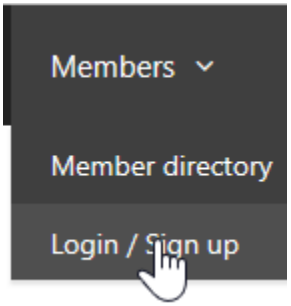
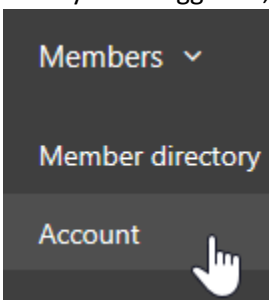
You need to log in to get started

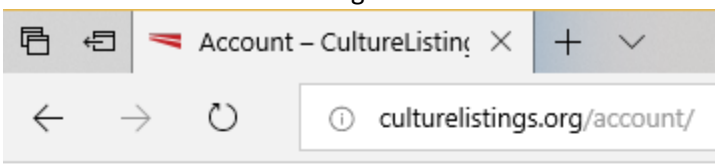
If you don't have an account, you can create one for free

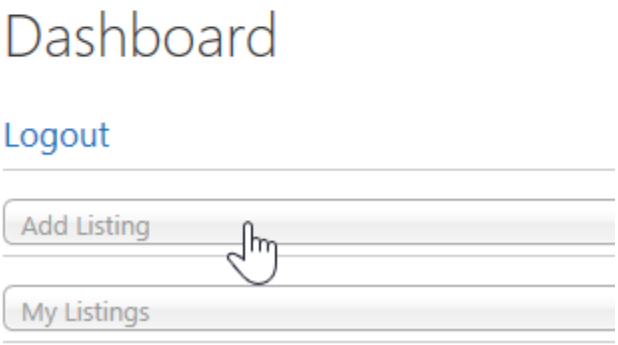


Once you're logged in, go to your account page

