Rainier IT × Shop Orting

Owner guide · Your website

Your own website, built from your listing

Pick a look, your colors and the blocks you want. Then put it on your own address. Everything you need, including where to get every link, step by step.

Shop Orting
With Rainier IT

About 20 minutes
to set up

October 2026
Prepared by Rainier IT

Part 1 · Your look
Open the builder, pick one of ten looks, your colors and fonts.

Part 2 · Your blocks
Add a video, booking calendar, reviews, a contact form and more. Drag them into order.

Part 3 · Your address
Pick yourname.shoporting.org and publish. Make your QR code. Then your own domain and email, plus where to get every link.

Cover: the real night sky over Mt. Rainier from Gobblers Knob, 22 Oct 2026, 2:15 AM, painted by Rainier IT from live sky and weather data.

BEFORE YOU START

What you get, and who does what

Your website is made from your Shop Orting listing. You choose how it looks and what's on it. Rainier IT handles the technical parts: your address, email and security.

YOU

Choose and check

- Pick a look and colors
- Turn on the blocks you want
- Preview and publish
- Keep your listing up to date

RAINIER IT

Set up and look after

- Connect or register your domain
- Set up email at your address
- Match your Google profile
- Keep the site secure and backed up

AUTOMATIC

Stays in sync

- Hours and holiday hours
- Photos and description
- Phone, email and "Open now"
- Your share card for Facebook

What you need

Your Shop Orting login
The one from your welcome email. Lost it? Use "Lost your password?" on the login page.

A finished listing
Hours, a few photos and a short description. The "Your listing" box shows what's missing.

About 20 minutes
You can stop any time. Nothing goes live until you click Publish.

Nothing changes until you publish

You can try every look, color and block as often as you like. Visitors only see your site after you click **Publish**, and you can change it again later. **Undo** takes back any change.

PART 1 · YOUR LOOK

1 Open the website builder

1. Sign in to Shop Orting and open **your listing**.
2. Scroll to the **Your website** box and click **Open the website builder**.

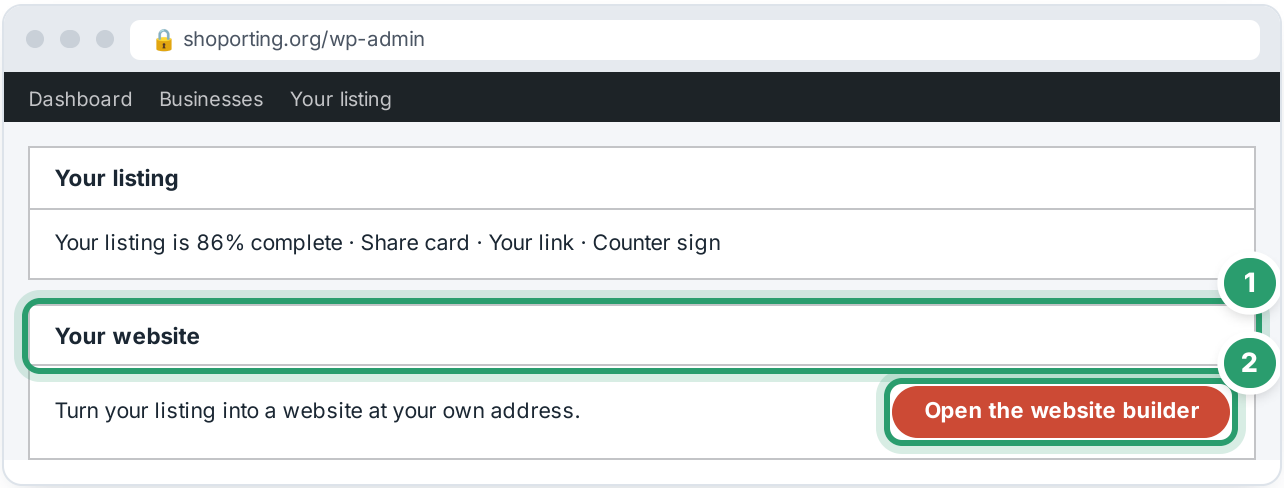


Illustration · the Your website box on your listing's edit screen (yours may look a little different)

✓ **You'll know it worked when** the builder opens full screen: sections down the left, your page in the middle, block settings on the right.

2 Pick a look

1. Click the look that fits your business. Your site changes straight away.
2. Optional: **Photos** → **Black and white** or **Full color**.

