

## **Aerial Services Directory – Standard ‘Free’ Registration Instructions**

After you click ‘Become a Member – Get Listed’, you will be able to choose either a Standard ‘Free’ membership or Professional ‘Paid’ membership. After you compare their features, I am confident the ‘Professional’ membership will suit your business needs best, so start the process by clicking ‘SIGN UP NOW’. If you choose the Standard ‘Free’ offer, please know you can upgrade later, anytime you wish. If you like the ‘Standard’ listing more for now, then go ahead and click ‘SIGN UP NOW’ and begin the process.

### **STANDARD ‘Free’ membership – Registration Instructions**

Enter a ‘Contact Name’ which is the name you want displayed for others to see on the map and from the search tool.

Enter a Contact Name and fill in every other box.

Once everything is filled in, click the ‘REGISTER’ button. If you see the no symbol, this means something is wrong on the form, so please double check all box inputs.

Almost immediately, you should receive the following message on your screen.

#### **“Message**

**Your account has been created and an activation link has been sent to the email address you entered. Note that you must activate the account by clicking on the activation link when you get the email before you can login.”**

Next, login to your email account and look for the email from Aerial Services Directory. Open the email and click the long link provided or copy/paste it into your address bar and hit enter. The link should start with <http://www.aerialservicesdirectory.com/index> Right after you submit the link, you should be directed straight to a ‘Registration’ screen with a login area provided for your convenience.

Enter your email and password you provided us for this site. Then click ‘Login’

Once logged in, you should see your page of information on the page titled ‘My Profile’ If you need to edit any of the information, click ‘To Edit Profile’ and edit what is needed. Then click ‘Submit’ and you will be taken back to your ‘My Profile’ page.

### **IMPORTANT**

In order to be found on the map and from our search tool, you MUST enter some services offered.

On the left side, under ‘Quick Links’ please click ‘Edit services and photos’

Look on the right where it might read ‘Nothing Selected’ and click the up arrow.

Now scroll up and down to review all the service categories we have listed and click (2) two services you want displayed in your information block on the map. Next, click ‘Submit’

You should now see ‘My Offers’ and the information you just inputted.

**IMPORTANT**– You should see on your screen to the right, under ‘Status’ the word ‘Pending’. We do NOT allow automatic approvals because some people are sick in the head and might enter curse words, etc. as a joke. We will review your registration and if everything looks good to us, will activate it and publish it. (This process could take up to 24-hours)