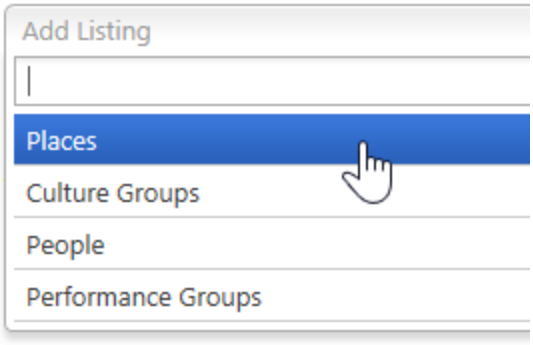


Scroll down to the 'Add Listing' bar



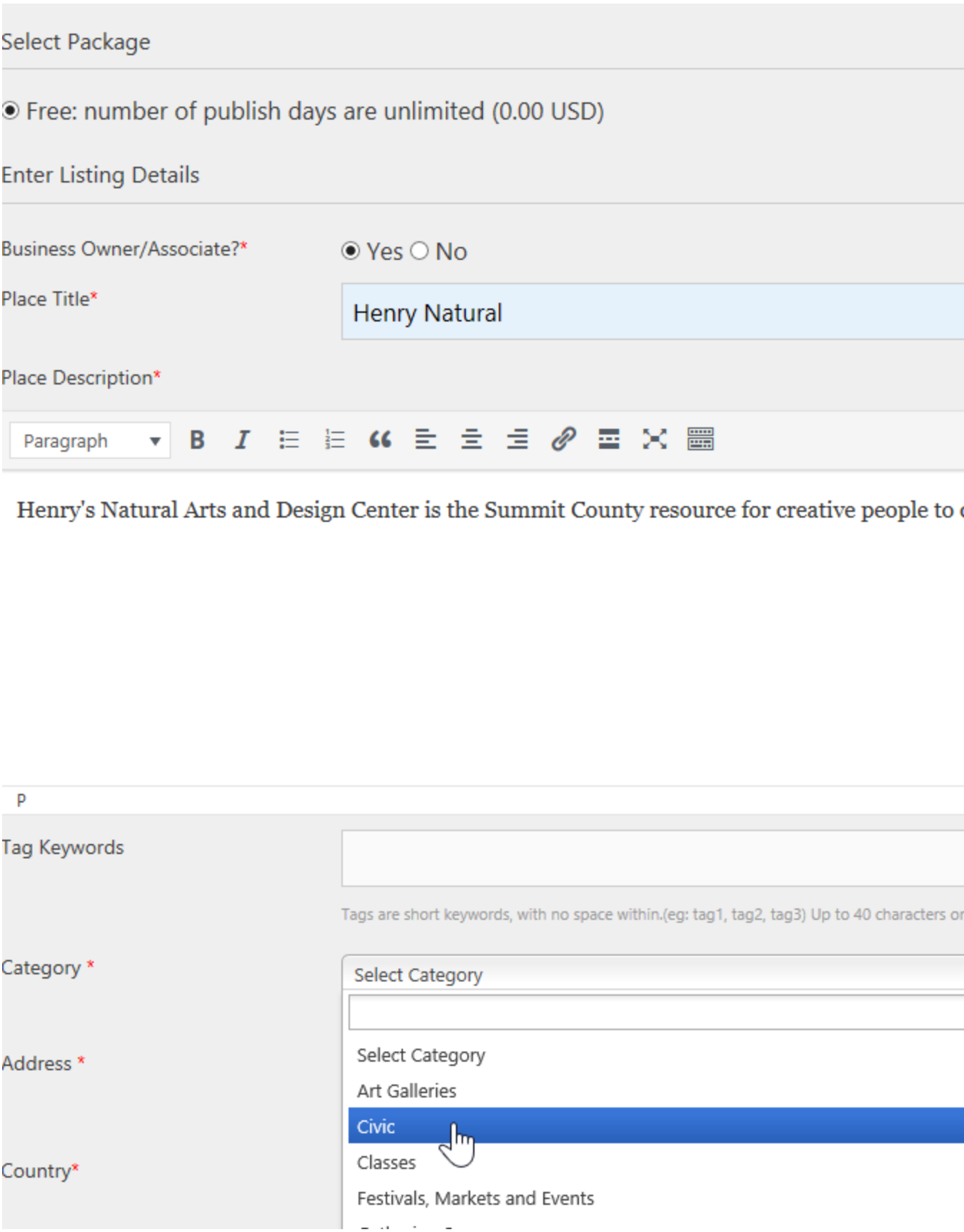


Pick the type of listing you want to add. This is important – there are four different sub-directories.

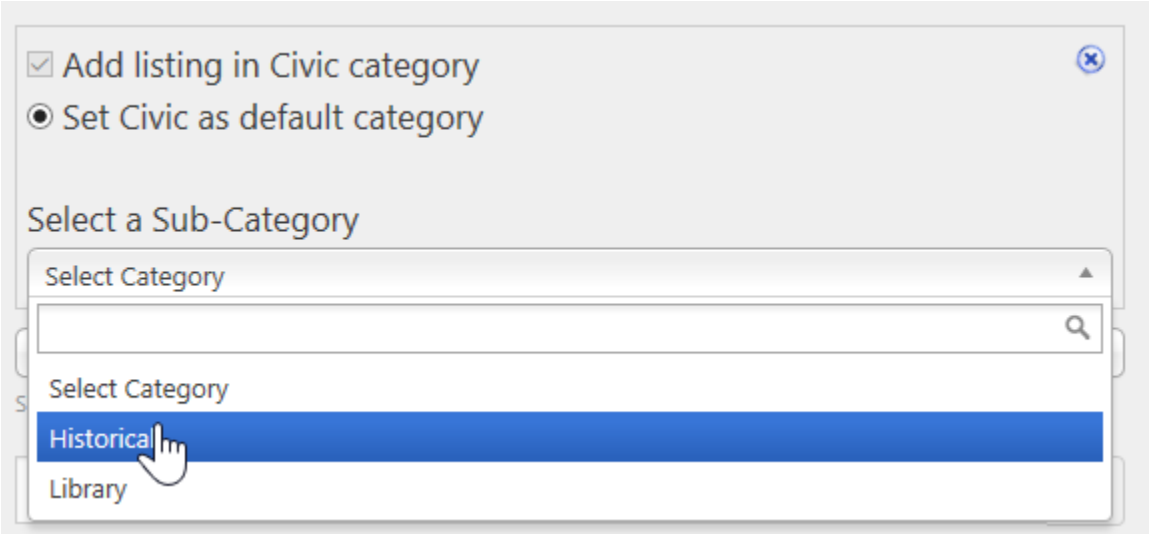


Then fill out the details.

