

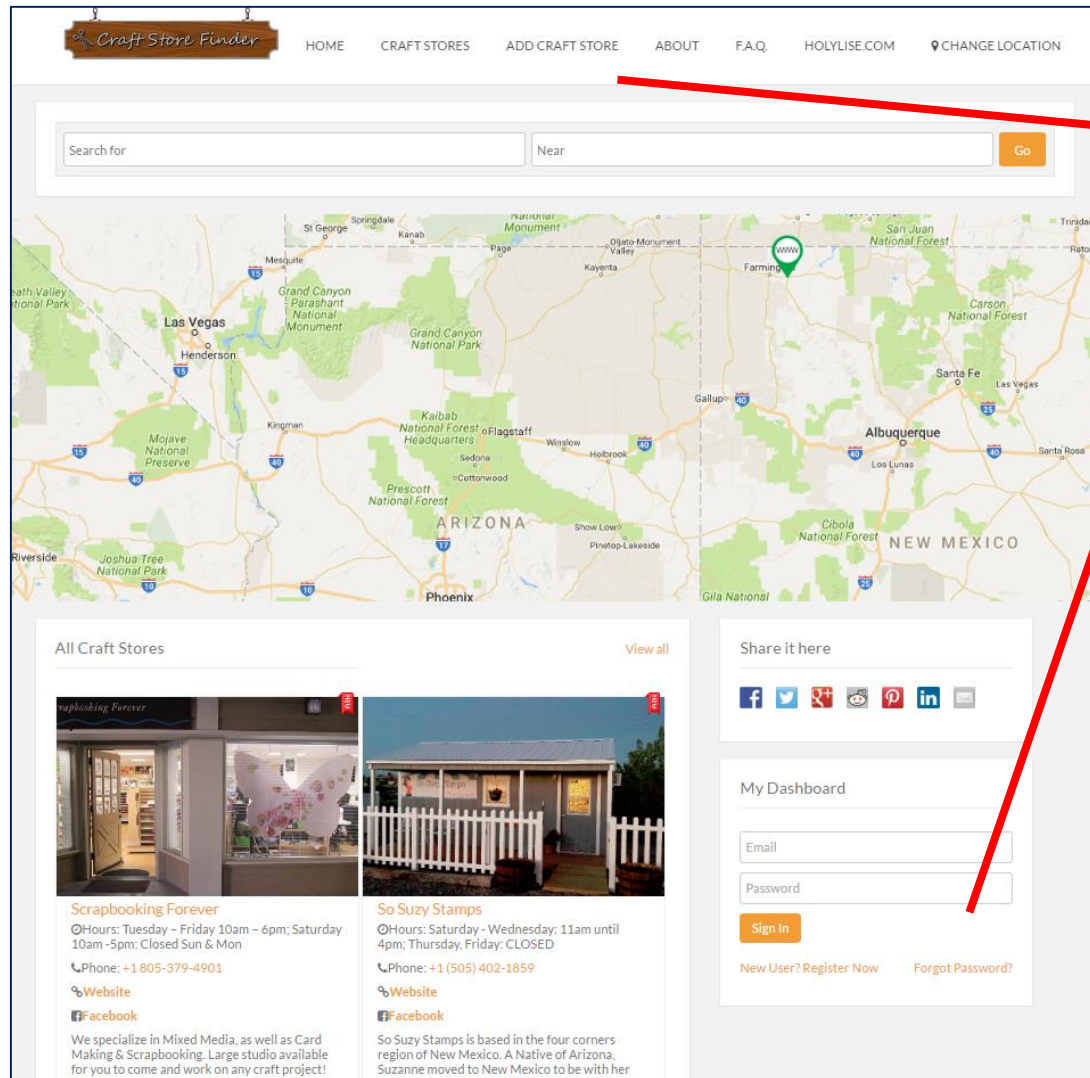
How to use



Agenda

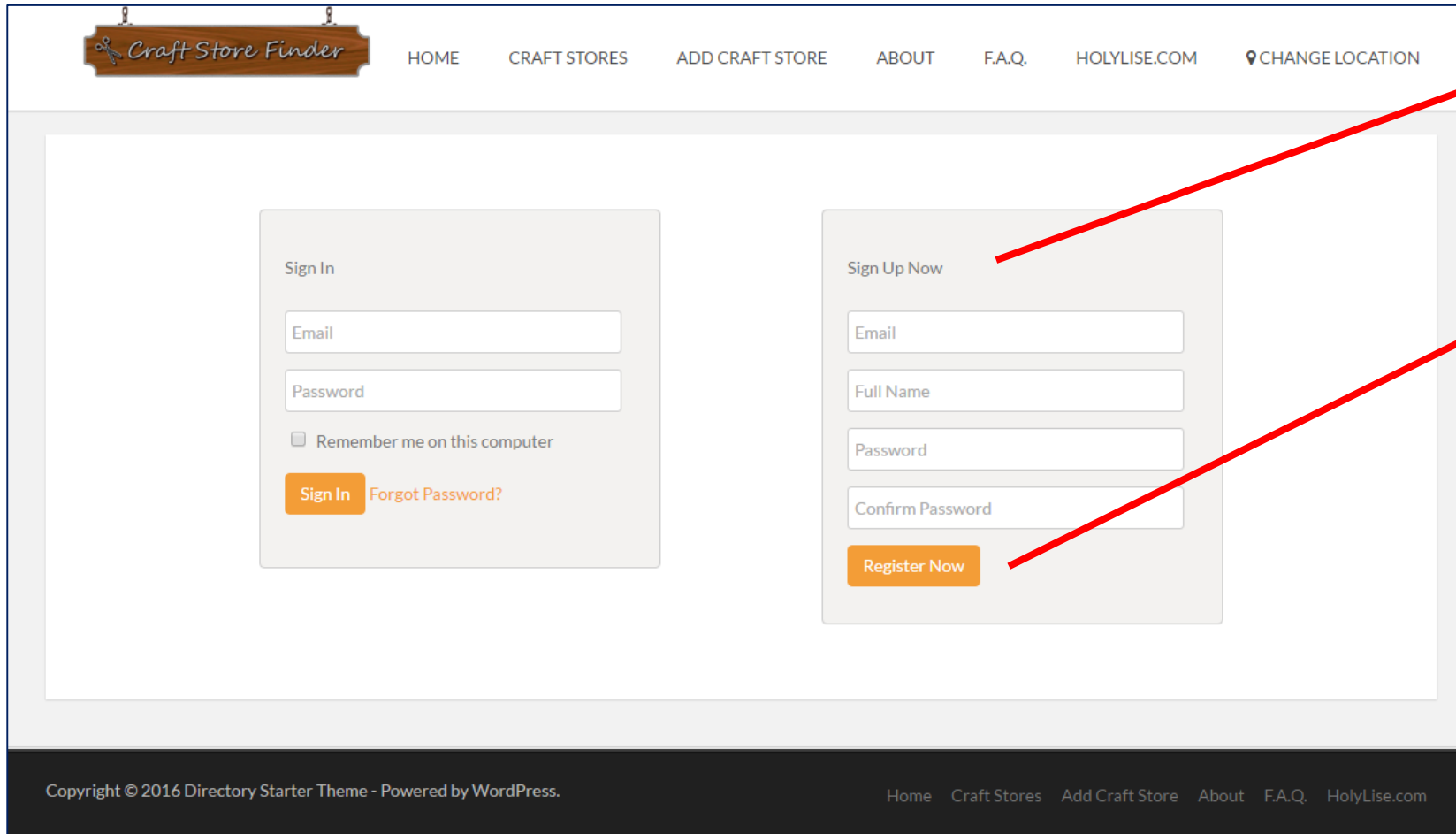
1. Register as a New User
2. Login With Existing Account
3. Add a Craft Store
4. Add a Craft Store – Review
5. Add a Craft Store – Form Fields
6. Status of My Added Craft Store
7. Questions?

Register as a New User



1. On the main page, click on “Add Craft Store” or “New User? Register Now”

Register as a New User

A screenshot of the 'Craft Store Finder' website's registration page. The page features a navigation menu at the top with links for HOME, CRAFT STORES, ADD CRAFT STORE, ABOUT, F.A.Q., HOLYLISE.COM, and CHANGE LOCATION. The main content area is divided into two sections: 'Sign In' on the left and 'Sign Up Now' on the right. The 'Sign In' section includes fields for Email and Password, a 'Remember me on this computer' checkbox, and a 'Sign In' button with a 'Forgot Password?' link. The 'Sign Up Now' section includes fields for Email, Full Name, Password, and Confirm Password, and a 'Register Now' button. Red arrows point from the 'Sign Up Now' section to the list of instructions on the right.

