How to Add Your Business to GR8TManufacturing.com

1. Go to https://gr8tmanufacturing.com and click on "Register" near the top.
   a. An account is required for you to be able to add your business to the registry
2. Fill out the website registration form, which will require your full name, a username, email, and a password.
   a. Complicated or randomly generated passwords are recommended.
3. After registration, you will be prompted to add your business to the registry. You can add multiple business listings, if you so choose, but let's start with one for now. Fill out the fields as listed below:
   a. **Select your Package.**
      i. For a limited signup window, GR8T Manufacturers are able to receive the benefits of the Premium package at no charge. These benefits will continue into the future, however after the deadline, companies that sign up will be required to pay to have a premium profile which includes the ability to add multiple photos and videos.
   b. **Company Name**
   c. **Company Description**
      i. Please provide a detailed description of the products and services your business offers. The more detail you add, the greater visibility in search engines your registry entry will have.
   d. **Company Industry**
      i. Select all industries that apply to your business.
      ii. If none apply, simply select "Other" and **Contact Us** to let us know so we can add your industry to our database.
   e. **Tags**
      i. Provide a comma separated list of searchable terms that will make your business easier to find in our site's search engine.
   f. **Business Location**
      i. Start adding your business's street address into the Address field and select the appropriate selection from Google's Map API. This will automatically populate the remaining location fields and set the address on the map.
      ii. If you business address doesn't show up in the automated suggestions, simply fill out the remaining location fields and select the "Set Address on Map" button to ensure the map marker is placed correctly on the location map.
   g. **Select Map View**
      i. You can set the default map view to Default, Satellite, Hybrid, or Terrain. We recommend just leaving the value of this to Default.
   h. **Hours of Operation**
      i. Enter your business's hours of operation (ie. Mon thru Fri: 9am to 5pm)
   i. **Business Phone**
   j. **Contact Email**
   k. **Website**
   l. **Social Media Links**
      i. Enter your Facebook, LinkedIn, or YouTube links
   m. **Designation**

        i. If you are either a Woman or Disabled Veteran owned business, please select the appropriate option

n. Business Owner/Associate

        i. If you own the business or are an authorized associate, please marked your listing as claimed.

o. Video (Available to Featured Listings)

        i. If you have a video that profiles or advertises your business, and you have opted for the Featured Listing Package, you can add an embed code from your preferred video streaming service.

p. Image Gallery

        i. If you select Free Listing as your Package option, you will only be able to upload a single image. We recommend using your business's logo to best represent your company. For best results, upload images with the dimensions 1091px by 546px.

        ii. If you select Featured Listing as your Package option, you will be able to upload an unlimited number of images to your gallery. Once again, for best results, upload images with the dimensions 1091px by 546px.

q. Preview Your Listing

        i. We recommend previewing your listing before committing to it. This will allow you to see what your listing will look like before it is published on the site and will give you an opportunity to make adjustments as needed.

r. Submit Your Listing

        i. Once submitted, a TriState Manufacturers representative will review your listing to ensure that it is not spam or malicious in nature. If your listing passes our checks, we will immediately publish it to our registry. You will receive a notification once the listing is published.

s. Your Account

        i. Log into your account by visiting https://tristatemanufacturers.com/login, or if you're already logged in https://tristatemanufacturers.com/my-account. From your account dashboard, you are able to modify existing company profiles or add new ones.

        ii. You can view/edit your reviews that you've submitted for other companies as well as view your marked favorites.

        iii. You can change your account details by selecting the little cog icon in the top right corner.