



**IMMIGRANT
RESOURCE**

USER GUIDE



This is  Canada 



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1.0 Introduction to ImmigrantResource.ca

ImmigrantResource.ca is more than a directory — it is a trusted guidance platform designed to support immigrants, newcomers, and aspiring Canadians at every stage of their journey.

Built with immigrants at its core, ImmigrantResource provides a centralized, easy-to-use, and SEO-optimized hub where users can find verified services, access reliable resources, and make informed decisions about living, studying, working, and settling in Canada.

In today's digital world, information is everywhere — but clarity and trust are rare. Immigrants often face fragmented advice, unverified sources, and overwhelming choices that make an already complex process even harder. ImmigrantResource exists to simplify that journey by bringing credible information, essential tools, and immigrant-focused services into one trusted place.

From immigration and settlement services to driving schools, language education, job search support, ethnic stores, and community resources, every listing on ImmigrantResource represents practical help tailored to the real needs of newcomers. Alongside the directory, our resource centre offers curated guides on visas, permanent residence, study pathways, employment preparation, scholarships, and everyday life in Canada — all aligned with official Government of Canada information and reviewed for accuracy.

But ImmigrantResource is more than a practical tool — it is a support system and empowerment platform. By connecting immigrants with reliable information and service providers, we reduce uncertainty, prevent costly mistakes, and help users move forward with confidence. Each resource and listing contributes to a larger vision: a transparent, accessible ecosystem where immigrants are informed, supported, and positioned for success.



With ImmigrantResource, users gain:

- **Clarity** – Structured, verified information that simplifies complex immigration and settlement processes.
- **Access** – A centralized directory of immigrant-focused services across Canadian cities.
- **Confidence** – Knowledge to apply independently or engage professionals from an informed position.
- **Connection** – Pathways to services, opportunities, and community support.
- **Empowerment** – Tools to plan, prepare, and succeed in Canada.

At ImmigrantResource, we believe **no one should struggle alone when reliable guidance exists**. Together, we are building more than a directory — we are creating a trusted starting point for immigrants worldwide, **one resource, one service, and one successful settlement at a time.** 🇨🇦 ✨

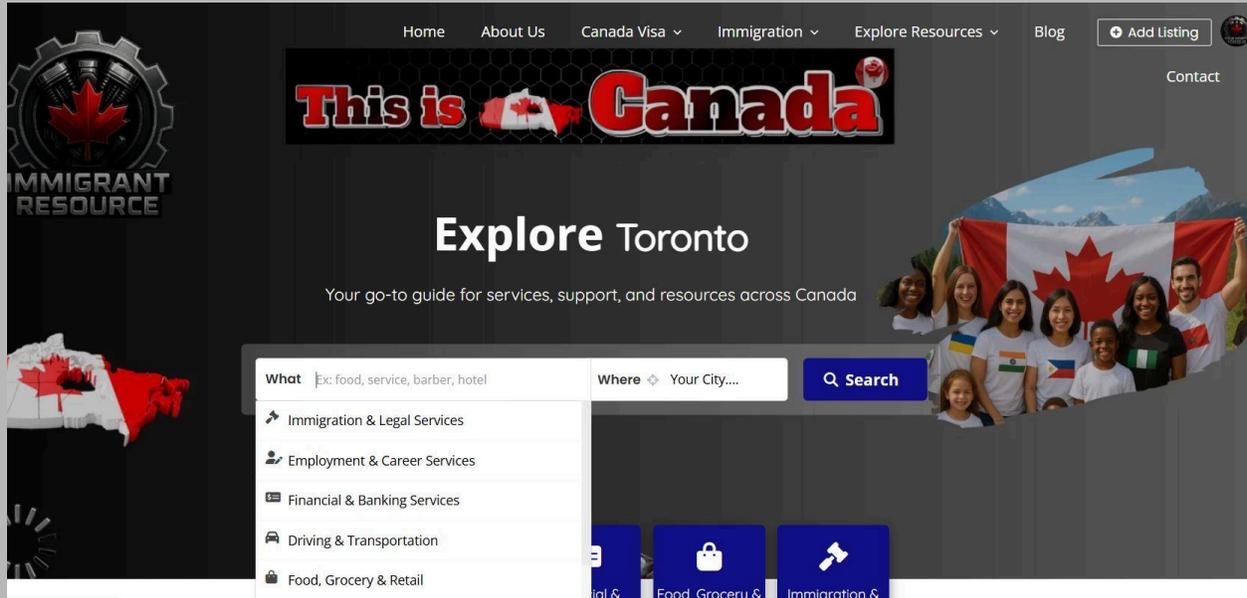
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2.0 Getting Started with ImmigrantResource.ca

2.1 For Everyday Users (Search & Discovery)

- **Browsing the Directory**



- How to explore categories like Immigration, Legal Service, Employment, Financial, Driving, Food and Grocery etc.





- **Using the Search Bar**
 - Searching by keyword, location, or service type.
- **Filtering Results**
 - Narrowing down results by rating, proximity, or category.
- **Viewing Business Profiles**
 - What you'll find on a profile: description, services, images, contact info, social media links, reviews.
- **Leaving Reviews & Ratings**
 - How to share your experience and support other women-led businesses.
- **Saving or Sharing a Listing**
 - Bookmarking businesses you love.
 - Sharing with friends via social media or direct links.

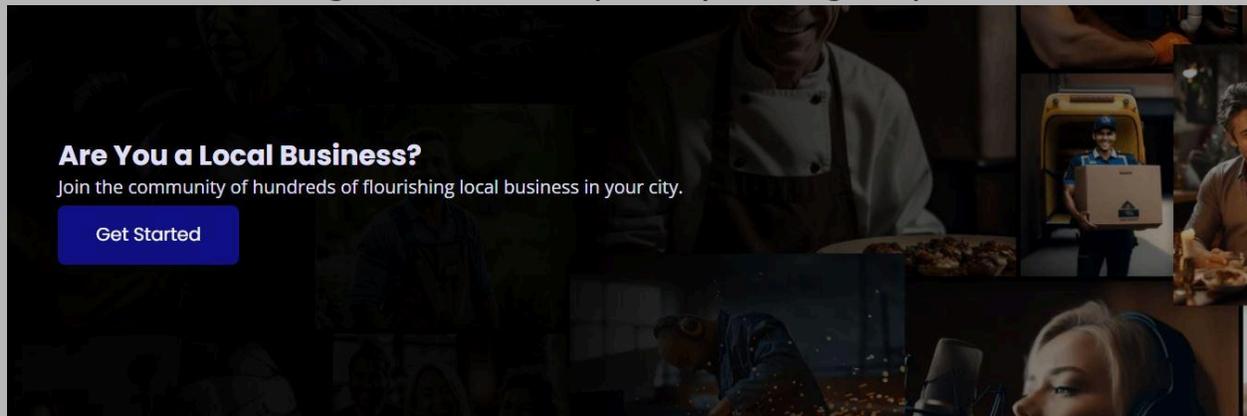
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2.2 For Business Owners & Service Providers (Sign Up & Listings)