Sign In

Email

Password

Remember me on this computer

Sign In [Forgot Password?](#)

Sign Up Now

Email

Full Name

Password

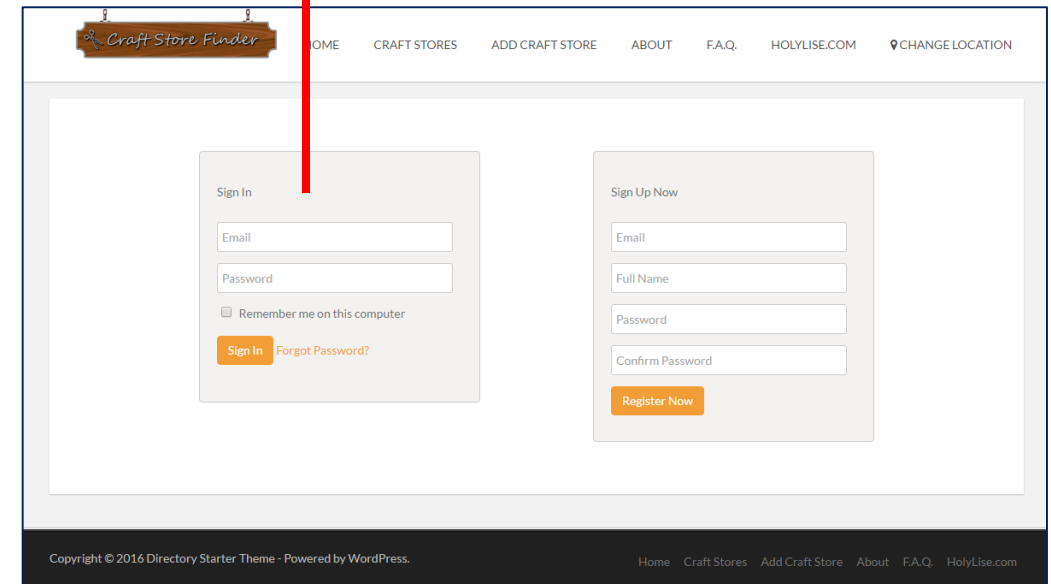
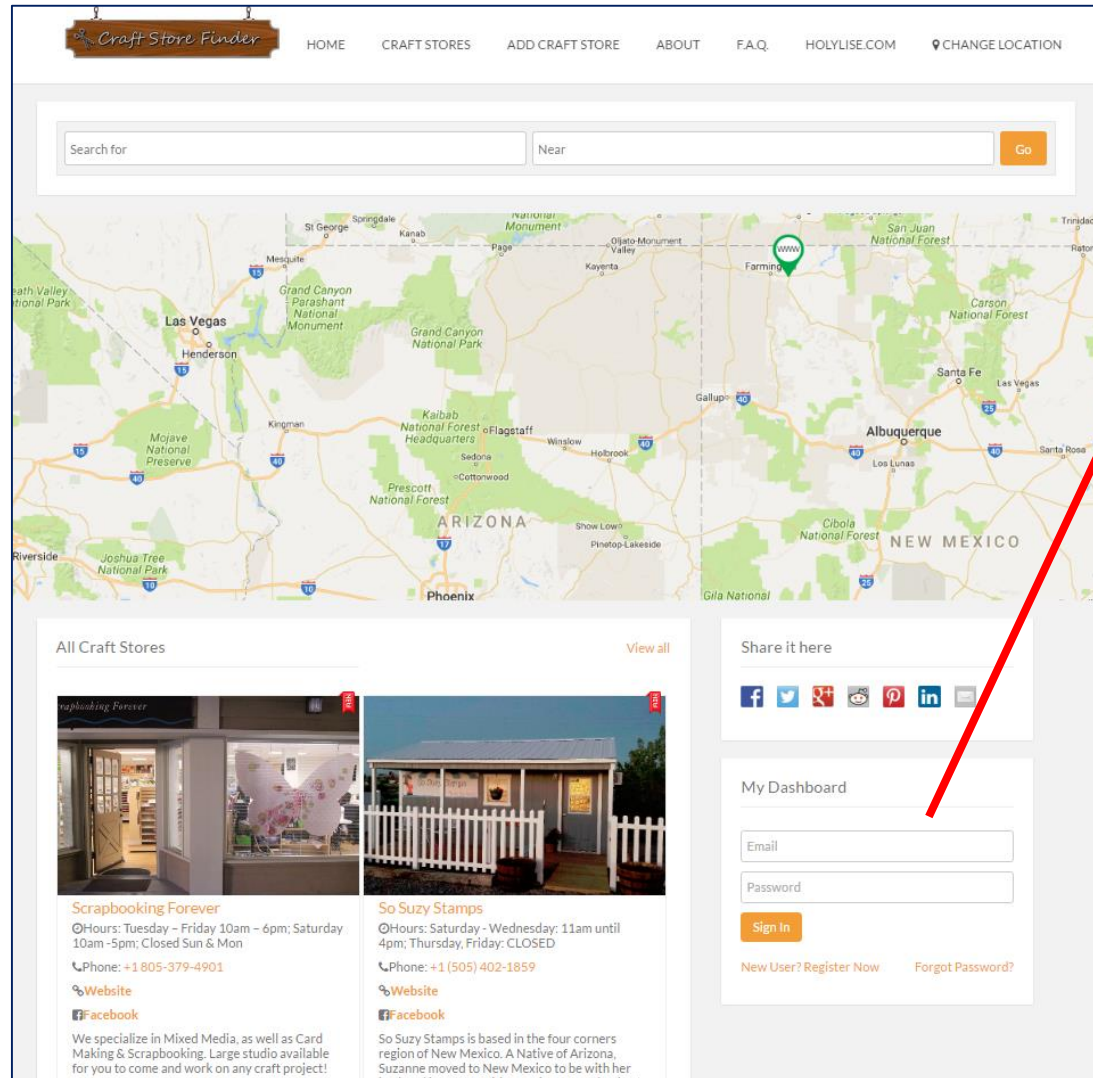
Confirm Password

