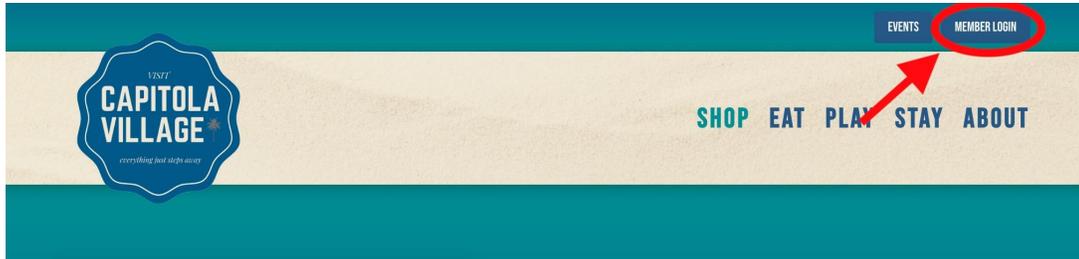


## 5 Simple Steps to Editing your Business Profile on [CapitolaVillage.com](https://CapitolaVillage.com)

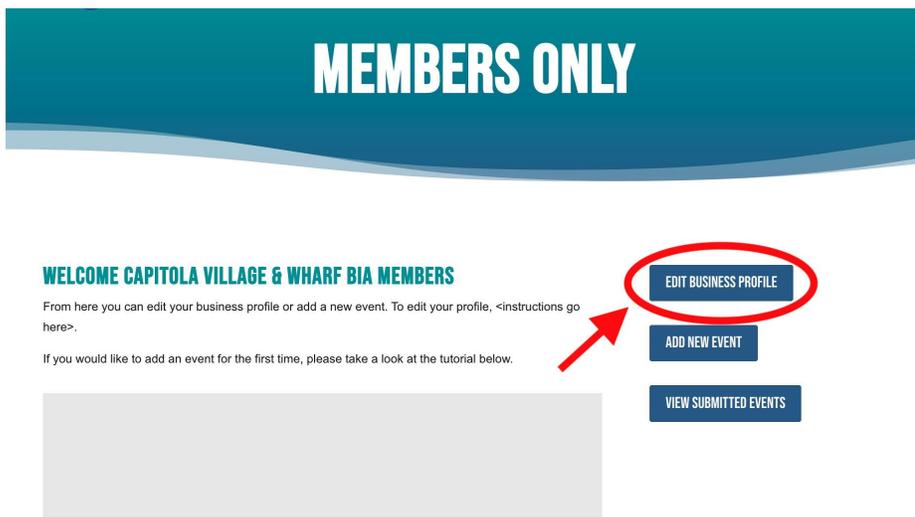
1. Log in to your user account by clicking on the “Member Login” button which is located at the top-right of the page



2. You will be asked to enter your username and password, which were sent to you in an email with the subject of: **Welcome to your new CapitolaVillage.com user account!**



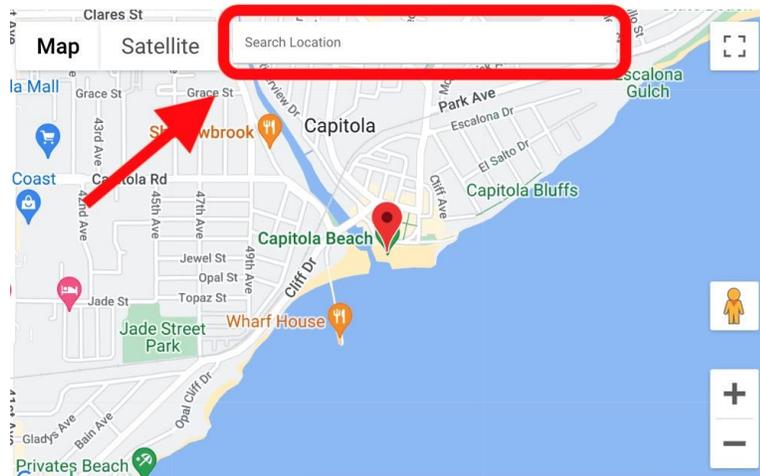
3. Once you login, you will be redirected to the Members Only page. To edit your profile, click on the “Edit Business Profile” button.