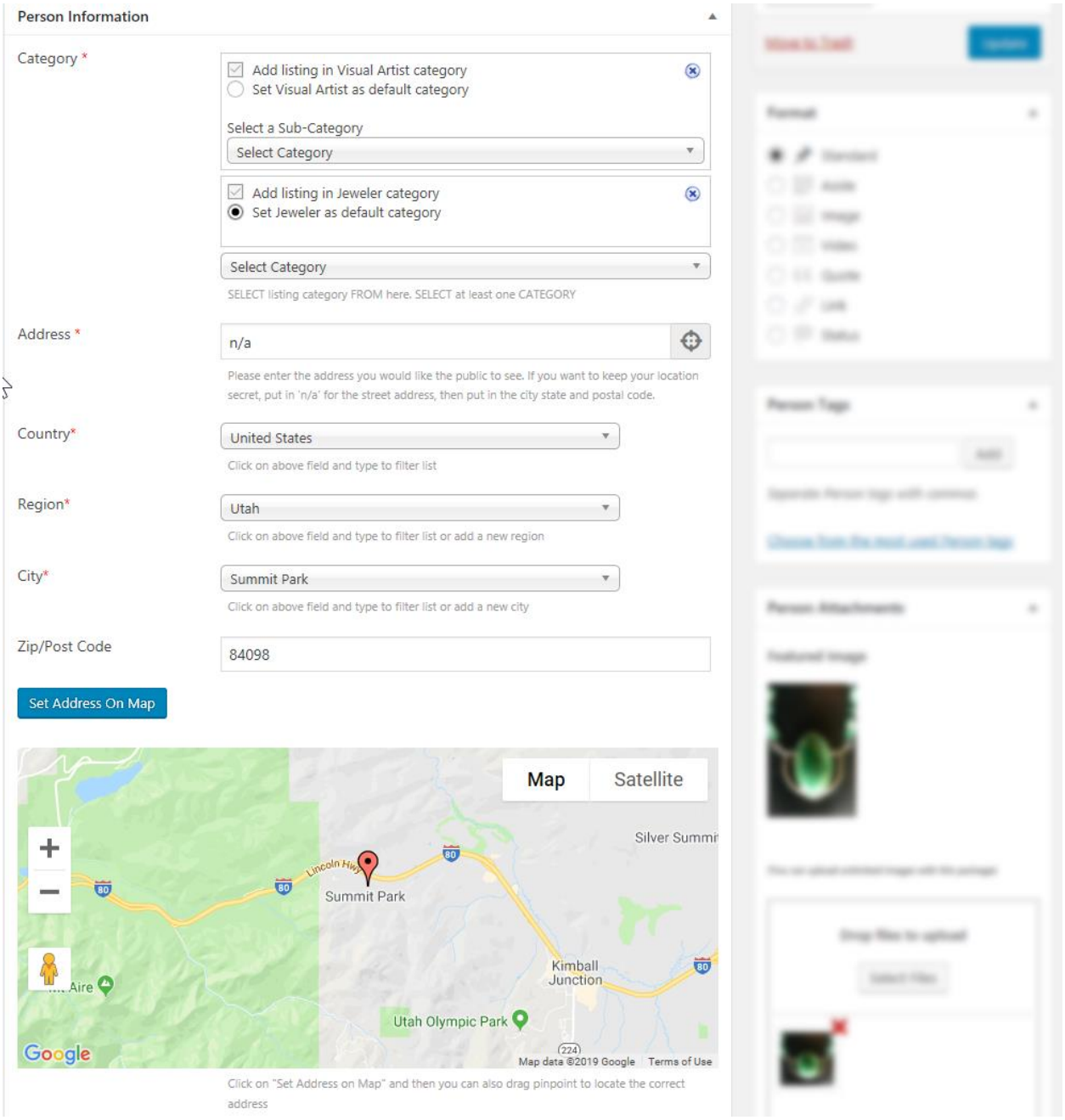
Package: Right now there is only one plan, the 'free listing.' Later we will add paid options to boost your online marketing.
Business Owner: You need to state that you are the owner or an associate of the owner.
Title: The top of the listing shows the title for the directory
Description: The user can put in any description of the listing
Category: Select a category


