

Partner Portal Instructions

ADDING AND MANAGING ASSETS



Assets, such as images, video, documents and audio, are needed to keep an organization's list updated and useful. Admins or users who have access to the contributor portal can add assets.

Chattanooga Tourism Co. recommends updating assets on a regular basis to keep your web listing relevant and meet the needs of users.

UPLOADING ASSETS

1. Login to your account.

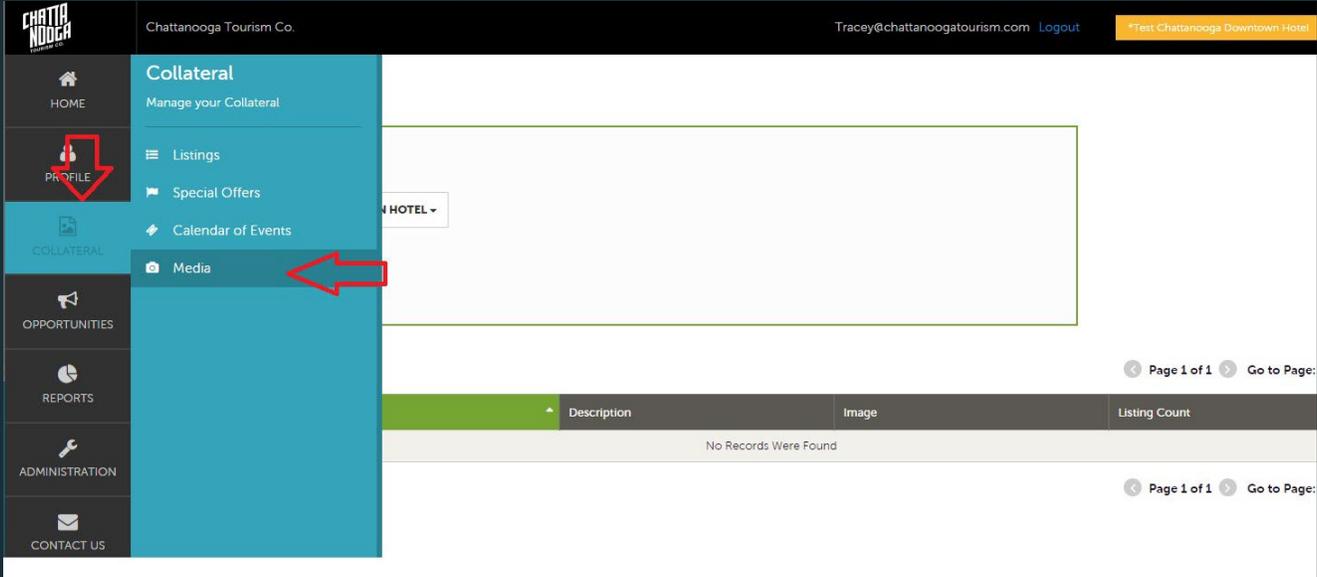
Please contact Tracey Williams at tracey@chattanoogatourism.com or 423-424-4457 if you need your password reset or need help updating your profile.

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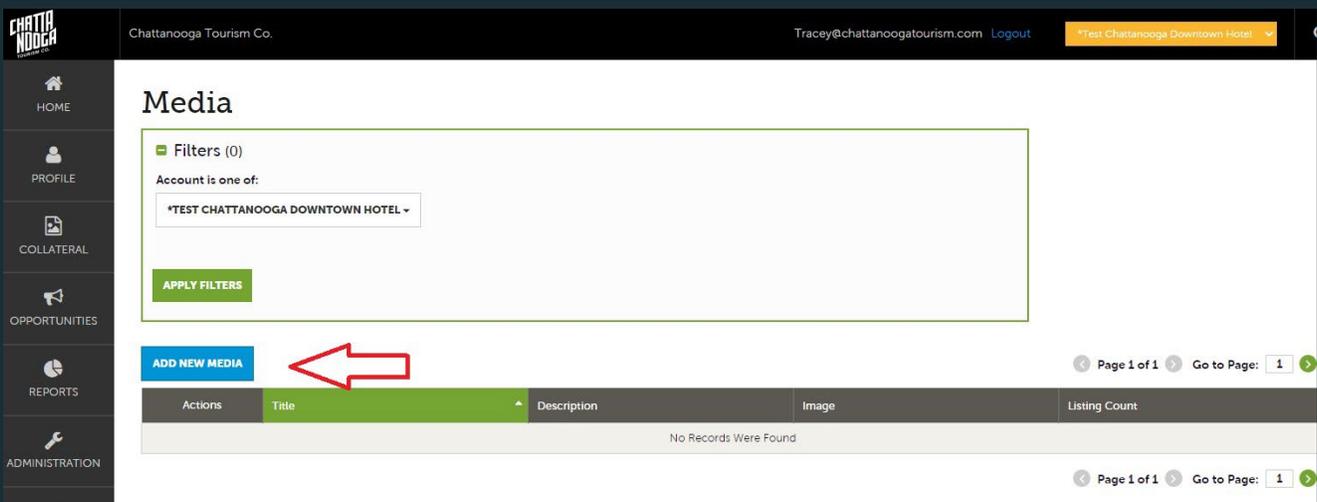
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2. Click on "Collateral" and then click on "Media."



