

## Go to <u>www.oceancity.org</u>

## Click on the blue "Member Login" tab at the top

Log in and choose "Organization Information" on the shortcut menu along the left side of the page

Next, click on "Website Information" to update or enter information that will show on our website



Scroll down to enter URL's for your social media accounts

Continue to scroll down where you can enter a much larger description (1600 characters vs 200 in a basic listing)

In the "search results" description box you may enter a short description under your business name that appears when someone searches your business category Under "Highlights" you can enter bulleted items pertinent to your business and, if you so desire, a companion URL that directs the person directly to a webpage that further explains the bulleted item

Directly under "Highlights" is "Keywords" where you may enter unlimited keywords

Bullet Text	Bullet Url
Enter Bullet Text	Enter Bullet Url
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Enter Bullet Text	Enter Bullet Url
Enter unlimited keywords with a space between e thrift tools furniture books hardware housewares vin	ach word; common search terms that would be used to find your listing. age antique glassware scrubs jewelry toys swimwear sporting helmets
Save Changes Clear Changes	

As you enter or upload information to your business profile, scroll down to the bottom of each page and click "Save Changes" !

## You can also add logos, photos or videos to your business listing!

Account Settings	Logos
Personal	Member Page Header
Company	
Profile Summary	
<ul> <li>Organization Information</li> </ul>	Image
- Employees	Not Assigned
· Website Information	
· Categories	
<ul> <li>Additional Information</li> </ul>	
> Logos	Add Image
Photos	
· Video	Member Logo

Choose "Logos" on the left side, then "Add Image" then "Choose File" for Member Page Header or Member Logo Find the image and upload it. Please notice there are size restrictions, so you may need to resize the image before uploading

To add photos, choose "Photos" then "Manage Gallery" then "Add Image" then "Choose File". Again, there are size restrictions.

Account Settings	Add Gallery Image *
Personal	For best results, upload an image that is 500 x 500. If a larger image is uploaded it will be downsized appropriately while
Company	maintaining the aspect ratio so not to distort the image. Smaller images are not recommended. Image File Path:
Profile Summary	Choose File No file chosen * only image files of type .gif, .jpg, .jpeg and .png are allowed for placement in this location.  Are these images yours? Finding images on the internet does not mean you have the rights to post them. For
Organization Information	
Employees	example, do not upload Getty, Corbis, iStockPhoto images or other similar images without proper rights or you may incur legal action. By uploading an image here you agree you have the rights to use and reproduce the image.
Website Information	Finish Cancel
lategories	

To upload a video, click "Video"

Enter the URL (path) of your YouTube video and "Save Changes"

For more information on member benefits or help with your business profile, contact Olive Mawyer 410-213-0144 ext. 106 or <u>olive@oceancity.org</u>