

## Editing a Business as a User:

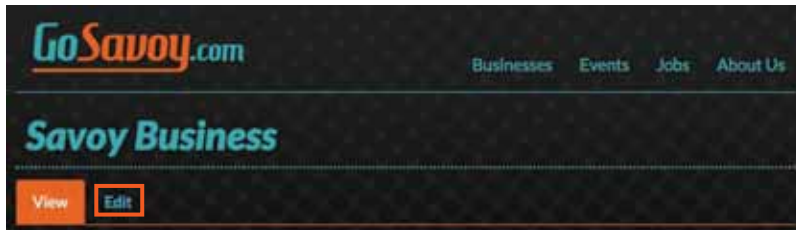
Login with your User Account Information.

In the footer menu (at the bottom of the page), click on **My Business**.



This will take you to your GoSavoy business page.

Click **Edit** to access the **Edit Business** form for your business.



The **Edit Business** form will be populated with the information set when the business was created.

Change which fields need to be edited.  
Scroll to the bottom and click **Save**.



Upon saving you will be brought back to the Business Page.  
Check and make sure your edits are correct.

The screenshot shows the 'Edit Business Savoy Business' form. The form includes the following fields and sections:

- Business Name:** Savoy Business
- Business Address:**
  - Country: United States
  - Street address: 123 W. Street Ave.
  - City: Savoy, State: Illinois, Zip code: 61824
- Business Description:** Savoy Business is a business in Savoy, Illinois.
- Business Phone:** 217-555-5555
- Business Website:** http://www.gosavoy.com/
- Hours of Operation:** 8:00 A.M. to 5:00 P.M.
- Save Photo:** Savoy Business, www.gosavoy.com
- Driving Directions:** Example: "On the corner of 123rd and Street Avenue, Room 1234, 1 mile South of Savoy, Ill."
- Contact Name:** John Doe
- Contact Email:** businessowner@gosavoy.com
- Contact Phone:** 217-555-5555
- Category:** A list of categories including Automotive, Beauty & Spa, Education, Food & Beverage, Health & Wellness, Home Services, Insurance, Legal, Medical, Pet Services, Real Estate, Retail & Wholesale, Travel & Hospitality, and Professional Services.
- Footer:** Includes the GoSavoy.com logo, copyright information, and a list of navigation links.

## Creating Events as a User:

Login with your User Account Information.

In the footer menu (at the bottom of the page), click on **New Event Post**.



This will take you to the **Create Events** form. Complete the form.

### CREATE EVENTS FORM

- Events and Specials:** Name of the Event or Special.
- Publish Date:** The date the event will be published on the website, will not appear on the website until the publish date. If left blank will publish upon saving.
- Unpublish Date:** Date event will be taken off of the website. This must be filled out.
- Event/Special Description:** Describe the event, this will be the information showing on the event page.
- Start Date:** Date the event starts
- End Date:** Date the event ends
- Event listing for which business:** This will be populated with your business.

Once you've completed the form, click **Save**.  
Your Event Listing has been created and saved.



## Editing Events as a User:

Login with your User Account Information.

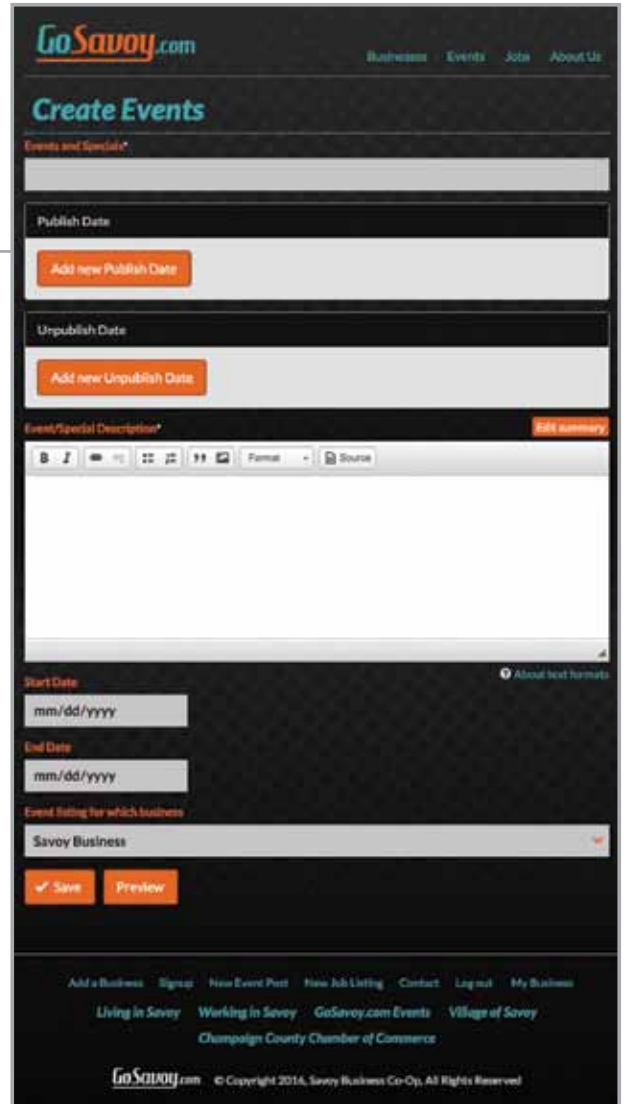
In the footer menu (at the bottom of page), click on **My Events and Jobs**.



