



ORGANICRESTAURANTS.com

Listing Owner's Guide to Managing
a Restaurant Listing

find • eat • empower

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This is an interactive PDF. Click on any title to go to its corresponding page.



Claimed your listing but still need a little help with editing and managing your page?

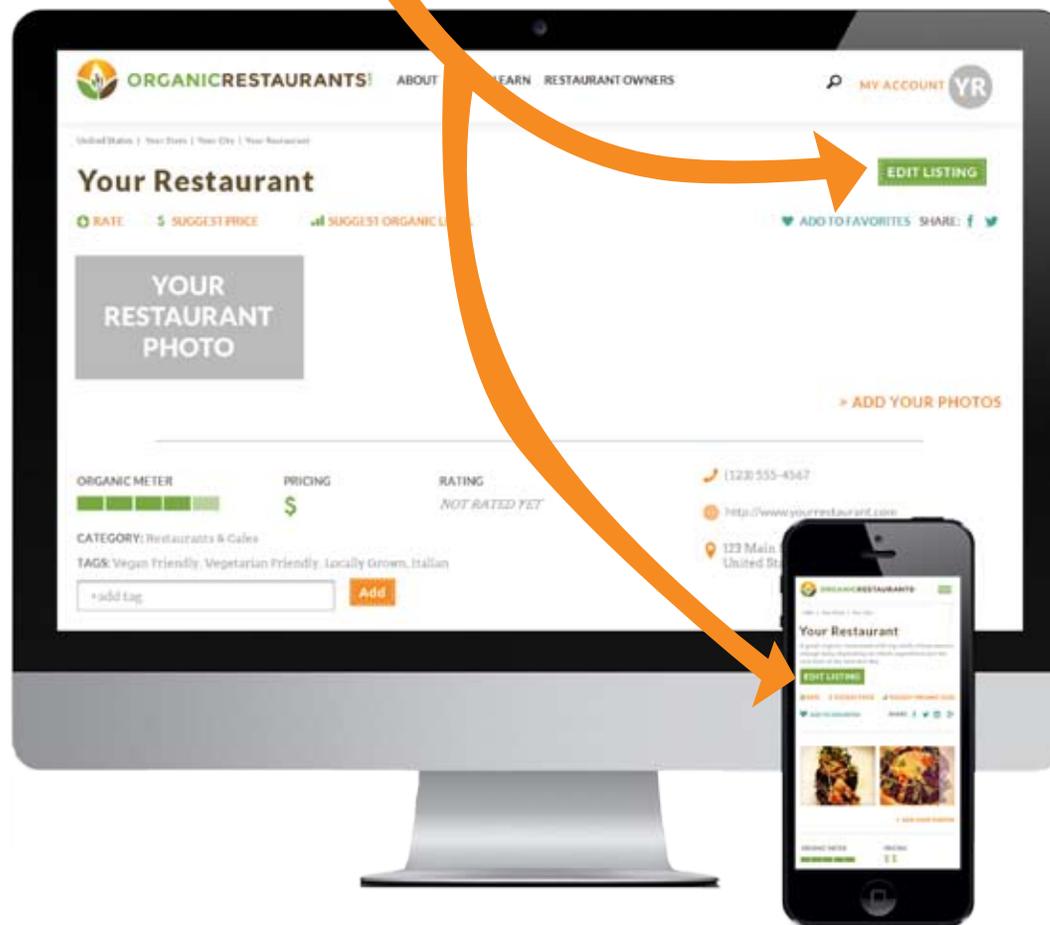
You've come to the right place.

This easy-to-follow guide highlights key parts of the edit page, giving you all the information you need to make your listing the best it can be.



GETTING THERE

If you head to your restaurant's page, it will look much the same as it did before claiming it. The key difference is the **EDIT LISTING** button **right over here**



Once you click it, you are brought to a page where you can edit your listing!



EDITING

Listing's name and description

Listing's stats

Listing's info

Listing's menus

Listing's tags and categories

SinglePlatform for menus

Listing's photos



SEE FOLLOWING PAGES FOR
SPECIFIC EDITING HELP PER SECTION



EDITING

Edit your listing's name here

Give your listing an overview here

Here you review page views and search results by number and graph

ORGANICRESTAURANTS! ABOUT FIND LEARN RESTAURANT OWNERS

MY PROFILE MY LISTINGS

<<My Listings

Your Restaurant

ADD TO PREMIUM PLACEMENT

SAVE CHANGES

Overview

- 308 Your Location Impressions Search Results Pages
- Your Listing Page Views from Location Impressions
- Your Listing Page Views from Premium Placement
- 1 Other Listing Page Views from Inside OrganicRestaurants.com
- 38 Other Listing Page Views from Outside OrganicRestaurants.com
- 39 Your Total Page Views

