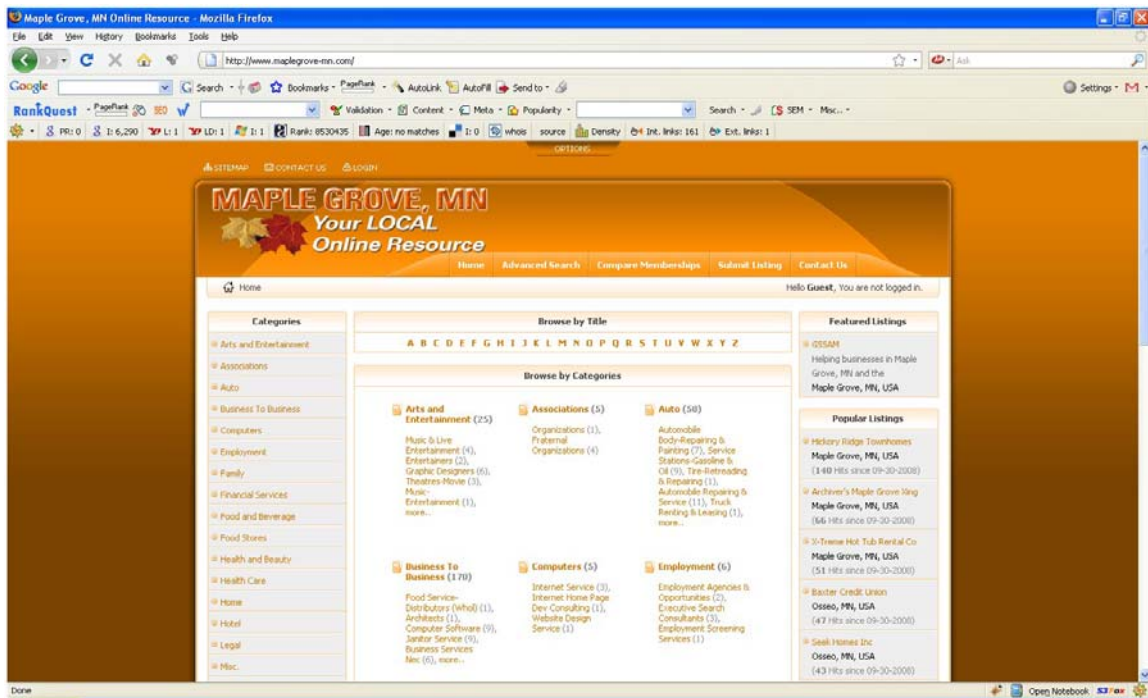


# Welcome to The [www.MapleGrove-MN.com](http://www.MapleGrove-MN.com) Free Listing Instructions Manual

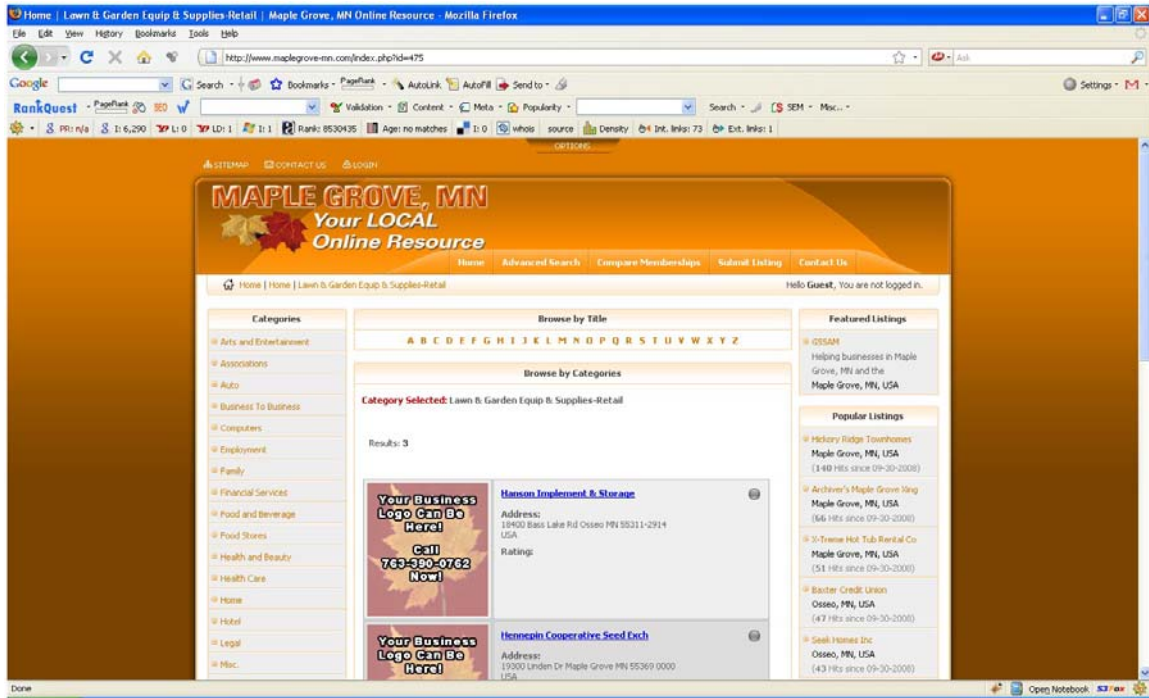
This is not hard, if you have any question you can send an email to me at [Blase@gssam.com](mailto:Blase@gssam.com) put MapleGrove-MN in the subject line.

