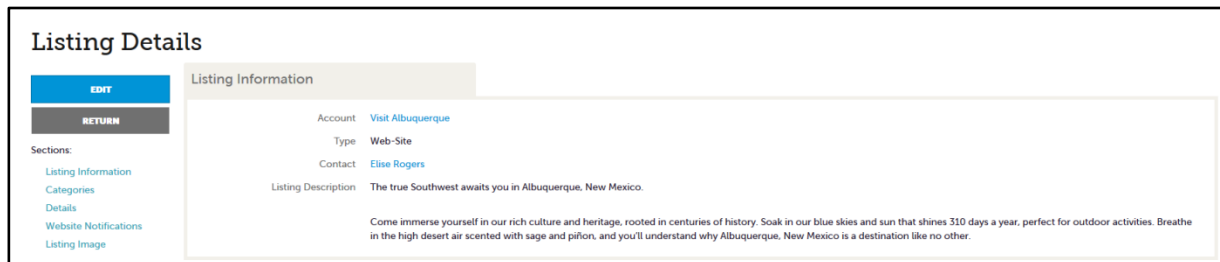# LISTINGS

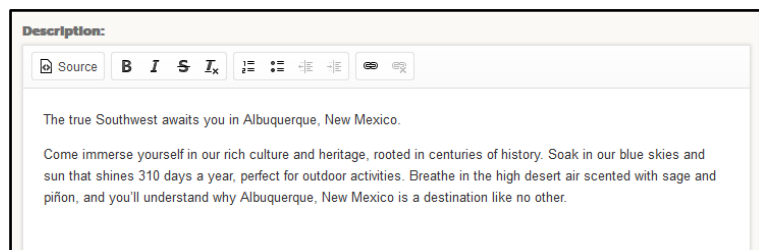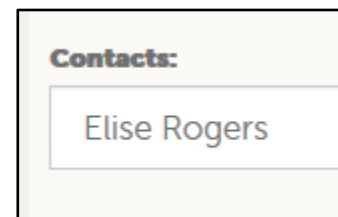Select **COLLATERAL** from the left navigation bar, then select **Listings**.

This section contains your website and/or visitor guide listings. Select the EYE icon to view the details. Select the PENCIL icon or EDIT from the Listings Detail page to edit.


Items available to edit include:

- Listings Contact
- Listing Description
    - Website – limit is ~100 words
    - Visitors Guide – limit is ~10 words
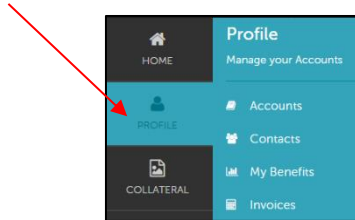- Images for website listings. Images are inserted in the accounts section, which is detailed on the next page.

Edits will be reviewed by Visit Albuquerque staff prior to publication. You will receive an email confirmation upon review.
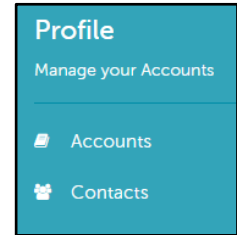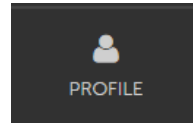
LISTING AMENITIES & MEETING SPACE

Select **PROFILE** from the left navigation bar, then select **Accounts**.

Select **PROFILE** from the left navigation bar, then select **Accounts**. If you have access to multiple accounts, select the account name you wish to edit.

Select the EYE icon under Actions to view the Account Information. **Manage Amenities** and **Manage Meeting Space** is located on the left under Related Details:
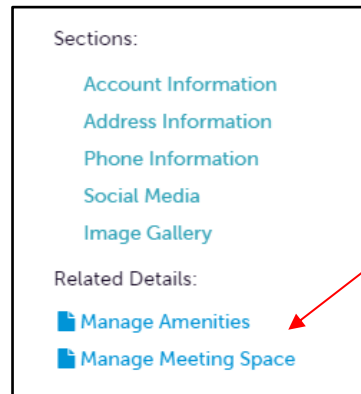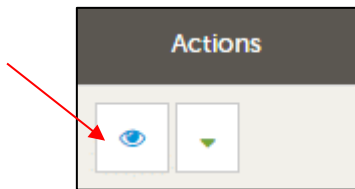
MANAGE AMENITIES

Update account amenities on this page. Select the question mark beside each amenity item for an explanation of the content. These items are published on the account's website listing.

