

CRUISE the COAST

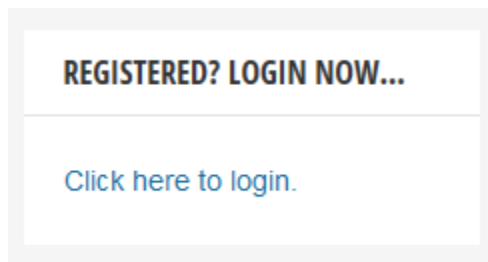
Cruise the Coast Business Listings

How to create a business listing

You must have an approved user account for the Cruise the Coast website in order to manage content and add business listings, events, etc.

Step 1: Login

On the CTC Group Access page, use the login link in the right sidebar.

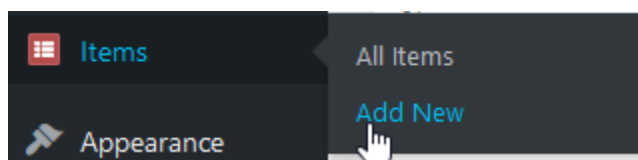


Logging in will take you directly to your account dashboard. Select an area to manage from the left admin menu. Optionally, you can also update your profile settings and account password.

Please note that in the capacity of "Editor" you will be able to view and edit other administrator's posts and listing as well, but please only modify content related to your own district.

Business Listings

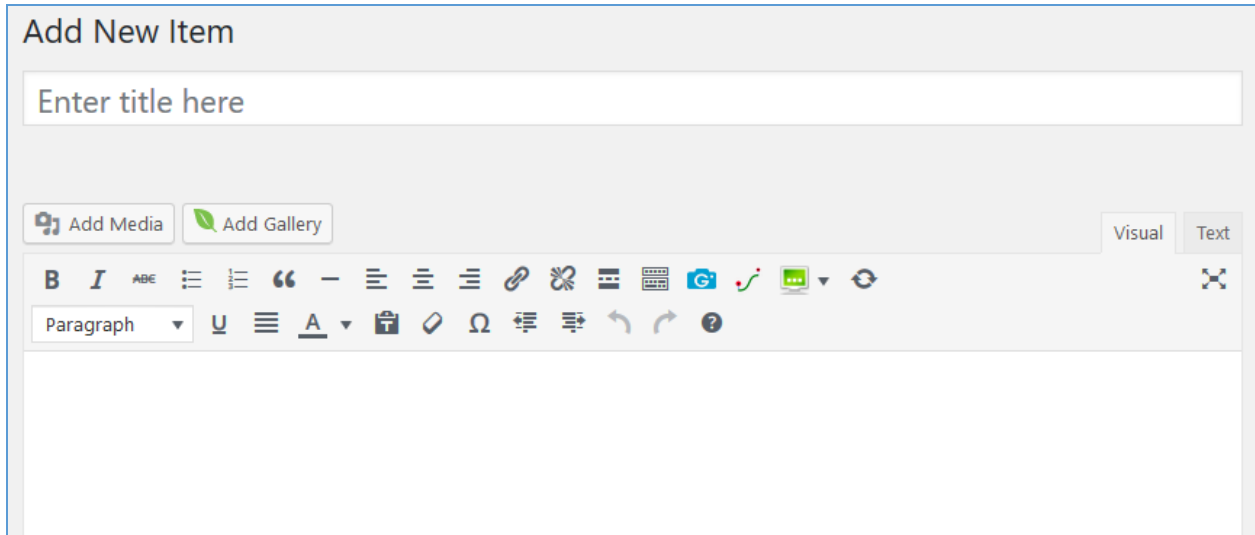
To add a business listing, click the "Add New" link in the dropdown menu below the "Items" link located in the menu.



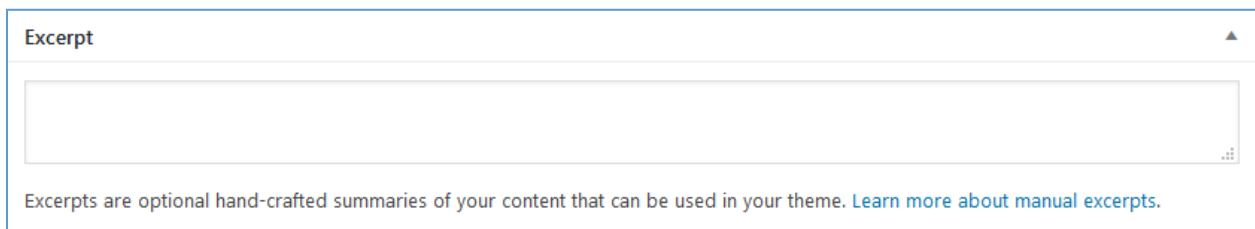
You will be redirected to an editing page. Starting top left, fill out any applicable fields as explained below...

- The "Title" field is used to enter the name of your business or organization
- The large field below the title field is where you enter a description. Use the controls ribbon to format text and content elements as needed.