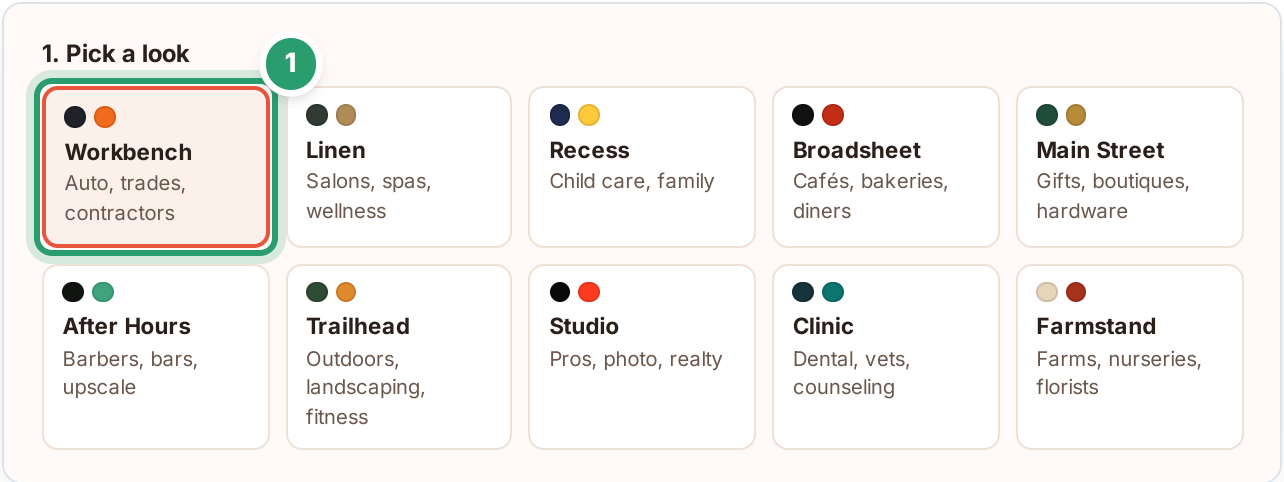


Illustration · the ten looks

✓ **You'll know it worked when** your preview shows your name, hours and photos in the new look.

Not sure which?
Click through all ten. Finished examples: **shoporting.org/websites**.

THE BUILDER AT A GLANCE

One screen for your whole website

The builder opens full screen. Pick a section on the left, change your page in the middle, and fine-tune the block you clicked on the right.

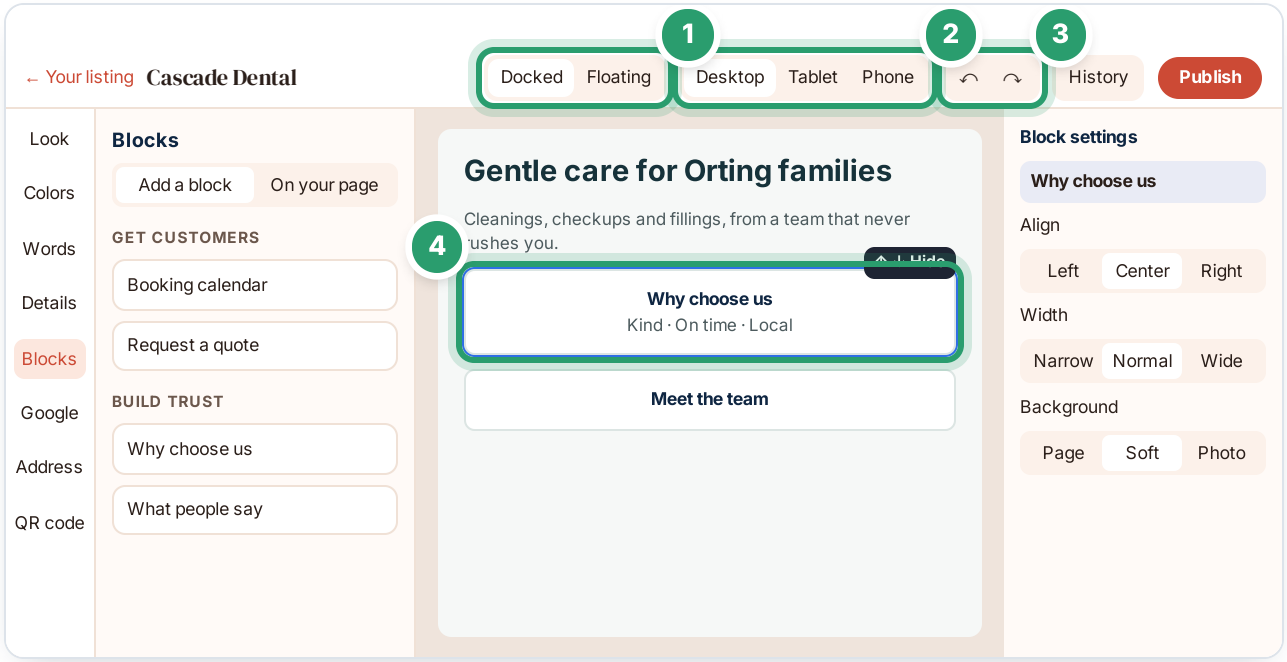


Illustration · the builder: sections on the left, your page in the middle, settings for the block you clicked on the right

1 Docked or Floating

Docked keeps the panels at the sides. Floating turns them into windows you drag by their title; they stay where you put them.

2 Desktop, Tablet, Phone

See your page at each size. It is drawn at the real width and shrunk to fit, so Desktop never shows the phone layout.

3 Undo, Redo and History

↶ takes back the last change, up to 50 steps. **History** keeps your last 30 saved versions; **Restore** brings one back.

4 Click anything on your page

Click a block to move, hide or style it. Click its words to type. The next two pages show how.