The first thing you need to do to claim your listing is go to [www.MapleGrove-MN.com](http://www.MapleGrove-MN.com)

This is what you should be looking....



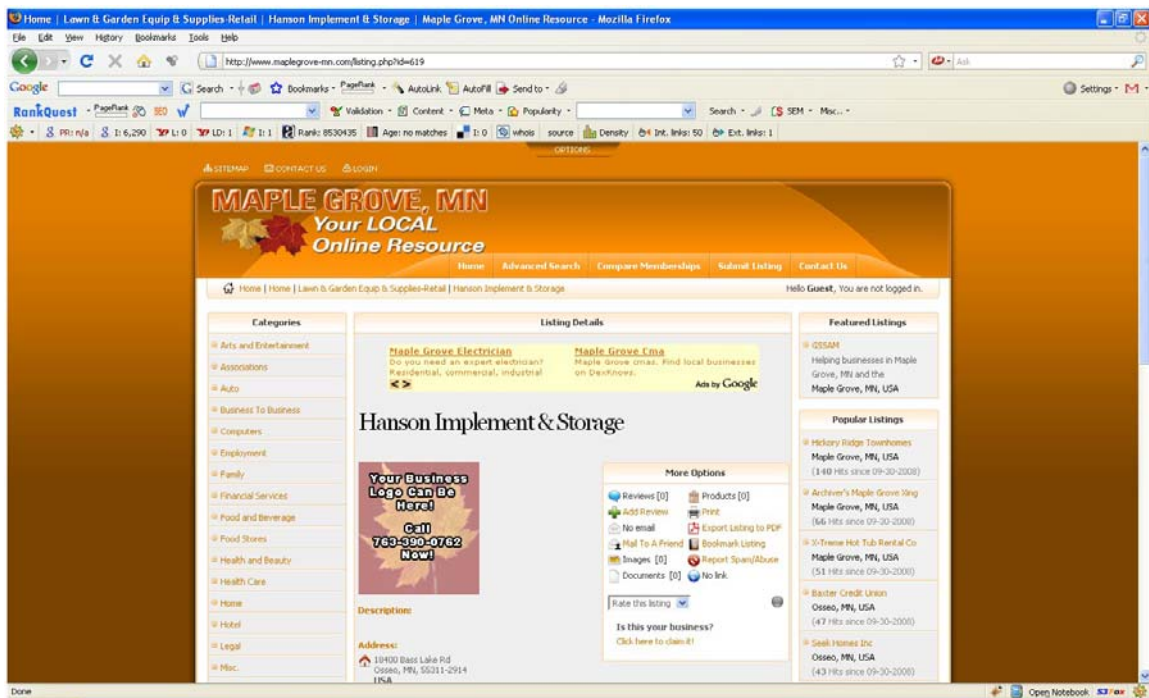
Now you need to find your business. There are two ways to do this. The easiest is to go to the alphabet at the top and click on the first letter of your business. When you do that you will see a screen that looks like this...



The other way to locate your business is to go through the category listings on the page.

Now find your business and click on your business name that is in blue.

You should now be looking at a screen that looks like this...

