



## How To Make The Most Of Your Business Listing

### Searching For Your Business

3 Way to Search For Your Business. Located in the header of the website. You can search by: Category, by Name of Business, or Alphabetically.

### Claim Your Listing

Once you find your business look for the icon on the right hand side that says: CLAIM YOUR LISTING

This step is necessary for you to be able to make changes to your information yourself.

### Creating A User Account

Creating a user account identify's you as a member of shopamherstburg.ca. It allows you to make changes to your personal information and if you would like to upgrade your advertising package you need to have a user name and password.

#### Account Registration

User Details

Username:\*

Email:\*

Repeat Email:\*

Password:\*

Repeat Password:\*

First Name:

Last Name:

Organization:

Profile Picture:

 

This profile pic will not change the photo on your business listing. This is for admin purposes only.

### Login To Your Account

Using the user name and password that you created Login to your account. If you forget your user name and password you can try to retrieve your password using the link on the website or call the Chamber Office for Technical Support

### Go To Advertise

Here you can choose which package you would like to advertise your business.

### Basic Listing (FREE) Limited Features

Name, Address, Phone, Website, Short Description, and Long Description of Business.

### Premium Listings

Key Features:

- Replace the shopping bag icon next to your listing with your own business logo
- Place your business in 4 different categories. If you do not find the category that you are looking for please email us and we will add it.
- Special Offers (Called Classified Section in back-end of site) Put up to 4 different offers with expiry dates. Add Links to your website. Area to put a full description of your offer. This can also be used to advertise employment opportunities.
- Banner Ad (size 140x250 pixels) appear on every page. This ad spot rotates randomly. Put up to 4 different messages.
- Attach 2 Documents (ie brochures / sales pdfs to listing)
- Add Key words about your business to make your listing more searchable.

### You Will Receive A Confirmation Email

For Technical Support: [info@shopamherstburg.ca](mailto:info@shopamherstburg.ca)

## Primary Classification

Choose the MAIN category you wish your business to fall under. If this category does not exist please email us and we will add the category.

## Listing

At this point you will be RE-ENTERING all your business information. This will create a NEW listing for your business. This process is to verify that all your business information is correct. The old listing will be suspended by the administrator.

### CHOOSE 3 MORE CATEGORIES

You can choose 3 more categories that your business will fall under. This is perfect for businesses that offer many different services.

Once Listing Has Been Made An Order is Submitted To The Administrator Who Will Then Approve Your Listing

After Approval Login To your Account.

You will notice that the left hand menu has changed.

Here is where you manage your account.

#### MENU

- :: Account Summary
- :: View/Edit Account - Change your contact info
- :: Favorites
- :: Orders - Which Ad package did you purchase
- :: Invoices
- :: Advertise - Go here if you haven't chosen a package
- :: Directory Home - Home page of website
- :: Logout

## VERY IMPORTANT

### Orders

2 found, Page 1 of 1

Page: 1

Order #	Date	Product/Service	Next Due Date	Status	Product Status	Manage
2562808132	12-17-2010	Premium Listing - Member Hawksworth Designs	02-01-2011	Active	Active	
4051927008	09-22-2010	Basic Hawksworth Designs	11-26-3009	Suspended	Suspended	

Results 1 - 2 of 2

<< [1] >>

### Manage Product/Service

View Public Listing

Edit

Images

Documents

Classifieds

Banners

Statistics

Click on Manage to add your Special Offers (Classified Ads), Banners, and Documents

Banner Size:

w: 140 pixels x h: 250 pixels

Special Order / Classified thumbnail size is :

w: 120 pixels x h: 120 pixels

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