

How to use the North Shore Business Forum website

*Please Note: Cookies must be enabled on your computer in order to submit your listing to the website.

1) You must REGISTER with the website first by going to the ADD YOUR LISTING button (You cannot submit a directory listing without registering first.)

- Go to [CLICK HERE TO REGISTER A NEW ACCOUNT](#)
- You MUST enter an Invitation Code to register. If you DO NOT have the INVITATION CODE, please [contact us](#) and the code will be emailed to you.
- Use the username and password you created, to LOGIN to the website. Go to MY ACCOUNT and then MY DETAILS to make changes/additions to your profile. You may also change your password.
- You must continue on and SUBMIT A LISTING after registering to be listed in the ONLINE DIRECTORY

2) SUBMIT your DIRECTORY LISTING by going to the ADD YOUR LISTING button.

- Choose the BASIC or GOLD MEMBERSHIP option
 - a. Basic provides one category listing - \$10/year
 - b. Gold allows multiple category listings and becomes a FEATURED LISTING - \$25/yr
- Enter in your name and company name
- Select a CATEGORY
- Under SEARCH DESCRIPTION give a brief 100 word or less overview of your company that includes "key search words" people would use to find your listing
- Under MAIN DESCRIPTION include a longer description of your company
- TAGS/KEYWORDS – add in keywords people would use to search for your company
- Enter in EMAIL, WEBSITE ADDRESS, and ADDRESS
- Click on CONTINUE
- UPLOAD IMAGE – upload your photo or company logo (if you entered it correctly an icon with a green plus sign will show – not your image)
- Click on CONFIRM IMAGE
- Click on CHECKOUT
- You will be taken to a PayPal payment page where you may pay with your PayPal account or if you do not have one simply click on “No PayPal account? Pay using your credit or debit card”
- Once you make your payment click on the RETURN TO NORTH SHORE BUSINESS FORUM button
- You may now search for your listing. Login to your account to make any updates or changes to your listing.

3) To SEARCH for INDIVIDUAL MEMBER LISTINGS

- Enter in KEYWORDS in SEARCH BOX
- Select a CATEGORY from dropdown next to keyword box or leave blank
- Click on GREEN ARROW BUTTON to search

4) To SEARCH entire DIRECTORY

- Clear out any text in the SEARCH BOX
- Click on GREEN ARROW BUTTON