

The purpose of this first step in registering is to provide BruceGreySimcoe with enough information to allow them to confirm that you are the correct contact person for a tourism related business in Bruce, Grey and Simcoe counties.

Step 1: Enter your Contact Details – please provide us with your contact information for the business/organization you are representing. Remember that the email address entered will be your login identifier in the future for maintaining your organizations profile information. Please try to ensure your password is a secure one (a minimum of 8 characters with both letters and numbers).

Step 2: Is your Business Already Listed? – the purpose of step 2 is to determine if your business is already listed in the BruceGreySimcoe directory.

- a) **To find whether your business is already in the BruceGreySimcoe** directory click the organization dropdown list provided and then begin to type the name of your operation – this will automatically filter the dropdown list based on what you enter. Alternatively you can scroll through the listing of operators. Select the operation from the dropdown when you've found the correct one. If your business is listed but the information displayed is incorrect in some way, do not worry, you will have the opportunity to update your profile in the next step of the process, after RTO7 has confirmed that you are the administrative contact for the operation.
- b) **If your business cannot be found** in the dropdown BruceGreySimcoe does not have information on your operation in their database, but do not worry you have the ability to add some basic information about your business by clicking the button below the operator dropdown menu. Enter in your Business name, phone, email and website (do not worry if you do not have a website) and complete your basic registration by pressing the button at the bottom of the screen.

Once you've completed the registration form and submitted your information an RTO7 staff member will be notified and will review your registration request. The staff member will then contact you via email or phone to confirm your details. The goal here is to ensure that each business is claimed by their rightful administrative person.

If you have any questions, please feel free to email: [Ginny and Alex](#)