



How to Update Your Business Directory Listing

STEP ONE: REGISTER AND SUBMIT YOUR CLAIM TO A BUSINESS:

1. WWW.UPTOWNGR.COM
2. BUSINESS RESOURCES
3. BUSINESS DIRECTORY LOGIN: Register yourself by creating a username and password (don't forget this, you'll need it later!)
4. Click REGISTER button
5. UPTOWN DIRECTORY DASHBOARD:
 - a. Select your business from the search bar drop down
 - b. Click 'Claim Listing'
 - c. Enter a short message that includes your name and your role at this business
 - d. Hit SUBMIT

Watch your email for notification that you have received approval (will receive within two business days). Once approved, you may proceed to STEP TWO.

STEP TWO: ACCESS AND UPDATE YOUR BUSINESS INFO:

1. WWW.UPTOWNGR.COM
2. BUSINESS RESOURCES
3. BUSINESS DIRECTORY LOGIN
4. LOGIN TO CONTINUE BUTTON
5. Enter login info
6. Click gear icon by your business name
7. Review that your information is correct or proceed to update as you wish.

Helpful hints:

CATEGORY: Add as many categories from the available drop down as are appropriate for your business; you may have more than one. They will increase your searchability.

TAG: Be sure your correct district is listed in your Tag field.

LOGO AND IMAGE UPDATES: If and when you need to add or update your logo, this always be the FIRST image uploaded. Photos may be uploaded starting in place 2, and so on.

CURRENT FIELDS: Current fields to review include business name, address, phone, URL and map.

ADDITIONAL FIELDS: You can also include business email, social media links, dates established* and description information (which can be a description of your business and any other pertinent info you'd like – your current hours, offerings, COVID-19 stuffs, etc.).

*Please consider filling these fields – as is helpful to Uptown GR for additional data upkeep on our side!

ADDITIONAL LINKS

[Click here for a warm welcome and tour of the site](#), by Ingrid Miller, Executive Director of Uptown.

[Click here for a step-by-step guide on how to access and update your Business Directory page](#), by Peter Jacob, Chair of Uptown Marketing and Uptown Board Member.