

As a member of **Sunshine Coast Tourism**, you get a free Listing in our Business Directory including:

- a website link,
- text description,
- 4 images and
- a map showing your location.

Following is a sample of a completed Business Directory listing

ARCTURUS RETREAT B&B

Intermediate Listing

Stunning mountain & water views from our spacious deck overlooking Howe Sound. Experience serenity on a moonlit night in our new hot tub. 2 comfortable rooms: queen beds, ensuites, private decks. All guests enjoy our fully furnished living room, dining room, spacious outdoor deck and gardens. Families welcome in our 2BR/BR Family Suite. Walk to ferry, bus, beach & trails. Full breakfast, home baking & warm hospitality. www.arcturusretreat.ca for online reservations & more pics.

Street: 160 Pike Road,
Gibsons BC, Canada V0N 1V6
Phone: 604-886-1940
Email: info@arcturusretreat.ca

Web: <http://www.arcturusretreat.ca>
Toll free: 877-856-1940
Area: Gibsons

Map

Before you can populate your listing, you need to create your login information so you have access to the website.

Remember, this is available only to Members of Sunshine Coast Tourism. If you are not a member, creating a username and password won't provide you with any additional information or benefits.

Following are the steps to create your website username & password, and your profile:

- Go to our login page at <http://www.sunshinecoastcanada.com/xde/login.php>
- Choose the '**New Users**' section to 'register your username and password'
- Enter your **Username**, then enter your **Password** in the appropriate boxes. Create a username and password that are easy for you to remember.
- Enter your **First and Last names**.
- Enter your **Company name**, immediately below your first and last names.
- Under '**Type**' of contact, choose Work Phone, Email and URL (if available). Do not choose 'Toll Free Number' unless that is the only number you want visible in your directory listing. The system automatically chooses the Toll Free number by default for the Basic Listings where only 1 number is shown.
- Enter your **Mailing Address**
- Click on '**Signup**' at the very bottom of the page.

The webmaster will receive a notice that you have created your profile, and will designate you as a Member. This should happen within 48 hours of creating your profile. If you login and don't see '**my listing**' immediately below '**main menu**' on the **Business Directory** drop-down within 48 hours, then send an email to info@sunshinecoastcanada.com and ask the webmaster to upgrade your status to 'Member'.

After creating your username and password, you will be presented with an opportunity to login using your new username and password. You will also receive a notification to your email address with your username and password information. When logging in, **Make sure to check the 'Keep me logged in on this computer' box.** That way you don't have to enter your login information each time you come to the website, as long as you **don't click on 'logout' when you are finished your session.** Just leave yourself logged in. This is not a security issue for you because it is only available on your home computer.

How to Complete Your Own Business Directory Listing:

Once you have completed all the above, you can then create your listing in the Business Directory. Go to the '**Membership Information**' page at <http://www.sunshinecoastcanada.com/sunshine-coast/information.php> for complete instructions.

If you have any questions, please contact your webmaster at info@sunshinecoastcanada.com