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thinkLA Business Directory Listings

A comprehensive guide to adding your listing in 16 simple steps

As new resource to the community, thinkLA has started a comprehensive business directory. Four-month listings start as little as \$80!

Ready to get started? Read on!

Note: You must be logged in to add a directory listing. Site user registration is free, but does not afford the benefits of paid membership.

1. From the thinkLA.org home page, navigate to Resources > Business Directory > Add Directory Listing.
2. Login if you have not already done so. If you are logged in, continue to Step 3.
3. Go to "Directory Name," enter your company name. (required)
4. Go to "Category," select you're the category your company represents. If the category does not exist, type it into the blank field. (required)
5. Go to "Subcategory," enter your industry specialty. If the category does not exist, type it into the blank field. (optional)
6. Go to "Summary," enter a brief description of your company. (optional)
7. Go to "Body," enter detailed information about your company. (required)
You may also insert links, photos and documents into this section.
8. Go to "Source," enter your company name. (optional)
9. Go to "Website/URL," enter your company web address. (optional, but very helpful to those viewing your listing)
10. Add/Amend all contact information you want to include with the listing. It will pre-populate with your personal information. (optional, but very helpful to those viewing your listing)
11. Go to "Listing Type," select 'Regular' or 'Premium.' Premium listings are highlighted and moved to the top of the listing display.
12. Select listing duration – 120 or 365 days.
13. Select payment method – credit card or check.



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14. Ensure that ONLY the following boxes are checked: allow anonymous view, allow site user view, allow member view. Checking any other boxes will allow ANYONE to edit your directory listing *without* your permission.

15. Click "Submit" and pay online (credit card) or remit check payment. Your listing will remain 'pending' (non-active) until payment is received.

16. To add a company logo to your listing, log in to the site and navigate to <http://www.thinkla.org/en/directories/mydirectories.asp>. Click 'edit' (the pencil icon) next to your directory, scroll to the bottom, and click the logo upload link under the submit button. Browse to the file on your computer and click upload.

***Note:** we have found logo image files sized to 150 pixels wide work best. Files must be in .JPG format and the file name must not contain any spaces. The Upload Type drop down should also be set to "Logo (jpg)".

Disclaimer

thinkLA reserves the right to list or not list any person or organization. Furthermore, thinkLA makes no guarantee of the accuracy of the information contained in its business directory listings. The information contained in business directory listings may or may not be accurate and should not be relied upon without additional research. thinkLA expressly disclaims liability of any kind stemming from the use of information contained in its business directory listings.