Select Package
Free: number of publish days are unlimited (0.00 USD)
Enter Listing Details
Business Owner/Associate?*
Yes
No
Place Title*
Henry Natural
Place Description*
Paragraph
Henry's Natural Arts and Design Center is the Summit County resource for creative people to
P
Tag Keywords
Tags are short keywords, with no space within.(eg: tag1, tag2, tag3) Up to 40 characters or
Category *
Select Category
Address *
Select Category
Art Galleries
Civic
Country*
Classes
Festivals, Markets and Events

Sub-Category: It's important to pick an accurate category and sub-category.



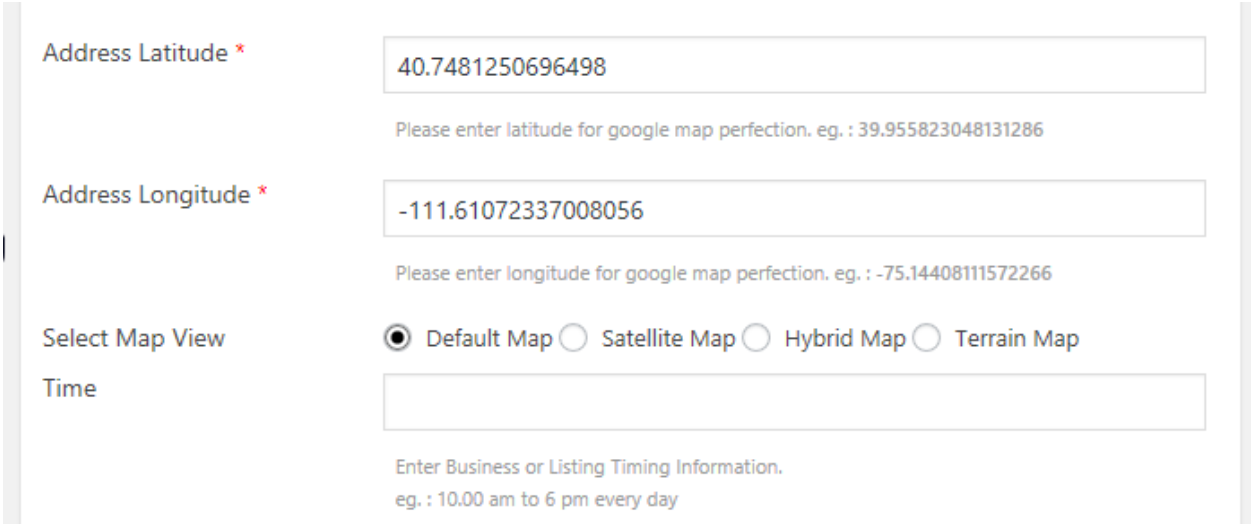
Address: The person can enter 'n/a' if she wants to keep their location from being seen by the public.
Country, Region, City and Zip Code: These are 'auto-fill' fields that will attempt to locate the address automatically
Set address on Map: After entering the address fields, the user can click on this button to set the map location.