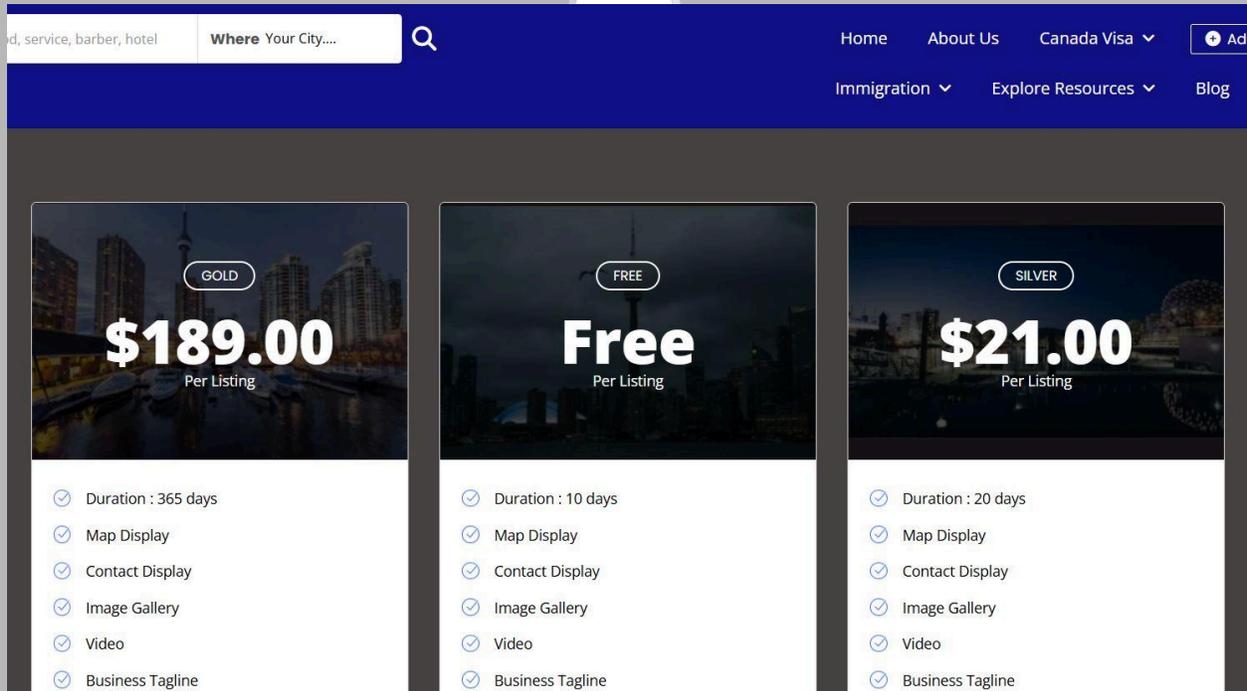
- **Creating Your Listing**

- Begin by creating your listing. During the process, you will be guided to complete your sign-up.



- **Select price Plan**

- Choose the pricing plan that best suits your needs. Each plan is designed to offer different levels of visibility, duration, and promotional features for your listing.

A screenshot of the Immigrant Resource website's pricing page. The page has a dark blue header with a search bar and navigation links. Below the header, three pricing plans are displayed in a grid. Each plan has a background image of a city skyline at night. The Gold plan is priced at \$189.00 per listing, the Free plan is \$0.00, and the Silver plan is \$21.00 per listing. Each plan lists its duration and a set of features with checkmarks.

Plan	Price	Duration	Features
GOLD	\$189.00	365 days	Map Display, Contact Display, Image Gallery, Video, Business Tagline
FREE	Free	10 days	Map Display, Contact Display, Image Gallery, Video, Business Tagline
SILVER	\$21.00	20 days	Map Display, Contact Display, Image Gallery, Video, Business Tagline

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- **Creating Your Business Listing**

- Adding business name, logo, description, services.
- Uploading photos, videos, and location etc

a) Listing Title

PRIMARY LISTING DETAILS

Listing Title * 

b) Insert tagline (Instant first impression and sets you apart)

Tagline Does Your Business Have A Tagline?

c) Insert Address

Full Address (Geolocation) 

-  **225 6 Avenue Southwest Calgary, AB, Canada**
-  **225 6th Avenue Northeast Calgary, AB, Canada**
-  **CANADIAN CREW BARBERSHOP 225 6 Avenue Southwest, Calgary, AB, Canada**
-  **225 6 Street Southwest Calgary, AB, Canada**
-  **CANADA LUMPERS INCORPORATED 225 6 Avenue Southwest, Calgary, AB, Canada**

powered by 



d) Insert City

City ?

As you begin typing your city, suggestions will automatically appear in a dropdown. Simply select your city from the list.

- Calgary, AB, Canada
- Calgary, Isle of Mull, UK
- Calgary, AB, Canada
- Calgary, Isle of Mull, UK

City ?

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e) Insert Category

CATEGORY & SERVICES

Category*

Choose Your Business Category

- Cuisine Queens
- Fertility & Conception
- Fitness & Body Confidence**
- Holistic & Alternative Care
- Hormonal Disorders & Management
- Menopause & Perimenopause

Gender

f) Insert Business Hours

BUSINESS HOURS

Monday	09:00 AM - 05:00 PM	
Tuesday	09:00 AM - 05:00 PM	
Wednesday	09:00 AM - 05:00 PM	
Thursday	09:00 AM - 05:00 PM	
Friday	09:00 AM - 05:00 PM	

Saturd... ▼ 09:00 ... ▼ 05:00 ... ▼ 24 Hours 

g) Insert social media accounts to enhance visibility



SOCIAL MEDIA

Select

FREQUENTLY ASKED QUESTIONS

FAQ

h) Insert Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

FAQ



i) Description:

Add an optimized description here, making sure to include strong SEO practices and high-ranking keywords that will improve visibility and help the content rank higher on Google.

MORE INFO

Description *

Paragraph ▼ **B** *I* U ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

Detail description about your listing

Enter tags or keywords comma separated...

Tags Or Keywords (Comma Seprated) ?

j) Insert video (Youtube link**)

MEDIA

Your Business Video(Optional)

ex: <https://youtu.be/IY2yjAdbvdQ>



k) Insert business images

Images

Drop files here or click to upload

[Browse Files](#)

l) Upload a featured image – this will be the main photo displayed on your business listing.

Upload Feature Image

[Browse](#) Choose A File...

m) Insert business logo

Upload Business Logo

[Browser](#) Choose A File...



n) Sign up using your email address.

A confirmation email will be sent to you with a link to complete the process by setting your username and password.

Enter Email To Signup & Recieve Notification Upon Listing Approval

 Already Have Account?

