


**web Ontario!**

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Developed by  
cpm Web Solutions

## Join WebOntario – Application Form

If you wish to join WebOntario all you have to do is fill out the following application and send a Cheque, Bank Draft or Money Order with the application (pages 1-4) and any photographs to:

cpm Web Solutions  
60 Leland Dr.  
Belleville, ON  
K8P 1G5

Your annual fee for your web page with WebOntario is:  
\$95.00 Canadian all-inclusive.

You will receive an invoice for your renewal fee each year on your anniversary of joining WebOntario.

Your site will be added and your photographs mailed back to you.

You will receive an invoice for your renewal fee each year on your anniversary of joining WebOntario.

### NOTE:

Required fields are marked with an '\*'. If any field that is not mandatory does not apply to your business just leave blank.

If you have any questions please call: **(613) 967 - 3965**

<p><b>* Business Name:</b></p>	
<p><b>* Short Name:</b> Choose a one-word name to identify your business. For example if the business name were "ABC Company Inc." then a good short name would be "ABC". The short name must not contain any special characters eg. "@ # \$ % *"</p>	
<p><b>Short Description:</b> For the short description compose one concise statement to describe your business.</p> <p>NOTE: The short description and the key words are used to enable search engines to find your page.</p>	

<p><b>Key Words:</b> For the key words enter 10 to 20 words that deal with your business.</p>	
<p><b>Business Category:</b> If you do not pick a category we will try to pick the best for you or list you under miscellaneous. Examples of categories: Antiques, Real Estate, Restaurant, and Golf.</p>	
<p><b>* Password:</b> Your password must be at least 8 characters long, start with a number and end with a letter. This password will allow you to access your page and make modifications.</p>	
<p><b>Address:</b></p>	
<p><b>City:</b></p>	
<p><b>Postal Code:</b></p>	
<p><b>Phone Number:</b> Please include area code.</p>	
<p><b>Toll Free Number:</b></p>	
<p><b>Fax:</b></p>	
<p><b>Email Address:</b> If you do not have an email address indicate if you are interested in having one.</p>	
<p><b>Website:</b> If applicable.</p>	
<p><b>Contact Name:</b></p>	

<b>Driving Directions:</b>	
<b>Special Information:</b>	
<b>Business Hours:</b>	
<b>Payment Options</b> Circle all payment options accepted by your business.	<b><i>Cash    Cheque    Mastercard    Visa    Interac</i></b>
<b>Business Description:</b> Include up to 15 statements describing your business and services.	
<b>Item 1</b>	
<b>Item 2</b>	
<b>Item 3</b>	
<b>Item 4</b>	
<b>Item 5</b>	
<b>Item 6</b>	
<b>Item 7</b>	

<b>Item 8</b>	
<b>Item 9</b>	
<b>Item 10</b>	
<b>Item 11</b>	
<b>Item 12</b>	
<b>Item 13</b>	
<b>Item 14</b>	
<b>Item 15</b>	

## Help for the Entry Fields

### Business Name

**This is a mandatory field.**

This should be your full legal Business Name.

Example: **ABC Company Inc.**

### Password

**This is a mandatory field.**

Your password will be used to allow you access for updating the information on your website. Your password must be at least 8 characters long, start with a number and end with a letter. If you enter a password here and forget it we can email you a new password.

Example: **78myPass**

### Short Name

**This is a mandatory field.**

The Short Name is used to create the address for your website.

If your Business Name is "ABC Company Inc." a good short name would be "ABC".

This would result in a web address of:

<http://www.webOntario.ca/ABC/>

Example: **ABC**

### Short Description

The Short Description is used to help search engines find your website.

This description is used in what is called the "meta tags" for your page.

Example: **Bath Solutions is a full service company specializing in bathroom renovations of all sizes, from full-scale to partial renovations; large and small budgets are acomodated alike.**

## Key Words

The Key Words are used to help search engines find your website.

Think of different words that a person searching for your business might use when searching on the internet.

Example: **bathrooms, bathtubs, showers, resurfacing, tub liners, bathtub liners, bathtub resurfacing, Ontario, Canada, Belleville, Peterborough, Quinte**

## Business Category

Choose a category that best describes your business.

If you feel your business is in a category not shown please choose "Miscellaneous".

You can then phone or send us an email and we will add the new category for your business.

Example: **Golf**

## Address 1

This is the first line in the address for your business.

Example: **Suite 2003**  
**765 Yonge Street**  
**Toronto, ON**  
**M4W 2G4**

## Address 2

This is the second line in the address for your business.

Example: **Suite 2003**  
**765 Yonge Street**  
**Toronto, ON**  
**M4W 2G4**

## City

Choose the city where your business is located.

If your city is missing from our list please choose the closest city and contact us with the name of your city (or town) and we will add this information for you.

Suite 2003

765 Yonge Street

Example: **Toronto, ON**

**M4W 2G4**

### Postal Code

Enter the Postal Code for your business.

Suite 2003

765 Yonge Street

Toronto, ON

Example: **M4W 2G4**

### Phone

**This is a mandatory field. If for some reason you do not wish your phone number to appear on your website please email or phone us and we will "hide" this information from viewers.**

Enter your full phone number including area code.

If you do not have an extension just ignore this field.

Example: **(613) 967-3965**

### Toll Free

If you have a Toll Free number for your business enter it here.

Example: **(800) 967-3965**

### Fax

If you have a Fax number for your business enter it here.

Example: **(613) 968-0257**

## Email

If you have an email address either for yourself or for your business enter it here.

This is important as people like this method of communicating.

If you do not have an email address but are interested in one you can arrange this with us, send us an email or phone us to discuss.

Example: **coleen@webOntario.ca**

## Existing Website

If you have a website already we will provide a link to your site from your website with WebOntario.

Example: **www.webOntario.ca**

## Contact Name

Enter a contact name for your business. You can enter more than one name if you like.

Example 1: **John Smith**

Example 2: **John and Mary Smith**

Example 3: **John, Barry or Mary**

## Driving Directions

Enter directions for people to find your business.

You should start your directions from a major city or other generally recognized location.

Example: **Exit 401 at the Belleville exit for Hwy. 62 S. (N Front St.).  
South on Front St. East on Victoria Ave.  
North on Charles St. to  
272 Charles St. on west side.**

## Special Information

Enter any Special Information about your business.

If your business is seasonal this is a good location for that information.

**Example 1:                    Open from April to October**

**Example 2:                    Wheelchair Accessible**

## **Business Hours**

Enter the hours your business is open.

If your business is seasonal that information can be included in "Special Information".

**Example:                    9:00am to 5:00pm Mon.-Fri., 10:00am to 2:00pm Sat.**

## **Payment Options**

Please check all methods of payment accepted by your business.

If your business only accepts cash only check that box.

## **Business Description**

These 15 fields are where you provide detailed descriptions of what your business does. You can include as much information as you wish in each box, scroll bars will appear if you fill the visible area.

You only need to add as many paragraphs as you wish, you do not need to try to use all 15 spaces.

**Example 1:                    Your hostess, Sally Neal, fell in love with Bed & Breakfast when she travelled through Ireland and her dream is to share that experience with travellers to her home.**

**Example 2:                    The elegant features of the past are complimented with conveniences of today to bring you a warm comfortable and welcoming home away from home.**

**Example 3:                    After your visit here, you will believe, Belleville truly is the 'Friendly City'.**