

Partner Portal Instructions

ADDING YOUR COMPANY LISTING



The listing determines how your company will appear on the Chattanooga Tourism Co. Website (<https://www.visitchattanooga.com/>)

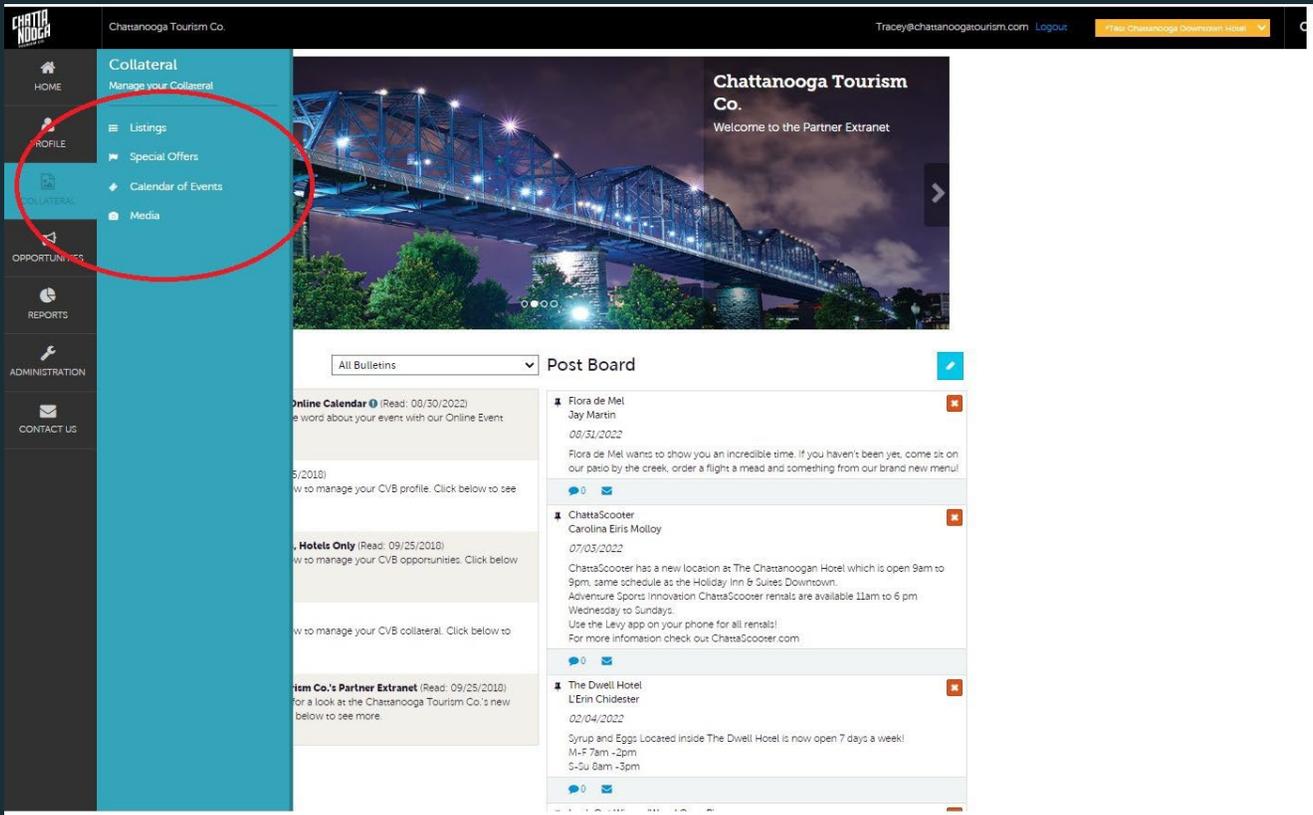
1. Login into your Chattanooga Tourism Co. Partner Portal using your username (your full email address) and your password and view your home page:

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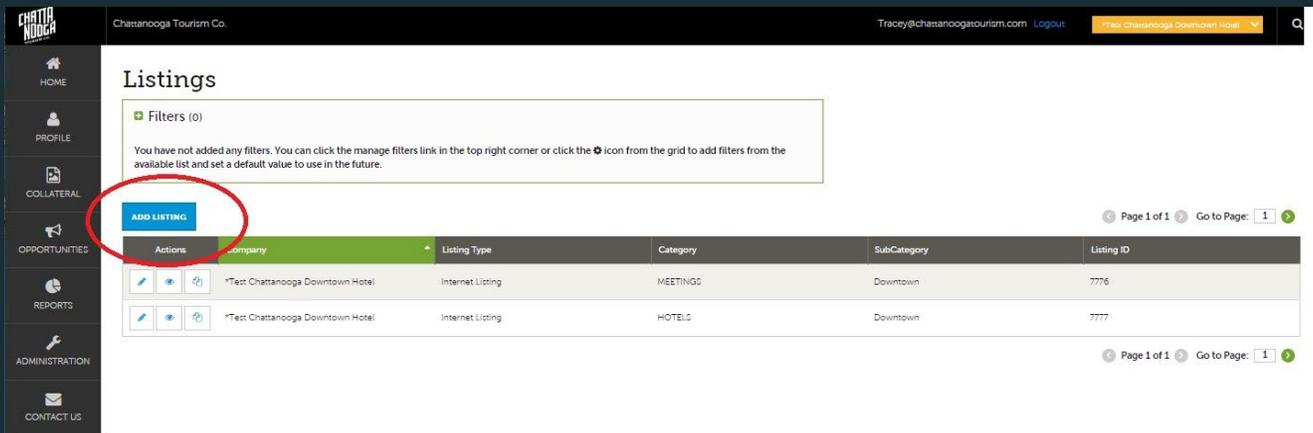
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2. Select "Collateral" and "Listing"



3. Click on "ADD LISTING."



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6. Categories: Your selection of “Category” and subcategories will determine where your company listing appears on the website. Category has a dropdown menu:

The screenshot shows a form titled "Categories" with two main sections. The first section is for "Category" (marked as required) and "SubCategory" (also marked as required). The "Category" dropdown menu is open, showing a list of options: --Choose One--, HOTELS, ARTS & ENTERTAINMENT, ATTRACTIONS, DINING, FESTIVALS, GETTING AROUND, CIVIL WAR & HISTORY, LOCAL SERVICES, MEETING FACILITY, MEETINGS, NIGHTLIFE, OUTDOORS, SHOPPING, SPORTS FACILITY, THINGS TO DO WITH KIDS, and FREE THINGS TO DO. Below the "SubCategory" dropdown is a field for "--Subcategories--" with a plus sign. At the bottom of the form, there is a note: "*Test Chattanooga Downtown Hotel".

Please review the Chattanooga Tourism Co. Website. These are the main categories on the website. Your listing will appear in chosen category

7. The subcategories are also dropdown choices and will depend on the category you’ve chosen. Examples:

The screenshot shows the "Categories" form with "FESTIVALS" selected in the "Category" dropdown. The "SubCategory" dropdown is open, showing a list of options: --Choose One--, --Choose One--, Arts, Cultural, Food & Beverage, Free Things To Do, Music, Outdoors, Retail, and Things To Do W/ Kids. Below the "SubCategory" dropdown is a field for "--Category--". At the bottom of the form, there is a "Details" section.

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Categories

Category: Required
 DINING

SubCategory: Required
 --Choose One--
 --Choose One--
 American Traditional
 Asian
 Bakery/Ice Cream/Sweets
 Barbeque
 Breakfast and/or Brunch
 Breweries
 Buffet/Cafeteria Style
 Catering
 Chinese
 Coffeehouses
 Creole/Caribbean/Cuban
 Dog Friendly
 Entertainment
 Fast Food
 Fine Dining
 Group Dining
 German
 Holiday Hours
 Indian

Additional Subcategories:
 --Category--

Details

COMPANY
 *Test Chattanooga Downtown Hotel

COMPANY (SORT)
 *Test Chattanooga Downtown Hotel

Categories

Category: Required
 NIGHTLIFE

SubCategory: Required
 --Choose One--
 --Choose One--
 Bars & Clubs
 Live music
 Nightlife
 Theaters

Additional Subcategories:
 --Category--

You may choose an additional category and subcategory.

Categories

Category: Required
 NIGHTLIFE

SubCategory: Required
 Bars & Clubs

Additional Subcategories:
 GETTING AROUND
 GETTING AROUND: Buses for Charter/Rental +

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8. Details will contain information on your company.

A screenshot of a web form with a white background and yellow accents. The form is divided into three main sections, each with a yellow header bar. The first section is titled "Internet Listings" and contains a label "Virtual Tour URL:" followed by a single-line text input field. The second section is titled "Listing Image" and contains a note: "If you are uploading media for your listing, please note that we use IMAGES ONLY for Internet listings and HI-RESOLUTION LOGOS ONLY for Membership Directory listings." Below this note is a greyed-out area with the text "Images are not available for this type of listing." The third section is titled "Website Notifications" and contains a label "Email To Notify:" followed by a multi-line text input field.

9. Listing Image: Images you have added to your listing will appear here (Please review instructions on Adding and Managing Assets).

10. Website Notifications: Enter the email address if you wish to received notifications.