VISIT
ALBUQUERQUE
CHANGE YOUR PERSPECTIVE
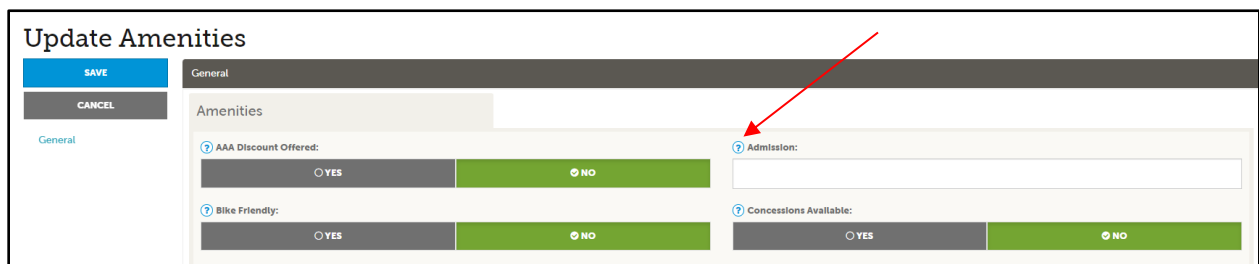
Partner Extranet Tutorial
PROFILE

PROFILE

Profile
Manage your Accounts

📖 Accounts

🎭 Contacts

MANAGE MEETING SPACE

If your business has meeting space, please complete the items appropriate to your space on this screen.

Facility Details

EDIT

RETURN

Sections:

Standard Amenities
Additional Meeting Facility Amenities
Meeting Rooms

Standard Amenities

Number of Rooms	20
Total Sq. Ft.	26,000
Largest Room	11,300
Ceiling	
Theater Capacity	
Banquet Capacity	1,000
Classroom Capacity	
Reception Capacity	1,275
Sleeping Rooms	382
Suites	12
Villas	
Exhibit Space?	No
Exhibits	
Booths	
Description	
Space Notes	
Floorplan File	
Large Floorplan File	

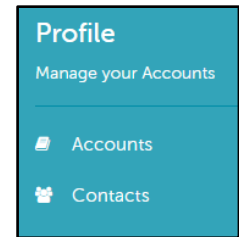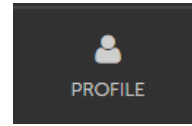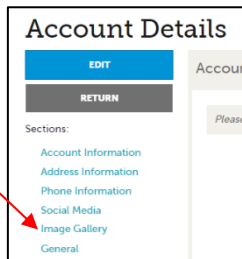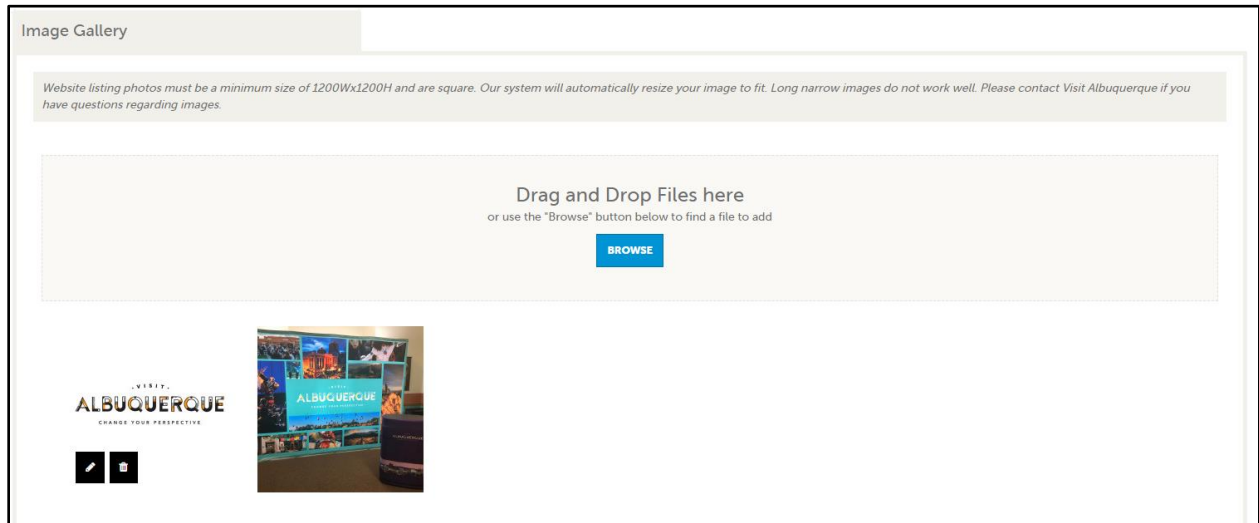# ADDING WEBSITE LISTING AND SPECIAL OFFER IMAGES
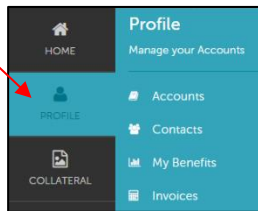
Select **PROFILE** from the left navigation bar, then select **Accounts**. If you have access to multiple accounts, select the account name you wish to edit.

