



How To Manage Your Business Page

1) Go to the City website:

www.cityftmyers.com

2) Click on the Shop Fort Myers icon section

3) Click on “Claim My Business”



[Claim My Business](#)



Click the question icon to ask a question or view our FAQs

Claim Your Business

Please claim your business to provide confirmation to the city that you are authorized to manage information pertaining to the business specified below.

Pending Approval: Once the city approves your registration all updates will be available to the public.

(Please enter at least 5 characters including spaces in the box below)

Enter Business Name:

4) Follow the Claim My Business instructions and you will be asked to create an account, once you have created an account it will immediately take you to your business edit page:



Submit



Go Back



ShopsQA Support



Join Webinar



ShopsQA Videos



Coupon Creator



Job Creator

Details

This is how your listing will be displayed on the website and appear to the public. You will have unlimited access once you are approved.

*Business Name:

Description:

Keywords:



How To Manage Your Business Page

4) (continued) Now on the business edit page simply fill out the information pertaining to your business see #5 for further instruction

5) Analytics: Here you will be able to see how much traffic your page is receiving

Analytics	
Views Last Year:	0
Views Last Month:	0
Views Yesterday:	0
Unique Views Last Year:	0
Unique Views Last Month:	0
Unique Views Yesterday:	0

6) URLs: Enter in your website should you have one as well as your business facebook, twitter and or photos ex) snapfish, photobucket etc.

URLs	
Website:	<input type="text" value="http://"/>
Facebook Us:	<input type="text" value="http://www.facebook.com"/>
Follow Us on Twitter:	<input type="text" value="http://"/>
YouTube Videos:	<input type="text" value="http://"/>
Linkedin:	<input type="text" value="http://"/>
Flickr:	<input type="text" value="http://"/>

7) Categories: Select the categories you would like your business to appear in

Categories		
<input type="checkbox"/> Arts & Entertainment	<input type="checkbox"/> Arts & Entertainment - Arts 1	<input type="checkbox"/> Beauty & Spas
<input type="checkbox"/> Beauty & Spas - Salon	<input type="checkbox"/> Computer & Electronics	<input type="checkbox"/> Construction & Contractors
<input type="checkbox"/> Consulting	<input type="checkbox"/> Consulting - Consulting 2	<input type="checkbox"/> Consulting - Consulting1
<input type="checkbox"/> Design Professionals	<input checked="" type="checkbox"/> Food & Drink	<input type="checkbox"/> Health & Medicine
<input type="checkbox"/> Home & Garden	<input type="checkbox"/> Legal & Financial	<input type="checkbox"/> Media & Communications
<input type="checkbox"/> Other Services	<input type="checkbox"/> Other Services - Hospitality	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Shopping	<input type="checkbox"/> Shopping - Apparel	<input type="checkbox"/> Sporting Goods & Recreation



Click the globe to join a live webinar to interact with staff that will help you with your business page

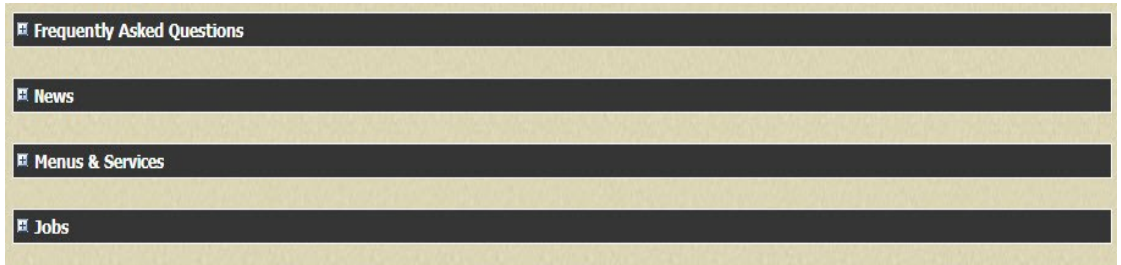


View our How to Videos by clicking on the video reel icon

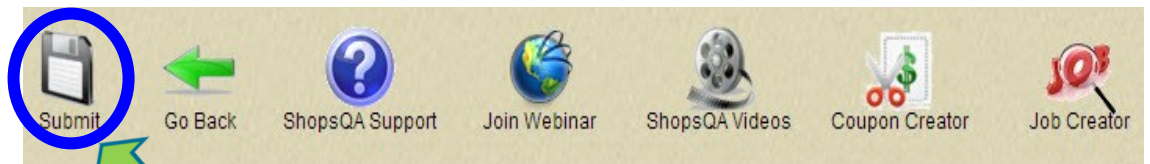


How To Manage Your Business Page

8) Complete all other sections you would like your consumers to view on your business page



9) SAVE all changes by clicking on the Save (disk) Icon



Click the scissors/\$ icon to create and or upload a



Icons: (in the order they appear)

Save all changes, Go back to the directory, Support (FAQ's & Ask a question), Sign up to join a webinar, Watch our how to videos, Create a coupon, and Post a job

Once you click SAVE, the City will be notified that you have claimed your business. You will be notified within 2-3 business days if you have been approved and then will have 24/7 access.

Any coupons or job opportunities you have out there will be sent to residents every third Thursday of the month. Make sure to remind your customers to sign up here on the site!



Sign Up To Receive Notifications!



Click the job icon to post any job opportunities