Register Now

2. Add your email address and name, and select a password.
3. Press "Register Now" when you are ready.
4. You'll receive a confirmation email from Craft Store Finder.
5. Now you can add new stores and save stores to your Favorite list.

Login With Existing Account

- Enter your email address and password on the main page or by clicking on “Add Craft Store” and press “Sign In”.



Add a Craft Store

* Indicates mandatory fields





















Hi and thanks for adding a new craft store to craftstorefinder.com. Please enter the details below and press "review" to review your submission and "publish" once you are done.

Note: After you submitted the new entry, an administrator will review the information. After successful review you will be able to see the store online. Thanks for your help!

Enter Listing Details

Place Title*

Place Description* Visual Text

B I *ABE*                    

Tag Keywords

Tags are short keywords, with no space within.(eg: tag1, tag2, tag3) Up to 40 characters only.

Category*

Please select minimum one category.

Address*

Please enter the street name here.

Country*

Click on above field and type to filter list

Region*

- Click on “Add Craft Store” in the main menu after logging in.
- Fill in all the information you have - fields with * are mandatory, all others are nice to have and can be added later.
- More information about the individual fields can be found on page 8 and 9.
- Press the “Review your Listing” button at the bottom of the page.

Add a Craft Store - Review

Craft Store Finder HOME CRAFT STORES ADD CRAFT STORE ABOUT F.A.Q. HOLYLISE.COM CHANGE LOCATION

This is a preview of your listing and its not published yet.
If there is something wrong then "Go back and edit" or if you want to add listing then click on "Publish".
Your listing will published for Unlimited days

[Go Back and Edit](#) [Cancel](#) [Publish](#)

Search for Near [Go](#)

Home > Test 1234

This is how your information will look like once approved and published by an administrator.
Test 1234

Address: 123 street
Los Angeles
California
United States

- The next page allows you to check all the information provided. You can now either “Go Back and Edit” or “Publish”
- After submitting the form, you will see a confirmation.
- An administrator will now review the information and publish it for the public as soon as all information are verified.

Craft Store Finder HOME CRAFT STORES ADD CRAFT STORE ABOUT F.A.Q.

Thank you, your information has been successfully received.
[You can review your submitted information here >](#)
Thank you for adding a new store to Craft Store Finder.

