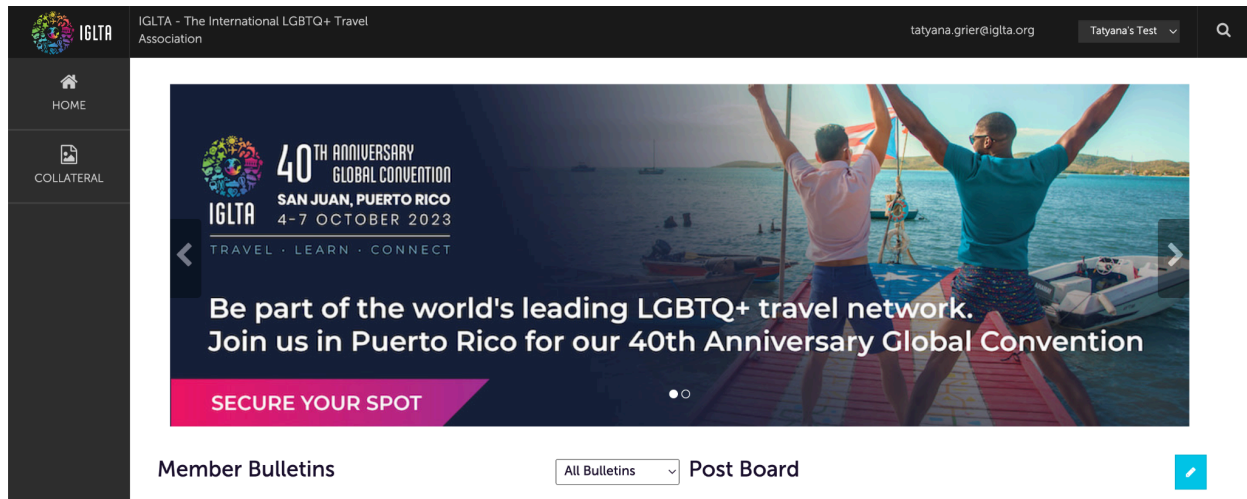


How to Create or Update a Listing

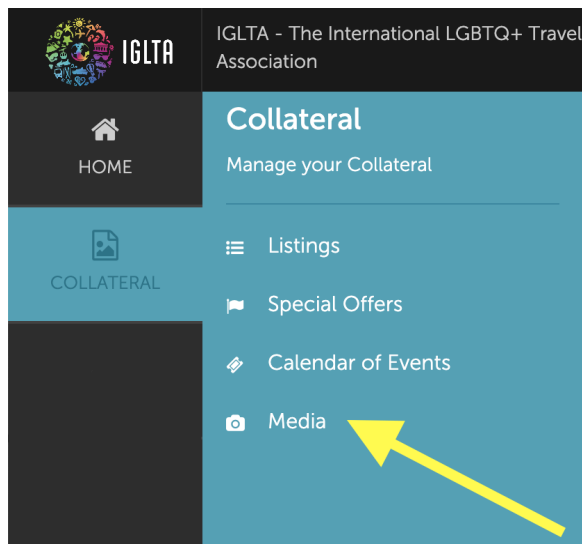
1) Log in to your [IGLTA member account](#) and select **My Listings**.

NOTE: You must be listed as the primary contact for the account to show the **My Listings** button.

2) Welcome to the **IGLTA Member Portal**! Explore the tabs on the left-hand menu.



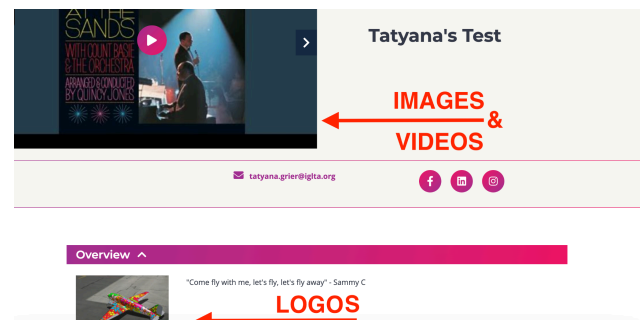
3) To add images or embed a video to a listing: Select **Media** from the Collateral menu.



a. Select your account and **Add New Media**.



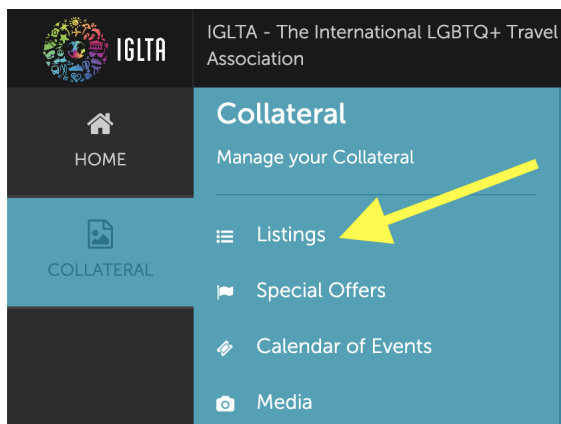
b. Reference for landing location of each media type:



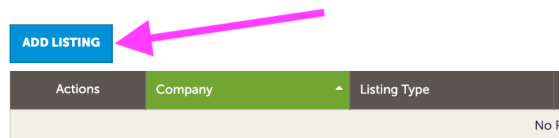
Add media to this folder BEFORE creating or updating a listing.

(SEE NEXT PAGE)

4) To create a listing: Select **Listings** from the Collateral menu.