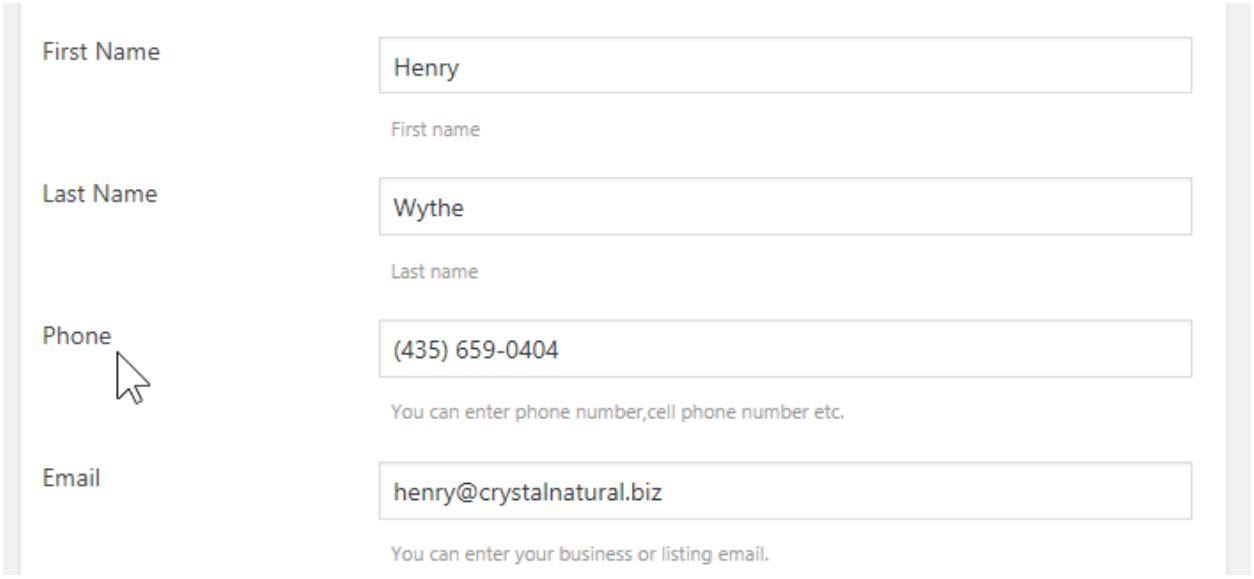
Address Latitude and Longitude: These are usually set automatically when an address is entered. However, for public art and other special situations, you can get these from a Global Positioning System like a cell phone 'map pin'

Map View: if you want to see what it looks like from space, here you go.