3.0 User Dashboard

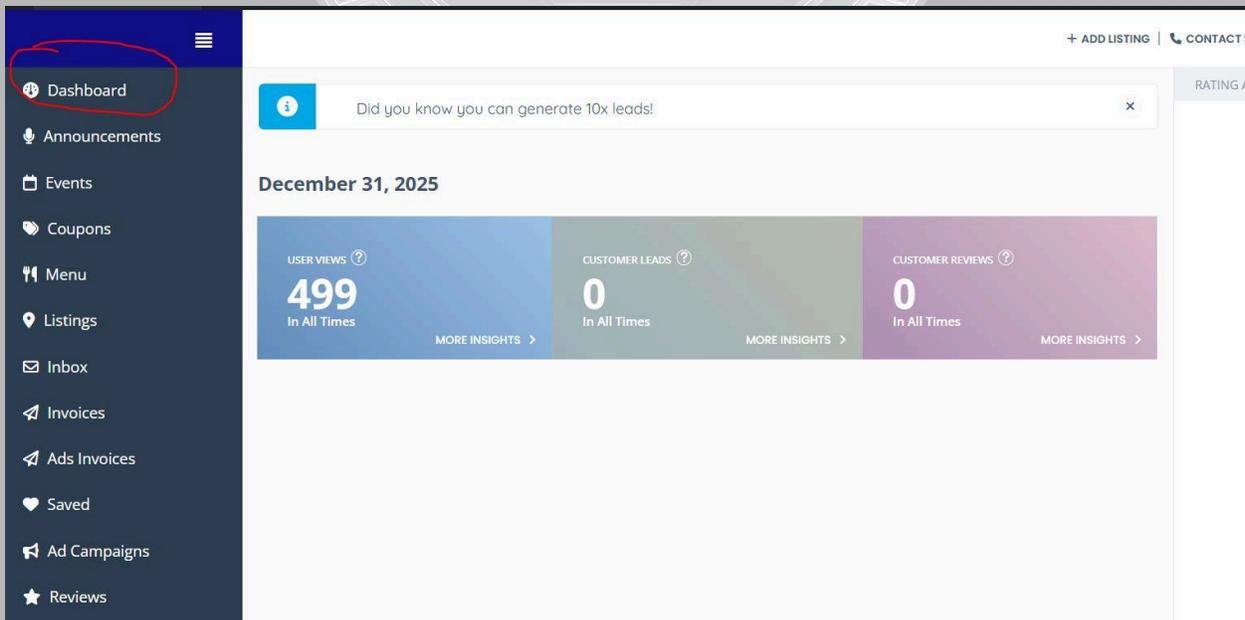
A **user dashboard** in the ImmigrantResource.ca Listing Directory is a personalized control panel where users manage all aspects of their business or service listings. It serves as the central hub for interacting with the platform and accessing important tools and data. Key features include:

1. **Listing Management:** Add, edit, or remove business, service, or event listings.
2. **Plan & Payment Management:** View, upgrade, or renew subscription plans, and track payments.
3. **Engagement & Analytics:** Monitor listing views, clicks, and user interactions.
4. **Promotional Tools / Ad Campaigns:** Create, manage, and track advertisement campaigns to increase visibility.
5. **Announcements:** Post updates, news, or offers to communicate directly with followers or potential customers.
6. **Appointments:** Manage bookings or appointments directly through the platform.
7. **Events:** Create and manage events linked to your business or services.
8. **Invoices:** View, download, and manage all billing and transaction invoices.
9. **Account Settings:** Update personal details, contact information, and preferences.





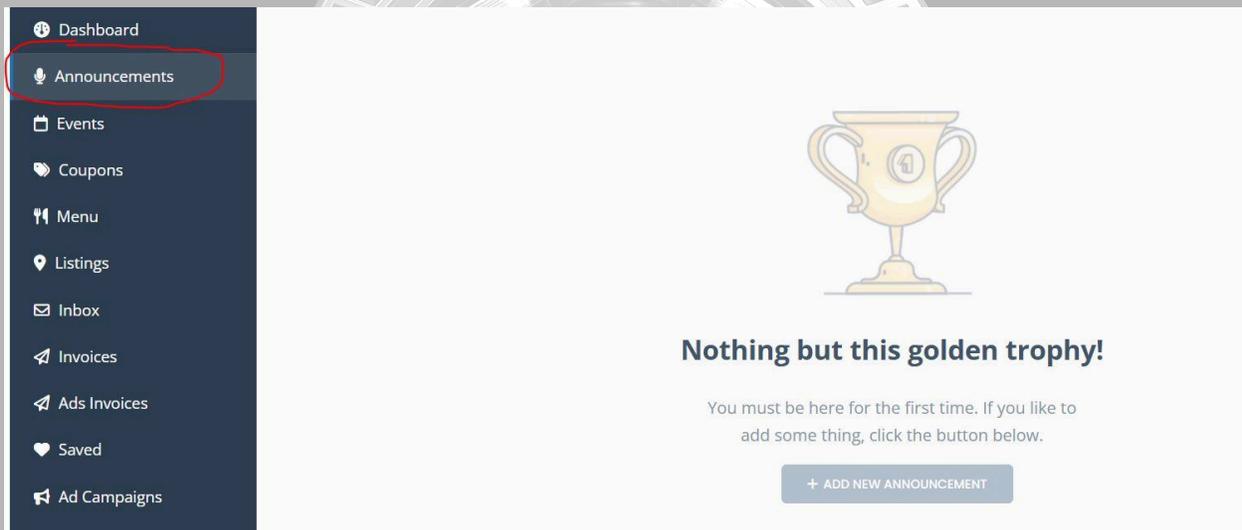
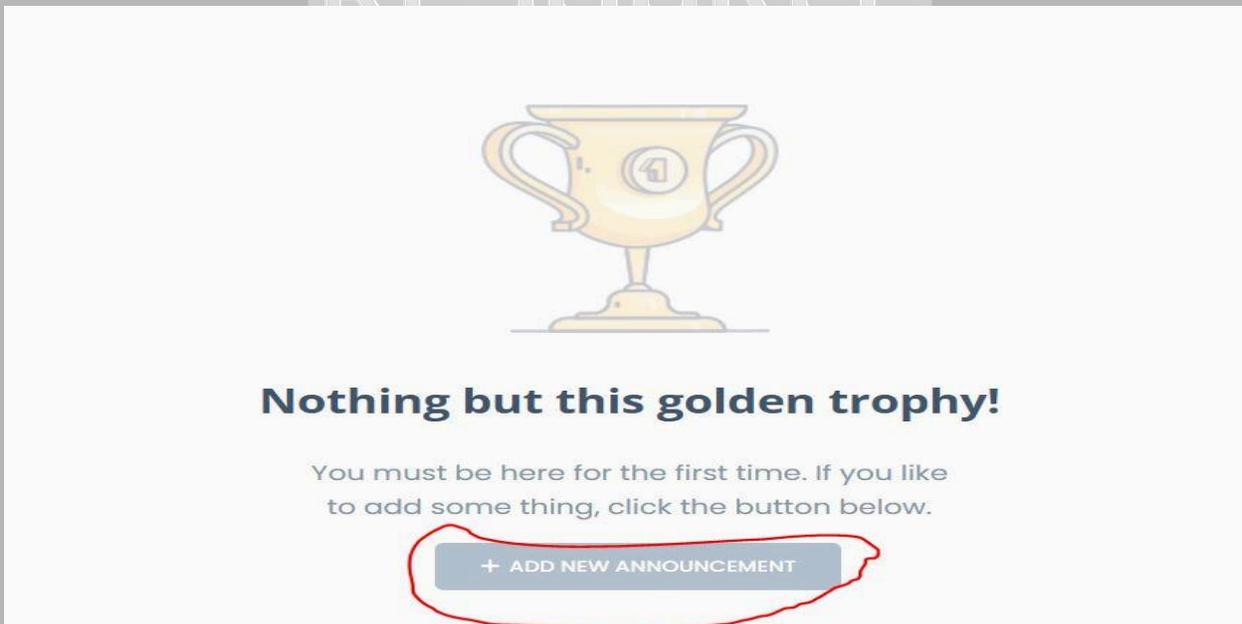
The **user dashboard** acts as the central control center, giving users full control over their presence, engagement, and business operations on ImmigrantResource.ca



