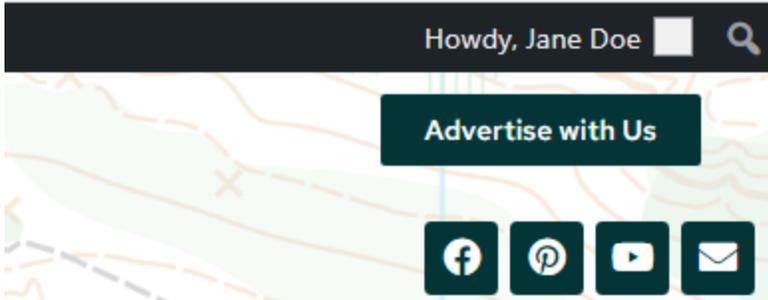




## How to Add your Listing with *Trail Rider's Path* (Free or Premier):

Login to Trail Rider's Path website, you will see a black bar across the top of the website page. In the upper right hand corner, you will see your name as shown in the example below:



Point to your name and click on 'Edit Profile'. This is where you can change your profile information and add, edit or upgrade your Business/Stable listing.

Step 1: Click in the box where it says *Add Listing* and then click on '*Listing*' when it displays.

Step 2: You will be taken to the 'Advertise with Us' page. Scroll down to 'Enter Listing Details'

Step 3: Choose Package Choice – (i.e.) Free Listing or Premier Listing. **\*\*Note: If you have chosen a Premier Listing, additional instructions continue on page 3.**

Step 4: Enter your listing details.

### Enter Listing Details

Package

- Free Listing: number of publish days are unlimited (Free)
- Premier Listing
- Premier Plus Listing
- Banner Ad
- Featured Video

Select your package.

Business Owner/Associate?  
Mark listing as a claimed.

Business/Stable Name

Enter the title.

Description

Enter description. Free Listings max 125 characters. Paid Listings unlimited.

Click in the Category box and you will see an alphabetical list of Available Categories. Choose your category.

Category

Default Category

Address

Country

- Horse Boarding
- Horse Rescues
- Horse Retirement Facilities
- Horsemanship & Training
- Riding Lessons
- Therapeutic Riding Stables

Click on above field and type to filter list.

If you need to choose more than one category, click in the category box again and choose another category.

Category

Default Category

Address

Country

- Horse Boarding
- Horse Rescues
- Horse Retirement Facilities
- Horsemanship & Training
- Riding Lessons
- Therapeutic Riding Stables

Click on above field and type to filter list.

**Default Category:** If you chose only one category, this will automatically populate with your chosen category. If you chose more than one category, click inside the box and choose your main category.

Enter your address information. Once entered, click on 'Set Address on Map' button.

Address

Please enter listing street address. eg. : 230 Vine Street

Country

Click on above field and type to filter list.

State

Click on above field and type to filter list or add a new region.

City

Click on above field and type to filter list or add a new city.

Zip/Post Code

Please enter listing Zip/Post Code

Click on "Set Address on Map" and then you can also drag map marker to locate the correct address

You will then see your address location pinned on the map. The Address Latitude and Address Longitude automatically populates with your address information. You do not need to change this information.

**Select Map View:** will default to what you see below.



Address Latitude   
Please enter latitude for google map perfection. eg.: 39.955823048131286

Address Longitude   
Please enter longitude for google map perfection. eg.: -75.14408111572266

Select Map View  ↕  
Please select listing map view to use

Enter your phone number.

Phone

You can enter phone number, cell phone number etc.

**For Free Listings:** Click on 'Submit Listing'. You can also preview your listing before submitting. Once you submit your listing, you will receive the message below. You will also receive an email confirming your listing submission.

Post received, your listing may need to be reviewed before going live, you can preview it [here](#).

The status of your listing will be 'pending' until reviewed. When your listing is published, you will receive a notification email. Please allow at least five (5) business days for your listing to be published. You can login and update your listing at any time.

**For Premier Listings: Your listing will be 'Featured' and will display at the top of the page above the free listings.**

After phone number, you can upload your images as shown below: Click 'Select Files' and choose your files from your computer. Image files must be under 2 MB in size.

Images You can upload more than one image to create a image gallery on the details page.