On a phone or a small laptop

On a phone, your page fills the screen and the sections are tabs along the bottom. Tap a block and its settings slide up. On a small laptop, block settings slide in from the right when you click a block.

TYPE ON YOUR PAGE

Click your words and type

Every word you wrote can be changed right on the page. Click it, type, then click somewhere else. It saves by itself.

Paragraphs: the full toolbar

Your intro, service lines, offer and the line under each heading.



- Select a few words, then pick bold, italic, highlight, a size or a color.
- **Link** takes a web page, a phone number, an email, or a block like **#prices**.

Headlines: italic and colors

Your headline and each block’s heading keep the look’s own style, so they get a short toolbar.





- Press **Enter** when you’re done.

Any color stays readable

Pick one of your look’s colors or any color. The builder adjusts it so it stays easy to read on that block’s background.

Pasting brings words only

Paste from Word, an email or a web page and only the words come along, never someone else’s fonts or styles.

Name, hours, phone, address

These come from your listing. Click one and the builder shows a link to change it on your listing, so it stays right everywhere.

Prefer a form?

Words on the left has the same text in boxes. Formatted text shows there as plain words; change it on the page.

ARRANGE EACH BLOCK

Make each block look the way you want

Click a block on your page. A small toolbar appears on it, and its settings open on the right.

SETTING	WHAT IT DOES
↑ ↓ and Hide	On the block's toolbar: move it up or down past the next block, or take it off your page (tick it again in **On your page** to bring it back).
Align	Left, center or right.
Width	Narrow for a short message, normal, or wide to fill the screen.
Space around it	Tight, normal or roomy.
Background	**Page**, a **soft** tint, your **main color**, or one of your **photos** (darkened so words stay readable).
Columns	2, 3 or 4 cards across, for blocks made of cards. Phones always show one.
Animate when it scrolls in	**Rise in** slides the block up gently as visitors reach it. Visitors who turn motion off on their phone see it still.
Hide on phones	Keeps a long block off small screens.
Line above this block	A thin line to separate it from the one above.
Back to the look's own layout	Clears every setting on this block.

Start from a layout

In **Look**, under **Start from a layout**, pick the kind of business you are. It changes which blocks show and their order. Your words, photos and prices stay, and ↶ takes it back.

How you look on Google

Google on the left shows your page as it appears in search results. Change the title, the description and the picture used when someone shares your link.

PART 1 · YOUR LOOK

The ten looks at a glance

Every look uses the same information from your listing, so you can switch any time without retyping anything.

LOOK	GOOD FOR	WHAT IT'S LIKE
Workbench	Auto shops, trades, contractors	Bold, square and high-contrast. Big phone number up top, services as a numbered list.
Linen	Salons, spas, wellness	Soft and airy. Thin serif headings, rounded photos, a calm price-list style for hours.
Recess	Child care, tutoring, family businesses	Friendly and colorful. Rounded cards in four colors, a playful photo shape.
Broadsheet	Cafés, bakeries, diners	A small-town newspaper. Masthead, columns and a boxed "Start here" callout.
Main Street	Gift shops, boutiques, hardware	A shop sign. Striped awning, a photo wall and an hours plaque with today marked.
After Hours	Barbers, bars, upscale services	Dark and elegant. A night photo, large serif type and one jewel color.
Trailhead	Outdoors, landscaping, fitness	Pacific Northwest. Forest band with map contour lines and trail-sign labels.
Studio	Professional services, photographers, realtors	Minimal. Huge type, thin lines and numbered sections, one accent dot.
Clinic	Dental, chiropractic, vets, counseling, insurance	Calm and clean. Soft tints, rounded cards, today's hours on the photo, easy to book or call.
Farmstand	Farms, nurseries, florists, markets, U-pick	Kraft paper and crate labels. Stamped headings, taped photos and a big Get directions button.

Every look works on phones

On a phone, each look shows a **Call** bar (with **Email** or **Directions**) that stays at the bottom of the screen, because most people looking up a local business are on their phone and want to call.

PART 1 · YOUR COLORS

3 Pick your colors and fonts

Each look has three ready-made sets. You can also use your own brand color: the builder then suggests four second colors that go with it.

1. Click a **ready-made set** made for this look, **or**
2. click **your own main color**. Use **Custom** to type your exact brand color.
3. Pick a **second color** that goes with it, or **None**.
4. Under **Fonts**, keep **The look's own** or try one of eight font pairs, from Classic to Vintage.

