



How to Add Your Business to the Business Directory

1. **Login** with your username and password at <http://www.sunshinecoastcanada.com/xde/login.php> These were provided to you in the main email. If you can't remember them, click on 'Lost Password' on the login page. If you still can't get the information, contact info@sunshinecoastcanada.com and it will be emailed to you.
2. Always check '**Keep me logged in on this computer**' so that you don't have to remember the info each time -- you will automatically be logged in each time you call up the website. You will only have to remember your username and password if you click on 'Logout'. **There is no need to click 'Logout' when you leave the page.** If you really want to logout, hover over your name in the left sidebar and choose 'logout' from the drop-down menu.
3. Hover over '**Business Directoy**' on the navigation bar, and choose '**my listing**' from the drop-down. If you do not see '**my listing**', contact info@sunshinecoastcanada.com and ask them to create a blank listing for you.
4. Select '**edit**' from the Tools box at the top of the page
5. Ensure that your **Organization Name** is correct.
6. '**Parent Organization**': leave as is
7. Select from **Address drop-down**: either Street or Mailing address
8. Enter address below the category that matches your selection.
9. On the right, select the appropriate '**Area**' from the drop-down: eg. *Gibsons, Sechelt*, etc.
10. '**Geographic Location**': This feature is not yet functional.....more to come.
11. Enter the **email address**, and all other **contact information** as listed.
12. Choose '**Primary Type**' of your business from the drop-down. You can enter a secondary type if it applies to you.
13. Enter your **Description** - **NOTE: MAXIMUM 500 CHARACTERS** including spaces. You can enter more, but **your description will be cut off** when viewing your listing. **WHEN YOU HAVE COMPLETED YOUR DESCRIPTION, CLICK 'UPDATE' THEN READ IT OVER TO ENSURE THAT YOUR TEXT IS NOT CUT OFF IN MID-SENTENCE.**
14. You can now upload up to 4 images. Note that the 'Logo Image' (the first image) is the one that will appear on the list in the main categories of the Directory. Images will be re-sized to **133 x 100 pixels**. **NOTE: If your picture does not load, it is likely too big. Just reduce the size to something closer to 133 x 100.** It doesn't have to be exact, but just closer.
15. Under '**Categories**' select those that apply **ONLY** to your business. Do not check the services and attractions that are nearby, only those that your company provides directly.
16. Click '**Update**' at the bottom of the page.
17. **Send an email** to Sherry at info@sunshinecoastcanada.com and ask her to activate your new listing so it can be seen by the public.

If you have any questions or problems, contact Sherry at info@sunshinecoastcanada.com.