Drop files here  
OR

Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp  
(You can upload unlimited files with this package)

Please drag & drop the files to rearrange the order

Next, complete Fax, Email, Website, Facebook, YouTube, Pinterest, Instagram, Twitter and Google+ information as applicable. Leave fields blank if you do not use them.

Phone	<input type="text"/> <small>You can enter phone number, cell phone number etc.</small>
FAX #	<input type="text"/>
Email	<input type="text"/> <small>You can enter your business or listing email.</small>
Website	<input type="text"/> <small>You can enter your business or listing website.</small>
Facebook	<input type="text"/> <small>You can enter your business or listing facebook url.</small>
YouTube	<input type="text"/> <small>Enter your YouTube URL</small>
Pinterest	<input type="text"/> <small>Enter the Pinterest URL for your business</small>
Instagram	<input type="text"/> <small>You can enter your business or listing instagram url.</small>
Twitter	<input type="text"/> <small>You can enter your business or listing twitter url.</small>
Google +	<input type="text"/> <small>Enter your Google + URL</small>

For Product/Service Highlight, click the Text tab and paste the embed video code in the box. Click the Visual Tab to see how the video will display. This video will display on the right hand side of your listing underneath your phone number. If you need assistance with this option, we are here to help you.

Product/Service Highlight	<div style="text-align: right;">Visual   <b>Text</b></div> <div><p><b>B</b> <i>I</i> <u>U</u> <b>“</b> <b>ABX</b> <b>≡</b> <b>≡</b> <b>≡</b> <b>≡</b> <b>↶</b> <b>↷</b> <b>🔗</b> <b>✕</b></p><input type="text"/> <small>Enter embed code for your video (YouTube, Vimeo, etc).</small></div>
Special Offers	<input type="text"/> <small>Note: List out any special offers (optional)</small>

You can also add Special Offers/Promotions and Business Hours.

Business Hours

Yes  No

Day	Open 24 hours	Opening Hours			
Mon	<input type="checkbox"/>	9:00 AM	5:00 PM	-	+
Tue	<input type="checkbox"/>	9:00 AM	5:00 PM	-	+
Wed	<input type="checkbox"/>	9:00 AM	5:00 PM	-	+
Thu	<input type="checkbox"/>	9:00 AM	5:00 PM	-	+
Fri	<input type="checkbox"/>	9:00 AM	5:00 PM	-	+
Sat		Closed			+
Sun		Closed			+
Timezone:		New York - UTC-4			x

Select your business opening/operating hours.

You can upload your logo here: Click 'Select Files' and choose your files from your computer. The recommended size for your logo is 500 (w) x 320 (h) pixels and file format is jpg or png.

Logo

You can upload your company logo.

**Drop file here**

OR

[Select File](#)

Allowed file types: ., .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp

[Submit Listing](#)

[Preview Listing](#)

You can preview your listing before submitting it. When finished, click on Submit Listing. You will receive a message that your post was submitted and will be taken to the payment page.

We accept Paypal payments and credit/debit cards.

On this screen, you can login with your PayPal account and pay **or** Click on 'Pay with Debit or Credit Card'. If you are paying with a credit/debit card, you will be taken to another screen to complete payment information. Once finished entering your payment information, click on 'Agree & Subscribe'. You will then see your invoice details as in the example shown below.

[View Invoice](#) [Invoice History](#)

✔ Thank you for your payment!

#### Invoice Details

<b>Listing</b>	ABC Barns
<b>Invoice Number</b>	INV-02544
<b>Invoice Status</b>	<b>Paid</b>
<b>Invoice Date</b>	October 16, 2022
<b>Paid On</b>	October 16, 2022
<b>Payment Method</b>	PayPal Standard
<b>Transaction ID</b>	trans_055a3f122f7693ee57318dd0a2b2d165
<b>Renews On</b>	November 15, 2022 ( <a href="#">View Subscription</a> )
<b>Recurring Amount</b>	\$10.00
<b>Total Amount</b>	<b>\$10.00</b>

You will receive an email that your listing has been submitted. You will also receive via email, your receipt of payment and invoice. Your listing will automatically renew each month until you cancel your listing. Your listing will be in a pending 'Awaiting Review' status. We will review your listing and contact you if there are any questions. We will also optimize your listing with keywords for the search engines during the review process. Once finished, your listing will be published. When your listing is published, you will receive a notification email. Please allow 1-2 business days for your listing to be published.

You can login and update your listing at any time.