



<https://mysouthernarizona.com/>  
[support@mysouthernarizona.com](mailto:support@mysouthernarizona.com)

## How to add or claim your listing on the 'My Southern Arizona' website

- Your business must be within Santa Cruz County, Arizona. *The purpose of this site is to promote businesses in our community only.*
  - Start by clicking on DASHBOARD in the very top menu bar (above the logo)
  - **In order to claim or add a listing you must create an account and be approved.** *Approval will take a day or two (maximum).*
  - Once you submit, you will get two emails.
    - “Please confirm your registration” - this is important that you click on the link in the email to confirm
    - “Registration requires admin approval” - this is an FYI for your records.
  - Once we approve (this will take a day or two, tops), you will get another email, “Registration admin approval” - **when you get this you are now ready to add or claim a listing.**
- 
- **CLAIM A LISTING.** (Requires that you are signed in to your account)
  - Scroll through the listings or use the search function. If you find your business, click on business name and go to the expanded view.
  - Scroll down and click on CLAIM THIS ENTRY.
  - A form opens...fill it out and click on submit. We will verify and will assign it to you. Then, you can edit the listing.

**CREATE A NEW LISTING** (Requires that you are signed in to your account)  
*(You may have more than one but they must be businesses that you control - do not create a listing on behalf of someone else.)*

- Your entry form will appear when you click on **ADD A BUSINESS.**
  - Completely fill this out and submit your entry. We will review and publish this if it meets the **criteria.**
    - Your business must be in Santa Cruz County, Arizona. No obscenities, no adult listings, no dispensaries (*this is because of Arizona's dispensary advertising laws and our site is open to all-ages.*)
- See the next two pages for detailed information regarding creating a listing and all of the fields.

DASHBOARD PRIVACY NOTICE/PRIME PRINT

MY SOUTHERN ARIZONA

### Registration

RES

Login Create Account Res

Username Email Address

Password

Log in Create Account Resources My Organizations

If you provide products or services and are within Santa Cruz County in Arizona, please sign up, and we will create your account so you may post your business.

Get access to your dashboard, where you can add and manage your business listings and events by filling out the short form below. Please feel free to contact us if you have any questions.

At this time, everything is free to add...this may change in the coming months; however, if you register now, you will always have free access.

We will see you on the inside!

Username

First Name

Last Name

Email

Password

SUBMIT REGISTRATION

DOYLE EXTERMINATING CO. INC. "YOU GOT 'EM" - "WE GET 'EM"

Doyle Exterminating

Family Owned and Since 1959 we provide professional, environmentally-friendly pest control services to homes and businesses in the Nogales Az and surrounding area. Pest Control, Termite ...

Nogales

Business Category

- Business and Professional Services/Supp
- Home Services/Supplies

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DOYLE EXTERMINATING CO. INC. "YOU GOT 'EM" - "WE GET 'EM"

Doyle Exterminating

Family Operated Since 1959

We provide professional, environmentally-friendly pest control services to homes and businesses in the Nogales Az and surrounding area. Pest Control, Termite Control, Fungigations.

For emergency services, call (520) 298-1177

Organization Type

Mobile Service

Print

Claim this entry

Registration

Login Create Account Add a Business My Businesses

Welcome srsupport

- » Levels
  - Business
  - admin
- » Membership Details
- » RSS Feed
- » Logout

## Santa Cruz County Businesses

Organization **(Required)**

Organization Type **(Required)**

Pick all that apply. Need something added? Contact us.

- Art, Crafts, Collectables, Gifts (Retail)
- Arts, Culture and Entertainment (Venue)
- Automotive (Car/Truck/RV/Motorcycle)
- Bike Sales/Service/Rentals
- Book Stores
- Business and Professional Services/Supplies
- Child Care
- Clothing
- Community Support and Resources
- Entertainment/Music
- Farm and Ranch Services/Supplies
- Farmer's Markets
- Food - Baked Goods
- Food - Cafes/Restaurants
- Food - Eggs/Produce/Poultry/Meat
- Food Trucks
- Health and Wellness
- Home Services/Supplies
- Hotels/Lodging/Bed & Breakfast
- Market/Mini-Market
- Museums
- Musical Instruments
- Nurseries & Gardening
- Outdoor Sports Arenas/Golf Courses
- Personal Services
- Pets/Pet Care Services/Supplies
- Retail Stores (Brick and Mortar)
- Retail (Virtual and Home Based)
- Rummage/Thrift Shops
- Wineries/Breweries
- Yard Services/Supplies

Post Tags

Separate tags with commas

Hours Open **(Required)**

By Appointment - If you service businesses at your place of business or by phone. Scheduled Hours - Physical Location where customers come to you. Mobile Service - If you travel to your customers

- By Appointment
- Scheduled Hours
- Mobile Service

Contact Name

This is the name of the person filling out this for.. This will not appear in the listing

First

Last

## ADDING YOUR BUSINESS

- **Organization**

This is the name you use to 'do business.' It can either be your name or your company name

- **Organization Type**

We've added a number of 'top level' categories including a couple that are 'catch-alls.'

**Business and Professional Services and Supplies** is everything from web-design to accounting and real estate.

**Farm and Ranch Services and Supplies** is everything from Feed Stores to Farriers to Fence Building. Add as many categories as relevant.

*If you absolutely cannot determine which categories are right for you, or you can't find a category that fits, contact us.*

- **Tags**

Tags are extremely important keywords in order for your listing to show up in search.

*For yard work, this is an example of tags: yard work, mowing, weed removal, weed whacking, landscaping, weed removal.*

*Enter all the keywords for your particular business separated by commas.*

- **Hours Open**

- **By Appointment:**

*For virtual business that don't have regular hours nor a physical store-front.*

- **Scheduled Hours:**

*A field will open to enter your store hours. For days when you are closed either leave these blank or enter the word 'closed.'*

- **Mobile Service:**

*Enter the towns in your service area. This allows you to focus on your desired service area in order to minimize travel time.*

- **Contact Name** - Your name won't appear in listing.

