



How to Add a Listing

1. Register on the website as an 'Owner'

- If you register as a guest, you will not be able to Add a Listing. Email info@arja.ca, if you need to change your account to an 'owner'.

2. Click the 'Add a Listing'

- At the top of the page.

3. Read through and sign "Listing Disclaimer"

- You can download the Listing Disclaimer by clicking the green button which is located at the bottom of the PURPOSE statement.

4. Fill in the Listing Application

TIPS

- City/Area you are based in: type in the city and click Enter. This will populate a list that you can then select from.
- Physical Address: This would be the address of your office.
- To list your hours of operation, you will have to toggle the switch on the right-hand side.
- Upload any relevant images/logos that represents your organization.

5. Click Preview

- Review your listing and click 'Edit Listing' if you need to go back and make any changes.
- Please note, that you can always edit your listing after it has been published and approved.

6. Click Submit Listing

- Your listing has been properly submitted for approval when you scroll down and see a green checkmark, and the screen says, "Thanks for your Submission".

7. Email a signed copy of the Listing Disclaimer

- Email your signed copy to info@arja.ca
- Every year this Listing Disclaimer will need to be renewed when your listing is up for renewal.

8. Listing is Approved

- ARJA's Executive Coordinator (EC) will review your application and make sure all the fields have been filled in and confirm they have received your Signed Listing Disclaimer. The EC does not evaluate any of the content in the application but simply ensures all the fields are filled out correctly.
- Please Note: Your listing will expire in 365 days after it has been approved.
- You will receive an email informing you that your listing has been approved.