Select Image Gallery under the Account Details.

Insert the images you wish to upload to your account. Follow the instruction on the screen to upload the image.

Once the image is uploaded, return to the Listings Detail section to select the images you wish to use.

Image Gallery

Website listing photos must be a minimum size of 1200Wx1200H and are square. Our system will automatically resize your image to fit. Long narrow images do not work well. Please contact Visit Albuquerque if you have questions regarding images.

Drag and Drop Files here
or use the "Browse" button below to find a file to add

BROWSE

Photos may also be emailed directly to Visit Albuquerque staff:

Images: Janice Pomeroy at Pomeroy@VisitABQ.org

.VISIT.
ALBUQUERQUE

CHANGE YOUR PERSPECTIVE

Partner Extranet Tutorial
COLLATERAL

Collateral
Manage your Collateral

≡ Listings
🚩 Special Offers
✦ Calendar of Events
📷 Media
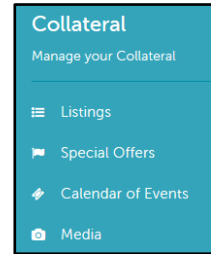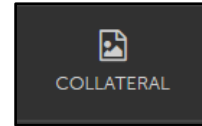
COLLATERAL

SPECIAL OFFERS

Select **COLLATERAL** from the left navigation bar, then select **Special Offers**. This section contains any coupons and/or packages added by your business. New offers may be added in this section.

If your login supports multiple accounts, you may select the account with the filter prior to accessing the form. Account selection is also available on the form.
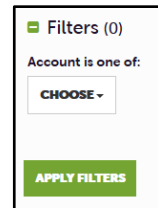
Select the blue ADD OFFER button to add a new coupon or package.

Complete the New Offer form with the following items:

- Account
    - o   Select account for the offer
- Offer Title
    - o   Enter Coupon or Package title
- Offer Link
    - o   Enter URL
- Redeem From & To dates
    - o   Enter redeem dates
- Post From & To dates
    - o   Enter publication dates
- Offer Category
    - o   Select an offer category
- Offer Listings
    - o   Select the WEBSITE listing only.

New Coupon and Package details may also be emailed directly to Visit Albuquerque staff:

    Coupons: Janice Pomeroy at Pomeroy@VisitABQ.org
    Packages: Marketing at Packages@VisitABQ.org
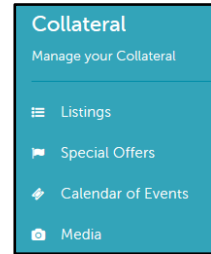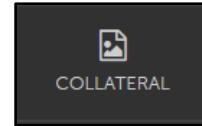
CALENDAR OF EVENTS

Submit your events for Visit Albuquerque's website calendar *ABQ365* on the Extranet.

Select the blue Add Event button

Complete the form. Required field are indicated in red:

Events may also be submitted on the ABQ365 calendar on the website.

MEDIA

If your login supports multiple accounts, you may select the account with the filter prior to accessing the form. Account selection is also available on the form.

Complete the New Media form with the following items:
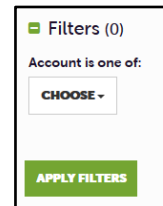
- Account
  - Select account for the offer

- Title of Image
  - Enter title of image

- Type
  - There is only one choice: **Image**.

- Sort Order
  - This is the order the images are displayed in the website listing

- Listings
  - Select appropriate listing for image, if applicable.