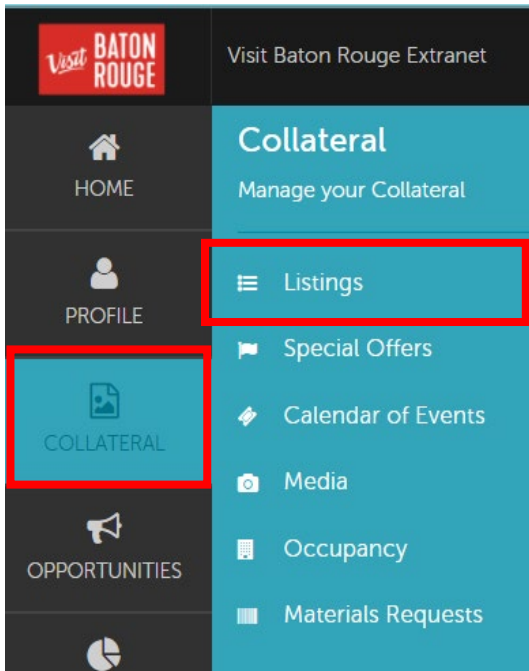# How To … Update Your Listing(s)

The Collateral Tab …

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

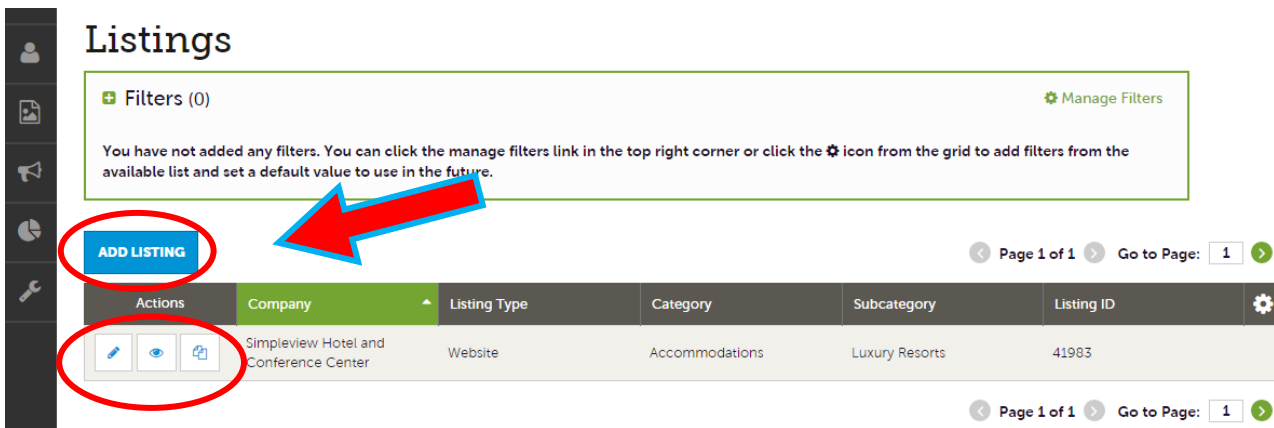**1)** Click on the **Collateral** tab > click on to **Listings**

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:

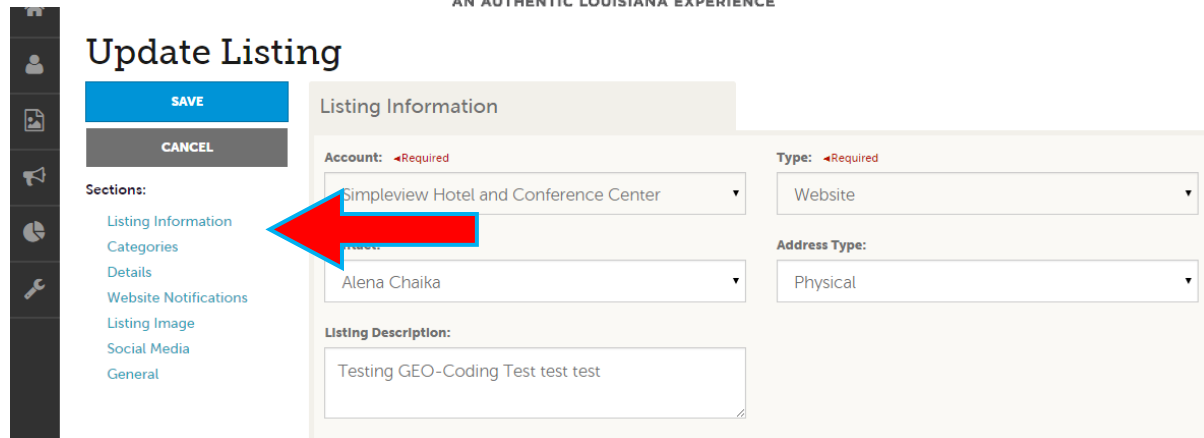To edit a listing, click ✏️

To clone a listing, click 🗗

To delete a listing, click ❌

2) The Listings will present below with the choice to Edit, View or Duplicate / Copy an existing Listing.

To add a new Listing, click on **ADD LISTING**
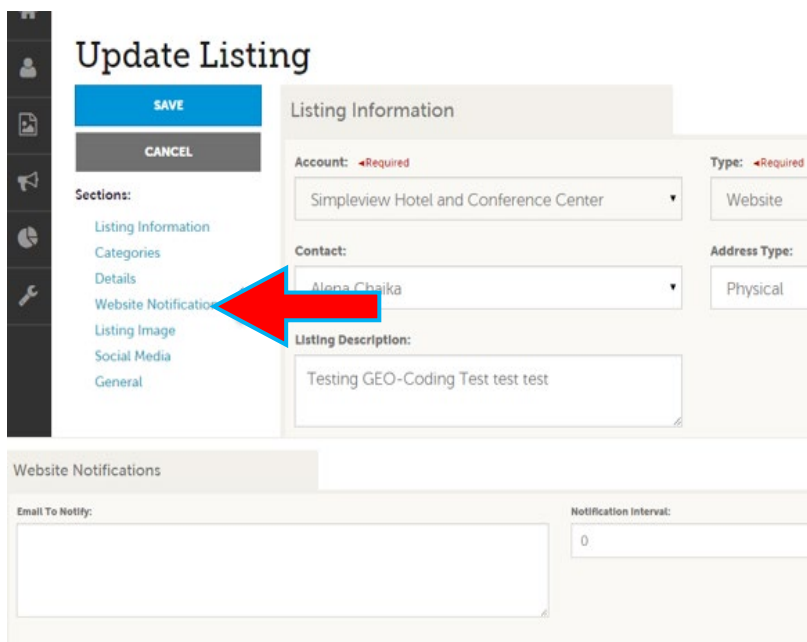
3) When you *View*, *Edit*, or *Add* a listing, you may quickly scroll to a section on the page by clicking the links of the left side.

- 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!

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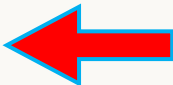
5) When you *edit* or *add* a Listing, you can select one or multiple images to associate to the listing by selecting the Listing Images on the pull-down menu.

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.

<u>**NOTE:**</u> 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.

⭐**HOT TIP 2:** Always click on the **SAVE**

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

For additional information, please email Paulina Tavera at
paulina@visitbatonrouge.com