

**BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)**

NOTE—IF YOU PREFER A VIDEO TRAINING INSTEAD OF THE STEP-BY-STEP GUIDE, YOU CAN [VIEW THAT HERE](#). THE VIDEO TRAINING IS APPROXIMATELY 12 MINUTES.

If you have a new business that you first need to add to the directory, here are the ADD LISTING links to the [STAY](#), [DO](#), [TASTE](#), and [SHOP](#) directories. Some business owners feel strongly that, as an example, their business should be in the Stay and Do directories because they have entertainment offerings at their hotel. In an instance like that, the business owner should add a STAY-focused listing in the STAY directory and an ENTERTAINMENT-focused listing in the DO directory.

CLAIMING YOUR LISTING

Select the directory in which your business listing is located - STAY, DO, TASTE, or SHOP.



Stay Do Taste Shop Plan 

**BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)**

Select the sub-category in which your business listing is located.



Search for your business listing and click the “LEARN MORE” button.

Search results for: test

Categories



1 Test Shop

This is a blurb describing all of the awesome things people can buy in my local shop. This...

108 E Washington St
Nashville, Indiana, 47448

[View Website](#) [Learn More](#)

**BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)**

Scroll to the bottom of your listing and click the “CLAIM LISTING” button.



If you already have a login for another claimed listing, you can put in your email and password and click on the “LOGIN” button. If you forgot your password, you can click on the “FORGOT PASSWORD” text link under the login button.

Claimed business listing login page.

Logging in on this page will give you the ability to edit and update an existing business directory listing that you have already claimed. If you have not yet claimed your listing please find it inside our [Stay](#), [Do](#), [Shop](#), and [Taste](#) directories. The Claim Listing button is at the bottom of every unclaimed listing.

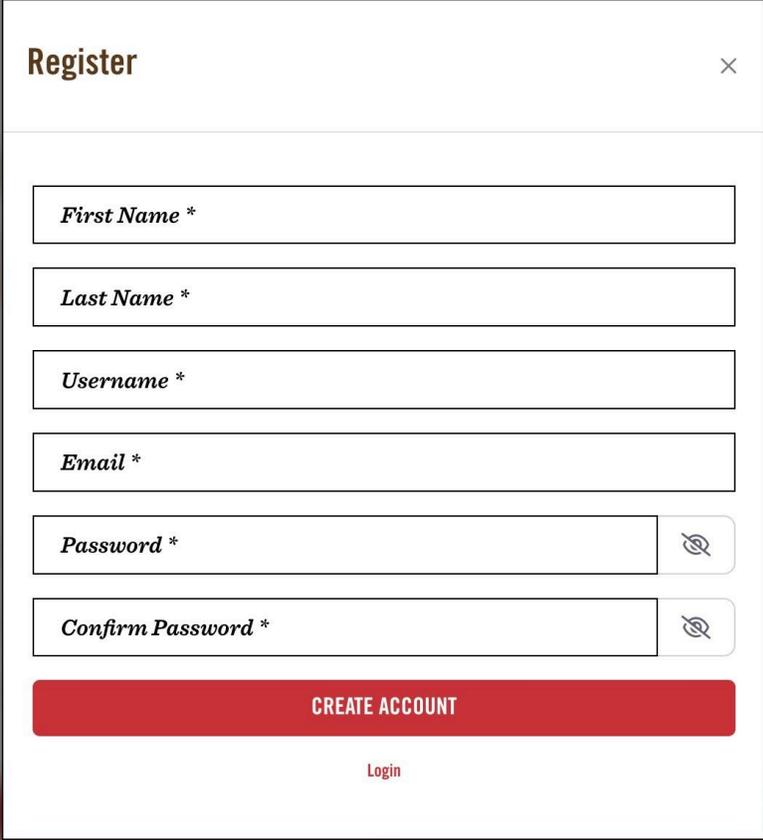
Login

Remember Me

[Create account](#)[Forgot password?](#)

**BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)**

If you haven't claimed another listing, click the "CREATE ACCOUNT" text link under the login button.