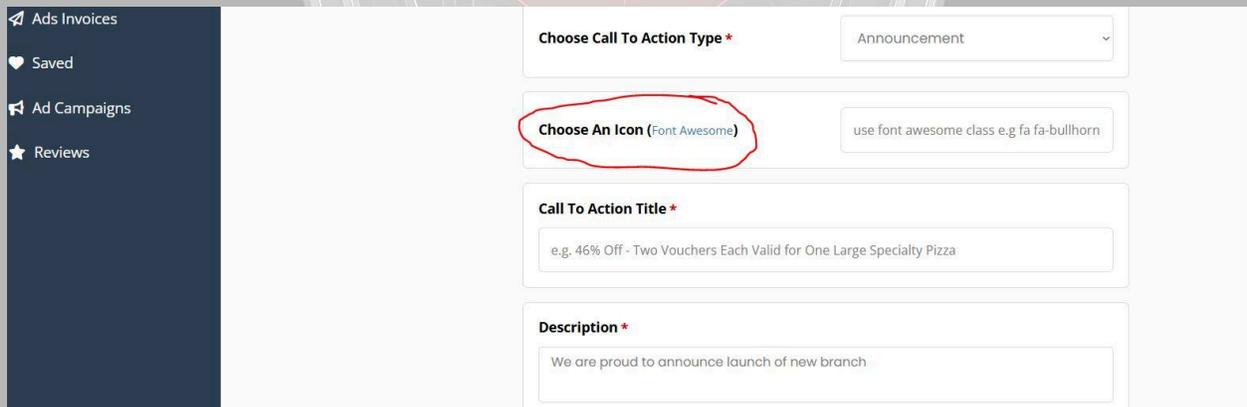
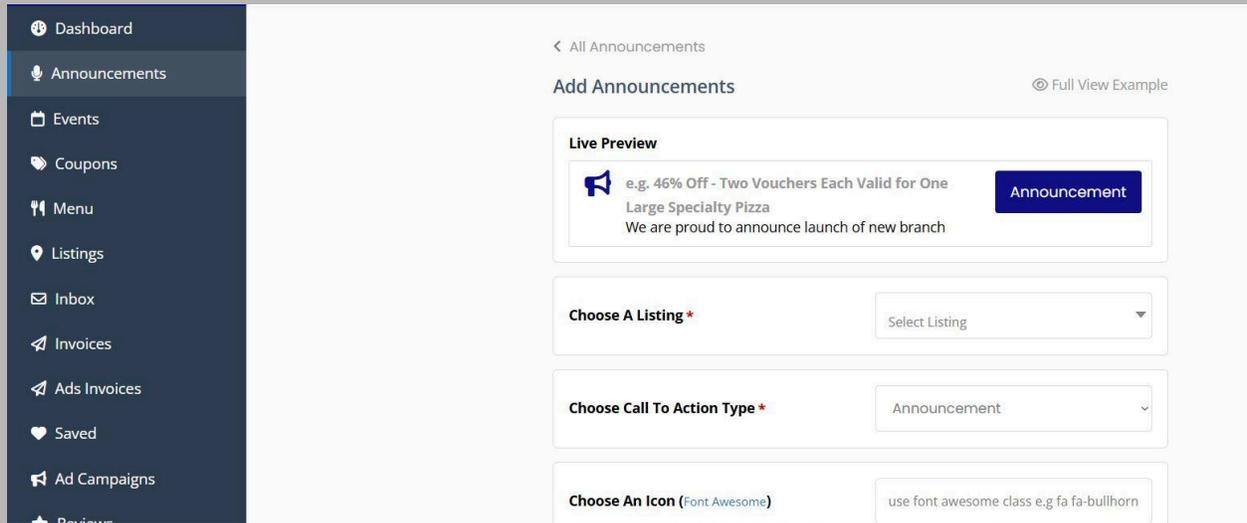
3.1 Getting Started with Your Dashboard

3.1.1 Announcement

Announcements allow you to share important updates, special offers, or news with your audience directly from your dashboard. This feature helps you keep customers informed, engaged, and connected with your business in real time.

A screenshot of the user dashboard. On the left is a dark sidebar with menu items: Dashboard, Announcements (circled in red), Events, Coupons, Menu, Listings, Inbox, Invoices, Ads Invoices, Saved, and Ad Campaigns. The main content area shows a golden trophy icon, the heading "Nothing but this golden trophy!", a subtext "You must be here for the first time. If you like to add some thing, click the button below.", and a button labeled "+ ADD NEW ANNOUNCEMENT".A close-up screenshot of the announcement page content. It features a golden trophy icon, the heading "Nothing but this golden trophy!", the subtext "You must be here for the first time. If you like to add some thing, click the button below.", and a button labeled "+ ADD NEW ANNOUNCEMENT" which is circled in red.

