

## **Setting up your Listing**

1 – Go to [www.TheButterflyGuide.com](http://www.TheButterflyGuide.com)

2- click on “Log In” tab on left side

## **Adding your User Information**

3 – scroll to “register”

4 – fill out information and click on “register”

5 – Go to your email and click on link to confirm registration.

## **Adding your Free Listing**

*Finish up to step 5 and continue:*

6 – log in

7 – click on “add listing” link

8 – in “Main Category”, scroll to category that best describes your business.

9 – in Subcategory, may click on up to 10 subcategories. Hold down “CTRL” and click categories to select more than one category

10 – fill out rest of business information

11 - click “show listing” box when you are ready to display your listing live.

12 – click “preview” to view your listing

13 – or click “edit” to go back if you would like to make changes.

14 – **to end with a Free Listing**, click “submit”. Please give up to 5 days for approval.

## **Adding your GOLD Listing**

*Finish up to step 13 and continue:*

15 – to continue to a “GOLD” listing, near the bottom, change the tab from “FREE” to “GOLD”.

16 – choose background color, green, blue or purple.

17 – upload two photos and one logo.

18 – add website links, be sure to add “<http://>” before your website name.

19 – add up to 5000 characters in text. Text should be in html. If you are unfamiliar with this programming language, you may send in a word document to [info@thebutterflyguide.com](mailto:info@thebutterflyguide.com) and we can post for you at no additional costs.

20 – hit “submit” to continue to paypal, or hit “save” to save your progress and finish later.

*If you have any questions, please call **877 336 7736** and we will be happy to assist you with your set up.*