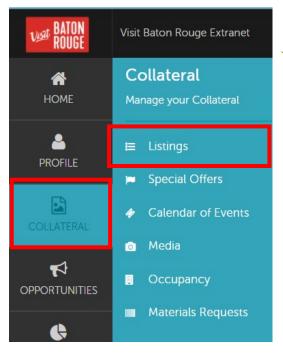


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How To ... Update Your Listing(s)



The Collateral Tab ...

HOT TIP: Always add your images / pictures first before adding another Listing, Promos/Specials or Calendar of Events

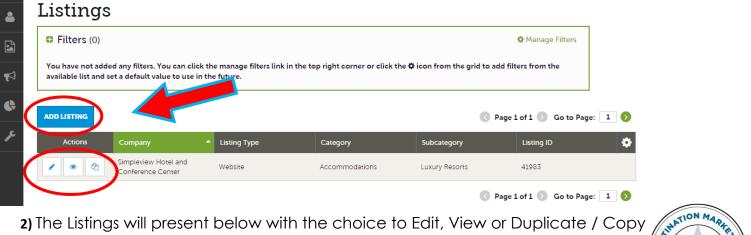
1)Click on the Collateral tab > click on to Listings

IMPORTANT NOTE: Not everyone has the permission enabled to update / add Listings, Promos, Calendar of Events. Please advise which contacts should have this permission granted.

Icon Key:

To edit a listing, click 🧭 To clone a listing, click 🖻

To delete a listing, click X



an existing Listing.

To add a new Listing, click on

ADD LISTING

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TATION



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۵	Update Listi	ng	
	SAVE	Listing Information	
	CANCEL	Account: -Required	Type: -Required
	Sections:	Simpleview Hotel and Conference Center	• Website •
•	Listing Information Categories		Address Type:
an C	Details Website Notifications	Alena Chaika	• Physical •
	Listing Image Social Media	Listing Description:	
	General	Testing GEO-Coding Test test test	
			<u>A</u>

3) When you View, Edit, or Add a listing, you may quickly scroll to a section on the page by clicking the links of the left side.

- If you are *viewing* a listing, the top left will display an Edit button.
- If you are **editing** a listing, the top left will display a Save button. A Listing may be assigned to the general website and/ or the Meetings side to for your listing and appropriate description/details are more for the Meeting Planner audience.
- You must click the **SAVE** before changes are submitted and saved!

SAVE	Listing Information		
CANCEL	Account: «Required	Type: «Require	
Sections:	Simpleview Hotel and Conference Center	• Website	
Listing Information Categories	Contact:	Address Type:	
Details Website Notification	Alena Chaika	Physical	
Listing Image Social Media	Listing Description:		
General	Testing GEO-Coding Test test test		
site Notifications			
To Notify:	Notification Interval:		
	0		

4) Under the "Website Notifications" section, you may add in your email and a number after how many "views" your Listing has been clicked on to notify you. You will be automatically alerted after the number of views has been reached.

For example: if you wanted to be notified after every 20 views you would put your email and 20. You will now receive an email after every 20 views.



NOTE: This is not required for you to do, but some people may be interested in being notified.

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CANCEL Email To Notify:	Email To Notify:	Notification Interval:
		0
Sections:		
Listing Information		
Categories Details	Listing Image	
Website Notifications	Listing Images:	4
Listing Image Social Media	HOTEL (IMAGES2.JPG) +	
General		

5) When you *edit* or *add* a Listing, you can select one or multiple images to associate to the listing by selecting the Listing Images on the pull-down menu.

You will see the populated images from your *Media Bank* that you may select to use. There is no limit as to how many you can upload. Add as many as it takes to tell the story of your organization/ business/ property/ service. The "**0**" (zero) image or the first image is the one that will be used as the logo or main image for your listing.

NOTE: Not all listing types allow for images to be added.

IMPORTANT NOTE: Any edits or adding of listings will require approval from Visit Baton Rouge. Upon saving your updates, Visit Baton Rouge will be notified of your changes/additions. Please allow **24 to 48 working hours for approval**. If you need urgent attention, please contact Paulina Tavera, CRM Marketing Manager.



For more information on Images, please refer to the How To ... Add Media | Images



For additional information, please email Paulina Tavera at <u>paulina@visitbatonrouge.com</u>

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