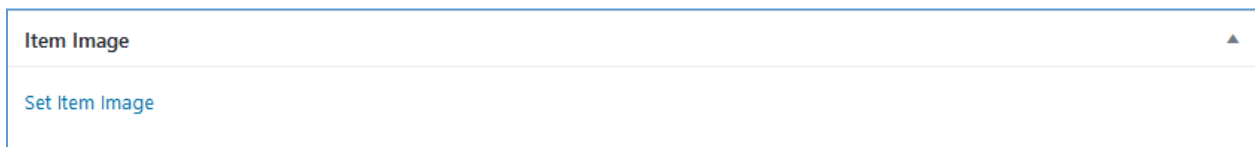
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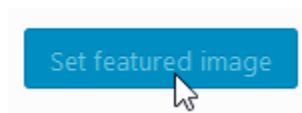
Optionally, add a custom text excerpt which will be visible in the business list (of all businesses, as opposed to the single list page).



Skip to the "Item Image" if you wish to upload a featured image file from your computer. This would typically be a corporate logo or other image representative of the business (use JPG, GIF or PNG file types, preferably no bigger than 350 pixels wide). The image will be sized automatically to about 304 pixels wide after upload. Uploaded images will be saved and accessible in the "Media" page, accessible from the menu.



After successful upload, click the "Set featured image" button, located bottom right.



The image will now appear in the listing editor page. If you wish to remove the image, click the "Remove Featured Image" link.

Next, move to Item Options section, and fill in any applicable fields.

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- The subtitle is optional, and is text that appears below the business name (title field). This could be a company slogan for instance.
- Enter the complete street address in the address field and click the "Find" button to automatically enter the map coordinates (do not use post office boxes).

Item Options ▲

Subtitle


GENERAL

Address
Specify address and position of item

Address

Latitude Longitude

Streetview OFF



Map data ©2016 Google [Terms of Use](#) [Report a map error](#)

Next, enter the business phone number in the telephone field. If you have multiple numbers to add, you can do so using the "Add New Item" link below the phone number field.

Telephone
Telephone number related to item

Additional telephone numbers
Additional telephone numbers related to item

No Items Defined

[+ ADD NEW ITEM](#) [OPEN/COLLAPSE ALL ITEMS](#)

Next, move down to the "Links" section. Enter the company email address and optionally choose to hide the email address and instead activate the "Contact Owner" button. On the front end this button will open a contact form without revealing the email address.

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Email	<input type="text"/>
Email address related to item	
Show Email	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF Display or hide email address on page
Contact owner button	<input type="checkbox"/> OFF <input checked="" type="checkbox"/> ON Create contact form on page
Web	<input type="text"/>
Web address, use valid URL format with http://	
Web Link Label	<input type="text"/>
Text displayed instead of full web address	

Next, enter the company website address, complete with the correct protocol (e.g. http:// or https://) before the domain name. Optionally, use straight text that the domain will be linked from (this will hide the URL from visible text). E.g. you could use "Visit Our Website" which will then be linked to the actual URL.

In the next section, you can choose to display the company's business hours. Turn the feature "On" if you've entered opening hours. If not, leave the feature off so that "blank" fields will not be displayed.

OPENING HOURS	
Show	<input type="checkbox"/> OFF <input checked="" type="checkbox"/> ON Display or hide Opening Hours section
Monday	<input type="text"/>
Tuesday	<input type="text"/>
Wednesday	<input type="text"/>
Thursday	<input type="text"/>
Friday	<input type="text"/>
Saturday	<input type="text"/>
Sunday	<input type="text"/>
Note	<input type="text"/>

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If you wish to add your social media channel links, do so in the next section.

SOCIAL

Show OFF Display or hide Social Icons section

Open links in new window ON

No Items Defined

[+ ADD NEW ITEM](#) [OPEN/COLLAPSE ALL ITEMS](#)

Be sure to have the "Show" button turned "On". Turning on the "Open links in new window" setting ensure that visitors will not leave the listing page, if they click on a social media channel link.

Optionally, choose an icon to associate with the SM link.

You're almost done.

Item Locations

All Categories **Most Used**

- Cruise the Coast Route
- Cruise the St. Clair River & Lake
- Huron Shore Route
- Experience Elgin County Route
- Freedom Trail
- Friday the 13th Route
- Grand River Route
- Hub & Spoke Route

Now, scroll back up and find the Locations section in the right section of the page.

Check mark any applicable routes. Routes are specified by the Website administrator and cannot be changed. If in doubt, check the Routes page(s) on the website itself.

Item Categories

All Categories **Most Used**


- Attractions
- Bed & Breakfast
- Breweries
- Camping
- Heritage, Culture & Museum
- Hotels & Motels
- Restaurant
- Shopping


Next, scrolling up, select any categories appropriate for your listing.


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Finally, scrolling all the way to the top, you can "Preview" the listing to see what the public will see and make any adjustments you wish to make. When satisfied, click the "Publish" to make the listing visible on the front-end of the website.

Publish ▲

 Status: **Draft** [Edit](#)

 Visibility: **Public** [Edit](#)

 Publish immediately [Edit](#)

You can now log out of your account.