



Welcome to YourUptown.com, the home of Uptown Cincinnati's buy local campaign. YourUptown.com is the only site that's exclusively dedicated to promoting Uptown Cincinnati businesses – and best of all, it's free! Promote your business to a targeted, local audience – it's easy! Following are some tips on how to get started!

CLAIM YOUR LISTING

Before creating a new listing, please check to see if an existing listing has already been created for your business. If a listing already exists, then claim that listing and edit it to your liking. To search for a listing, visit YourUptown.com and search for your business using the search function (click the magnifying glass icon in the top navigation). You can search using just a single, identifying word in your name (e.g. "Esquire").

If your business already has a listing, click the thumbs-up "Claim Listing" icon at the bottom of the cover photo. Fill out and submit the claim form. An email will be sent to the site administrator who will be in touch to confirm your claim. Once your claim has been validated, you can log in and edit your listing your liking (see below for additional details on editing your listing).

CREATE YOUR LISTING

If you searched YourUptown.com and determined that no listing already exists for your business, you can create a new listing. To submit a new listing visit YourUptown.com/Submit-Listing and complete and submit the form. You'll need two images to complete your listing - a Logo and Cover image. Here are some details on best formats for these images:

Your "Logo" image will act as your profile image. This image should be a clean image of your logo or sign. to prevent the image skewing, please preformat this image as a square. Horizontal and vertical images will be skewed to fit a square. The image should be at least 400x400 pixels wide and no larger than 1mb in file size. Please save this image as a JPG or PNG.

Your "Cover Image" will appear along the top of your profile page. This image should be an atmospheric "background" image, featuring an image of your business or offering. Please do not use images with text or overly-cluttered imagery. Use a horizontal (landscape) image at least 1500 pixels wide and no larger than 1mb in file size. Please save this image as a JPG or PNG.

You may also upload additional images as "Gallery Images". Please optimize these files for the web and limit the file sizes. Images should be saved as JPG or PNG files.

Once you have uploaded and submitted your listing, the site administrator will review your listing request and email you when it has been validated. Once a listing has been validated, you can then log in and further edit your listing, post events or upload specials.

EDIT YOUR LISTING

Once you have submitted and/or claimed a listing, you can edit that listing by visiting YourUptown.com/my-account. Once you have logged-on, you can edit your listing at YourUptown.com/my-account/listings/. Click the "Edit" button beneath your business name to pull up your listing details, where you can make edits to your listing. If you are changing your Logo or Cover Image, please follow the recommended image formatting in the Create Your Listing section above.

CREATE A SPECIAL

To post a special, coupon or other feature, you already to have an approved and/or claimed listing. If you have not created a listing, please follow the instructions above. To upload a special, coupon or other feature, visit YourUptown.com/my-account/add-special/, select "Add New" and fill out and submit the form. In addition to traditional coupons/discounts, please include other specials such as on-going features like happy hours or featured products, etc. You do not have to have a discount to create a "Special". It's up to you to decide what's "Special" about your business!

The form for creating a special is simple - a title, description, "fine print" (if needed), start and end dates (for extended/on-going offerings, just set an end date far out in the future), and "Featured Image". For the featured image, please keep this image on the smaller side (no larger than 1mb). Use a horizontal (landscape) image saved as either a JPG or PNG.

CREATE AN EVENT

Another great way to promote your business is by posting any events that you may be having. To post an event, like creating a Special, you have to have an approved and/or claimed listing. If you have not created a listing, please follow the instructions above. To upload an event, visit YourUptown.com/my-account/events/, select "Add New" and fill out and submit the form. For on-going/recurring events, consider posting as a Special, with an extended time frame. Like Specials, the "event image" should be on the smaller side (no larger than 1mb). Use a horizontal (landscape) image saved as either a JPG or PNG.

That's it! If you have any trouble uploading a listing, event or special, please contact us at admin@youruptown.com.