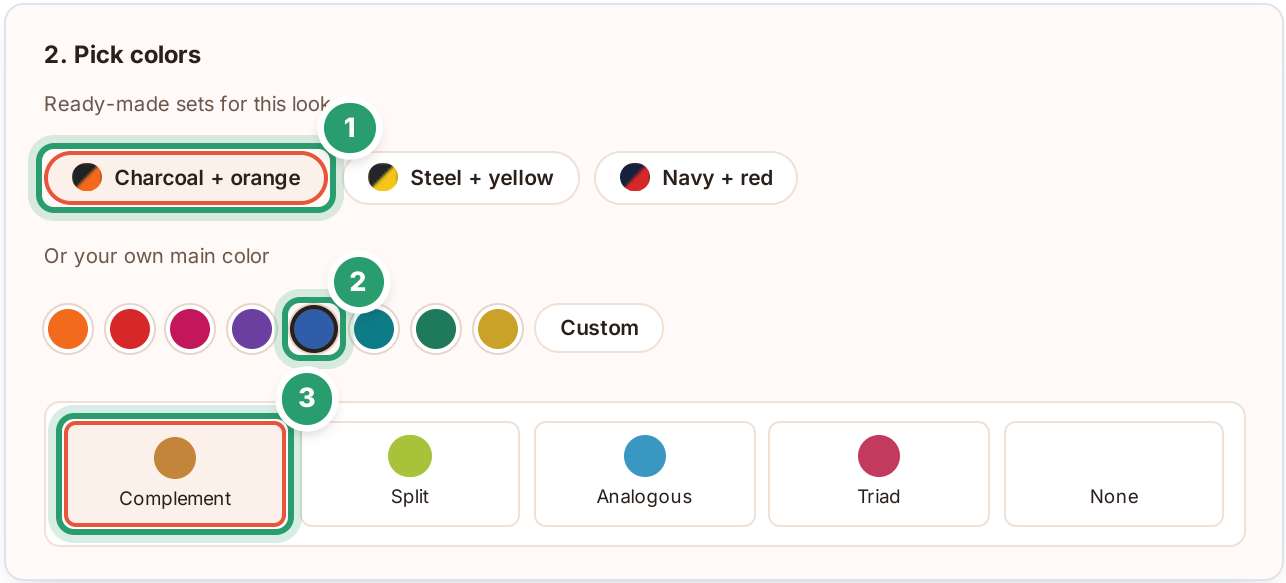


Illustration · ready-made colors, or your own main color plus a second one that goes with it

✓ **You'll know it worked when** buttons, labels and highlights on your preview change to your colors.

What the second colors mean

Complement is opposite on the color wheel, for the most contrast. **Split** is softer. **Analogous** sits next door, for a calm look. **Triad** is lively. **None** uses your main color only.

Text stays easy to read

The builder checks every color you pick and darkens or lightens text and buttons so they stay readable, on phones and in bright sun. You don't need to worry about contrast.

Know your brand color?

It's often on your logo file or business card as a code like **#2F5DA8**. Type it under **Custom**. Not sure? Send us your logo and we'll find it.

PART 1 · YOUR WORDS

4 Write your words

Your name, hours, phone, photos and address come from your listing. These few lines are the only writing your website needs.

1. Type a short **headline**: what you do, in a few words.
2. Add a sentence or two **about you**.
3. Click **+ Add a service** for each thing you offer (up to six), with one line about it.
4. Optional: add a **special offer or first step**, like “Free estimate” or “New patients welcome”.

✓ **You'll know it worked when** your headline, services and offer appear on the preview as you type.

Good headlines are short

“Brakes, tires and honest advice.” “Fresh bread every morning.” “Haircuts for the whole family.” Say what you do, not who you are: your name is already at the top.

Services people search for

Use the words customers type: “oil change”, “wedding cakes”, “toddler class”. One line each is plenty.

PART 1 · DETAILS

5 Fine-tune the details

Leave a box empty and the look uses its own wording. Hours and contact always show, because they're what visitors look for first.

1. **Your logo:** click **Add your logo** and upload a PNG, JPG or WebP. It replaces your name at the top and shows on the browser tab. On a dark look, use a light version.
2. **Top photo:** click the listing photo you want at the top of your site. Then drag the dot under **Spot to keep** onto what matters, like a face or your sign: wide screens and phones crop the photo but keep that spot in view. Your owner photo has one too. On After Hours, drag **Photo darkness** to show more or less of the photo.
3. **Announcement bar:** one line across the top, e.g. "Now booking holiday parties". Your holiday hours and "Now hiring" appear there by themselves.
4. **Line above your headline:** type your own, or untick **Show this line**.
5. **Service area:** say where you work, e.g. "Serving Orting, Buckley and Bonney Lake". Choose where it links: directions to your address, a map link you paste, or nothing.
6. **Main button:** choose what it does (call, text, email, book online or open a link) and, if you like, its words, e.g. "Book a haircut".
7. **Section names:** rename Services, About, Hours or Contact, e.g. "Our menu".
8. **Show on my site:** turn your services list, About, or your Facebook and Instagram links on or off.

✓ **You'll know it worked when** the preview shows your wording, and the main button does what you picked, on a computer and on the phone bar.

Picking the main button

Many people looking up a local business want to call. Pick **Book online** if you take appointments (it uses your booking link), or **Text me** if texting suits you better.

Map links

On Google Maps, find your business, tap **Share** and copy the link. It starts with maps.app.goo.gl. Apple Maps links work too.

PART 2 · YOUR BLOCKS

6 Add blocks

Blocks are extra sections: a video, a booking calendar, reviews and more. Some need a link you copy from another service; the next pages show where to get each one.

1. Click **Blocks** on the left, then **Add a block**. Blocks are grouped by what they do, or type in **Find a block**.
2. Click a block to add it. To take one off, click it on the page and choose **Hide**, or untick it in **On your page**.
3. Optional: click a block's small label, heading or the line under it on the page and type your own.