Add Announcement

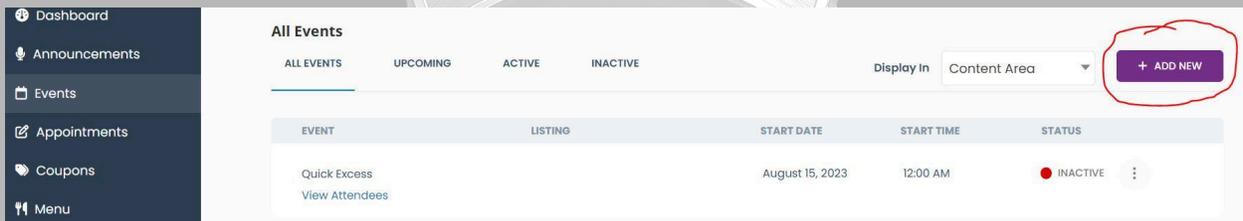


Nb (Click on [Font Awesome](#) to add an announcement icon)

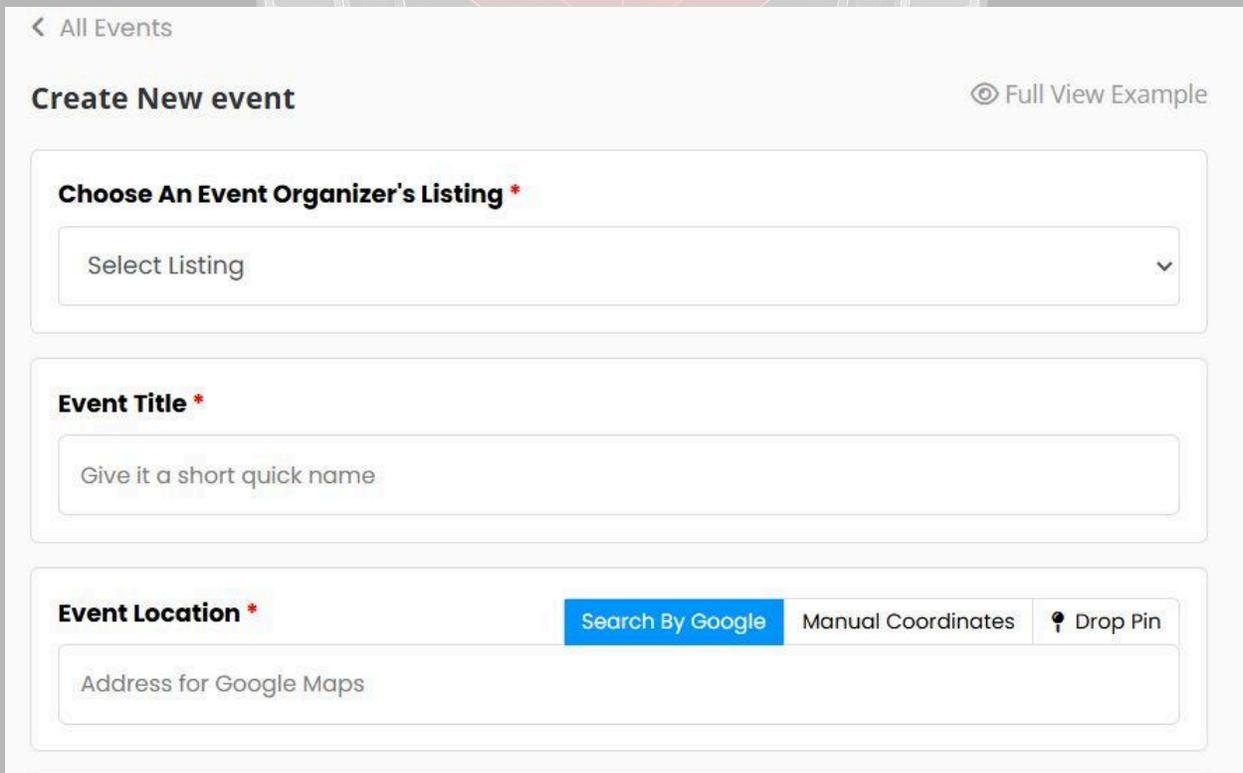


3.1.2 Events

The Events feature lets you create, manage, and promote upcoming activities such as workshops, classes, launches, or community gatherings. Adding events to your listing helps attract more visibility, engage your audience, and encourage participation from women looking for meaningful experiences.



The screenshot shows the 'All Events' dashboard. On the left is a dark sidebar with navigation options: Dashboard, Announcements, Events, Appointments, Coupons, and Menu. The main content area is titled 'All Events' and has tabs for 'ALL EVENTS', 'UPCOMING', 'ACTIVE', and 'INACTIVE'. Below the tabs is a table with columns: EVENT, LISTING, START DATE, START TIME, and STATUS. One event is listed: 'Quick Excess' with listing 'View Attendees', start date 'August 15, 2023', start time '12:00 AM', and status 'INACTIVE'. A purple '+ ADD NEW' button is circled in red in the top right corner.



The screenshot shows the 'Create New event' form. At the top left is a back arrow and 'All Events'. At the top right is a 'Full View Example' link. The form has three main sections: 1. 'Choose An Event Organizer's Listing *' with a dropdown menu showing 'Select Listing'. 2. 'Event Title *' with a text input field containing 'Give it a short quick name'. 3. 'Event Location *' with a 'Search By Google' button, 'Manual Coordinates' text, and a 'Drop Pin' button. Below these is a text input field for 'Address for Google Maps'.



Event Starts *

Set end date

Event Ends *

Event Description

Event Tickets

Event Featured Image

Add Event featured image (Banner)

