



**INSTRUCTION FOR SETTING UP YOUR LISTING  
ON THE WAOA DIRECTORY**

- 1) Go to [www.workroomassociation.com/find](http://www.workroomassociation.com/find).
- 2) From the horizontal list of options at the top, click "Advertise with us."
- 3) Scroll down until you see our "Showcase Listing" and click "Order now!"
- 4) You will then be asked to fill in your directory account information. You will set up a login so that you can manage your listing. You may also choose up to 5 subcategories that describe your business.
- 5) You may notice a price at the bottom of the page, however, all current members receive the showcase listing (our premium listing) free of charge.
- 6) Once you've completed this page, click "Continue."
- 7) The next page will ask you for information that will appear on the directory. We suggest that members working in their homes use discretion when posting their private residential address.
- 8) If your membership is current, your new listing will be approved by the WAOA office to become viewable on the directory. If your membership is not current, please contact Leah for renewal at [leah@workroomassociation.com](mailto:leah@workroomassociation.com) or (254) 662-4021.
- 9) To update and add to your listing at any time, simply return to the directory's homepage and log in. Changes will be reviewed and approved by the WAOA office provided that your membership remains current.