4. Once you are on your profile page you may edit all information available. Usernames cannot be changed, but you can add/change all other information on the form.
  - a. Required fields are marked with a red \*
  - b. Updating a **Profile Image**
    - Only .jpg, .jpeg, and .png files are supported
    - Images need to be at least 500 x 500px

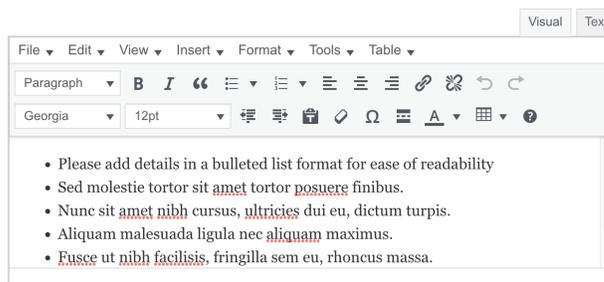
*Note: If you know how to resize an image, awesome—you can upload an image yourself. If not, send your image to [webmaster@capitolavillagebia.com](mailto:webmaster@capitolavillagebia.com) and we will do it for you.*

- c. To set the **Map location**, enter your address into the “Search Location” field. For Short-Term Rentals, you can enter a general area like ‘Capitola Beach’ or ‘Esplanade’ if you prefer.



- d. The **Business Details** field (or **Short Term Rental Amenities** Field for Short Term Rentals) are best formatted as a bulleted list. An example has been provided for you in the preview pane—simply edit the bullets with your business / amenities details. If you choose not to add details, remove the example text so it does not appear in your profile on the website.

Business Details



- When you are done editing your profile, click the “Update” button located at the bottom of the page

**SOCIAL MEDIA LINKS**

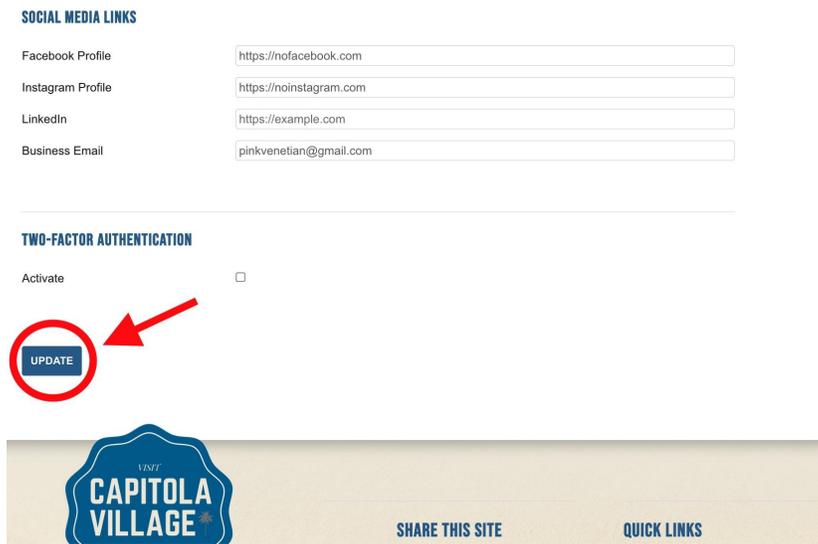
Facebook Profile	<input type="text" value="https://nofacebook.com"/>
Instagram Profile	<input type="text" value="https://noinstagram.com"/>
LinkedIn	<input type="text" value="https://example.com"/>
Business Email	<input type="text" value="pinkvenetian@gmail.com"/>

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**TWO-FACTOR AUTHENTICATION**

Activate

**UPDATE**



VINTI  
**CAPITOLA VILLAGE**

SHARE THIS SITE QUICK LINKS

If you have any problems updating your business profile—no worries! You can always email [webmaster@capitolavillagebia.com](mailto:webmaster@capitolavillagebia.com) and we can help you.