

Thank you for taking the time to learn how to join Every.CITY to grow your business or organization. (For simplicity, we will just use the word business in this document, but it also applies to an organization.) The potential for gaining more exposure, keeping your business name in front of you local residents, increasing your sales, and hiring the best employees are unlimited. But the really good news, is although there are a ton of features in Every.CITY, the entire process is really quite easy to manage and maintain. So, let's jump right in and get started.

The first thing you need to do is add your Business to Every.CITY. Go to www.Every.CITY (or just Every.CITY) and select Join and then Businesses & Organizations.



Select the General Category for your business from the drop down list, as well as the State where your business is physically located. After selecting your General Category, you will be able to further narrow down your business to a Specific Category on the next screen. And you can always back up and reselect your General Category after looking at the Specific Categories.

A screenshot of a web form titled 'Select General Category'. It contains two dropdown menus. The first dropdown menu is labeled 'Select General Category' and has 'Advertising & Media' selected. The second dropdown menu is labeled 'Select State' and has 'Alabama' selected. Below the dropdowns is a blue button with a white right-pointing arrow and the text 'Continue'.

There are two sections on this page; your Business Profile, which is public, and your Resident Profile, which is private. Everyone signs in as a Resident, and they can then select there “connected” business from there. We do that so people that manage multiple businesses have a Single Sign On (SSO). “City” refers to the physical location of the business, whereas “Community City” refers to the City where your business postings and information will be displayed. These are different if a small location city is not included in the Community City drop-down choices. Referral Code should be entered if someone shared their code with you to earn Referral Coupons.

A screenshot of a web form titled 'Business Profile -- public'. It contains several input fields and dropdown menus. The fields are: 'Business Name' (text input), 'Specific Category' (dropdown menu with 'Advertising Agency' selected), 'Address' (text input), 'City' (text input), 'State' (text input), 'Zipcode' (text input), 'Community City' (dropdown menu with 'Advertising Agency' selected), 'Community County' (dropdown menu with 'Advertising Agency' selected), 'Phone' (text input), 'Website (optional)' (text input), and 'Referral Code (if)' (text input).

This is the last information needed to join. And this is the email that will be used to send your Sign In credentials. Finally, enter the 4-digit captcha and click Continue. That's it.

A screenshot of a web form titled 'Resident Profile -- private'. It contains three input fields: 'First Name', 'Last Name', and 'Email'. Below the fields is a blue button with the text 'Submit'.

All you need to do know is look for your validation email to complete the process. If you don't find it in your Inbox, please check your spam folder. If there, please add support@every.CITY to your safe senders.