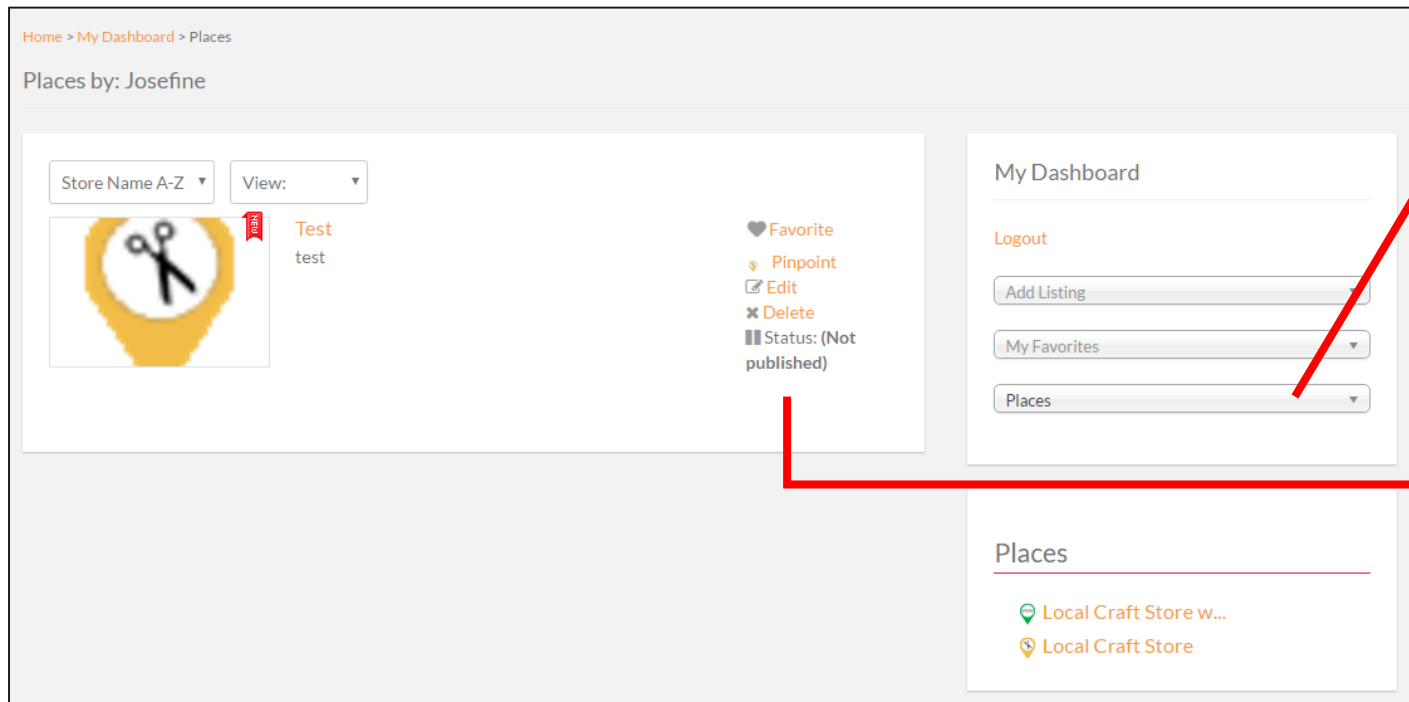
Add a Craft Store – Form Fields

Field Name	Description
Place Title	Please enter the name of the craft store here.
Place Description	Please describe the craft store. Examples: History of the craft store, specialization (e.g. mixed media, scrapbook paper, etc.), ongoing events, craft time, etc.
Tag Keywords	Please add specific brands this store is selling (not mandatory, but helps when searching for stores that carry them)
Category	Select “Local” if the store is a retail shop and select “Local and Online”, if the store is a retail store, but also offers online ordering. Please ignore the “Set Local as default category”/ “Set Local and Online as default category”.
Address	Please enter the street name and number.
Country	Please enter the country (e.g. United States).
Region	Please enter the state or region (e.g. California).
City	Please enter the name of the city (e.g. Los Angeles).
Zip/ Post Code	Please enter the zip/ postal code.

Add a Craft Store – Form Fields Continued

Field Name	Description
Hours	Please enter the store hours (e.g. Tuesday – Friday 10am – 6pm; Saturday 10am - 5pm; Closed Sun & Mon) (not mandatory).
Phone	Please add the phone number (not mandatory).
Email	Please add the email address (not mandatory).
Website	Please add the URL of the website (not mandatory).
Facebook	Please enter the URL of the Facebook page (not mandatory).
Add Images	Please add images here. You can upload images by clicking on the button “Select Files” and searching for images on your computer. Add as many images as you’d like. They can’t be bigger than 2MB each. (Not mandatory)
Please accept our terms and conditions	You can click on the link to read the Terms of Service of craftstorefinder.com . In order to submit the craft store you have to agree to these terms.

Status of My Added Craft Store



- After your craft store is submitted, you can click on “My Listings” under “My Dashboard” and select “Places”
- There you’ll find all your submitted craft stores and the status.
 - “Not Published, if it is still under review by an administrator.
 - “Published” as soon as it is publicly available.

Questions?

- Please send an email to josefine@craftstorefinder.com in case you have any further question.
- Thank you for your interest in craftstorefinder.com!