

HOW TO
**Create your
enhanced
web listing**

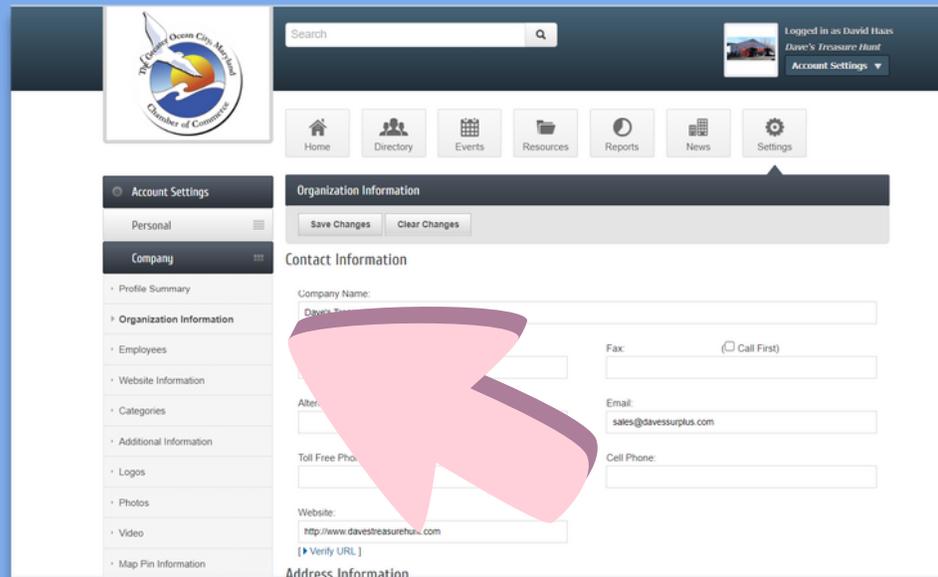


Go to www.oceancity.org

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



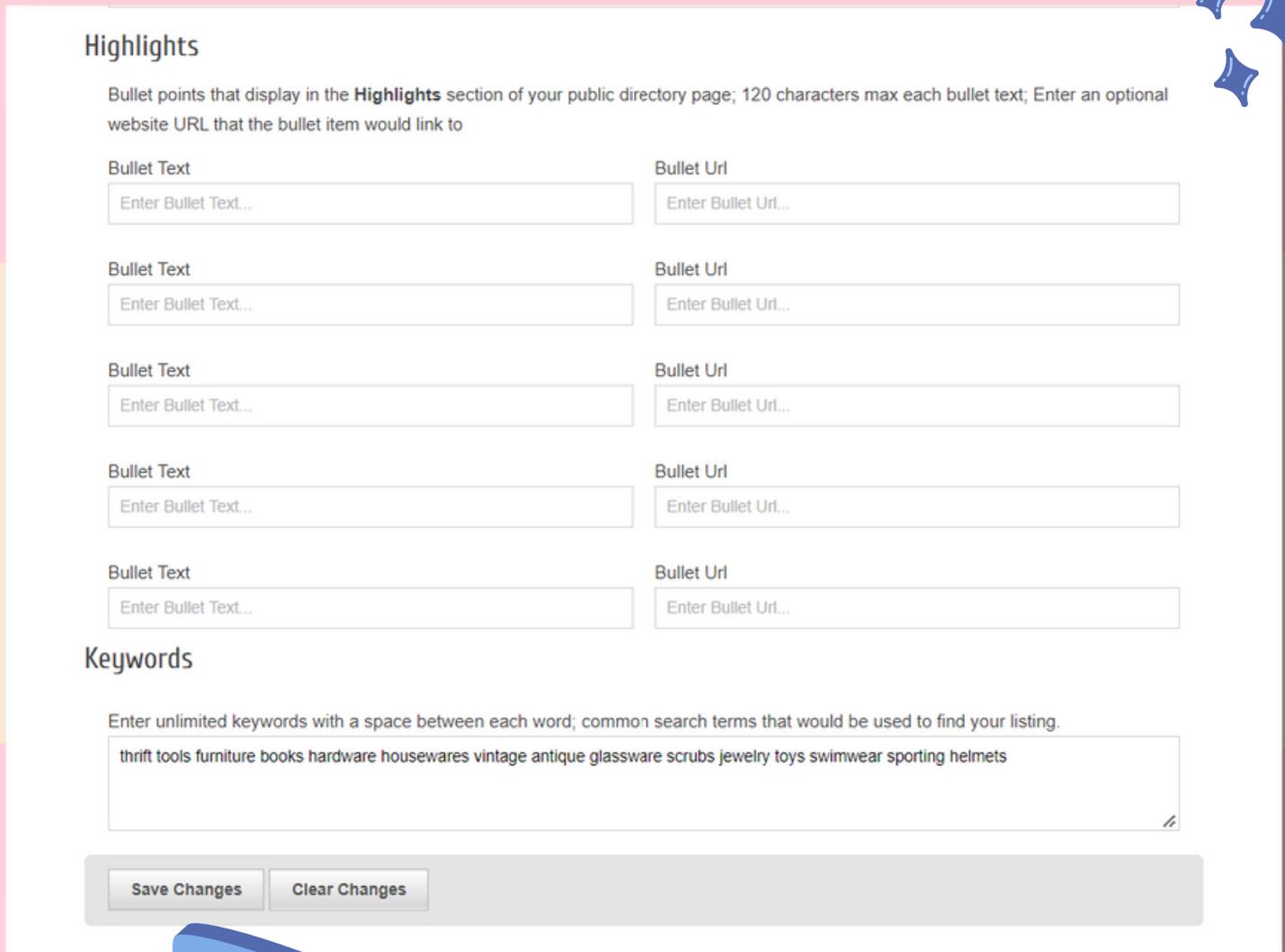
Scroll down to enter URL’s for your social media accounts

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



Highlights

Bullet points that display in the **Highlights** section of your public directory page; 120 characters max each bullet text; Enter an optional website URL that the bullet item would link to

Bullet Text Enter Bullet Text...	Bullet Url Enter Bullet Uri...
Bullet Text Enter Bullet Text...	Bullet Url Enter Bullet Uri...
Bullet Text Enter Bullet Text...	Bullet Url Enter Bullet Uri...
Bullet Text Enter Bullet Text...	Bullet Url Enter Bullet Uri...
Bullet Text Enter Bullet Text...	Bullet Url Enter Bullet Uri...