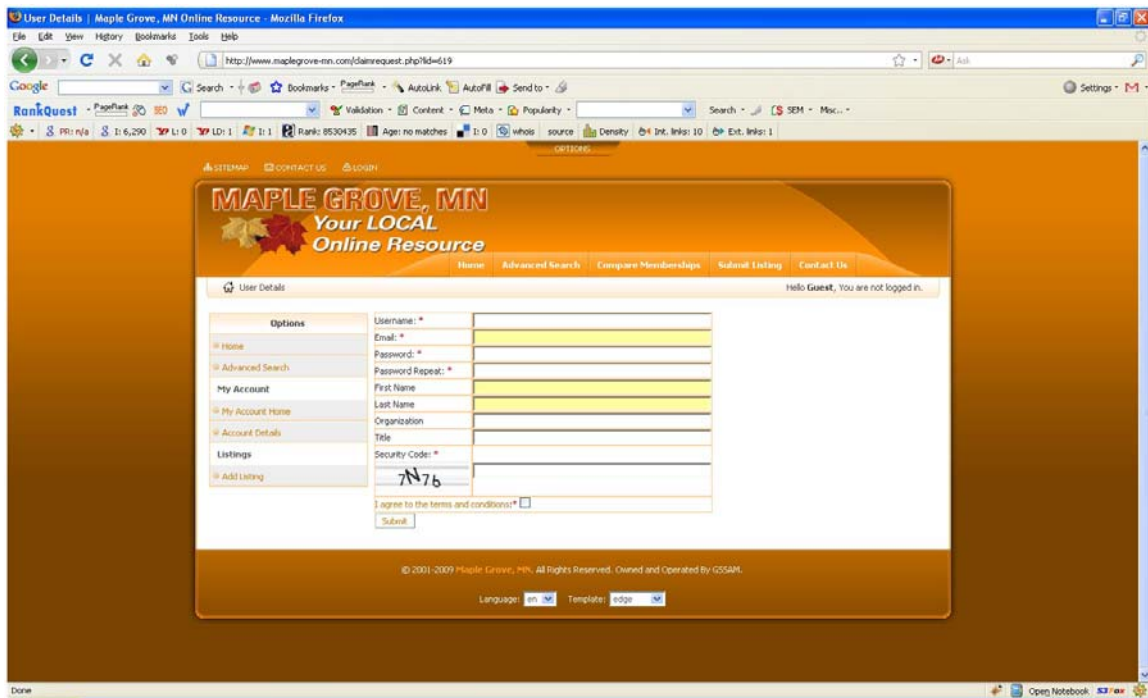


That is **your** home page on Maple Grove, MN.

Now look to the right see where it says more options?  
See on the bottom of that where it says, “Is this your business?”  
“Click Here to Claim It!”

Click on “Click Here to Claim It!”

You are now at a page that looks like this...



The screenshot shows a web browser window displaying the 'User Details' page of the Maple Grove, MN Online Resource. The page has an orange and white theme. At the top, there is a navigation menu with links for 'Home', 'Advanced Search', 'Compare Memberships', 'Submit Listing', and 'Contact Us'. Below the navigation, the page title is 'User Details' and it says 'Hello Guest, you are not logged in.' The main content area contains a registration form with the following fields: Username, Email, Password, Password Repeat, First Name, Last Name, Organization, Title, and Security Code. There is a checkbox for 'I agree to the terms and conditions' and a 'Submit' button. The footer of the page includes the copyright notice '© 2001-2009 Maple Grove, MN. All Rights Reserved. Owned and Operated by GSSM.' and language/template settings.

