# A logo with a flower  AI-generated content may be incorrect.

# Instructions for Registering a New Company Listing

1. Visit [theflowerdirectory.com](https://theflowerdirectory.com/) website
2. Click on **ADD YOUR BUSINESS** in the top right corner
3. Scroll down the screen and open either:
	1. Grower & Wholesaler Packages, if you are a grower,
	2. Supplier & Services Packages if you are an Industry Partner
	3. or Distributors Packages if you are a distributor
4. Review all packages available to purchase
5. Scroll to the end of the page and click on **JOIN TODAY**
6. You are now on the Listing Builder page. Click the package you would like to purchase and fill in all the required information (all information with a red \* asterisk is required) more information below.
7. Scroll down to the end of the screen and click on **SUBMIT LISTING**

## LISTING BUILDER

You will now be taken to the Listing Builder Page.

**Enter Listing Details:**

Here, you will need to click on the Package you have decided to purchase. Please fill in all the required information that has a red star beside it. Please disregard the Expire Date and Main Listing. This is done in the background.

**Address and Contact Information:**

Please note that in this section, smaller towns or villages within larger city boundaries may not be individually recognized by the map system. Including the larger city ensures the location is correctly mapped. Please contact directory@fco.ca for assistance.

After you have entered your address, the Latitude and Longitude should be filled automatically.

**Website and Social Media**

Please ensure you include the full link, including https:// or http:// for each site.

**Company Logo and Gallery Images**

Please note you are allowed up to 10 photos. The maximum file size is 1 mb.

**Products and Services**

Please select all products and services that your business grows or offers. Please ensure each parent category (in red) and subcategory (in green) is selected. This will help visitors and buyers find you more easily.

Once this is done, please scroll to the bottom of the page and click on **SUBMIT LISTING**.

## LISTING PAYMENT

You will then be taken to the Listing Payment page. Please fill in your accounting information.

Here you will have the option to pay by credit card. If you would prefer to pay by check, EFT, or e-transfer, please click on the “Use a new payment method”. This will notify FCG that a check or other form of payment is on its way.

You are now finished and should receive two emails from [The Flower Directory]

1. Your subscription has been activated
2. Your invoice from (the date you subscribed) has been paid.

If you have any questions about this procedure or need our banking information, please contact directory@fco.ca for further information.