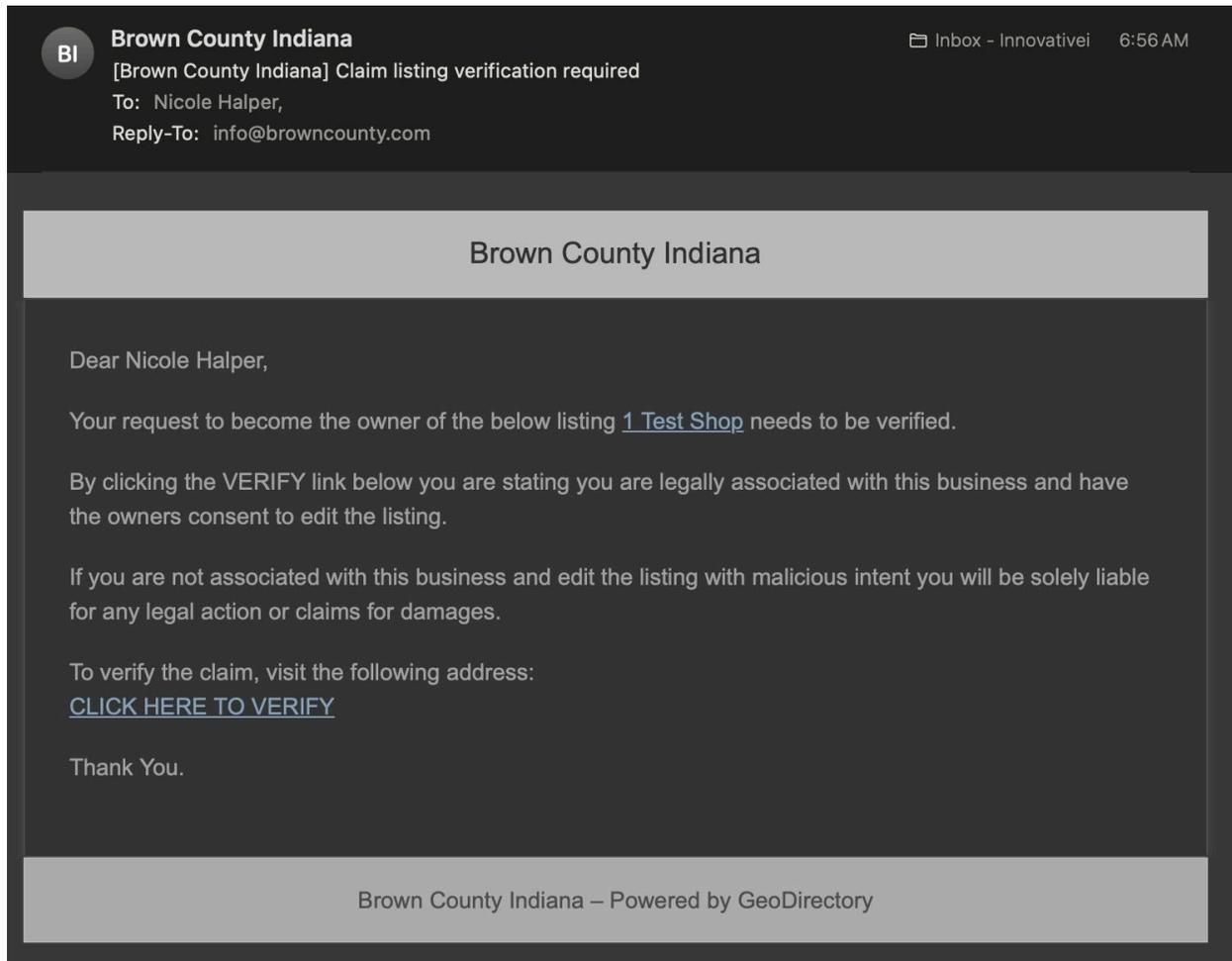
The image shows a 'Register' form with the following fields and elements:

- Register** (with a close 'x' button)
- First Name **
- Last Name **
- Username **
- Email **
- Password ** (with a toggle icon)
- Confirm Password ** (with a toggle icon)
- CREATE ACCOUNT** (red button)
- [Login](#)

IMPORTANT - IF YOU HAVE MULTIPLE BUSINESSES AND WANT TO BE ABLE TO EDIT THEM FROM A SINGLE LOCATION, YOU WILL WANT TO MAKE SURE YOU CLAIM EACH LISTING FROM A SINGLE EMAIL/ACCOUNT.

BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)

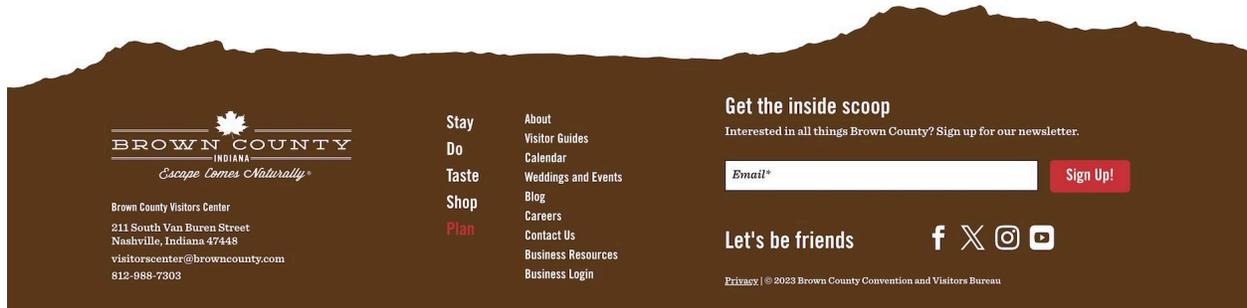
You still have to click the “CLICK HERE TO VERIFY” link in the email you receive for the business to show up in your account for editing.



**BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)**

EDITING YOUR LISTING(S)

Scroll to the footer of BrownCounty.com and click on the “BUSINESS LOGIN” menu link.



Login to your account.

Claimed business listing login page.

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Login



Remember Me

LOGIN

[Create account](#) [Forgot password?](#)

BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)

Find the listing you want to edit. If you have claimed multiple listings within your account, they will all appear here.

Nicole Test1

[My Listings](#)