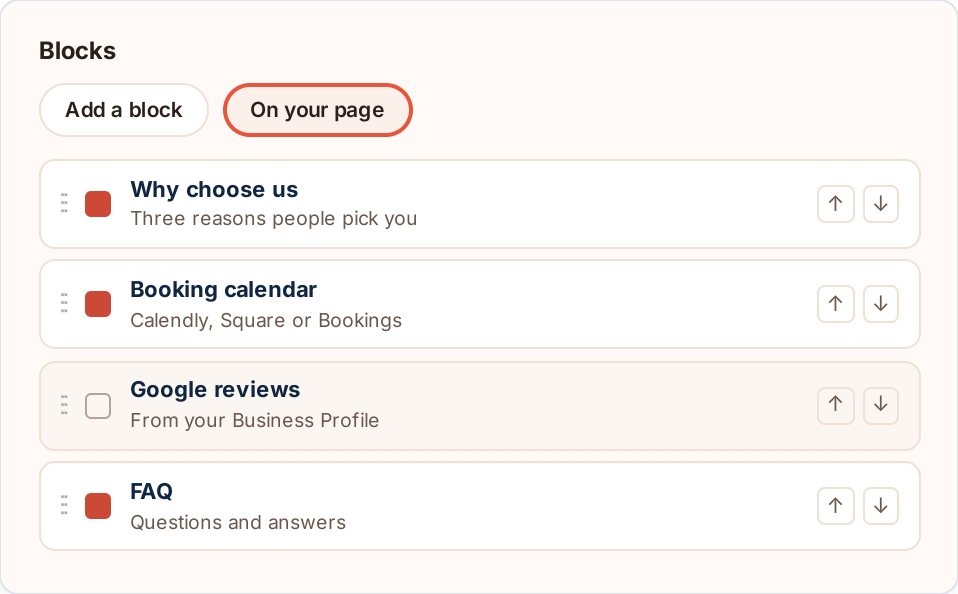


Illustration · On your page: tick to show a block, untick to hide it; drag the handle or use the arrows to move it

✓ **You'll know it worked when** the block appears on your preview.

7 Put them in order

1. In **On your page**, **drag** a block by its handle (⠿) and drop it where you want it, or
2. click the block on the page and use the ↑ and ↓ on its small toolbar (easier on a phone or tablet).

✓ **You'll know it worked when** your page shows the blocks in the same order as the list.

A red note under a link?
That link isn't from a service the block supports. Copy it again from the service (see the next pages), or ask us.

PART 2 · YOUR BLOCKS

Every block, and what it needs

Most blocks need nothing from you. For the rest, you paste one link from a service you already use, or a free one.

BLOCK	WHAT IT DOES	WHAT YOU NEED
YouTube video	Plays your video right on the page.	The video's YouTube link.
Booking calendar	Customers pick a time and book themselves.	A Calendly, Google Calendar or Microsoft Bookings link (or the embed code they give you) shows the calendar right on your page. Square Appointments shows a **Book online** button, because Square opens its own page.
Google reviews	Sends people to read or leave a Google review.	Your Google review link.
Photo gallery	Your photos as a grid, a mosaic or a carousel. Visitors tap one to see it big.	Nothing: it uses your listing photos. Pick which ones and their order, or add and remove photos right in the builder.
Contact form	Visitors send you a message.	Nothing. Messages go to your listing's email, with spam filtered out.
FAQ	Questions and answers people can open.	Type each question and answer in the builder (up to eight).
Newsletter signup	An email box on your site. Visitors sign up without leaving.	Nothing: we email you each signup and keep the list for you to download. Optional: your Mailchimp embedded form, to add them to Mailchimp too.
Price list	Your prices or menu, in up to four groups. With Sell online, a **Buy** button on the items you sell.	Type each group (e.g. Haircuts) and its items with prices in the builder.
Free security check	Rainier IT's free email and website check.	Nothing.
Pay online	A **Pay now** button that opens Stripe, Square or PayPal.	A payment link. To take payments right on your site instead, use **Sell online** (page 12).

Only trusted services

Each block accepts links from a short list of services we've checked. That keeps your site fast and safe, and nobody can slip a bad link onto it. Want another service? Ask us.

PART 2 · YOUR BLOCKS

Blocks that show off your business

These use your own words and photos. Add the ones that fit, then click their headings on the page to make them yours.

BLOCK	WHAT IT DOES	WHAT YOU NEED
Why choose us	Three or four short points, each with an icon.	Type each point and pick an icon.
Numbers	Big numbers like “15 years” or “2,000 smiles”.	Up to four numbers and what they count.
Testimonials	Things people have said about you.	Up to six quotes with the person’s name. Ask first, and use their real words.
Meet the team	Your people, with names, roles and photos.	Click **+ Photo** to upload each photo. No photo? Their first initial shows instead.
Before & after	Two photos with a line visitors drag to compare.	Up to three pairs. Take both photos from the same spot.
Upcoming events	Your next events. **Details** opens right on your site.	Nothing: add events from your listing and they show here.
Now hiring	A **Join our team** box with an Apply button.	Nothing: it shows while **Now hiring** is on in your listing.
Request a quote	A form for what, where and when, with up to 3 photos.	Nothing. Requests come to your listing’s email. Rename it, e.g. **Request an appointment**.
Licensed, bonded & insured	Your licenses, insurance and memberships.	Each line, with a license number if you like.
Map	A Google map of your street address, with a **Get directions** button.	Nothing. Hidden for home-based businesses.
Follow on Facebook	Your Facebook Page’s picture and a **Follow** button.	Nothing: it uses the Facebook link on your listing.