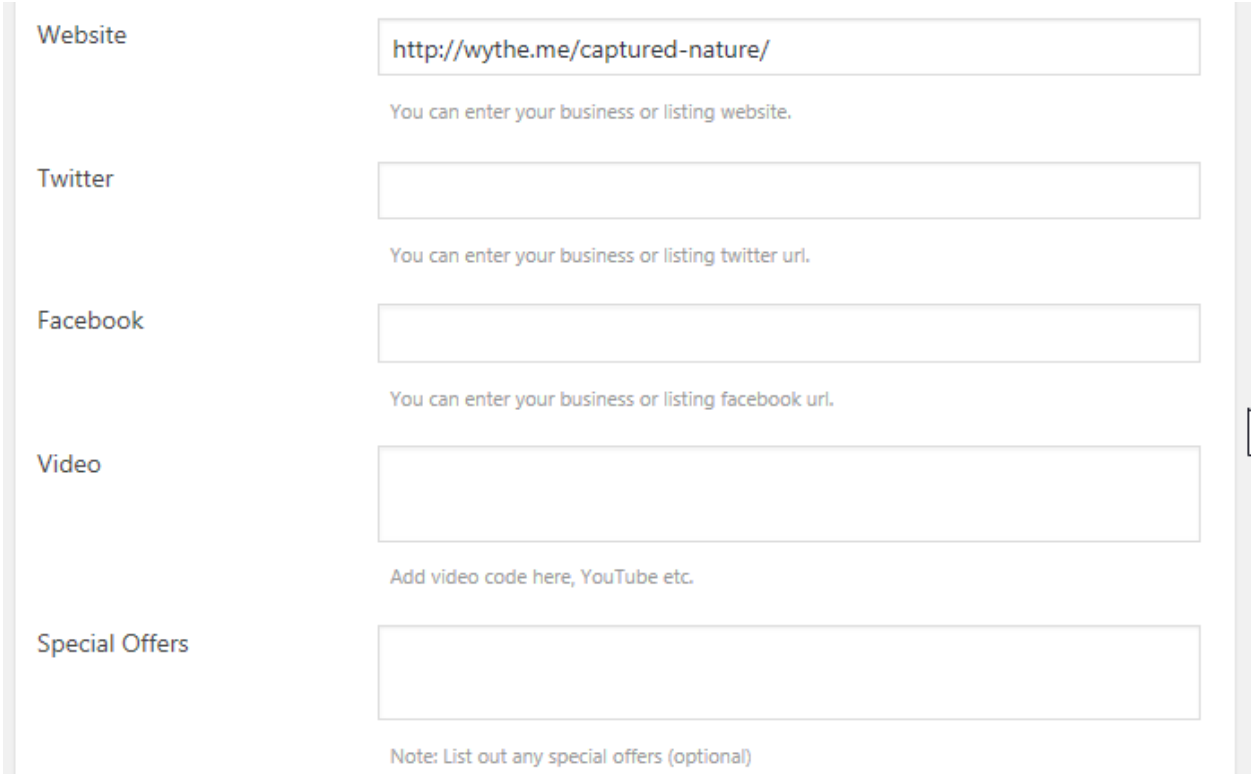
Time: hours of operation



Phone: public phone number
Email: this is not seen by the public. When a visitor clicks on the email link, it's sent by the system without revealing your email address.