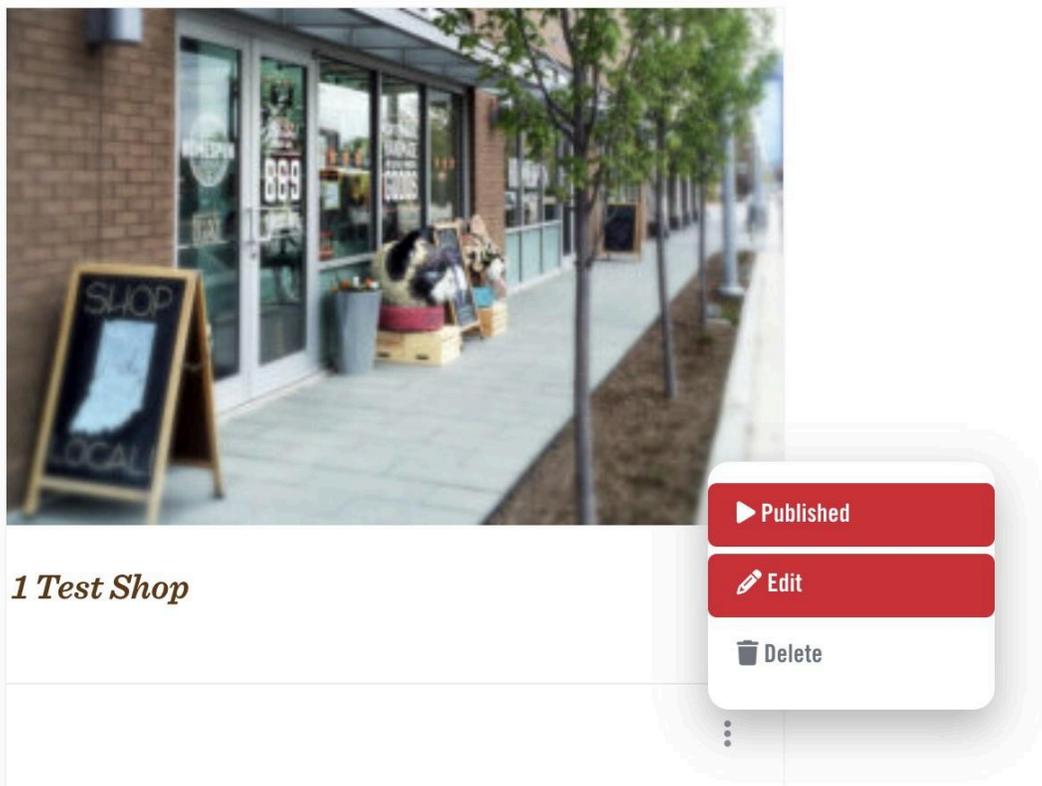
Shop Listings



1 Test Shop
1 Test Shop

**BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)**

Click the **THREE DOTS** at the bottom right of the listing and click the **“EDIT”** button.



BROWN COUNTY BUSINESS GUIDE CLAIMING AND EDITING YOUR LISTING(S)

Scroll to update any of the text fields you want to update.

Edit Shop Listing

Enter Listing Details

Shop Listing Title *

Shop Listing Description *

This is a blurb describing all of the awesome things people can buy in my local shop. This is a blurb describing all of the awesome things people can buy in my local shop. This is a blurb describing all of the awesome things people can buy in my local shop. This is a blurb describing all of the awesome things people can buy in my local shop.

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Tags

Category *

SELECT listing category FROM here. SELECT at least one CATEGORY.

To add/edit/update the images in your listing scroll down to the images section.

Images You can upload more than one image to create a image gallery on the details page.

Drop files here

OR

[Select Files](#)

Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp, .avif
(You can upload unlimited files with this package)



Please drag & drop the files to rearrange the order

**BROWN COUNTY BUSINESS GUIDE
CLAIMING AND EDITING YOUR LISTING(S)**

TO CHANGE THE ORDER OF THE IMAGES ON YOUR PROFILE YOU JUST DRAG AND DROP THEM INTO THE ORDER YOU WANT.

THE FIRST IMAGE IN YOUR ORDER IS THE IMAGE THAT WILL APPEAR AS THE LISTING THUMBNAIL AND THE PRIMARY IMAGE AT THE TOP OF YOUR LISTING.

Click the “SUBMIT LISTING” button to save the changes/edits to your business listing.

View Website	<input type="text" value="https://innovativei.com"/> <small>You can enter your business or listing website.</small>
Google Map	<input type="text" value="https://www.google.com/maps/dir//Mercantile+Store,+108+E+Washington+St,+Nashville,+IN+47448/@39.2049581,-86.3180606,13z/data=!4m9!4m8!3m2!1s0x880e80000000000000:0x880e80000000000000"/>
Facebook Link	<input type="text"/>
<input checked="" type="checkbox"/> Business Owner/Associate?	<small>Mark listing as a claimed.</small>
<input type="button" value="Submit Listing"/>	

NONE OF YOUR CHANGES ARE MADE/SAVED IF YOU DO NOT HIT THE SUBMIT LISTING BUTTON.