Photos that work

Bright, sharp and taken in landscape (sideways) on your phone. For before and after, stand in the same spot both times.

KEEPS VISITORS ON YOUR SITE

Everything happens on your page

People who leave your site often don’t come back. So your website shows these right on the page, instead of sending visitors somewhere else.

WHAT	WHAT VISITORS SEE	WHAT YOU DO
Buy and pay	Visitors pay with a card in a box on your page (Stripe).	**Sell online**, next page.
Booking	Your Calendly, Google Calendar or Microsoft Bookings calendar.	Paste the link or embed code (page 14).
Newsletter	An email box. You get each signup by email and can download the list.	Nothing. Mailchimp is optional (page 15).
Map	A Google map of your address, with directions.	Nothing.
Facebook	Your page’s picture with a **Follow** button.	Your Facebook link on your listing.
Events	Each event’s time, place and details open on your site.	Nothing.
Video	Your YouTube video plays on your page.	The video’s link.

What can’t stay on your page

Some services don’t allow it: Square payment and booking pages, PayPal’s checkout and Google’s review page always open on their own site. For those, your site shows a button.

SELL ONLINE · ADD-ON

Take payments right on your website

Customers tap **Buy** next to an item in your price list and pay with a card in a box on your page. The money goes to your own Stripe account; Stripe pays it into your bank.

1 Add Sell online and set up Stripe

1. In the builder, click **Blocks** and open your **Price list**.
2. At the top, click **Add Sell online** and pay with your card. On the own-domain plan it's included: skip this.
3. Click **Set up payments with Stripe**. Stripe opens its own sign-up page; when you finish, it brings you back to the builder.

✓ **You'll know it worked when** The builder says **Payments are on**.

2 Pick what people can buy

1. Next to an item, tick **Sell online**.
2. Type the price people pay, for example 25.00.
3. Pick **Once** or **Every month**.
4. Tick **Buyer picks how many** for things like gift cards or per-person services.
5. Click **Publish**.

Have these ready for Stripe

- Your name, birth date and home address
- Last 4 of your Social Security number, or your business EIN
- Your bank account and routing number
- A phone number for a text code

Good to know

- **Fees:** Stripe takes 2.9% + 30¢ per US card payment.
- **Payouts:** to your bank, usually 2 business days after a payment.
- **Refunds and disputes:** in your own Stripe Dashboard (dashboard.stripe.com).
- **Your details are safe:** Stripe asks for them, not us. We only keep your Stripe account number.

What it costs

$5 a month, or **$50 a year** with the yearly plan. **Included** with the own-domain plan. No fee per sale from us: you pay only Stripe's 2.9% + 30¢ (stripe.com/pricing). Cancel it any time in **Manage billing**; your Buy buttons go away and your Stripe account stays yours.

WHERE TO GET EACH LINK · 1 OF 3

Video and reviews

Copy the link, then paste it into the block in the builder. Steps checked against each service's own help pages in October 2026; services change their menus now and then.

YouTube video

1. Open your video on YouTube.
2. Click **Share** under the video.
3. Click **Copy**. On the phone app: **Share** → **Copy link**.

Link starts with youtu.be/ · Free
Their help: support.google.com/youtube/answer/57741

Google review link

1. On a computer, go to **business.google.com** and open your profile.
2. Click **Read reviews**, then **Get more reviews**.
3. Click **Copy**.

Link starts with g.page/r/ · Free. Google only lets you make it on a computer
Their help: support.google.com/business/answer/16816815

Good to know

- **Reviews:** Google's rules don't allow rewards or discounts for reviews. Just ask.
- Google's review page can't show inside your site, so the block is a button. Want reviews on your page? Copy a few into the **Testimonials** block (ask first).

WHERE TO GET EACH LINK · 2 OF 3

Booking calendars

Paste the link or the embed code into the **Booking calendar** block. Calendly, Google Calendar and Microsoft Bookings show the calendar right on your page.

Calendly

1. Sign up free at calendly.com.
2. Go to **Scheduling**, click **+ Create** and pick an event type.
3. Set the name, length, place and your available times, then **Save changes**.
4. On the event's card, click **Copy link**.

Link starts with calendly.com/ · Free plan: one event type
Their help: calendly.com/help/how-to-share-your-scheduling-link

Google Calendar booking page

1. On a computer, open Google Calendar.
2. Under **Booking pages**, point at your page → **Options** → **Sharing options**.
3. Click **Website embed** → **Inline booking page** → **Copy code**.
4. Paste the whole code into the block. (The short calendar.app.google link only gives a button.)

