



## Registering / Logging In and Claiming Your Page:

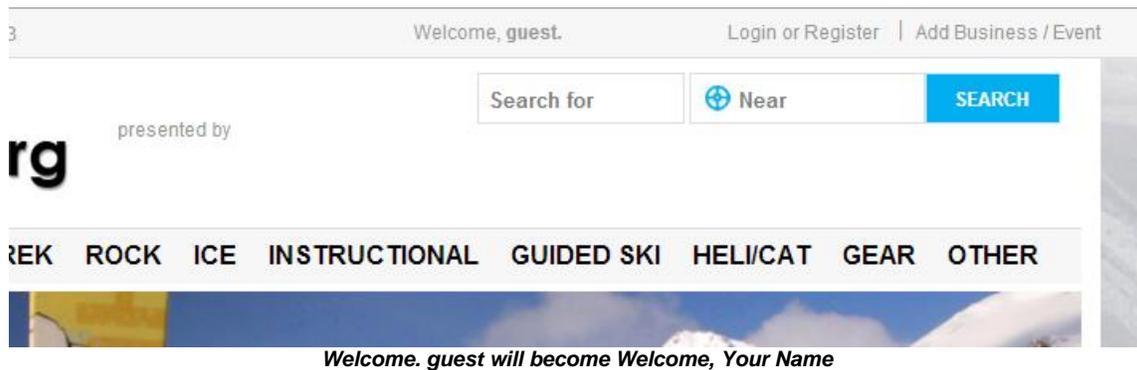
Below is the short tutorial to register. It takes about 4 minutes.

**It will go even faster if you call us at 512.261.5121.**

**We are standing by to walk you thru the process by phone.**

1) Go to mtnguide.org

2) At the very top of the page is a grey toolbar that should display "welcome, guest" in the center. Look to the right and click on "Log-in or Register".



3) This next page will display two boxes, "Log-In" on the left and "Register" on the right. You will fill your email address, Business Name, password ( 7 letters or numbers) and captcha verification in the **Register** box to the right.

The screenshot shows a "Register" form. The form has a title "Register" and an "Email" field with a red asterisk. Below the email field is a note: "(note: A password will be e-mailed to you for future usage.)". There is also a "Full Name" field with a red asterisk. At the bottom of the form is a blue button labeled "REGISTER NOW".

**Register Here**

4) Now in the grey toolbar at the top of the page, "**welcome, your name**" should be displayed.

5) In the search box on the right top of the mainpage (w/ **search for** written inside), type your company name and click the search button. This will take you to your "small" listing.

**Hidden Paradise Adventure Tours**  
 Yuksom, Gyalsing, West Sikkim, India  
 We are a trekking company with offices in Sikkim, West Bengal & the UK. We are leaders in our...  
 +91-8348468878  
 0 reviews  
 ★★★★★  
 Add to Favorites Find on Map  
 read more

*Your "Small" Listing*

6) Click on the business name of your small listing and you'll be directed to your "page" on the site. It will display a large photo slider with 5 or more pictures loaded along with all the contact info and descriptive/video embeds for your business.

ROCK ICE INSTRUCTIONAL GUIDED SKI HELI/CAT GEAR OTHER  
 dventure Tours  
 Tours  
 Business Owner?  
 0/5 based on 0 user reviews.  
 Hidden Paradise Adventure Tours

*To claim your page click Business Owner? on your large business page.*

7) Just to the RIGHT of the photo slider (at the top of the grey column) should be a **Business Owner?** link. Click there and fill out the short pop-up box. This will allow you to claim your page. Once we've approved your claim, that "Business Owner?" link will be replaced with "Edit Page", "Upgrade Listing" and your Google Analytics. (page refresh to see this).

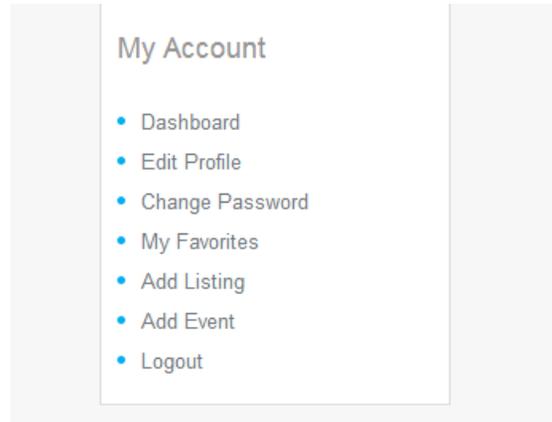
**Claim Listing**  
 What is the claim process?  
 Full Name : \*  
 Contact Number : \*  
 Position in Business : \*  
 Comments : \*  
 Hi i am the owner of this business and i would like to claim it

*Fill out the pop up box. There are no spaces between the word verification letters/numbers.*

Edit this Page Upgrade Listing  
 Google Analytics (Last 365 Days)  
 Total pageviews: 6  
 Unique visitors: 3  
 Average time on page: 0:00:41

*Now you'll see Edit this Page & Google Analytics on your page.*

Going forward to edit your page or add trips events just LOG-IN (top right of every page) w/ your email address and new simple password.



***Click "Change Password" (bottom left of any page), & make an easy to remember password.***

That's it. We'll write another tutorial on how to easily edit your page & add your events to our dynamic query tool. It is simple and DOES NOT necessitate you duplicating the event descriptive on your own site. You are just adding the event title, dates, location, photo, category and link to your site for details. Interested parties will be directed to YOUR site's descriptive page for detailed information. We knew to assure your participation in this event search tool, we'd need to make it very simple. We believe we've accomplished that.

Once you've created an event it will be in your events box forever (unless you purposely delete the event) to "clone" by just changing the dates and resubmitting or editing a year from now by changing new dates for 2014 or 2015. Once you've built trips that you repeat in subsequent days/months/years, you never have to build the listing again, just change the date and press "submit".

Again welcome aboard. We think you will like what you see. Page loads may be a bit slow this next week as we've got people working on tweaks.

**Feel free to CALL with any questions or concerns ! (512) 261-5121**