**This data started October 28th, 2013*

Date	Search Results Pages	Listing Page Views (Total)
2013/10	15	10
2013/11	32	12
2013/12	33	8
2014/1	28	5
2014/2	22	4
2014/3	27	3
2014/4	28	3
2014/5	33	2
2014/6	35	2
2014/7	26	2
2014/8	28	2

If you want to add this listing to Premium Placement, you can do this here

Learn more about Premium Placement by going to the Owner's page

Save your changes here



EDITING

Edit your listing's info here

Edit phone number

Edit web address

Edit street address

Edit Facebook account

Edit Twitter account

Edit your listing's hours here

You can even add more hours if you have separate lunch and dinner hours

The screenshot shows a listing editing interface with the following sections:

- General Info:** Fields for phone number (123) 555-4567, web address (http://www.yourrestaurant.com/), street address (123 Main Street, Your City, Your Stat), Facebook account (https://www.facebook.com/...), and Twitter account (https://twitter.com/...).
- Hours:** A table for listing hours by day of the week.
- Tags:** A row of tags: Vegan Friendly, Vegetarian Friendly, and Locally Grown.
- Category:** A list of categories with checkboxes.

Day	Start Time	End Time
MON	11:30am	9:00pm
TUE	11:30am	9:00pm
WED	11:30am	9:00pm
THU	11:30am	9:00pm
FRI	11:00am	10:00pm
SAT	11:00am	10:00pm
SUN	11:30am	9:00pm

Category options:

- Restaurants & Cafes
- Farmers Markets
- Farms
- Co-Ops
- Bed & Breakfasts
- Online Shopping
- Catering
- Other
- Bakery
- Food Stores & Markets
- Food Trucks
- Breweries
- CSAs
- Super Markets
- Coffee Shops
- Food Delivery Service
- Butcher Shop

Edit your listing's tags here

Edit your listing's category here



EDITING

You can add and edit menus for your listing here

Menus

menu name (ex: Lunch Menu, Drink Menu,...)

CHOOSE FILE No File Chosen UPLOAD

> ADD NEW MENU

> UPLOAD MORE PHOTOS

Photos

YOUR RESTAURANT PHOTO SET AS FEATURED delete

SINGLEPLATFORM
by Constant Contact

*Your Menu is already being presented by Single Platform Contact OrganicRestaurants.com if you do not wish to use your current SinglePlatform menu.

We will also display your Single Platform menu if you have an account with them

You can add and edit photos for your listing here
In addition, you can set a photo as the feature photo for the listing



YOU'RE DONE

There you have it!

It really is that simple to make updates and changes to your listing with us!



Want to really increase your traffic? Check out Premium Placement today!

Find out more at organicrestaurants.com/owners

The screenshot displays the 'Life Alive' restaurant profile on the Organic Restaurants website. At the top, there are navigation links for 'ABOUT', 'FIND', 'BLOG', and 'RESTAURANT OWNERS', along with a 'LOGIN' button. The restaurant name 'Life Alive' is prominently displayed with a 'CLAIM LISTING' button. Below the name is a brief description: 'You are entering a world of pleasure. A world of delicious, organic, and therapeutic food, created with love to Show more'. There are interactive options for 'RATE', 'SUGGEST REVIEW', and 'SUGGEST ORGANIC LEVEL', along with social sharing icons. A gallery of four photos shows various food items. Below the photos is an 'ORGANIC METER' (a green bar), pricing '\$\$', a 5-star rating, and contact information including a phone number (617-334-5433), website (http://www.lifealive.com/), and address (705 Massachusetts Avenue, Cambridge, MA, United States). A map shows the restaurant's location. The 'Restaurant Menu' section lists categories: Soups, Salads, Simple Snacks, Fresh Fantastic Food, Grilled Tortilla Wraps, and Sides. A 'Customer Reviews' section shows a review from 'jsh' with a 5-star rating and a 'WRITE REVIEW' button. A table shows the restaurant's hours: TODAY (8:00am - 10:00pm), SUN (11:00am - 10:00pm), MON (8:00am - 10:00pm), WED (8:00am - 10:00pm), THU (8:00am - 10:00pm), FRI (8:00am - 10:00pm), and SAT (8:00am - 10:00pm). At the bottom, there is a 'NEWSLETTER SIGNUP' form with fields for 'EMAIL ADDRESS' and 'ZIP CODE', and a 'SUBMIT' button. The footer includes a 'Sitemap' link and a 'Powered by Social Tables' logo.