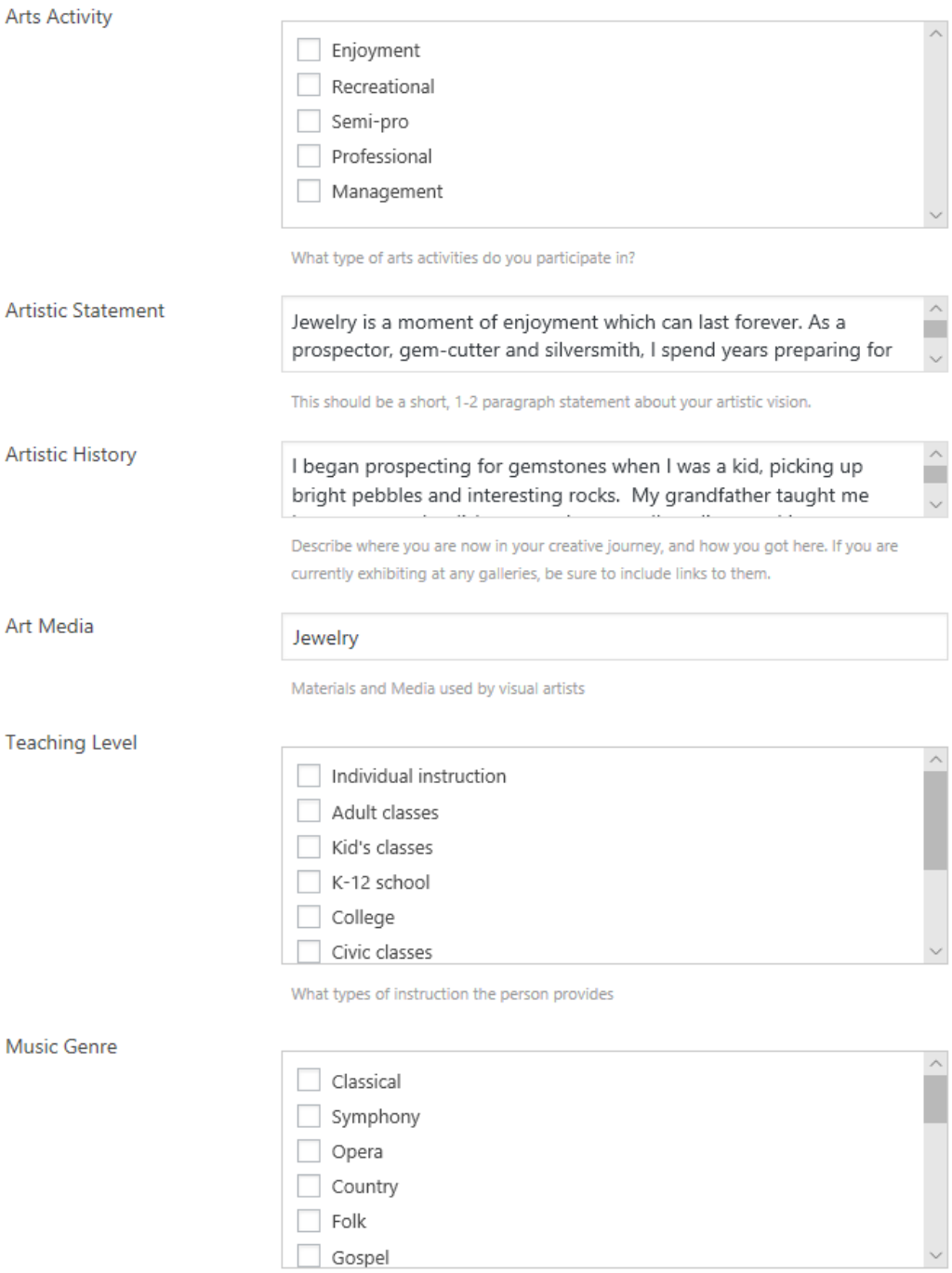


Website, **Twitter, Facebook and Video**: URL's to these web locations
Special Offers: not used at this time



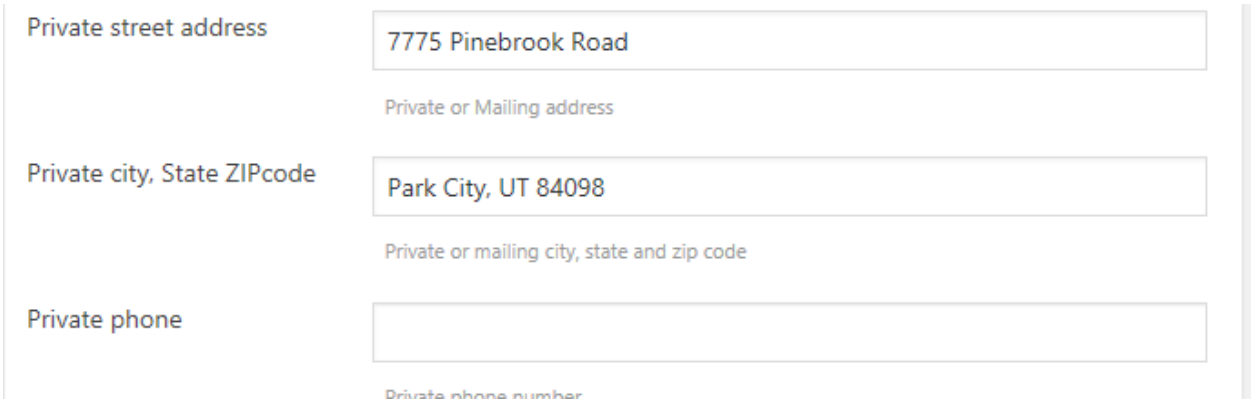
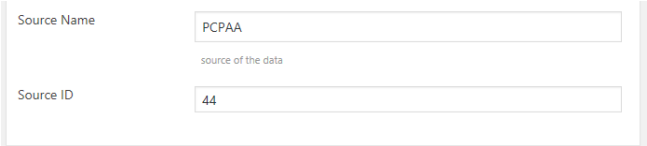
More Listing Details:

The Places, People and Performing Groups have a few additional fields to help the public find what they are looking for. The administrator should check the accuracy if possible, so that listings will be more useful



Private Data

Private Data allows the listing owner to give administrators a way to contact them by mail and phone.



Source Name and ID: for administrative use, to track the upload source of a listing