



# Business Directory

## Instructions for Adding a Business Listing

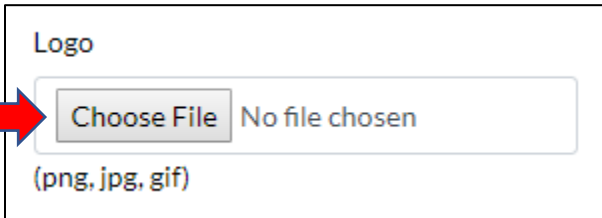
1. Click on "Add You Business"

A screenshot of the Business Directory homepage. On the left, there is a navigation menu with sections: "BUSINESS DIRECTORY:", "Select a category:" (with a dropdown menu showing "View All Businesses"), "Search by keyword:" (with a search box and a "GO" button), "Manage your listing:" (with a "Login" link), "Economic Development" (highlighted in blue), and "Add Business Event". A red arrow points to the "Add Your Business" link under the "Economic Development" section. On the right, the main content area has the heading "Business Directory" and a paragraph: "Please use this directory to access some of the m or near the The Blue Mountains." Below this is another paragraph: "Businesses can add their own records into our of the Add Your Business button. Please wait some Development and Communications Coordinator need to change your listing, click on the Login bu". There is also a section for "Professional Services" with the heading "Computer & Internet Services" and contact information for "Running Tide Inc.": "Phone: 519.599.7949" and "shelley@runningtide.com", with a "more info" button.

2. Fill in your business information in the form fields provided

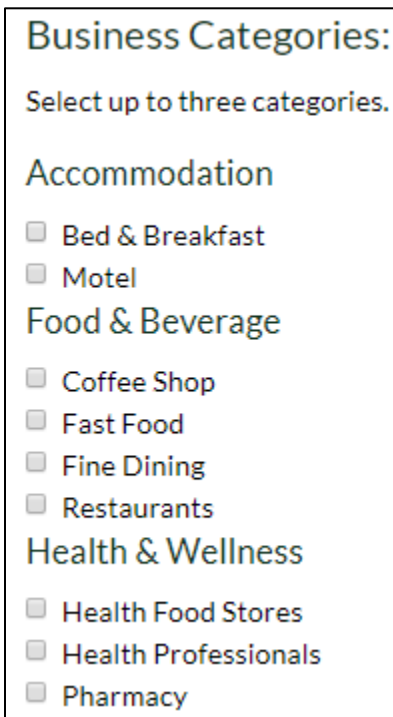
A screenshot of the "Add Your Business" form. The heading is "Add Your Business". Below it is a paragraph: "Entries in the Business Directory are allowed within the geographic boundaries of The Blue made for businesses located outside of the To residents that are not otherwise available." This is followed by another paragraph: "For more information visit our Terms of Use p". Below this is a note: "\*Denotes a required field." The form is titled "Company Contact" and has two required fields: "\*First Name" and "\*Last Name". The "First Name" field is highlighted with a red arrow and contains the placeholder text "First name of company contact". The "Last Name" field contains the placeholder text "Last name of company contact".

3. Make sure that you fill in all the fields that are marked as “required”
4. You can add your business logo by uploading an image (please keep the image file size as small as possible)



The screenshot shows a form field labeled "Logo". Inside the field is a button that says "Choose File" and the text "No file chosen". Below the field, it lists supported file formats: "(png, jpg, gif)". A red arrow points to the "Choose File" button.

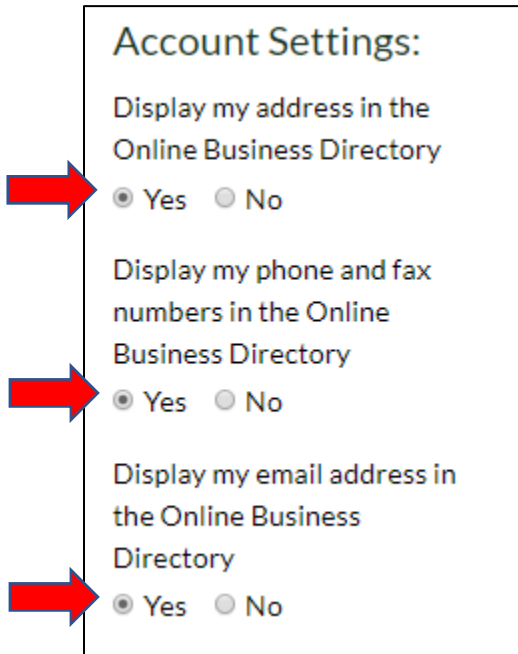
5. Choose the business categories that best represent your business listing by selecting the appropriate checkboxes (only select a maximum of 3 categories)



