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/)
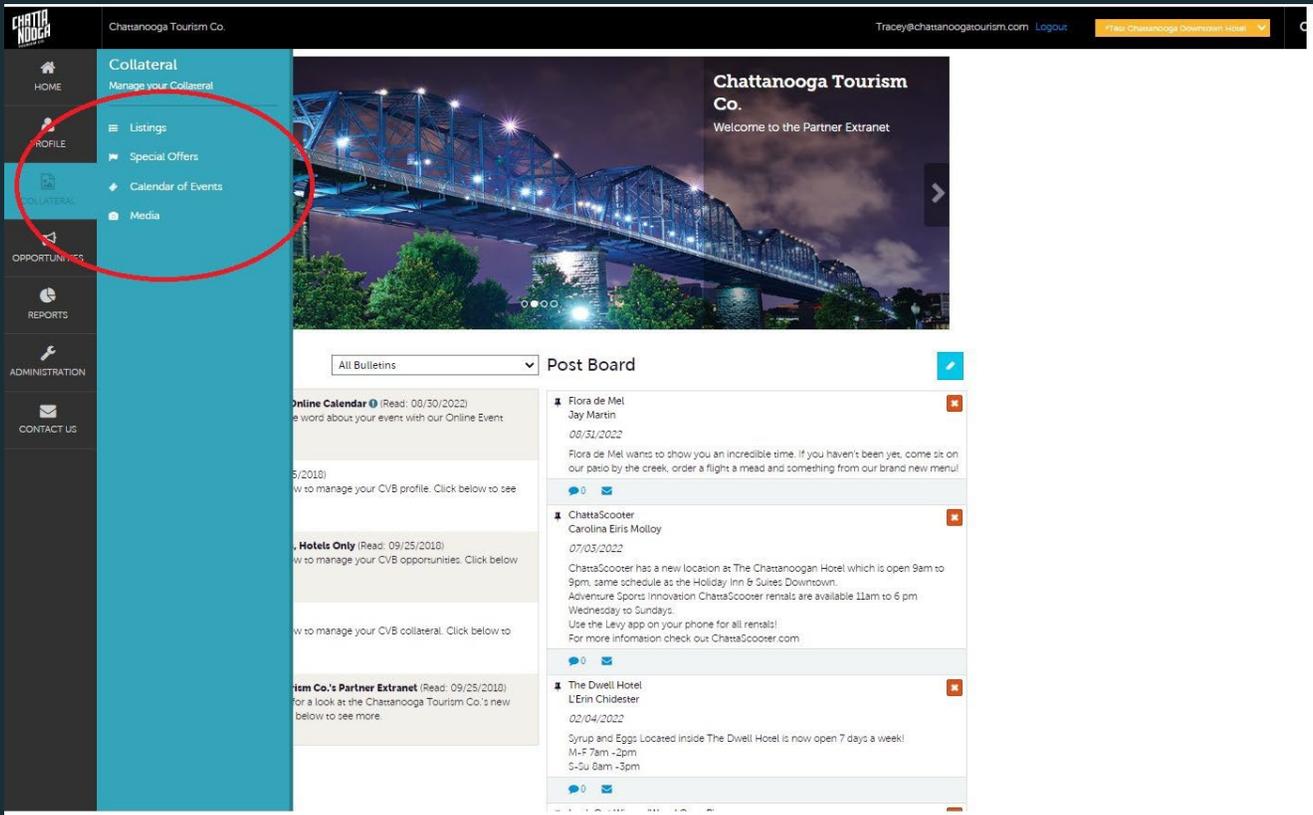
1. Login into your Chattanooga Tourism Co. Partner Portal using your username (your full email address) and your password and view your home page:
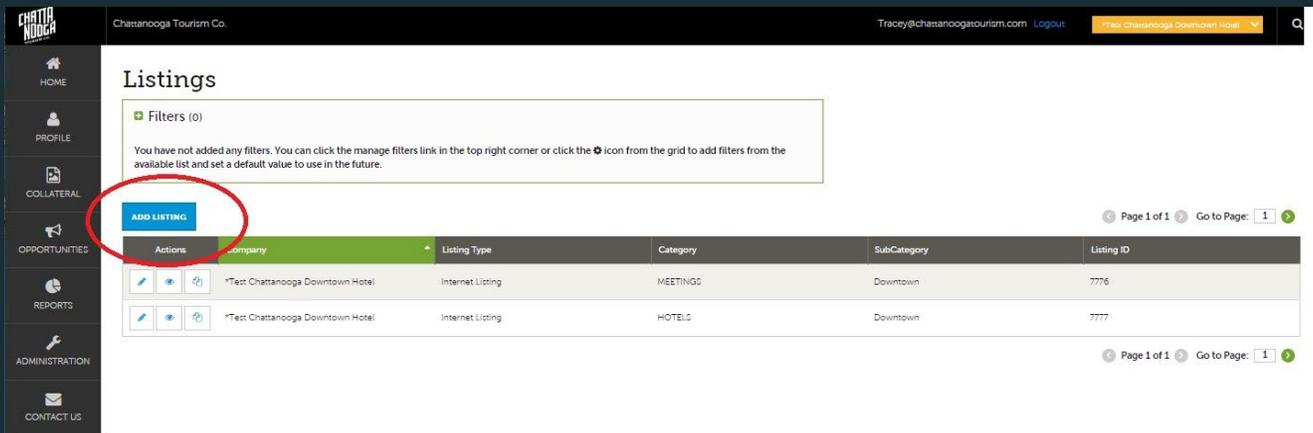
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2. **Select "Collateral" and "Listing"**

3. **Click on "ADD LISTING."**

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4. There are six sections to enter your company information: Listing Information, Categories, Details, Internet Listings, Listing Image and Website Notifications.

5. Listing Information: Your account name(s) will appear automatically, please choose options from dropdown menus for listing, contacts and address. Enter a description of your company and add key words that may be used as searches for your company on the Chattanooga Tourism Co. website.

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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:

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:

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You may choose an additional category and subcategory.

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8. Details will contain information on your company.

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.