

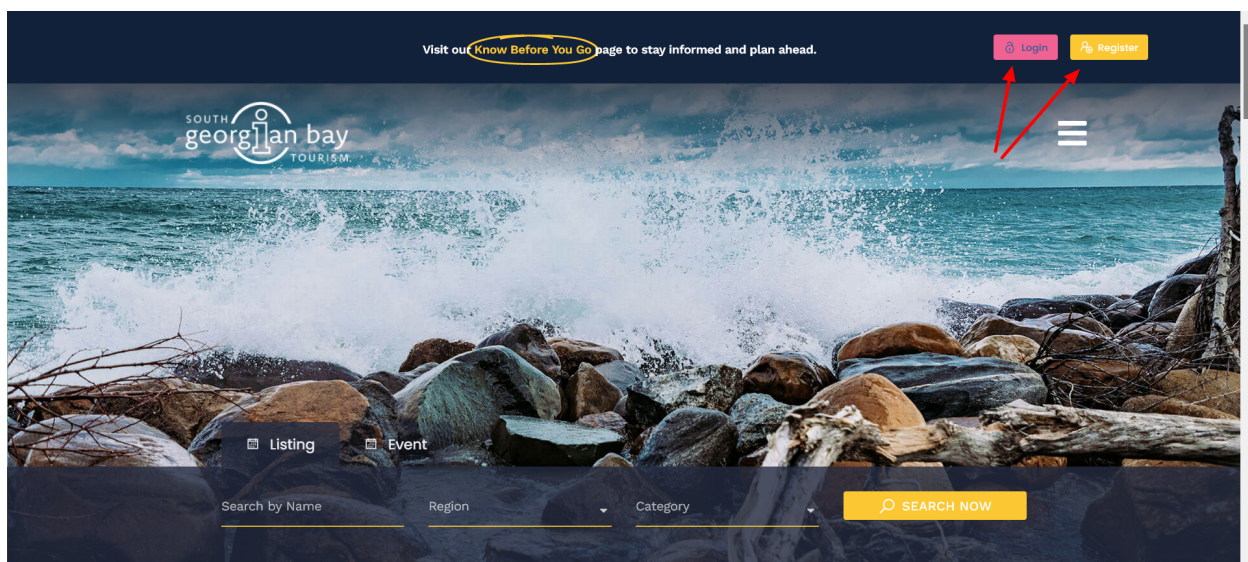


## Adding or Editing a Listing

**If you have already created an account on our website, click the LOGIN button.** Once logged in, you are presented with a Dashboard. Use the links on the right side of the page to view or edit each feature. Click LISTINGS to view and edit your existing listing. Click the ADD LISTING button to a listing.

**If you a listing to our website for the first time, and have not yet created an account....**

1. Click the REGISTER button.



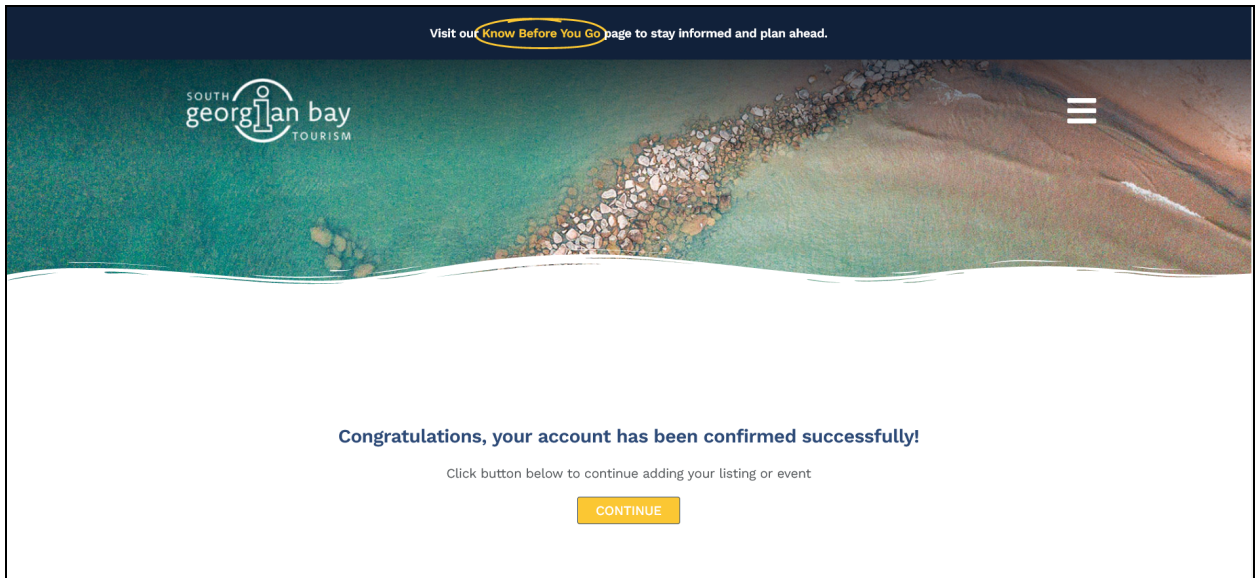
2. Create an account by submitting a username, email and password.