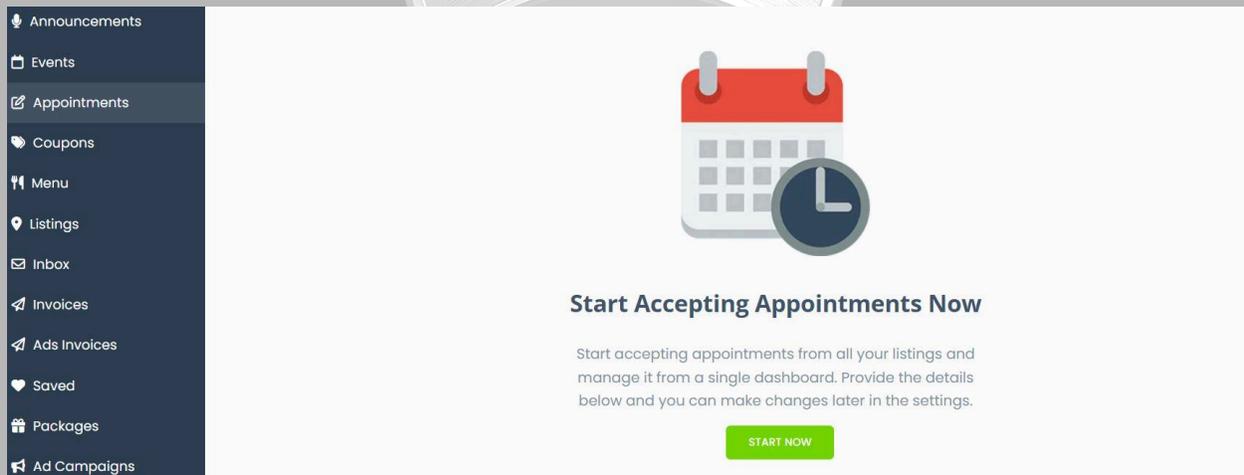
Event Featured Image


Click here to upload image



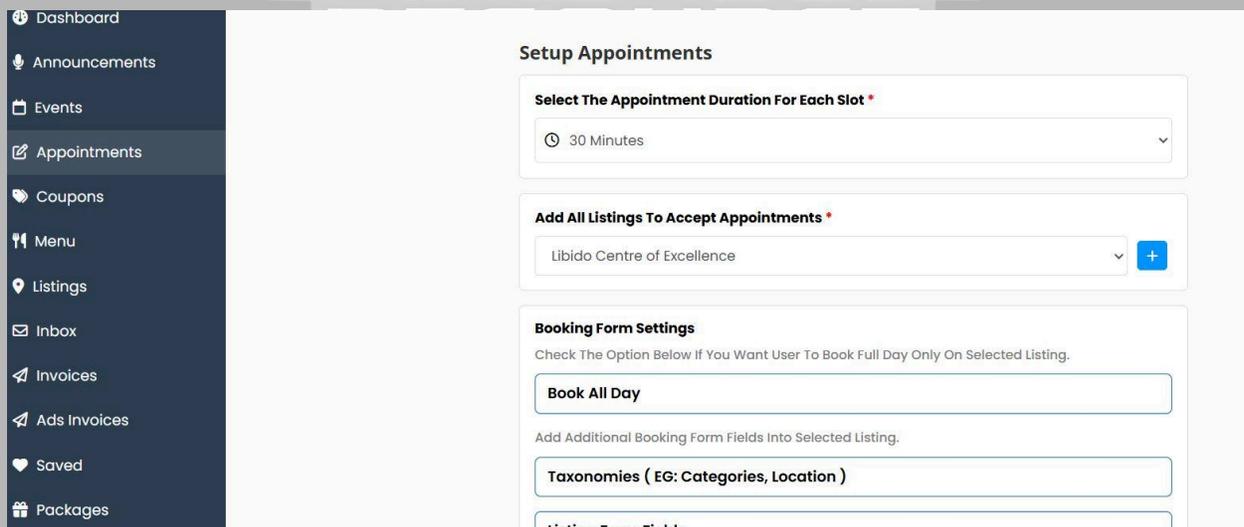
3.1.3 Appointments

The Appointments feature allows clients to book your services directly through your listing. Whether it's a fitness session, beauty treatment, consultation, or coaching call, this tool makes scheduling simple and convenient — helping you save time, stay organized, and never miss an opportunity to connect with clients.



The screenshot shows the 'Appointments' dashboard. On the left is a dark sidebar menu with items: Announcements, Events, Appointments (highlighted), Coupons, Menu, Listings, Inbox, Invoices, Ads Invoices, Saved, Packages, and Ad Campaigns. The main content area features a large calendar icon with a clock, the heading 'Start Accepting Appointments Now', and a sub-heading: 'Start accepting appointments from all your listings and manage it from a single dashboard. Provide the details below and you can make changes later in the settings.' A green 'START NOW' button is positioned below the text.

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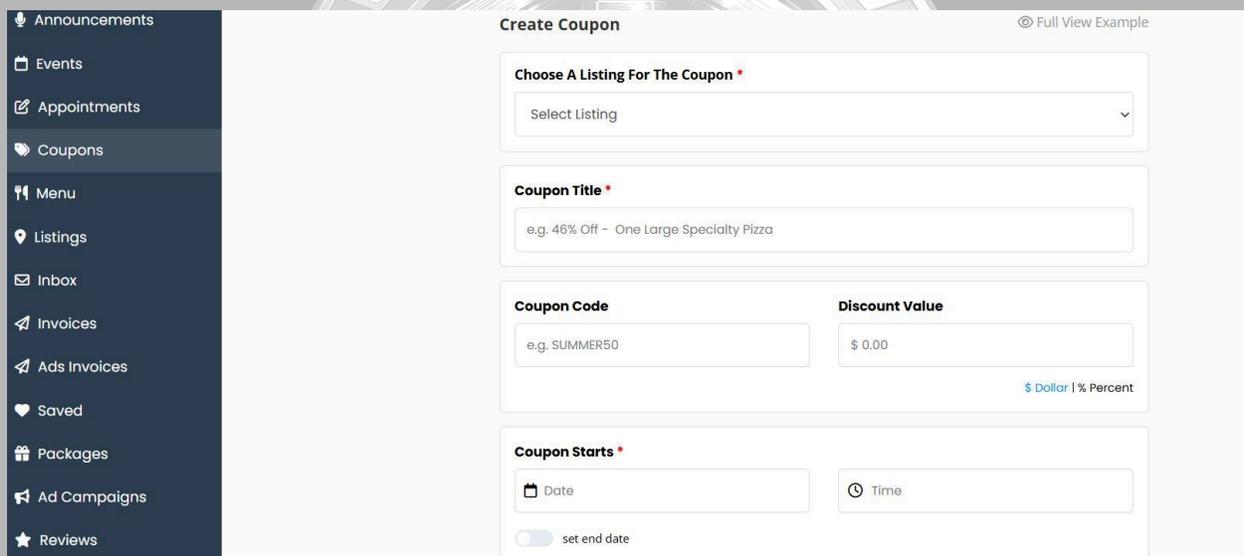


The screenshot displays the 'Setup Appointments' configuration page. The sidebar menu is identical to the previous screenshot, with 'Appointments' highlighted. The main content area is titled 'Setup Appointments' and contains three sections: 1. 'Select The Appointment Duration For Each Slot *' with a dropdown menu set to '30 Minutes'. 2. 'Add All Listings To Accept Appointments *' with a dropdown menu showing 'Libido Centre of Excellence' and a blue '+' button. 3. 'Booking Form Settings' with a sub-heading 'Check The Option Below If You Want User To Book Full Day Only On Selected Listing.' and a 'Book All Day' checkbox. Below this is another section 'Add Additional Booking Form Fields Into Selected Listing.' with a text input field containing 'Taxonomies (EG: Categories, Location)'.



3.1.4 Coupon

The Coupons feature lets you create and share special discounts or promotional offers with your customers. By offering coupons, you can attract new clients, reward loyal ones, and boost visibility for your services or products. Coupons are an effective way to stand out in the directory and encourage more bookings or purchases.

A screenshot of the "Create Coupon" form in the Immigrant Resource dashboard. The form is titled "Create Coupon" and has a "Full View Example" link. It contains several sections: "Choose A Listing For The Coupon" with a dropdown menu showing "Select Listing"; "Coupon Title" with a text input field containing "e.g. 46% Off - One Large Specialty Pizza"; "Coupon Code" with a text input field containing "e.g. SUMMER50"; "Discount Value" with a text input field containing "\$ 0.00" and a toggle for "\$ Dollar | % Percent"; and "Coupon Starts" with "Date" and "Time" input fields, and a "set end date" toggle.

