



## Diamond Business Association Online Business Directory

### How to CLAIM a listing:

1. Enter <http://sdbd.org/>
2. On the **Navigation Bar** click on the **Business Directory Link**
3. Search for the specific listing you are looking to claim then click on the link.
4. On the listed page, click on **Claim Listing** located in the small box on the right.
5. The link will then take you to a Login/Registration page. For Existing Members please Log In, for New Members please Register and follow the instructions (*Newly registered accounts may not be approved until reviewed by the SDBD Admin Team*)
6. Once logged in, navigate back to the specific listing and click on the **Claim Listing link**.
7. There you will be instructed to comment your claim, and submit.
8. Once submitted you will await for notification within your registered email.

### How to EDIT a listing:

1. On the **Navigation Bar** click on the **Business Directory Link**.
2. Log In to your account, entry is located on the right side of the page (*If you are already logged in skip this step!*)
3. Once logged in, navigate to the right side of the page and click on the **Orders link**.
4. Your current claimed listings should be listed, to edit click on the tiny **notepad icon** located on the right side of the listing.
5. In the new page under the Manage Product/Service section, click on the **Edit link**.
6. There you will be able to edit your selected business info.
7. Once finished click on the submit button at the bottom to update the business page.