*Note: You may now save your login credentials in your browser pop up (if applicable).*

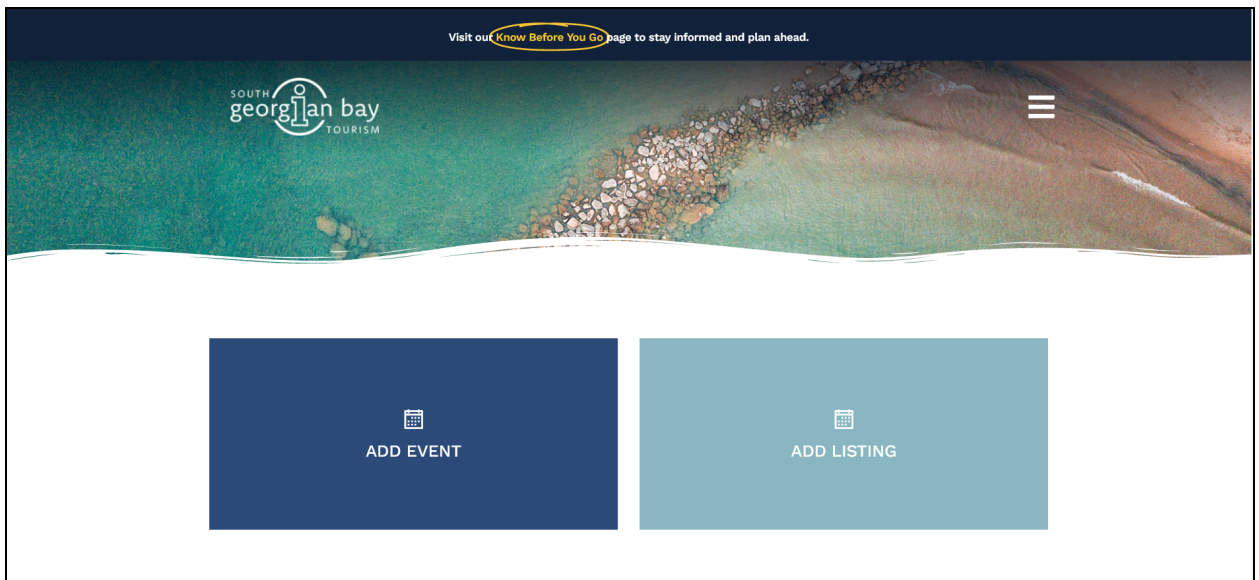
A screenshot of the "Create an account!" registration form. The form has fields for "Username \*", "Email", and "Password". The "Email" field contains the text "nicholetest". Below the fields is a red "REGISTER" button. To the right of the form, there is a welcome message: "Welcome to the South Georgian Bay Tourism website. Local tourism related businesses and organizations are invited to add a listing or an event. To start, please register to create an account, or login with your username and password. SGBT staff will review and confirm your submission." At the bottom of the form, there is a link that says "Login with username and password?".

3. Next, check your email for the confirmation of your user account, click the link in the email message to confirm. A new page will open to confirm your account, click the CONTINUE button.

*Note: Check your Junk folder if you don't receive the email.*



4. Click ADD LISTING box.



5. Choose a BASIC or ENHANCED listing. Click the GET NOW button.

BASIC	ENHANCED
<b>\$0.00</b>	<b>\$150</b>
Business Description (max 25 words) ✓	Just \$150/year ✓
Address ✓	Enhanced Business Description ✓
Phone, Email ✓	Address & Map ✓
One Image ✓	Phone, Email ✓
Website Link ✗	Website Link ✓
Photo-Gallery ✗	Photo Gallery ✓
Contact Form ✗	Contact Form ✓
Social Network Links ✗	Social Network Links ✓
Embed Video ✗	Video ✓
<a href="#">✓ Get Now</a>	<a href="#">✓ Get Now</a>

6. Add all your business details in the form, using the fields and selections provided.

The screenshot shows a business listing form. On the left is a sidebar menu with the following items: Header, Contact Information, Business Description, Business Address, Business Category, Gallery, and Video Urls. The main form area is divided into two sections. The top section is titled 'HEADER' and contains fields for 'Business Name \*', 'Logo (optimal size 150x150px)' with an 'Upload' button, and 'Cover Image (optimal size 1920x1080) \*' with an 'Upload' button. The bottom section is titled 'CONTACT INFORMATION' and contains fields for 'Phone' and 'Website'.

7. A preview of your listing is displayed. Click EDIT LISTING to make changes. Click SUBMIT LISTING to finalize.

The screenshot shows a preview of a listing. It features a sidebar with a 'DESCRIPTION' section containing the text 'Event description goes here.' and a yellow 'Up' arrow button. To the right of the description are two buttons: a yellow 'Edit Listing' button and a pink 'Submit Listing' button.


8. If you chose an Enhanced listing, click the PayPal button to submit your payment.

**Your Package Details**

PLAN NAME	DISCOUNT	SUB TOTAL	TOTAL
Enhanced	\$0	\$150	\$150

Apply Coupon

**Proceed to checkout**

  
PayPal

9. Your listing has now been posted. SGBT staff will review and approve your listing, at which time it will posted live on the website.