



Frequently Asked Questions

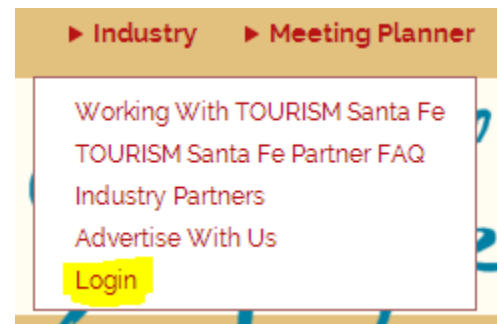
How To

Does it cost money to list my business on SantaFe.org?

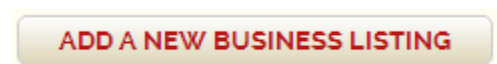
No. Business listings are completely free.

How do I sign up for a business listing on SantaFe.org?

At the top left of the homepage on <http://santafe.org>, select **Login** from the **Industry** menu. If you need to create an account, click **create account!**, fill out the form, and click **SIGN UP**. You will receive an email with a link to validate your account. Once you click that link you can sign in. If you have an account, enter your username and password and click **SIGN IN**.



Once you login, you will see your account dashboard. Click **ADD A NEW BUSINESS LISTING**, fill out the form, and click **ADD LISTING**.



Who can sign up for a business listing on SantaFe.org?

Any tourism-related business with a business license and a website may sign up. You may use a Facebook page as your business website.

What information do I need to set up a business listing on SantaFe.org?

You will need contact information, a website address, your business license number and expiration date, and a photo.

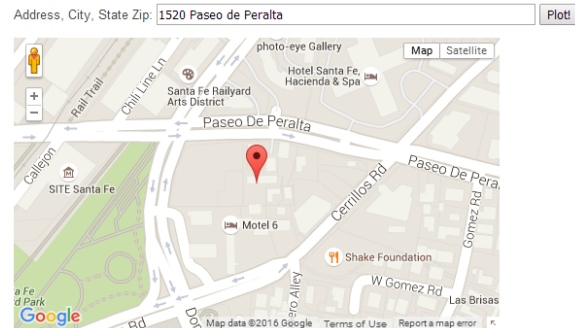
How do I add a special?

Once you have an approved business listing, click the **SPECIALS** button on the business listing to get to the specials list for that listing. Then click **CREATE A NEW SPECIAL**. Fill out the form, then click **submit your special**.



How do I get a link to a map on my business listing?

On the business listing add/edit form, there is a space labeled “Address, City, State, Zip” above the map on the form. Make sure this information is filled out and correct, then click the **Plot!** button and submit the form.



What are meeting planner services and how do I add them to my business listing?

Any business listing can offer meeting planner services. If you offer meeting space, catering, a unique venue, destination management or decorating services, you can add this option to your business listing to maximize your exposure. Add meeting planner services by clicking on the **MEETING PLANNER SERVICES** button for the business listing. Choose a category, fill out the following form, and click **CLICK HERE to Submit Your Information Now** to add the services to your listing.

MEETING PLANNER SERVICES

Who can add events to the SantaFe.org calendar?

Anyone can create an account and submit events to the calendar. You do not need a business listing to submit events to the calendar.

How do I add an event to the SantaFe.org calendar?

From the Industry Partner Dashboard, click the **MANAGE MY EVENTS** button. Click **ADD A NEW EVENT** and fill out the form, then click **ADD EVENT** to submit your event to the calendar.

MANAGE MY EVENTS

What is TAG approved and how do I get added to your TAG approved directory?

TAG stands for Travel Advocacy Group. This group certifies accommodations and attractions that are gay friendly and sensitive to treating all visitors equally regardless of sexual orientation. For more information go to: <http://www.tagapproved.com/>

How do I add social media buttons to my business listing?

You have the option to add your Twitter, Facebook, and OpenTable accounts to your business listing. Add

Twitter URL
Facebook URL
Opentable URL (if applicable)

the URLs in the spaces provided on the business listing form. Once they have been added and approved, the appropriate icons will appear on your business listing.

Troubleshooting

Why can't I find my business listing on the site after submitting the form?

Business listings go through an approval and validation process prior to publishing to the site. This can take up to three business days. If you have not received an email stating that your business listing has been validated, it has not been published to the site. If there was an issue with your submission, you will be notified via email that there was a problem, and how to correct it.

Why did I receive an email stating that my business listing was not approved?

There are several reasons that a listing may be rejected:

- No photo or inappropriate photo
- No business license number or expired business license
- No website or inappropriate website
- Business is not a tourism-related business

Why is my photo cropped/stretched/strange-looking?

All photos for business listing must be pre-sized to 165 pixels wide by 170 pixels tall. If they do not match those requirements, they will be automatically cropped and/or scaled to fit the available space, compromising the integrity of your photo.

Why am I unable to add an event to my location?

Only business listings which have plotted their location on the map in the business listing form can be selected as a location for events. If you cannot find your location on the Add Event form, make sure that you have plotted your location on the map.