

Join the Campus Directory on [HumberETC.ca](https://www.humberetc.ca)

Thank you for your interest in becoming a community partner on HumberETC.ca and creating a Humber Directory listing for your department, club, program or organization.

Setting up a free directory listing will include you in a listing of community resources and services aimed at students. It will also help you reach and engage with our student readers by letting you:

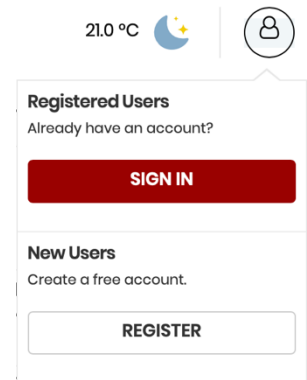
- Add events to our event calendar
- Post classified ads looking for volunteers, or if you have items for sale
- Publish announcements and press releases for topics of interest to the broader student body

While HumberETC.ca is set up to distribute content produced by our journalism students, we have some sections set up for our community partners to publish and distribute their own content independently.

Step 1: Set up a user account

The first thing to do is set up a free user account with HumberETC for whoever will be administering your directory page. This will let you set up a directory listing and update it once it is approved. A membership is also required to access extra features of the website, such as the ability to place classified ads, vote in polls, and sign up for our daily newsletter. You can assign multiple people to have access to the page, but lets' start with one.

Simply visit <https://www.humberetc.ca> and click on the circle in the top right-hand corner of the page next to the weather forecast. Click register to create an account and set your password (and don't forget to subscribe to the newsletter).



Step 2: Create a “business page”

Once your HumberETC account is approved, you’ll want to set up a directory listing for your department, club, program or organization. On our website, these are generically referred to as “business pages.”

Visit <https://www.humberetc.ca/account/business/onboarding> to start the signup process. You can find this link in the menu under: *Campus Guide>Join our directory*

Business Name

In some cases, we may have already built a listing for your page when we were setting up the website. Search for your department/organization first. If your page is already created, we’ll gladly transfer over control.

If you don’t see it, you’ll be prompted to create a new business.

Provide a name for your department/club/program or organization. When asked to select a category, just choose “directory.” We’ll assign your listing to the appropriate categories (and adjust those categories as the directory grows).

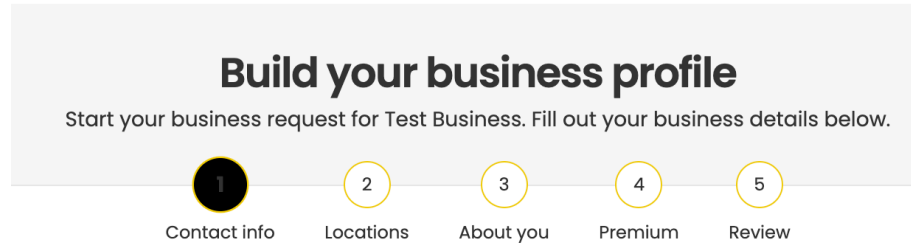
Select A Category (Optional)

✓
Directory

[View a full list of categories](#) in our business directory.

Finish filling out the form with your contact information. Once you confirm you can manage the site, and submit the request, you’ll be taken to the Build Your Business page.

Step 3: Add details to your business profile



CONTACT INFO: Please enter the email you want students to use to contact your organization. It will be visible to the public. You can also enter a website you want associated with the account (such as any existing Humber.ca page you have). You'll have the ability to add social media accounts later in this process.

LOCATIONS: The next step is to add location and contact information. Where on the campus are you? You can add as many locations as you'd like, especially if your department has locations on the North Campus and on the Lakeshore campus. You can even use the map to pinpoint your location.

ABOUT YOU: The next step is to add any public-facing information about whoever will be associated with your department. This can be skipped.

PREMIUM ACCOUNT: Next, you'll be asked if you want a premium account. This is a built-in feature of the website hosting service we're using. Go ahead and say yes since we're granting these premium features to our Humber partners for free.

REVIEW: The last step is to review your details and then submit the request so that we can review your page and start to build it. There's one more thing you'll need to do to help us out:

Step 4: Email us additional information so we can finish setting up your page

If we approve your listing, we'll start to build it, but to make it look good, we're going to need some more information from you. Please look around other listings in the directory to get a sense of what they look like and to gather additional material for your listing.

1. **ARTWORK:** We need a logo or image for your listing. It must be 1500x600 to display properly.
2. **DESCRIPTION:** Please provide a description for your listing. This will describe to students what your department, organization, association or club does (500 words max).
3. **HOURS OF OPERATION:** If you have specific hours of location, we can add this to your listing
4. **RELEVANT LINKS:** Please provide any links you'd like shared to related websites or social media accounts (we can list Facebook, Instagram, Threads, X/Twitter, LinkedIn, YouTube, and Flickr). You can also update these listings yourself once the site is live.
5. **ADDITIONAL ADMINISTRATORS:** Please list any other staff members/students who you want to have access to your directory. This will let them post material on behalf of your directory listing (they must have existing HumberETC accounts). You can also add additional names once the site is live.

When you gather than material, please email it to info@humberetc.ca

When your directory listing is ready to go, you'll get an email and you, or anyone else you've designated to have access to it, will be able to post content. See the posting content guide for best practices.