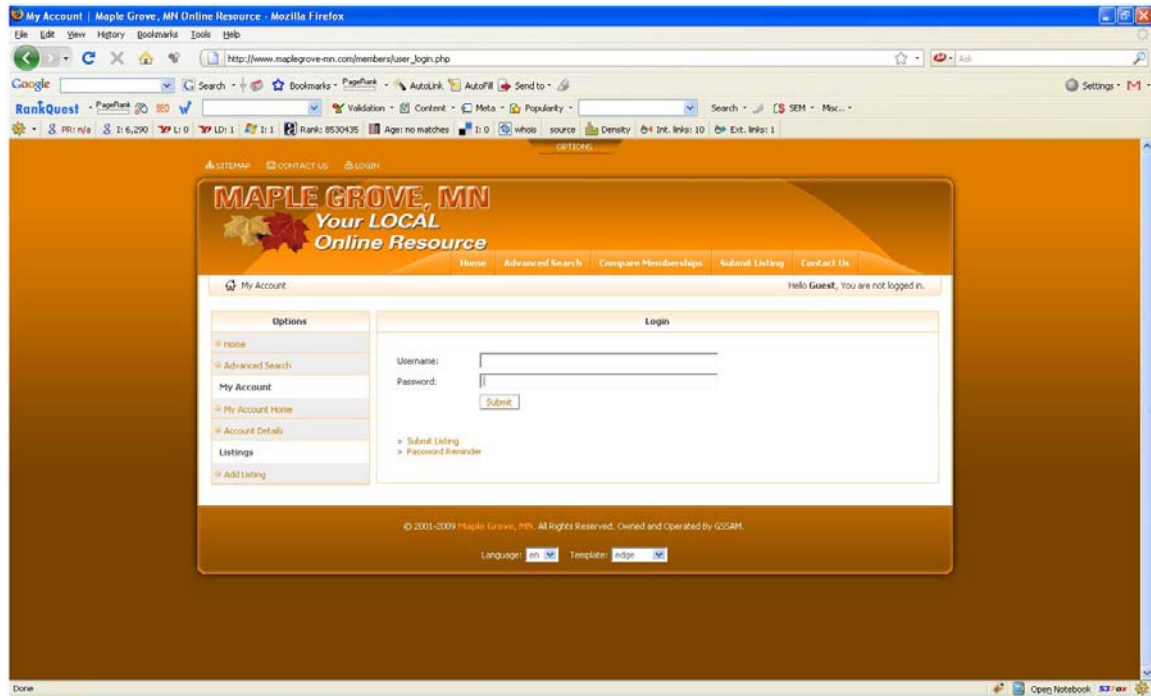
This is the registration page.  
Fill it out and click the submit button.

After this step we will get an email alerting us that you would like to claim your listing.

We do this to verify that it's actually the owner that is making the request.

Once verified you will get an email that says you have been approved, now log back in at [www.MapleGrove-MN.com](http://www.MapleGrove-MN.com) at the left top of the page you will see a “LOGIN” click it.

You should be looking at this...

