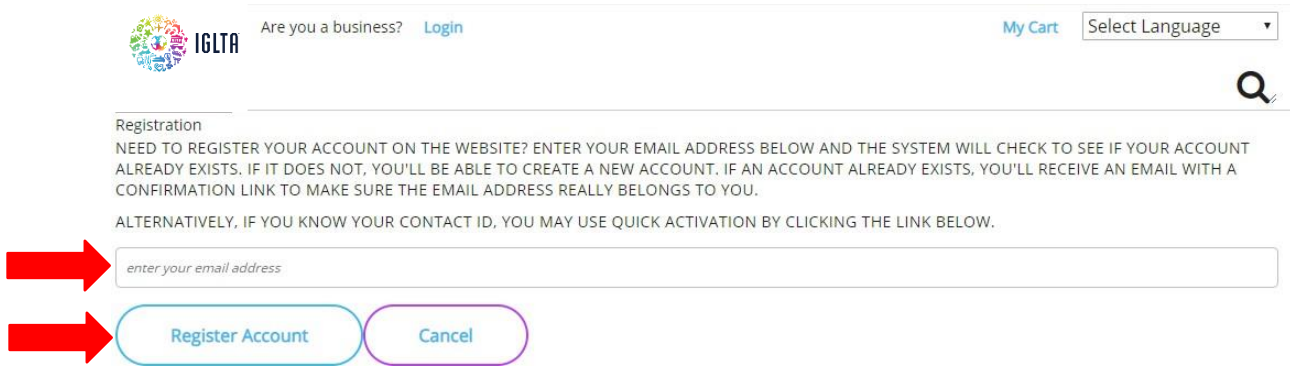


1) Activate your account

- a. Visit <https://www.iglta.org/register>
- b. Enter your email address that is already associated with your IGLTA membership.
Please do NOT register with a different email account or create a new account.



- c. Click "Register Account" below the email field.

Thank you for registering! We have sent a confirmation email with a link to create your username and password to your primary email address on record.

If you did not receive your confirmation email, it may be possible that your email service marked it as spam. You may wish to ensure that membership@iglta.org is in your address book.

[CLICK HERE TO RETURN TO SIGN IN](#)

- d. You will receive a confirmation email with a link to create your username and password. **Copy** and **Paste** the customized link into your browser to create your username and password.



2) Renew Your Membership

- a. Sign-in using your newly created credentials.
- b. Navigate on the righthand side to the page to "Manage Company and Employees".

EMMA ADELMAN
 IGLTA FOUNDATION
 Upload Photo
 EMAIL:

Membership Info

NO MEMBERSHIP INFORMATION ON RECORD.

[View Listings](#)

ACCOUNT ACTIONS

- [Edit Profile](#)
- [Address Book](#)
- [Contact Information](#)
- [Demographics](#)
- [Make a Donation](#)
- [Change Username](#)
- [Reset Password](#)

Demographics

Description

There are no demographics to display.

COMPANY AFFILIATIONS

[Create/Affiliate with Company](#)

- IGLTA FOUNDATION (ADMIN)
 STARTED: 1/23/2019
- [MANAGE COMPANY AND EMPLOYEES](#)
 - [LEAVE COMPANY](#)



Recent Orders

c. Click "View Listing" below your membership information."


IGLTA FOUNDATION
 IGLTA FOUNDATION
 Upload Photo
 REMOVE
 EMAIL:
 WEBSITE:
 HTTP://WWW.IGLTAFOUNDATION.ORG

Membership Info

TYPE:
 MEMBER TYPE: ORGANIZATIONAL
 LISTING NAME:
 EXPIRES:

[View Listings](#)

[Back to My User Home](#)


ACCOUNT ACTIONS

- [Edit Profile](#)
- [Address Book](#)
- [Contact Information](#)
- [Manage Employees](#)



d. Click "Renew" to renew or rejoin your company as an IGLTA member.

[+ Add New](#)

ID	Partner Type	Membership Name	Type	Expiration	Status	
31062		IGLTA Test	Associate Member	8/31/2016	Published	Open Renew

Showing 1 to 1 of 1 rows



e. Select the appropriate member type for your business. If the options are not correct, please contact membership@IGLTA.org to have this updated/changed.

f. Proceed to the payment page to purchase and renew your membership.

