

As a member of **Sunshine Coast Tourism**, you get a free Listing in our Business Directory including a website link. This is a great benefit of membership --- instant visibility!

**You first need to create your login information so you have access to the website, and can create your presence in our Member Directory.**

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 **Member Listings** drop-down within 48 hours, then send an email to [info@sunshinecoastcanada.com](mailto: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.

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

If you have any questions, please contact your webmaster at [info@sunshinecoastcanada.com](mailto:info@sunshinecoastcanada.com)