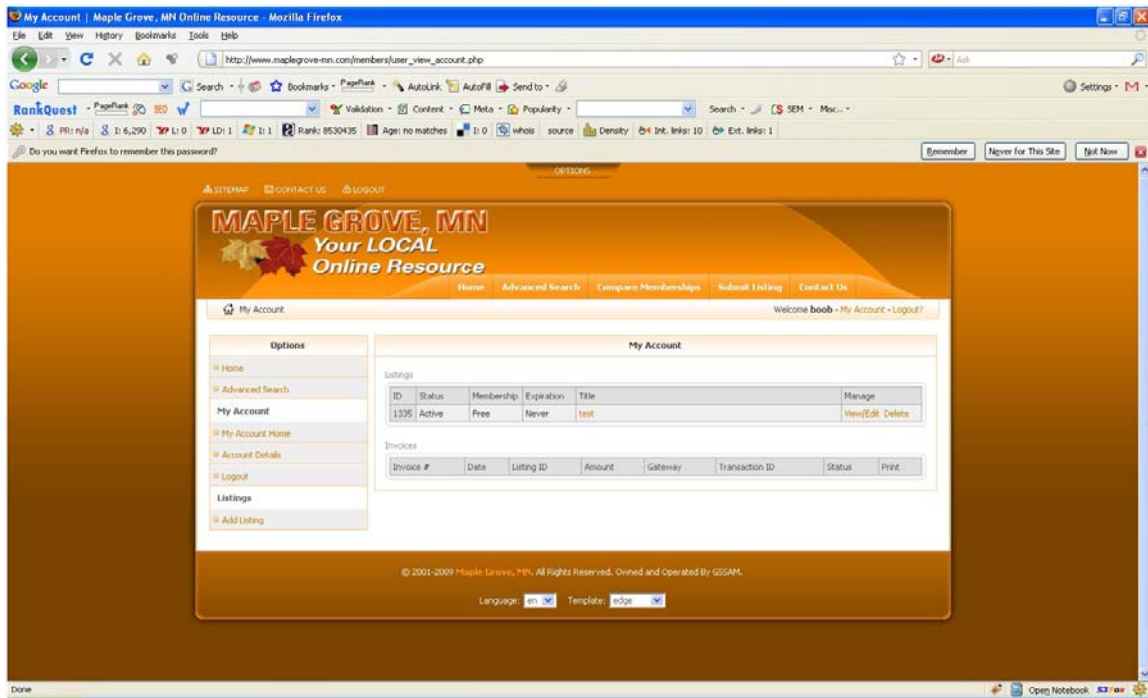


Now enter the username and password that you use when you registered.

This was also sent to you via email when you registered.

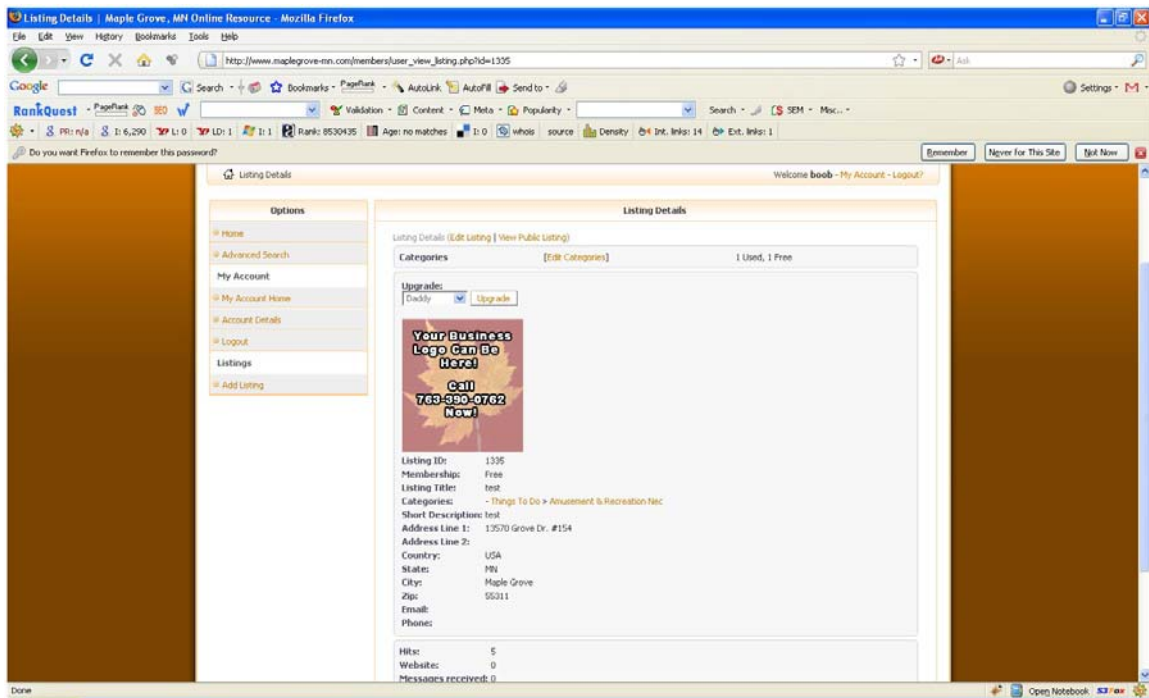
If you lost it the system will send it to you. Just click on the password reminder link, on the lower left.

When you submit your user name and password you will be taken to your account page...



