

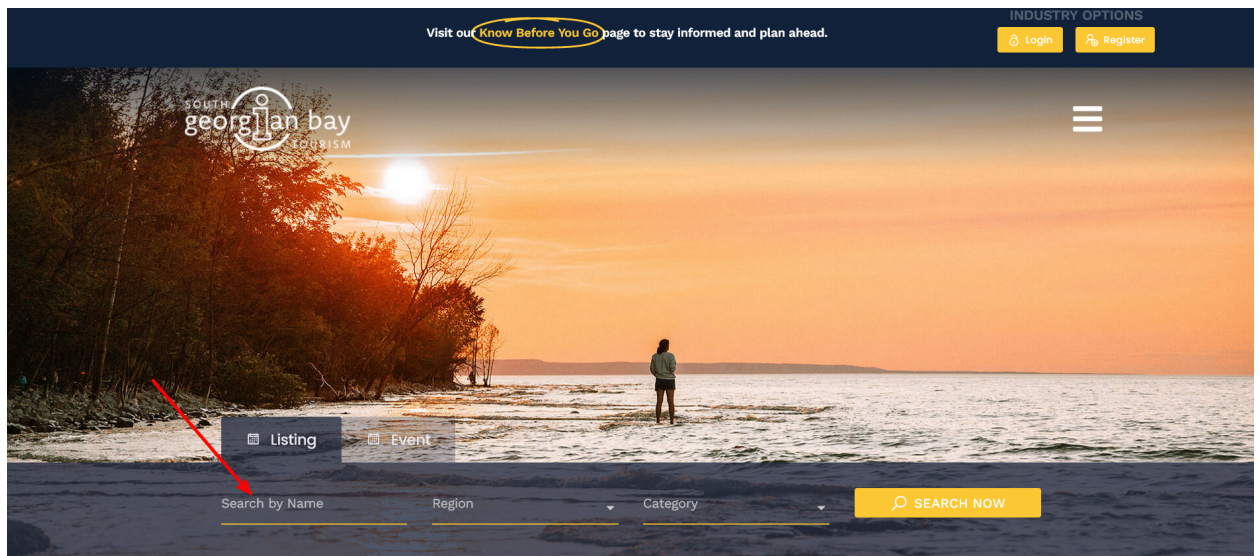


## Claiming an Existing Listing

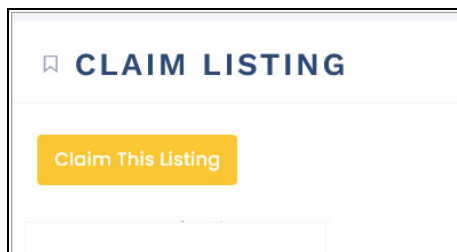
Welcome to the new SouthGeorgianBay.ca website. The new website provides tourism businesses and organizations with the ability to renew their listing, edit content and add events.

To gain access to your listing, follow the steps below.

1. Find your listing using the search form on the homepage. As you enter your business name, a dropdown of like results will appear, click on your listing name.

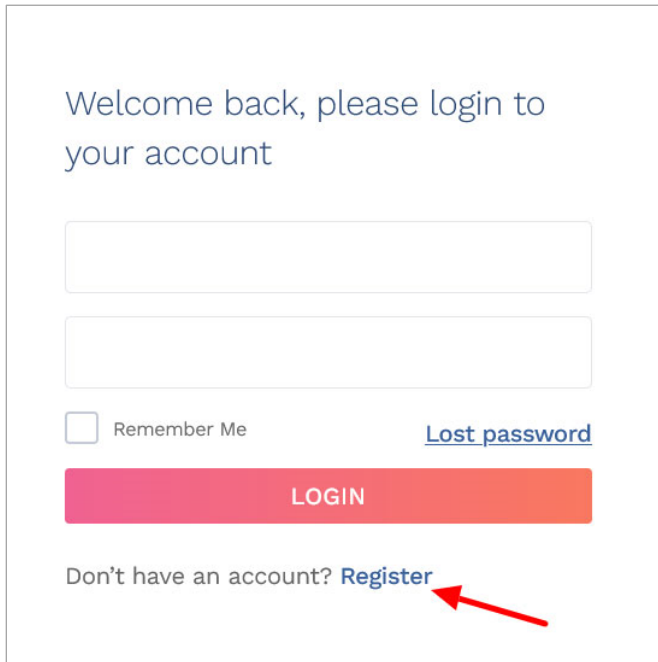


2. On your listing page, look for the CLAIM THIS LISTING button at the bottom of the page.



3. **If you have already created an account on our website, login now.** 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.

**If you don't yet have a login,** click the REGISTER link below the Login Form.



Welcome back, please login to your account

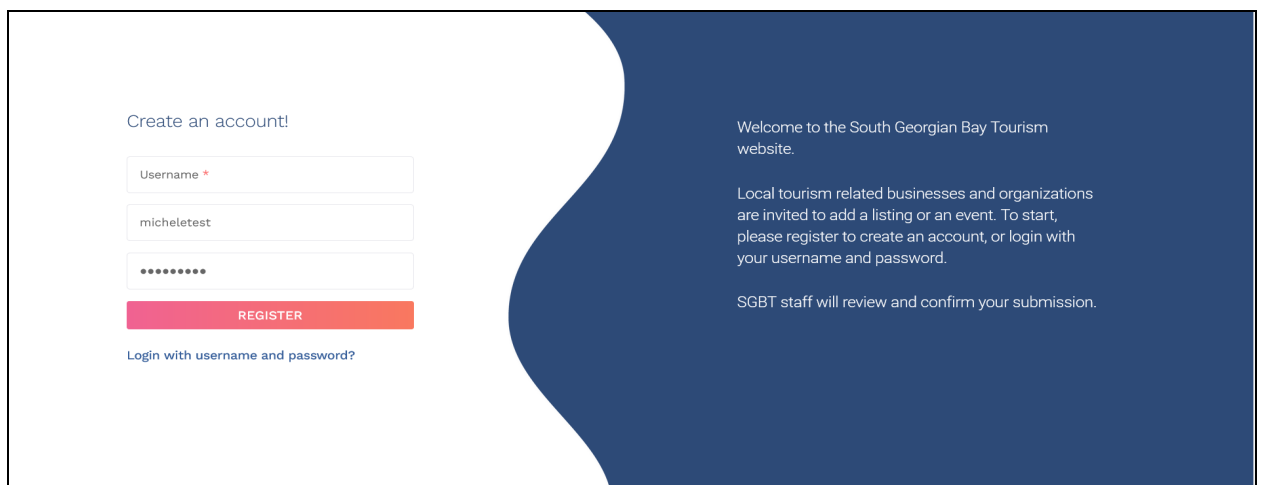
☐ Remember Me [Lost password](#)

**LOGIN**

Don't have an account? [Register](#)

A red arrow points to the 'Register' link.

4. 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).*



Create an account!

**REGISTER**

[Login with username and password?](#)

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.

5. You will now land on your listing page again. Click the CLAIM THIS LISTING button and complete the form.

**CLAIM THIS LISTING** ✕

First Name \*

Last Name \*

Phone Number \*

Choose a Package to Claim \*

Cancel

Submit

6. 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

Coupon

Apply Coupon

**Proceed to checkout**

  
PayPal

7. You have now claimed your listing. SGBT staff will review and approve your account, at which time, you can login and manage your listing using your account dashboard.