

**THE BUSINESS DIRECTORY IS NOW IN TEST MODE (Spring 2015)**

**SHOULD YOU ENCOUNTER ANY PROBLEMS OR HAVE ANY QUESTIONS,  
PLEASE CONTACT US AT [info@creativemontco.net](mailto:info@creativemontco.net).**

**Before you begin:**

A username and password are necessary to login. To register, go to Resources > For Members > User Log in and follow the link. Approval is necessary so please allow 48 hours to establish your account. You will receive an email confirming your registration and once approved, a second email with your user information once approved.

Once you have your log in information, enter your business or organization in the Directory by going to Resources > For Members > Submit a Listing. You will be directed to a simple form but here are a few tips to make sure your listing looks its best:



Look here for an artist, creative business, cultural destination or service

### Submit A Listing

#### 1 - Category Selection

Business Genre

\*

Nonprofit Organization

Continue

Step 1 - Select the category that best describes your business type: Artist, Community Group, Creative Business (for-profit), Entrepreneur, Nonprofit Organization and Government. You will be able to add another layer of description about *what you do* by using tags. This category cannot be changed later.

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Step 2 - Fee/Upgrade options. During this initial phase of beta testing, all listing are free and upgrades are not yet available. In the future, you will be able to add more features such as additional images, and featured status to your listing.

## Submit A Listing

### 2 - Fee/Upgrade Selection

	FEE	PRICE	DURATION	IMAGES ALLOWED
<input checked="" type="radio"/>	Free Listing	—	365 days	1

Would you like to upgrade your listing to "Featured Listing" for \$ 20.00 more?

You can upgrade your listing to featured status. Featured listings will always appear on top of regular listings.

Yes, upgrade my listing now.

Continue

### Step 3 - Listing Information.

- Business Name - It is suggested that you type your business name in All Caps.
- Business Tags - You may select multiple tags that best describe what you do. Nothing fits? Sends us an email to add more tags.

Please note: The tag "hidden gem" is a temporary designation that will be used by Creative Montco to identify listings that are being highlighted for special promotion and for a limited time. We recognize that everyone is a hidden gem but if you self-selected this designation, it will be removed until this program gets underway.

- Business Description - 12 lines and/or 150 word limit. Beware, text that is cut and pasted in may behave badly.
- Select a Region - This offers another search parameter - pick the best one that describes your location.

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## Submit A Listing

### 3 - Listing Information

\* Indicates required fields.

Business Name

\*

Business Tags

music  
photography  
theater  
visual arts

Business Description

\*

Website Address

URL:

Link Text (optional):

Address

Address2

City

\*

State

Zipcode

\*

Business Phone Number

Contact Name

Business Contact Email

County Region

City

Select a Region

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Montco Region  
\*

Select a Region

- Select a Region
- Abington/Jenkintown (0)
- Ambler/Ft. Washington (0)
- King of Prussia/Valley Forge (0)
- Lansdale/Souderton (0)
- Main Line (0)
- Norristown/Conshohocken (0)
- Perkiomen Valley (0)
- Pottstown (0)

Business Contact Email

Continue

Step 4 - Listing images. The max size image that can be uploaded is 1MB in .png or .jpg format. If allowed more than one image (coming soon), select which image you want as the thumbnail - the main image displayed on your listing. The thumbnail image will automatically be scaled down to the width of 480px. Smaller images will remain as they are. The maximum height allowed for a thumbnail is 600px (a vertical image). The additional images will be seen as small thumbnails of 150x150 at the bottom. Viewers who click on them will see a full size view.

## Submit A Listing

### 4 - Listing Images

#### Current Images

There are no images currently attached to your listing.

#### Upload Images

Drop files here

or

Select images from your hard drive

Image slots available:  
1 / 1

Max. file size:  
1,000 kB

Continue

### Editing your listing:

Once your listing is approved, you may make updates and change images to your directory listing at any time. Log in and then navigate to your listing under the Directory tab on the Main menu. As the owner of the listing, an edit button will appear.