Keywords

Enter unlimited keywords with a space between each word; common search terms that would be used to find your listing.

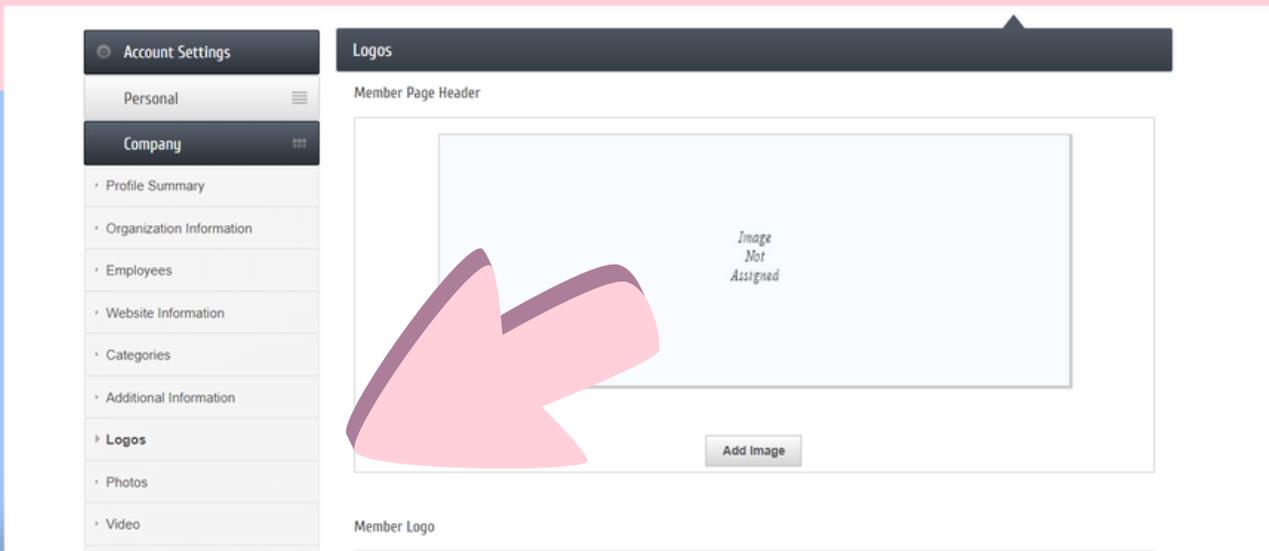
thrift tools furniture books hardware housewares vintage antique glassware scrubs jewelry toys swimwear sporting helmets

Save Changes **Clear Changes**



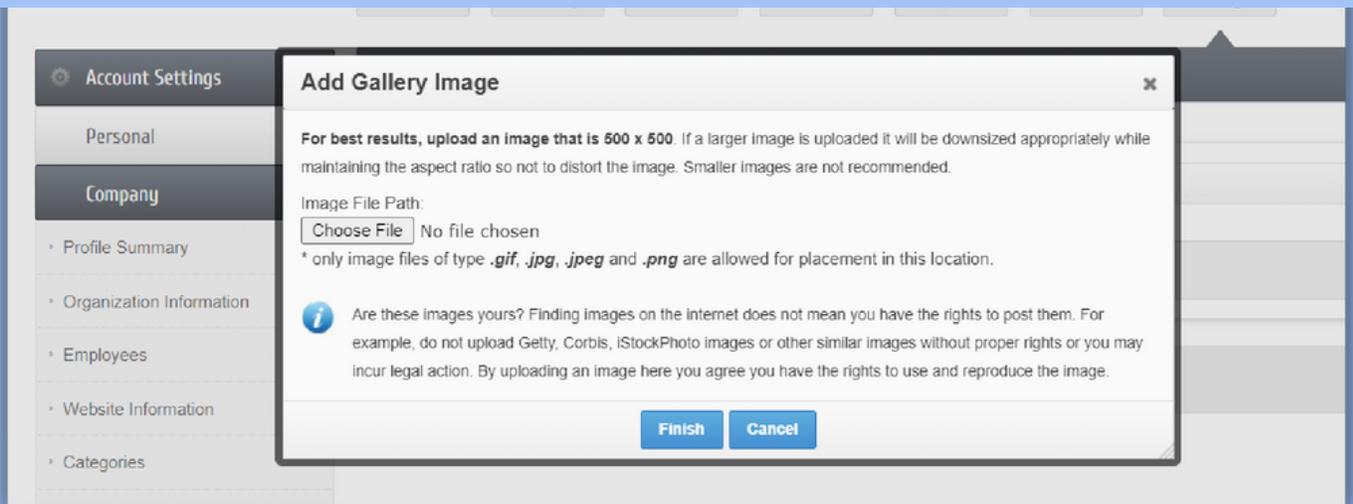
As you enter or upload information to your business profile, scroll down to the bottom of each page and click “Save Changes” !

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



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.



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 olive@oceancity.org