



# How Your Business Can Use SHOP SANTA ROSA

Welcome to **Shop Santa Rosa**, the City's new On-Line Business Directory. The site allows residents and visitors to search for businesses by category or name of business, while giving businesses a chance to provide citizens with information about special offers, upcoming events, job opportunities and whatever else they want to share.

## New Business

If you have opened a new business in Santa Rosa and would like to be listed in the Shop Santa Rosa directory, all you need to do is **Register Your Business**. After you are added, you will be able to edit your listing with a variety of custom options.

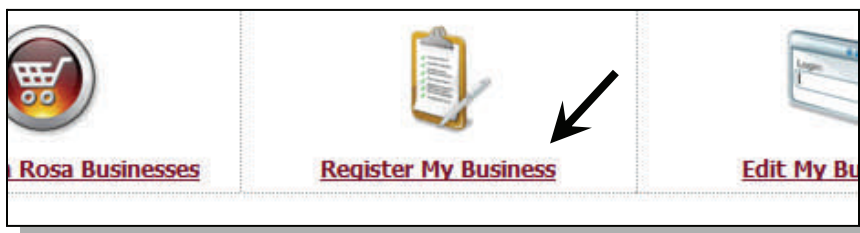
## Register Your Business

In order to **add** your new business to our directory or **edit** a current listing, you will need to follow the quick and easy registration steps listed below:

1. Go to the following URL:

[www.srcity.org/shopsantarosa](http://www.srcity.org/shopsantarosa)

2. Click on "Register My Business"



3. Complete the Registration Page and Submit your Business Information.



4. Receive email confirmation of request.

Thank you. Your contact information has been sent for approval and you will receive a confirmation message shortly.

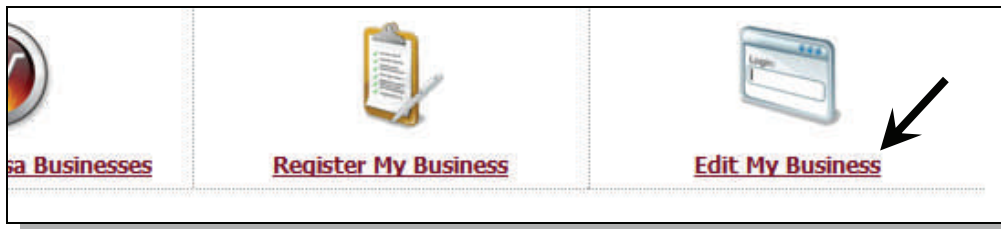
5. Receive email confirmation of approval.

You have been approved to update your business on the Santa Rosa website!

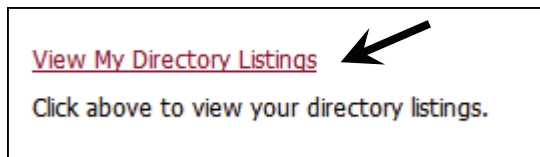
## Edit Your Business

Once you have registered your business, you will be able to customize your listing in the directory.

1. Go to [www.srcity.org/shopsantarosa](http://www.srcity.org/shopsantarosa)
2. Click on "Edit My Business"



3. Click on "View My Directory Listings"



4. Log in with your User Name and Password (You Created when Registering Your Business)

\*Email Address:

\*Password:

Remember me on this computer

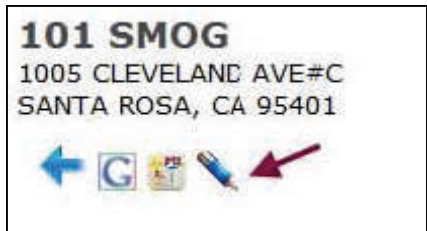
**Submit**

[Forgot your password?](#)

5. Click on your Business Listing's Name



6. Click on the Pencil Icon (“Edit This Listing”) and wait a moment.



7. Fill in the general information on your business.

**Details**

**Name:** 101 SMOG

**Description:**   
 Tahoma   
 COMING SOON: The City is proud to introduce its new Shopping and Business Directory on our website. We are excited to introduce new ways for our businesses and residents to interact. So please keep checking back as this directory starts to take shape. This new facility allows our local businesses to provide information on location, hours, coupons, job opportunities and other details about their businesses. Businesses can link to websites, show photos and post information. The directory also permits our residents to contact businesses and schedule appointments. In addition, residents can receive automatic text/email updates about coupons, availability and other types of business information.

**Address 1:** 1005 CLEVELAND AVE

**Address 2:** #C

**City:** SANTA ROSA

**State/Province:** CA

**Zipcode:** 95401

**Phone:**

**Email:**

**Mailing List Email:**

**Special Identification:**

**Photo or Image:**

- \*Add an email address for your mailing list
- \*Add a special identification next to your business name such as “New” or “Open 24 Hours”
- \*Add your logo

- URLs
- Categories
- Hours
- Specials and Coupons
- Job Opportunities
- Reviews
- Frequently Asked Questions

Complete all sections that you would like your customers to view.



**Categories**

<input type="checkbox"/> Accountants	<input type="checkbox"/> Advertising	<input type="checkbox"/> Ambu
<input type="checkbox"/> Animal Care Services	<input type="checkbox"/> Answering Services	<input type="checkbox"/> Antic
<input type="checkbox"/> Appliance Repair	<input type="checkbox"/> Appliance Sales	<input type="checkbox"/> Appr
<input type="checkbox"/> Architects	<input type="checkbox"/> Artistic Merchandise Retail	<input type="checkbox"/> Arts
<input type="checkbox"/> Attorneys	<input type="checkbox"/> Auctioneers	<input type="checkbox"/> Auto
<input type="checkbox"/> Auto Parts Retail	<input type="checkbox"/> Auto Parts Wholesale	<input type="checkbox"/> Auto
<input type="checkbox"/> Auto, Truck and Motorcycle Repairs	<input type="checkbox"/> Bakeries	<input type="checkbox"/> Barb
<input type="checkbox"/> Beauty Salons	<input type="checkbox"/> Beauty Salons - Independent	<input type="checkbox"/> Bicyc
<input type="checkbox"/> Boarding Houses	<input type="checkbox"/> Bookkeep	
<input type="checkbox"/> Business Machine (Retail)	<input type="checkbox"/> Business	

Select as many categories that apply to your business.



SAVE all changes, Go Back to the Business Directory, Ask a Question, or Sign Up for a Live Webinar

8. Save your changes and log out when you are finished. It's just that easy!

## Share With Your Customers

Once you have finished editing your listing, you can share with your customers. Tell them to:

1. Go to [www.srcity.org/shopsantarosa](http://www.srcity.org/shopsantarosa)
2. Click on "View Santa Rosa Businesses"
3. Enter your business name in the search box



Thanks for using  
**SHOP SANTA ROSA**