The screenshot shows a section titled "Business Categories:". Below the title is the instruction "Select up to three categories." There are three main category headings: "Accommodation", "Food & Beverage", and "Health & Wellness". Under "Accommodation", there are two checkboxes: "Bed & Breakfast" and "Motel". Under "Food & Beverage", there are four checkboxes: "Coffee Shop", "Fast Food", "Fine Dining", and "Restaurants". Under "Health & Wellness", there are three checkboxes: "Health Food Stores", "Health Professionals", and "Pharmacy". A red arrow points to the "Bed & Breakfast" checkbox.

6. If you need a Business Category added to the directory that better represents your business please contact the Economic Development Coordinator or the Website Committee – we are happy to expand our directory to meet your needs

7. Choose your account display settings – you are able to pick and choose what information you will have displayed on the website



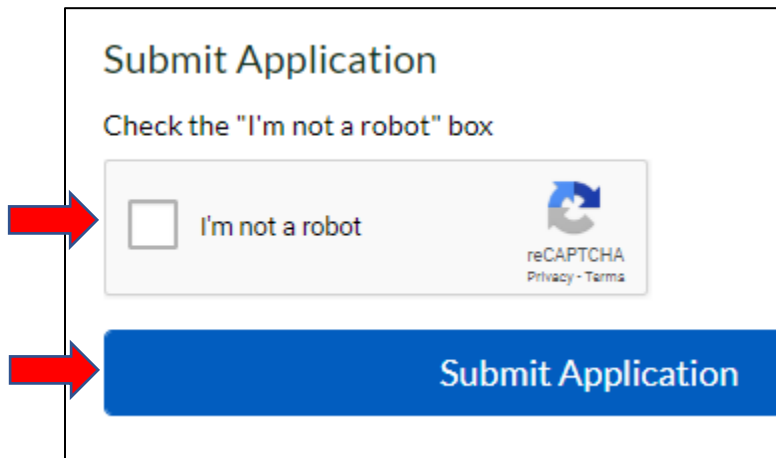
**Account Settings:**

Display my address in the Online Business Directory  
 Yes  No

Display my phone and fax numbers in the Online Business Directory  
 Yes  No


Display my email address in the Online Business Directory  
 Yes  No

8. Click the “I’m not a robot” checkbox, then click the Submit Application” button



**Submit Application**

Check the "I'm not a robot" box

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Submit Application**

9. Your business listing will be reviewed by the Town’s Communications and Economic Development Coordinator before being added to the website
10. If you have issues adding your business to the directory, contact the Economic Development Coordinator or the Website Committee.



# Business Directory

## Instructions for Modifying a Business Listing

1. You must add your business listing to the directory before you can set up a login
2. Click on "Login"

A screenshot of the Business Directory website. On the left, there is a sidebar with several sections: "BUSINESS DIRECTORY:", "Select a category:" with a dropdown menu showing "View All Businesses", "Search by keyword:" with a search box and a "GO" button, "Manage your listing:" with a "Login" link, "Economic Development" with "Add Your Business" and "Add Business Event" links. A red arrow points to the "Login" link. On the right, the main content area has the heading "Business Directory", a paragraph of text, a section for "Professional Services" with "Computer & Internet Services" and contact information for Running Tide Inc., and a "more info" button.


3. Enter your email address, click on the "I'm not a robot" box, then click "Retrieve Password"

A screenshot of the "Forgot your password or never logged in?" form. It features a text input field for "Email:" with a red arrow pointing to it. Below the input field is a checkbox labeled "I'm not a robot" with a red arrow pointing to it, and a reCAPTCHA logo. At the bottom of the form is a large blue button labeled "Retrieve Password" with a red arrow pointing to it.

4. You will receive an email from the website committee with a link you need to click on to set up your password (Click on the "Password Reset Link" provided)

Your password has been reset.

Click on the "[Password Reset Link](#)" below to reset your password. You will be asked to enter a new password, please store it in a secure location for future reference.




 [Password Reset Link](#)

5. When you click on the link you will be directed to a webpage where you can set up your password (enter a password, verify it and click "Change Password")

Please fill in the form below to change your password.

New Password:

Verify New Password:

6. You will be directed to the login screen where you enter your email and password and modify your business listing
7. If you have issues modifying your business listing, contact the Economic Development Coordinator or the Website Committee.