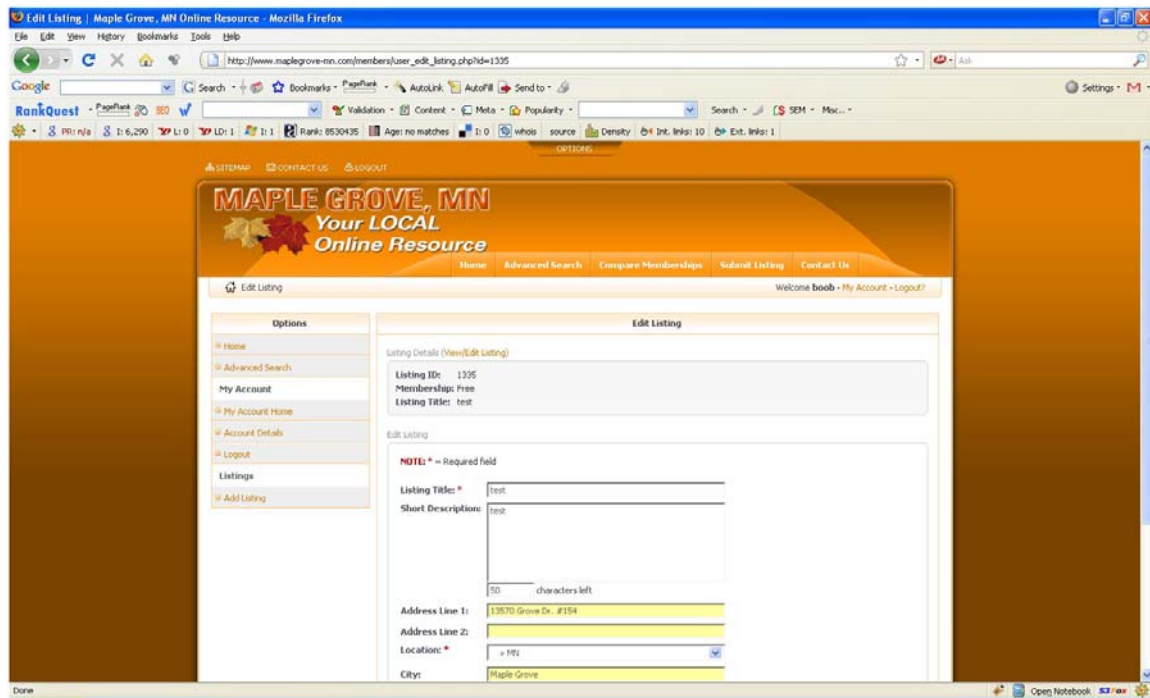
Click on the link on the right that says “View/Edit”

Now you are looking at this page...



This is the information your listing now contains.  
To add more or change it look at the top of the page click on “Edit Listing”

You are now looking at this...



Change whatever options you have here.

We offer 4 levels of listing on Maple Grove, MN each level gives you more options.

You can see the different levels by clicking on the “Compare Memberships” button on the home page at [www.MapleGrove-MN.com](http://www.MapleGrove-MN.com).

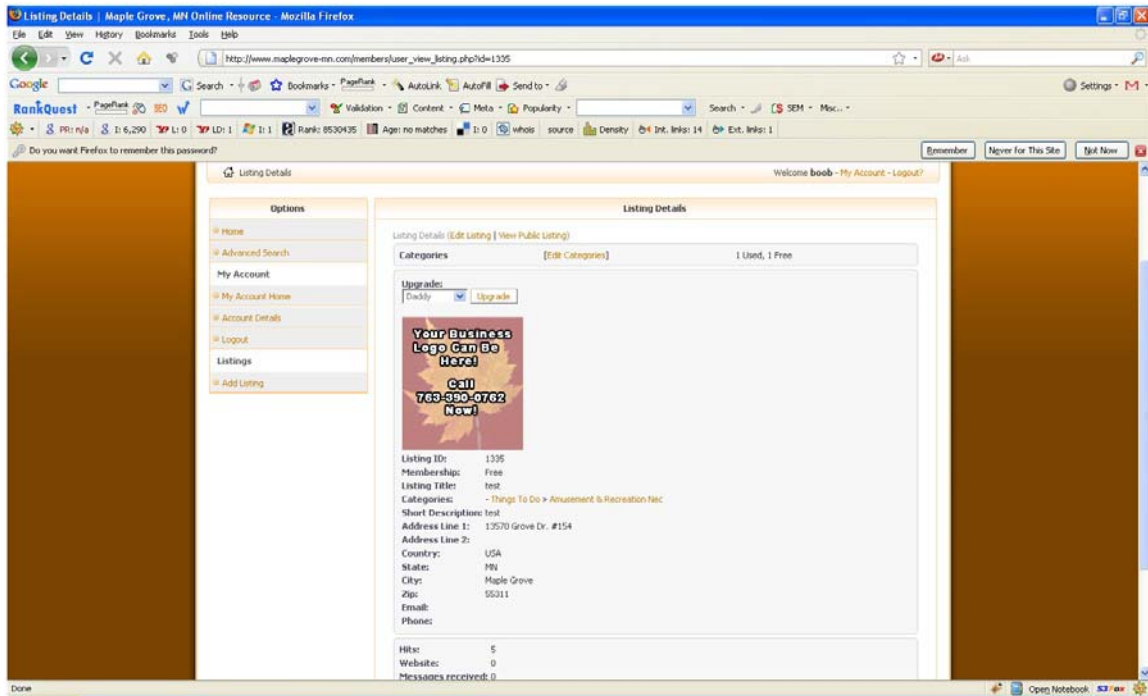
We are also working on a PDF that explains all of the added benefits for each level. We will email you about it when it’s complete.