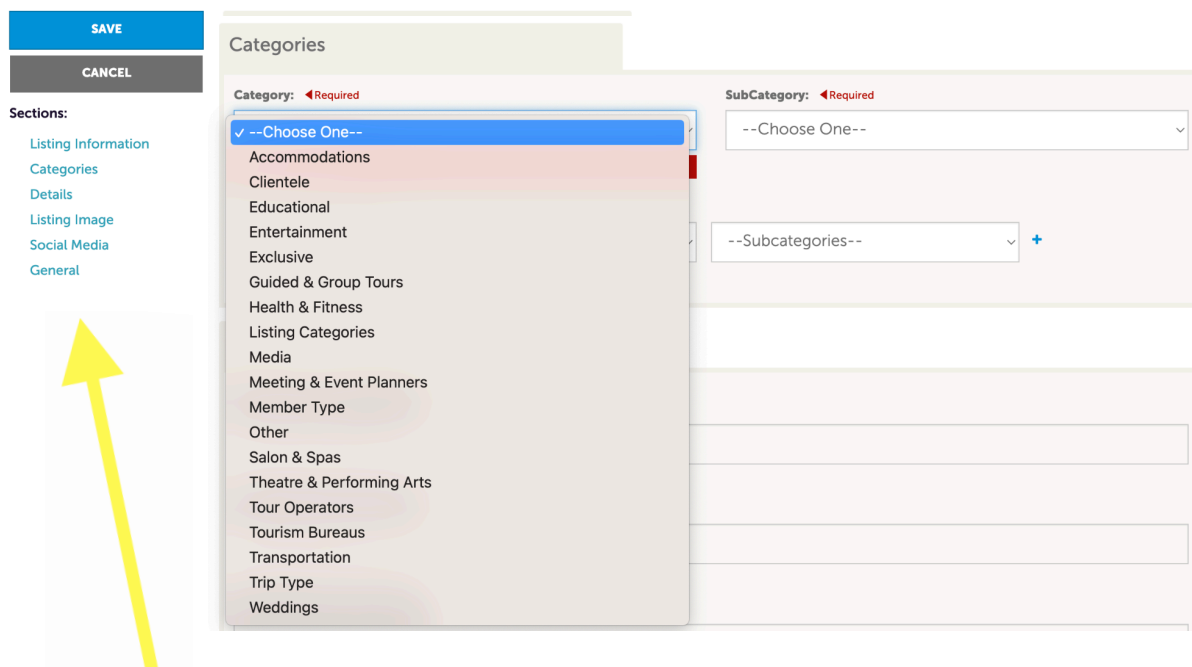


a. Select **Add Listing**.



5) Select your account and category from the drop-down menu for the listing you want to create.

New Listing



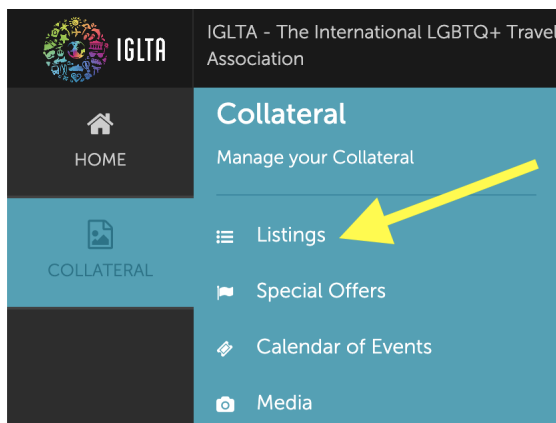
Jump to any section by clicking on its name. **Fill in all the required fields** of your listing.

6) Verify that all of the information is correct and click **Save**.

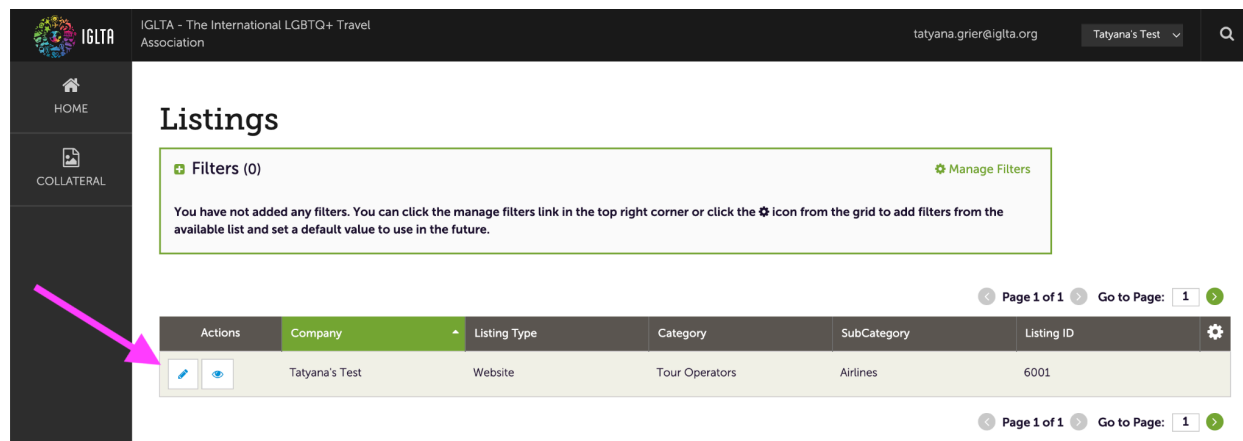
**Once your listing is approved by our Membership team,
you'll be able to submit edits and updates as needed!**

7) To update a listing: Select **Listings** from the Collateral menu.

Each company will have one active listing.



a. Select the **pencil icon** to edit the listing. You can use the **eye icon** to preview a listing.



8) **Update** and **fill in all the required fields** of your listing.

a. Verify that all of the information is correct and click **Save**.

Once your listing updates are approved by our Membership team,

you can resubmit edits as needed!

If you have any questions, please don't hesitate to reach out to our [membership team](#).