3) Update your Listing

a. Login to your account using the updated username and password.

b. Navigate on the righthand side to the page to “Manage Company and Employees”.

The image shows a user profile for Emma Adelman. On the left is a profile picture placeholder with an "Upload Photo" button. To the right of the photo, the name "EMMA ADELMAN" is displayed in bold, followed by "IGLTA FOUNDATION" and "EMAIL:". Below this is a "Demographics" section with a "Description" field containing the text "There are no demographics to display." To the right of the profile is a "Membership Info" section with the text "NO MEMBERSHIP INFORMATION ON RECORD." and a "View Listings" button. On the far right, there are two panels: "ACCOUNT ACTIONS" with links for Edit Profile, Address Book, Contact Information, Demographics, Make a Donation, Change Username, and Reset Password; and "COMPANY AFFILIATIONS" with a link for Create/Affiliate with Company. Below that, it shows "IGLTA FOUNDATION (ADMIN)" with "STARTED: 1/23/2019" and two links: "MANAGE COMPANY AND EMPLOYEES" (highlighted with a red arrow) and "LEAVE COMPANY".

c. Click “View Listing” below your membership information.”

The image shows a company listing for IGLTA Foundation. On the left is the IGLTA Foundation logo and a profile picture placeholder with "Upload Photo" and "REMOVE" buttons. To the right of the logo, the name "IGLTA FOUNDATION" is displayed in bold, followed by "IGLTA FOUNDATION", "EMAIL:", "WEBSITE:", and "HTTP://WWW.IGLTAFOUNDATION.ORG". Below this is a "Membership Info" section with fields for TYPE, MEMBER TYPE, LISTING NAME, and EXPIRES. A "View Listings" button is located below the membership info, highlighted with a red arrow. On the right, there is a "Back to My User Home" button and an "ACCOUNT ACTIONS" panel with links for Edit Profile, Address Book, Contact Information, and Manage Employees.

d. Click “Open” to edit your company’s public listing on the IGLTA website.

The image shows a table of company listings. At the top right is a "+ Add New" button. The table has columns for ID, Partner Type, Membership Name, Type, Expiration, Status, and actions. The first row shows ID 31062, Partner Type (with a question mark icon), Membership Name "IGLTA Test", Type "Associate Member", Expiration "8/31/2016", and Status "Published". Below the status are two buttons: "Open" (highlighted with a red arrow) and "Renew". Below the table, it says "Showing 1 to 1 of 1 rows".

ID	Partner Type	Membership Name	Type	Expiration	Status	
31062		IGLTA Test	Associate Member	8/31/2016	Published	Open Renew

e. Click “Open for Edit” to update all information.

Published: **IGLTA Test**

Introduction

General

Contact Information

Images

Amenities

Categories

Social

Notifications


Locations

Tours, Events & Specials

INTRODUCTION

Thank you for contributing a business listing to the IGLTA directory. Click on the tabs in the lefthand navigation to add and/or update your information. Be sure to maintain up-to-date contact information in the "Notifications" section so you can receive alerts or special notices about your listing.

You can save your progress without finishing at any time. When you are finished and ready to submit it for review, be sure to click on the button labeled "Save & Submit For Review". You can still make changes, and recall it from review status, until your listing is actively being reviewed. Once it is being actively reviewed you may view your listing details but no changes can be made.

Cancel  Open for edit

f. To add an event, tour or special, please click on that tab. Select "+Add New Event".

Draft: **IGLTA Test**

Introduction

General

Contact Information

Images

Amenities

Categories

Social

Notifications

Locations

Tours, Events & Specials

Review

FILTER BY TYPE

Search for ...

Scheduled
Tour


Tour
Package

Daily/Weekly
Tours and Activities

LGBTQ
Cruise

Special

Event

 **+ Add New Event**

ListingID	AffiliationID	Title	Dates	Status	Type	Actions
Showing 1 to 1 of 1 rows						

g. Your listing will be reviewed and either approved or returned for updates.
 Please verify that all of your account information is accurate.