



# Town of Johnstown

## Online Business Directory FAQ

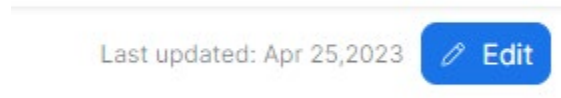
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### **What information should you ensure is up to date on your business profile?**

- Business logo (if available)
- Address (if public, home based businesses will NOT have their address listed)
- Hours of operation (if your hours vary you can add a note to the Hours Section)
- Contact Details including business number, website, etc.
- Services (do you offer delivery, take-out, gift cards, etc.)
- Promotions (keep in mind all promotions will expire after 30 days)
- You can also add photos and job opportunities for your business!
- **Keep in mind any edits or changes you make will first be reviewed and approved by Town Staff**

### **How can I update my business profile?**

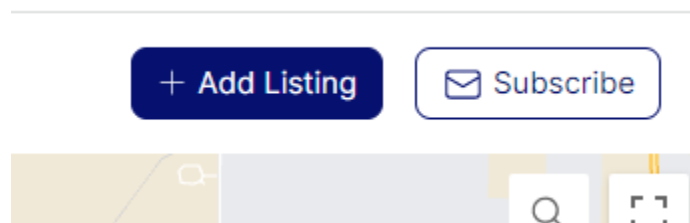
- Go to your business profile and select the button at the top of the page 'Edit'



- **OR** Email Sarah at [scrosthwaite@johnstownco.gov](mailto:scrosthwaite@johnstownco.gov) with the information you need updated.

### **My business is not listed. How do I list my business?**

- Go to the homepage of the online directory and select the button at the top of the page '+ Add Listing'



- **OR** Email Sarah at [scrosthwaite@johnstownco.gov](mailto:scrosthwaite@johnstownco.gov) with your business information.

The Community That Cares

[johnstown.colorado.gov](http://johnstown.colorado.gov)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141

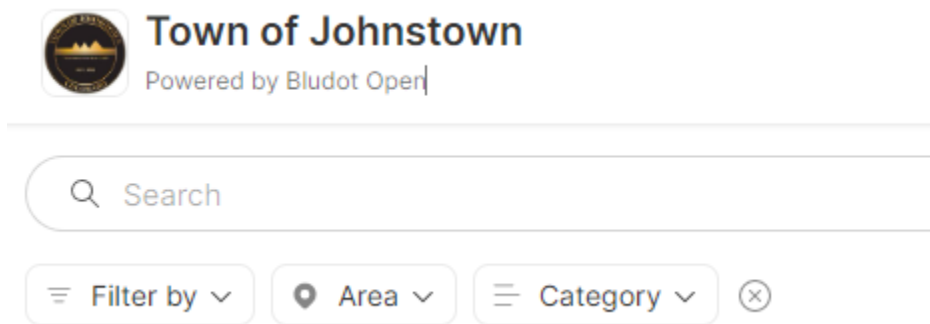
**My business is listed. I want it to be removed from the online directory.**

- Email Sarah at [scrosthwaite@johnstowncolorado.gov](mailto:scrosthwaite@johnstowncolorado.gov) and your business will be removed.

**How does the public search or view my business?**

The public can search for businesses in several ways including:

- Typing your business name
- By filter (i.e., job openings, hours, services)
- By area (i.e., Downtown Johnstown, 2534/Johnstown Plaza, and Gateway Center)
- By category (i.e., restaurant & bar, professional services, auto care, etc.).
- Via the GIS powered map on the homepage



**What is the 'Category' function?**

Town staff has categorized all listed businesses. If you would like to change the category that your business is listed in, please email Sarah at [scrosthwaite@johnstowncolorado.gov](mailto:scrosthwaite@johnstowncolorado.gov). To see which category your business was placed in go to your business profile and within the 'Overview' section you will see the listed category.

*For Example:*

**Overview**

Veterinary care and boarding for cats-only in a low-stress environment.

|            |  |
|------------|--|
| Name       | The Cat Doctor LLC                                     |
| Address    | 4855 Thompson Pkwy Suite A, Johnstown, Colorado, 80534 |
| Hours      | Open Now 08:00am-05:00pm ▾                             |
| Categories | Pet Care & Services                                    |