This will take you to your **My Events & Jobs** list.  
Click **EDIT** on the corresponding line for the event you wish to edit.



That will take you to the **Edit Events** page where you can make changes to your event listing. Once you've completed your edits, click **Save**.  
Your event listing has been edited and saved.



## Creating Jobs as a User:

Login with your User Account Information.

In the footer menu (at the bottom of the page), click on [New Job Listing](#).

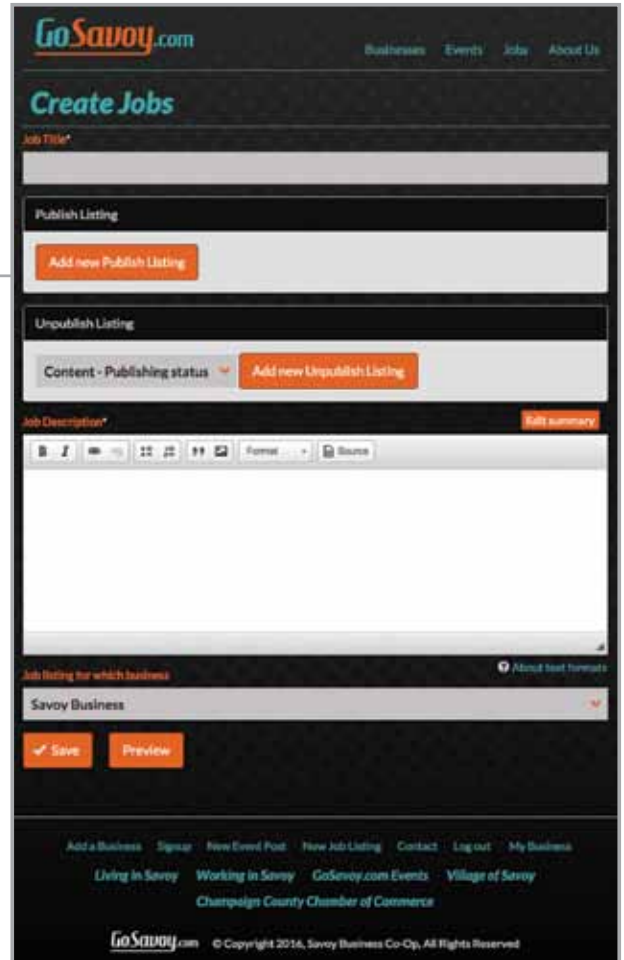


This will take you to the [Create Events](#) form. Complete the form.

### CREATE JOBS FORM

- Job Title:** The title for the employment position.
- Publish Listing:** The date the job will be published on the website, will not appear on the website until the publish date. If left blank will publish upon saving.
- Unpublish Listing:** Date event will be taken off of the website. This must be filled out.
- Job Description:** Describe the Job, this will be the information showing on the job page.
- Job listing for which business:** This will be populated with your business.

Once you've completed the form, click [Save](#).  
Your Job Listing has been created and saved.



## Editing Jobs as a User:

Login with your User Account Information.

In the footer menu (at the bottom of page), click on [My Events and Jobs](#).



This will take you to your [My Events & Jobs](#) list.  
Click [EDIT](#) on the corresponding line for the job you wish to edit.



That will take you to the [Edit Jobs](#) page where you can make changes to your job listing. Once you've completed your edits, click [Save](#).  
Your job listing has been edited and saved.

