



Managing Your Business Listing

Your Merchant Account Administration Panel gives you the ability to not only manage your business listing as it appears in the website, but also to add documents (such as fliers, menus, etc.) and create coupons as a way to promote your business. Simply follow these steps to take advantage of this free marketing tool.

www.casperwyoming.info

Username: _____

Password: _____

MANAGE YOUR PROFILE

1. Log in to your account by clicking the Merchant Login link at the bottom of the homepage.
2. Once logged in, click the Manage Profile link.
3. Update your contact information any time it changes — for example, if your hours of operation change or you would like to revise your company description.
4. You can also easily change your designations. Simply check or uncheck the main designations as they apply to your business. Selecting a designation will also unlock a series of sub-designations (see example at right) which will automatically all be checked. Feel free to make any adjustments necessary — the more accurate your designations, the more likely you will turn up in search results.

ADD DOCUMENTS

1. Log in to your account by clicking the Merchant Login link at the bottom of the homepage.
2. Once logged in, click the Add a Document link.
3. Enter a descriptive title for the document as you wish it to appear on the website.
4. Click the Choose File button and browse for the attachment on your computer.
5. Click the Add Document button.

NOTE: There is a maximum file size of 2MB per document. Multiple file formats are accepted, though PDFs are preferred. You can also edit or delete documents uploaded to your account by clicking the Manage Documents link.

ADD SPECIAL OFFERS

1. Log in to your account by clicking the Merchant Login link at the bottom of the homepage.
2. Once logged in, click the Add an Offer link.
3. Offers are event-specific only; select the event or events on the drop down menu.
4. Complete the online form, including any restrictions.
5. Click the Create Coupon button.

NOTE: Coupons tied to an event do not expire once the event has passed, so be sure to enter an end date. You can also edit or delete special offers tied to your account by clicking the Manage Special Offers link.

ADMINISTRATION CONTENT

CONTACT INFO

*Attraction / Business Name: AOBAY.COM

Hours of Operation: _____

Address: 234 S DAVID ST

City: CASPER

Zip: 82602

Phone: (307) 258-4705

Toll Free: (888) 429-4705

Fax: (307) 232-0991

Media:

- Billboard
- Newspaper
- Radio
- Television
- Medical Facilities
- Night Life
- Non-Profit

ADMINISTRATION CONTENT

ADD DOCUMENT

*Document Title: _____

*Document: Choose File no file selected

Add Document

ADMINISTRATION CONTENT

Add Special Offer

Specific Event: None

*Offer: _____

Description: _____

*Start Date: / / (mm/dd/yyyy)

*End Date: / / (mm/dd/yyyy)

Restrictions: _____

Create Coupon

None

- 2/27/07 - "Protect Yourself from Identity Theft"
- 2/27/07 - SAC Book Discussion -
- 2/28/07 - After School at the Library - BKCO
- 2/28/07 - Coal Certification: What Does it Mean for Wyoming?
- 3/2/07 - Women's History Month - March
- 3/1/07 - 2007 Annual Luncheon
- 3/1/07 - Customer Service Training: Empower Your Employees to Grow Your Business
- 3/1/07 - Office Dinner - 12th
- 3/1/07 - Performance Management for the Small Business
- 3/1/07 - WPSAA 2A/2A Suburban Tournament
- 3/2/07 - "A Theatrical Evening"