Announcements

Events

Appointments

Coupons

Menu

Listings

Inbox

Invoices

Ads Invoices

Saved

Packages

Ad Campaigns

Reviews

Create Coupon

Full View Example

Choose A Listing For The Coupon *

Select Listing

Coupon Title *

e.g. 46% Off - One Large Specialty Pizza

Coupon Code

e.g. SUMMER50

Discount Value

\$ 0.00

\$ Dollar | % Percent

Coupon Starts *

Date

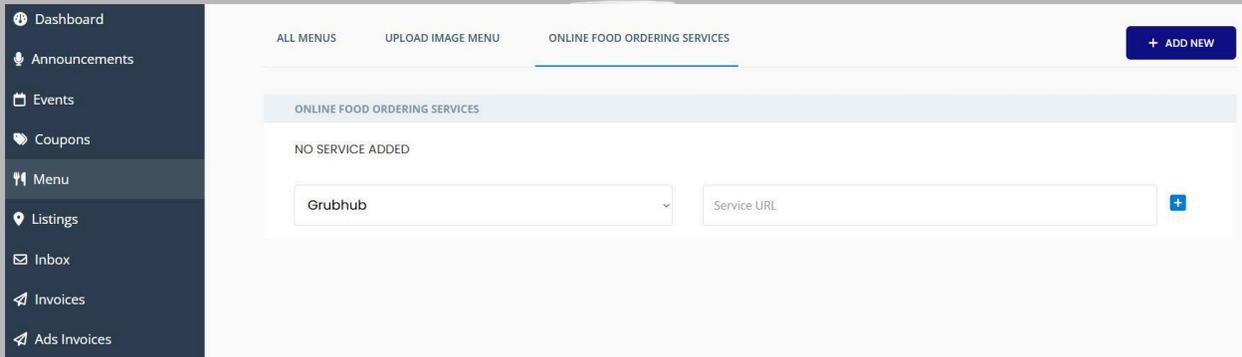
Time

set end date



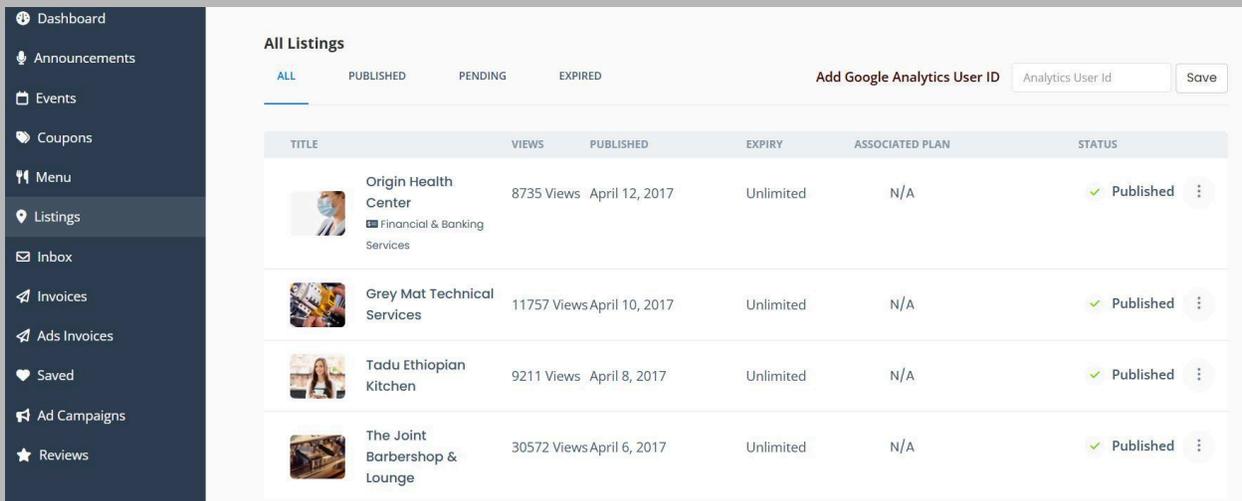
3.1.5 Menu

The Menu feature allows you to showcase a clear list of your services, products, or packages in one place. Whether it's salon treatments



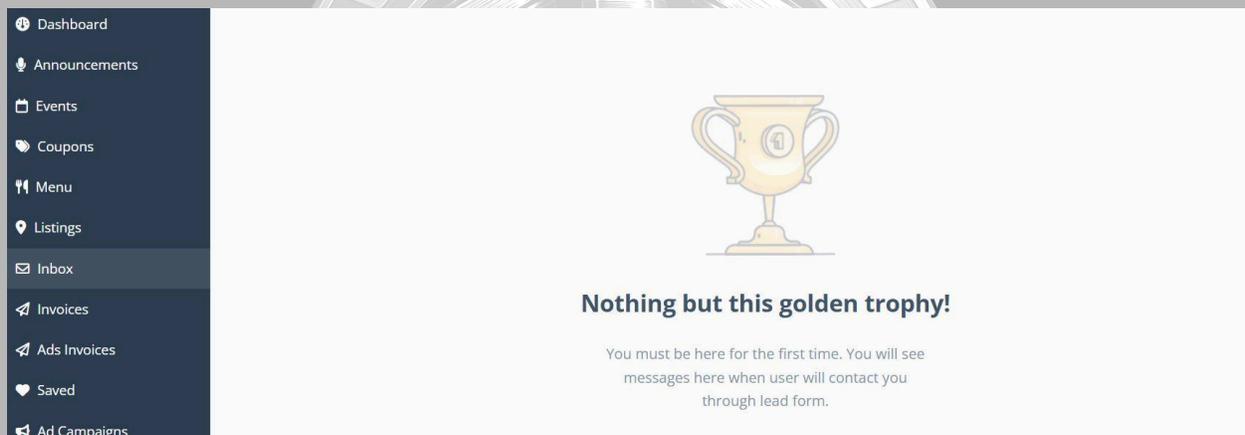
3.1.6 Listings

The Listings section is the heart of your presence on ImmigrantResource.ca. Here, you can create, edit, and manage your business profile — including service details, contact information, images, pricing, and more. A well-crafted listing increases visibility, builds trust with potential clients, and makes it easy for immigrants within Canada and potential immigrants across the globe to find and connect with you.



3.1.7 Inbox

The Inbox feature allows you to manage all messages and inquiries from potential clients directly within your ImmigrantResource.ca dashboard. It keeps your communications organized in one place, making it easier to respond quickly, build relationships, and never miss an opportunity to connect with women seeking your services.



Dashboard

Announcements

Events

Coupons

Menu

Listings

Inbox

Invoices

Ads Invoices

Saved

Ad Campaigns

Nothing but this golden trophy!