Link starts with <iframe or calendar.google.com/ · One booking page on free accounts
Their help: support.google.com/calendar/answer/10733297

Microsoft Bookings

1. Go to **book.ms** and sign in.
2. Pick your booking page in the list on the left.
3. Click **Embed** and copy the code (or **Copy Link**).

Link starts with <iframe or outlook.office.com/book/ · Microsoft 365 Business Basic and up
Their help: learn.microsoft.com/en-us/microsoft-365/bookings/share-shared-bookings-page

Square Appointments

1. In your Square Dashboard, open **Appointments**.
2. Go to **Online Booking** → **Channels** and turn on **Enable online booking**.
3. Click **Preview & edit** next to Square Online website, then **Publish**.
4. Copy the link from the "Site published" page.

Link starts with book.squareup.com/ · Shows a **Book online** button: Square opens its own page
Their help: squareup.com/help/us/en/article/5399

No booking app yet?

Calendly and Google Calendar both have free plans. We can help you pick one.

WHERE TO GET EACH LINK · 3 OF 3

Payment buttons and newsletters

A payment link gives your site a **Pay now** button that opens the service's page. To take payments right on your site, use **Sell online** (page 12) instead.

Stripe payment link

1. In your Stripe Dashboard, go to **Payment Links** and click **+ New**.
2. Pick a product, or **+ Add a new product** (for example "Invoice payment").
3. Click **Create link**.
4. Click the copy icon next to the link.

Link starts with buy.stripe.com/ · No monthly fee; 2.9% + 30¢ per US card payment
Their help: docs.stripe.com/payment-links

Square payment link

1. In your Square Dashboard, go to **Payments** → **Payment links**.
2. Click **Create link**, choose **Collect a payment**, then **Continue**.
3. Add a title and price, then **Save**.
4. Click **Share** and copy the link.

Link starts with square.link/ · No subscription needed
Their help: squareup.com/help/us/en/article/6692

PayPal.Me

1. Go to **paypal.com/paypalme**.
2. Click **Create Your PayPal.Me Link** and sign in.
3. Pick your name: letters and numbers, up to 20. It can't be changed later.

Link starts with paypal.me/ · Free to set up; PayPal's fees apply to business payments
Their help: paypal.com/us/cshelp/article/what-is-paypalme-help432

Newsletter: Mailchimp (optional)

1. Your site's email box works on its own. To also add signups to Mailchimp:
2. In Mailchimp, go to **Forms** → create an **Embedded form** → **Continue**.
3. Click **Copy Code** and paste the whole code into the Newsletter block.

Link starts with <form or list-manage.com/ · Free plan: 250 contacts
Their help: mailchimp.com/help/add-a-signup-form-to-your-website/

Newsletter: Substack (optional)

1. Paste your Substack address, like yourname.substack.com.
2. Your site shows Substack's own signup box instead of ours.

Link starts with substack.com · Free

Fees and plans change

Prices above are each service's own published numbers in October 2026. Check their site before you sign up. Not sure which to use? Ask us and we'll help you pick.

PART 3 · PREVIEW AND PUBLISH

8 Preview on a computer, tablet and phone

1. In the top bar, click **Desktop**, **Tablet** or **Phone**. The page is drawn at that real size, shrunk to fit your screen.
2. Scroll the page to check every block.

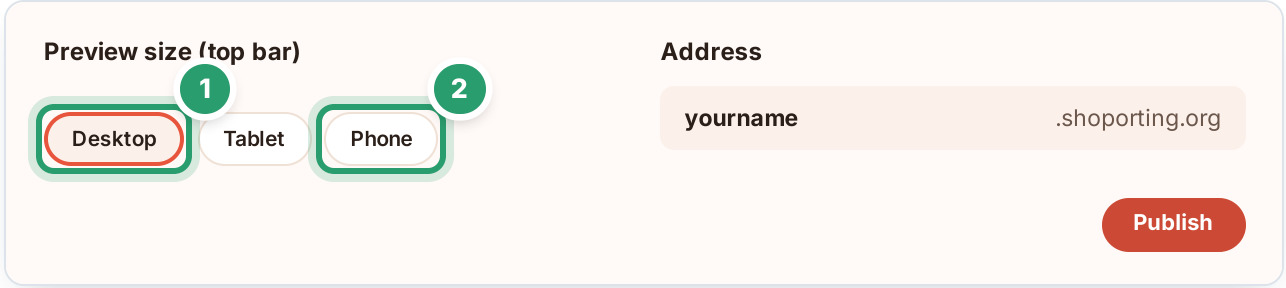


Illustration · preview sizes in the top bar, your web address in Address, then Publish

✓ **You'll know it worked when** each size shows your look, colors and blocks the way you want them.

9 Pick your web address and publish

Your site lives at **yourname.shoporting.org** until you have your own domain.

1. Click **Address** on the left and type a short name: letters, numbers and dashes.
2. Click **Publish** in the top bar.
3. The first time, pick your plan and pay by card: **$9.99 a month** or **$99 a year** at yourname.shoporting.org, or **$19.99 a month** on your own domain.