3. Click on "Add Media."

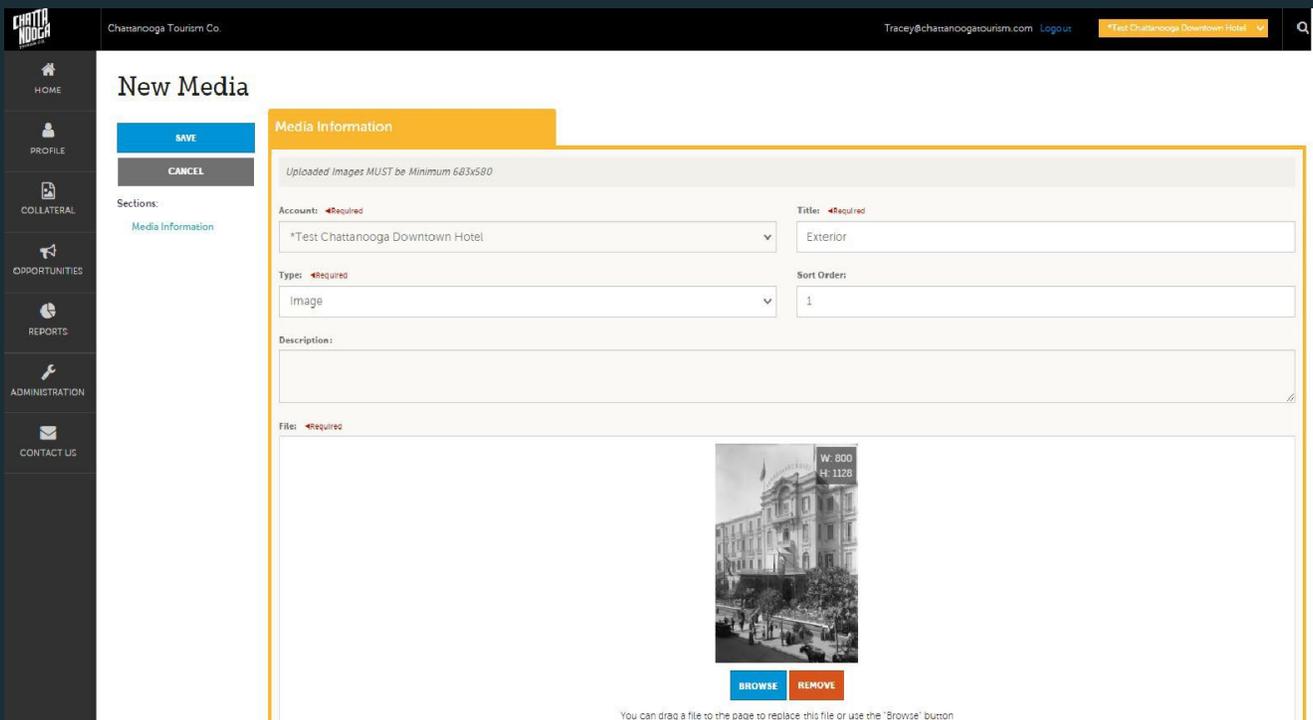


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4. Enter "Title," use dropdown menu to select "logo," "image," or "youtube." If you are entering multiple photos add a number for the sort order in which the photos will appear. Then drag and drop the photo and a small thumbnail will show in the window.



5. Click on the blue "SAVE" button. Please allow about 2 hours for your changes to appear on the Chattanooga Tourism Co. website.