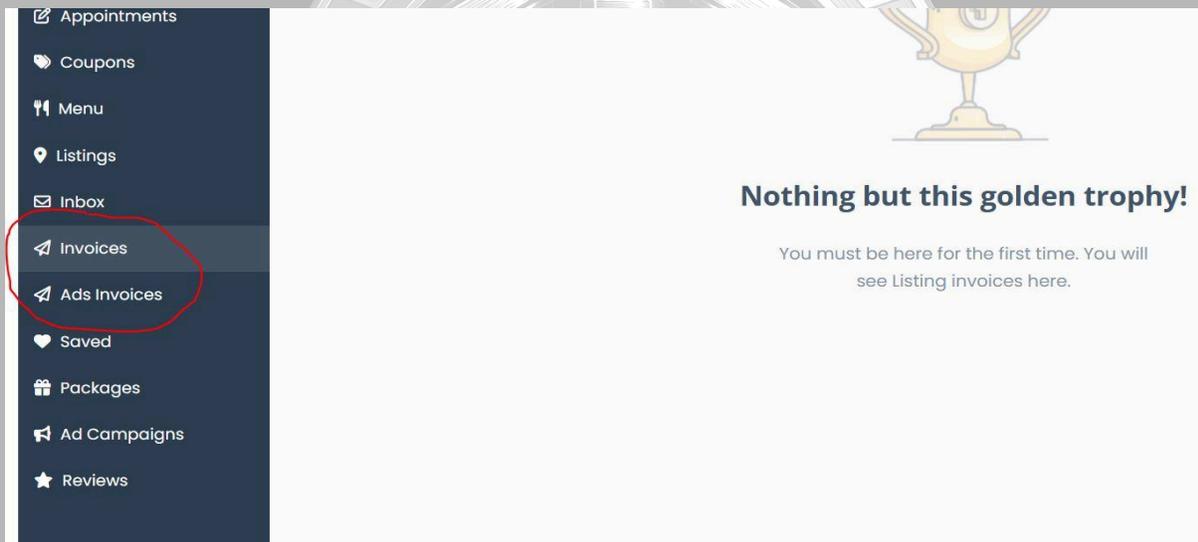
You must be here for the first time. You will see messages here when user will contact you through lead form.

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3.1.8 Invoices

The Invoices feature provides a simple way to track and manage all your billing within ImmigrantResource.ca; view payments for your listings, ads, or promotions in one place, download receipts, and keep records organized for your business. This ensures transparency, easy accounting, and peace of mind as you grow your presence on the platform.

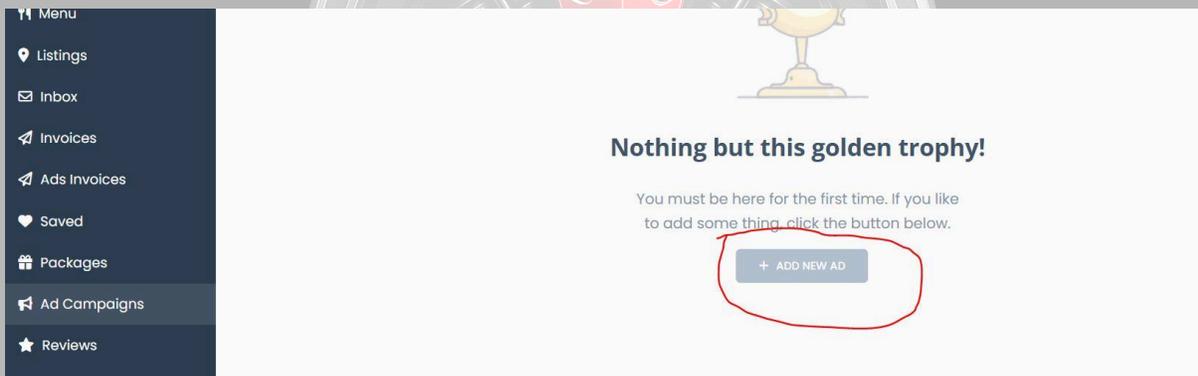


The screenshot shows a dark blue sidebar menu on the left with the following items: Appointments, Coupons, Menu, Listings, Inbox, Invoices (highlighted with a red circle), Ads Invoices, Saved, Packages, Ad Campaigns, and Reviews. The main content area is white and features a golden trophy icon at the top right. Below the icon, the text reads: "Nothing but this golden trophy!" followed by "You must be here for the first time. You will see Listing invoices here."



3.1.9 AD Campaign

The Ad Campaign feature empowers you to promote your listings and stand out in ImmigrantResource.ca directory. From spotlight ads to top-of-search placements and sidebar visibility, you can create tailored campaigns that reach more women actively searching for your services. With flexible budget options and performance tracking, Ad Campaigns help you boost visibility, attract new clients, and grow your brand within the ImmigrantResource.ca community.

A screenshot of the Immigrant Resource website interface. On the left is a dark blue sidebar menu with items: Menu, Listings, Inbox, Invoices, Ads Invoices, Saved, Packages, Ad Campaigns, and Reviews. The main content area is white and features a golden trophy icon at the top. Below the icon, the text reads "Nothing but this golden trophy!" followed by "You must be here for the first time. If you like to add some thing, click the button below." A blue button with the text "+ ADD NEW AD" is centered below the text and is circled in red. The background of the page has a faint watermark of the Immigrant Resource logo and the text "IMMIGRANT RESOURCE".

Create Ad Campaign Full View Example

Choose A Listing To Ad Campaign *

Select Listing ▼

Set Days For This Campaign ! *

20

Select All Placement ! *

<p>Spotlight !</p>  <p>\$5</p>	<p>Top Of Search !</p>  <p>\$6</p>	<p>Sidebar !</p>  <p>\$2</p>
--	--	--

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3.1.10 Reviews

The Reviews section allows users to share their experiences and feedback about a business, service, or professional listed in the directory. Customers can rate their experience using a star rating system and write detailed comments highlighting what they liked or disliked. Reviews help other users make informed decisions and provide valuable insights for businesses to improve their products or services. Authentic and honest reviews increase trust and credibility, making the directory a reliable platform for discovering quality services.



Inbox

Invoices

Ads Invoices

Saved

Packages

Ad Campaigns

★ Reviews

★★★★★ 5 August 21, 2023

Mmmm! Hearty spicy Ethiopian made with love 🥰 S Light lunch turned into a feast. I only ordered 3 items for the two of us. Lamb tibs: spicy sautéed lamb and lamb ribs with bellpeppers onions and jalapeños that came with a lentil sauce, cabbage/ carrot turmeric sauce, of course about a pound of injera and this delightful herbed micro ricotta (ayub) and berbere 13.95\$.

Kelly Sheldon posted on Shoreline Village

★★★★★ 5 August 21, 2023

Shoreline is a great place to relax for awhile at. Weekdays is never really crowded, thus grabbing a drink at a nearby bar and enjoying the waterfront is great. I cannot speak for the nightlife here but I enjoy it every time I'm there.

Kelly Sheldon posted on Staple & Fancy Hotel

★★★★★ 5 August 21, 2023

I came here for lunch on the Fourth of July. Not to forgot the place to visit, Good Environment with soft area.

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