✓ **You'll know it worked when** you see “Sent to Shop Orting for approval”. We check it and email you the link when it’s live.

Only the first time
After your site is approved, changes you publish go live straight away.

Rather we build it?
Click **We build it for you** in your listing’s Your website box ($249 once). Your listing stays free either way.

Once it’s live
Your listing’s **Your website** box shows visits, call taps and messages for the last 30 days, and on the 1st we email you last month’s numbers. **Print a QR sign for your website** makes a sign for your counter.

PART 3 · YOUR QR CODE

10 Make your QR code

Your code opens **yourname.shoporting.org**. Put it on business cards, flyers, receipts and your door.

1. In the builder, click **QR code** on the left.
2. **Colors:** pick the dots, background and corner colors. Keep the dots dark and the background light; the builder tells you if a code might not scan.
3. **Shapes and extras:** square, rounded or round dots, your logo or the Shop Orting cardinal in the middle, and a frame with your own words.
4. **Size:** pick **Business card**, **Flyer** or **Window sign**, then **Download PNG**. Send the **SVG** to a designer or print shop.



An example made in the builder. This one opens shoporting.org; yours opens your website.

✓ **You'll know it worked when** you scan the printed code with your phone camera and your website opens.

Test before you print

Print one copy at the real size and scan it with a phone or two. Shiny paper and tiny codes are the usual problems.

Own domain later?

Your code keeps opening your website. If you move to yourbusiness.com, we make you a new QR code for it too.

See your scans

Every scan counts in your listing's **Your website** box as **QR scans**, next to visits, call taps and messages.

PART 3 · YOUR ADDRESS AND EMAIL

Your own domain and email, when you're ready

Start on **yourname.shoporting.org**. When you want **yourbusiness.com**, move your site there from the builder; nothing on it changes.

ALREADY HAVE A DOMAIN?

Connect it yourself

- On the $19.99 plan, click **Domain** on the left of the builder and type your domain.
- Pick where you bought it (GoDaddy, Squarespace, Cloudflare, Namecheap…) and copy the two lines it shows into your DNS.
- Three checks turn green on their own, then click **Switch my website**. Stuck? We do it with you, free.
- Your email keeps working: we never touch it.

NO DOMAIN YET?

We register one

- Pick a name; we check it's free.
- It's registered **in your name**, so it's yours.
- If you ever leave, it goes with you.

Email at your address

With the email package you get **you@yourbusiness.com** on Microsoft 365. Rainier IT sets it up on your phone and computer and turns on two-step sign-in to keep it safe.

Found on Google

We link your website to your **Google Business Profile**, so the site shows up when people search for you.

Watch out for renewal scams

You may get letters or emails saying your domain is about to expire and asking you to pay. If it's not from Rainier IT, don't pay it. Forward it to support@rainier-it.com and we'll check.

DAY TO DAY

Keeping your site up to date

Change your hours

1. Open your listing.
2. Change the hours and click **Update**.

Your website shows the new hours straight away.

Holiday or special hours

1. Open your listing.
2. Use **Holiday hours** to add the day.

"Open now" on your site follows them.

New photos

1. Open your listing.
2. Add photos in **Your photos** and drag your favorite first.

Change the look, words or blocks

1. Open the website builder.
2. Change anything, then click **Publish**.

Download your counter sign

1. Open your listing.
2. In **Your listing**, click **Open your printable sign**.

Get this guide again

1. Open your listing.
2. In **Your website**, click **Download the owner guide (PDF)**.

Questions

Do I need to know HTML?

No. You choose from looks and blocks. Everything else comes from your listing.

Can I change the look later?

Any time. Your words and photos stay; only the look changes.

Who owns my domain?

You do. It's registered in your name.

What if my card fails?

We email you and your site stays up 7 days. Update your card with **Manage billing** in your listing.

How do I cancel?

Manage billing. Your site stays up to the end of the time you paid for; your listing stays. Terms: shoporting.org/websites/terms

Something looks wrong?

Email or call us. We can see your site and fix it with you.

CHEAT SHEET

Your website in ten steps

Set it up

1. Open your listing → **Your website** → **Open the website builder**
2. Pick a look
3. Pick colors: a set, or your own main + second color
4. Write your headline, a line about you and your services
5. Details: service area, main button, section names
6. Add the blocks you want, and drag them into order
7. Click a block on the page to align, size or color it
8. Click any of your words on the page to change or format them
9. Check Desktop, Tablet and Phone, pick your web address in **Address**, then **Publish**

Links you might paste

- **YouTube:** Share → Copy
- **Calendly:** event card → Copy link
- **Square Appointments:** Online Booking → publish → copy
- **Microsoft Bookings:** book.ms → Embed
- **Google reviews:** Read reviews → Get more reviews → Copy
- **Stripe:** Payment Links → + New → Create link
- **Square:** Payment links → Create link → Share
- **Google Calendar:** booking page → Website embed → Copy code
- **Mailchimp (optional):** Embedded form → Copy Code

Questions? We're here.
support@rainier-it.com · (206) 593-8072 · Mon–Fri, 8 AM – 6 PM

Screens in this guide are illustrations; yours may look a little different.