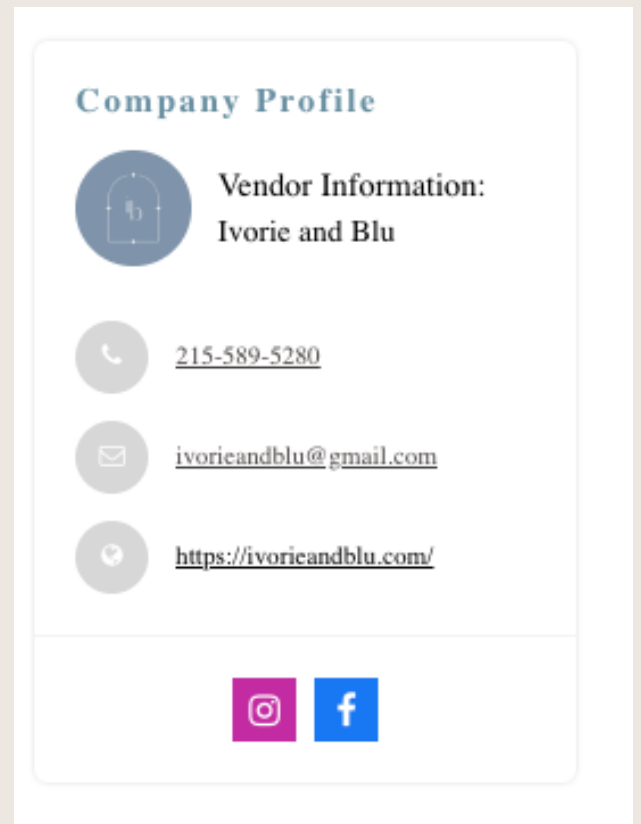
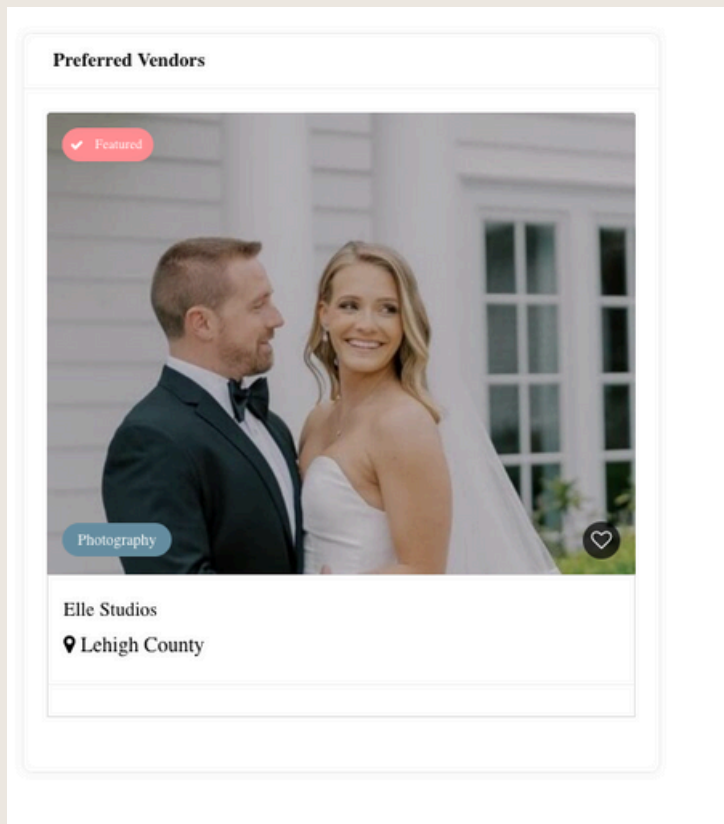
P E N N S Y L V A N I A

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PREFERRED VENDORS/COMPANY PROFILE

Any vendors you selected for the “Preferred Vendors” section will display like this on your listing page at the bottom. We will be adding a “Featured” section for any blogs you have been featured in later this year.

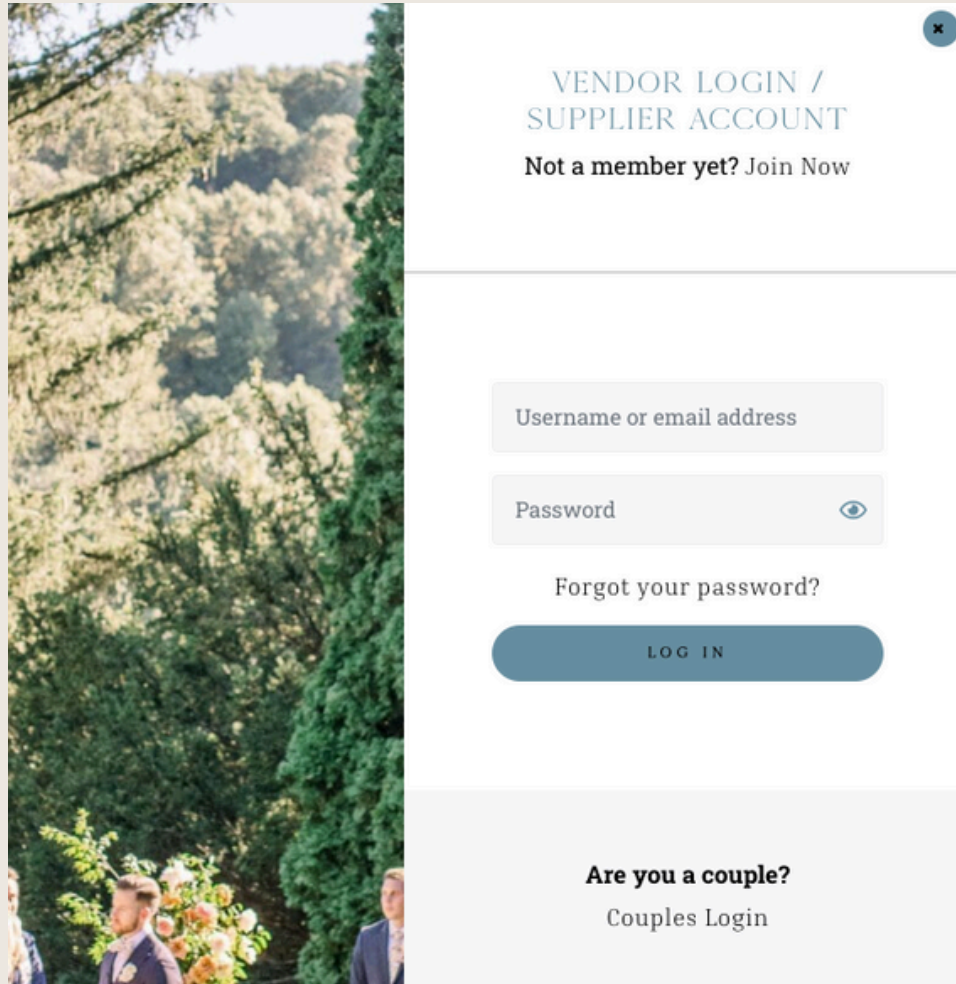
Company Profile: This is pulled from your Vendor Profile. It is listed as “Company Profile” on the listing pages.



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ACCESSING YOUR ACCOUNT

You can access your account anytime from our website by clicking on the “Couples Login” button in our header. Click on “Vendor Login” to enter your credentials and reach your dashboard.



ADDITIONAL QUESTIONS?

If you need further assistance on creating your listing or have general questions, you can send an email to hello@pennsylvaniaweddings.com. We are happy to help assist you in creating the best listing page.