After you fill in your info make sure you click the “SUBMIT” link at the bottom of the page.

One more thing to do with a free listing.

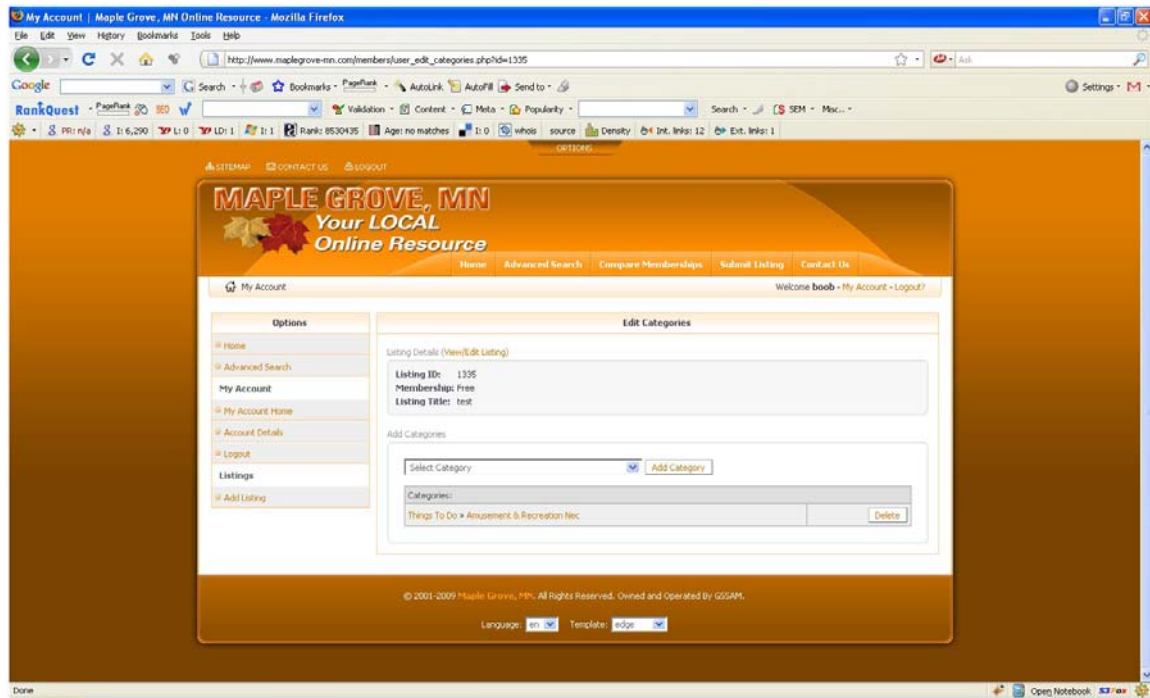
With a free listing you can be listed in the directory in two different places, if it makes sense for your business.

From this page...



You want to look at the top where it says “Categories” click on this [Edit Categories] link.

That takes you here...



You can pick one other category to be listed in with a free account.

This directory is the only local business directory for Maple Grove, MN and the surrounding area. We do not allow listings of businesses that are not in trade area.

It is locally owned most other directories are nationally owned. What that means to you is we are only trying to attract local customers and local search engine listings thought a number of SEO, (search engine optimization) methods.

Can you do us a favor?

Please tell customers and business owners about us, thanks.

Again any questions, [Blase@gssam.com](mailto:Blase@gssam.com), Maple Grove-MN in the subject line. You can also leave a message at 763-390-0762. Make sure you leave your contact information.

Now go sell something,

Blase

GSSAM | 13570 Grove Drive, #154 | Maple Grove, MN | 55311