

1. Go to: <https://www.iglta.org/members/>

Click “Member Portal Login”

MEMBERS



Member Portal Login

2. Sign into your IGLTA Account.

Sign In
SIGN IN BELOW IF YOU ALREADY HAVE AN IGLTA MEMBERSHIP ACCOUNT.

username
PLEASE ENTER YOUR USERNAME.

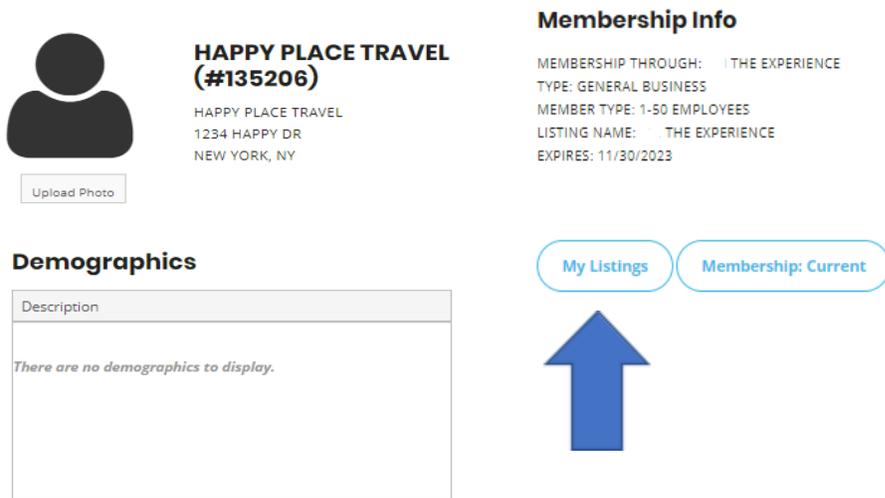
 password
PLEASE ENTER YOUR PASSWORD.

 [Sign In](#)

[CAN'T ACCESS YOUR ACCOUNT?](#)

If you do not know your login credentials you will need to reset your account by clicking the “CAN’T ACCESS YOUR ACCOUNT?” hyperlink featured above.

3. Next, you will need to click “My Listing” within your Company Profile Admin page.



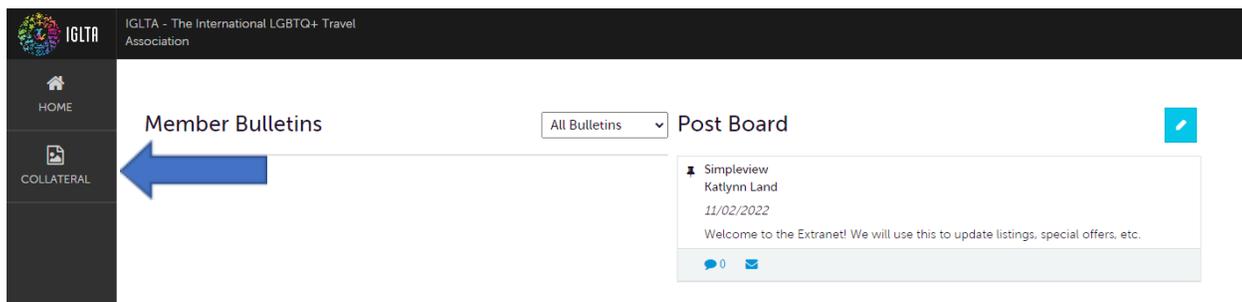
HAPPY PLACE TRAVEL (#135206)
 HAPPY PLACE TRAVEL
 1234 HAPPY DR
 NEW YORK, NY

Membership Info
 MEMBERSHIP THROUGH: THE EXPERIENCE
 TYPE: GENERAL BUSINESS
 MEMBER TYPE: 1-50 EMPLOYEES
 LISTING NAME: THE EXPERIENCE
 EXPIRES: 11/30/2023

Demographics
 Description
 There are no demographics to display.

My Listings **Membership: Current**

4. You will be taken to a new home page. Select “Collateral” on the left hand side task bar.



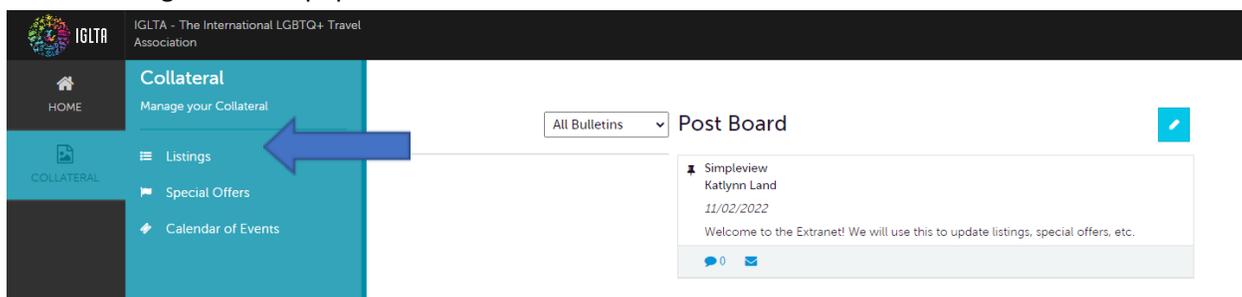
IGLTA - The International LGBTQ+ Travel Association

Member Bulletins All Bulletins Post Board

Collateral

Simpleview
 Katlynn Land
 11/02/2022
 Welcome to the Extranet! We will use this to update listings, special offers, etc.

5. Select “Listing” from the pop out menu.



IGLTA - The International LGBTQ+ Travel Association

Collateral
 Manage your Collateral

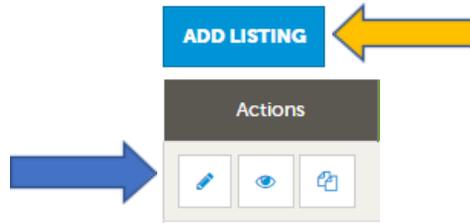
HOME COLLATERAL

☰ Listings
 📄 Special Offers
 📅 Calendar of Events

All Bulletins Post Board

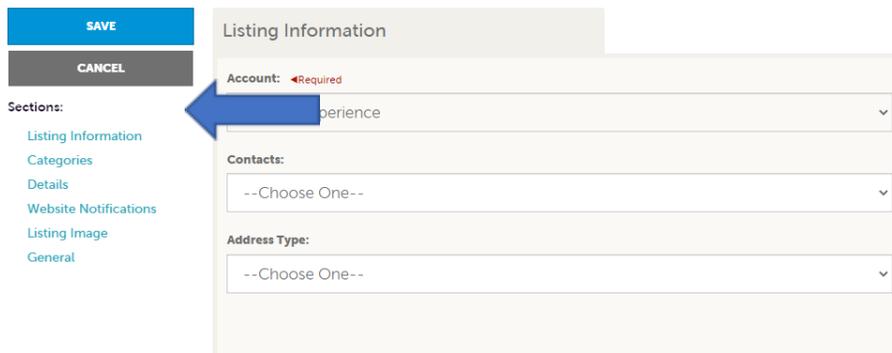
Simpleview
 Katlynn Land
 11/02/2022
 Welcome to the Extranet! We will use this to update listings, special offers, etc.

- From this page you will be able to add a new listing by selecting the “Add Listing” button shown by the yellow arrow or you can edit an existing listing by selecting the pencil icon shown by the blue arrow.



- Now it is time to update your listing! There is a list on the left hand side of page, these are all the details that will need to be publish your listing. You can jump to any section by clicking the section name or you can scroll up and down the New Listing page.

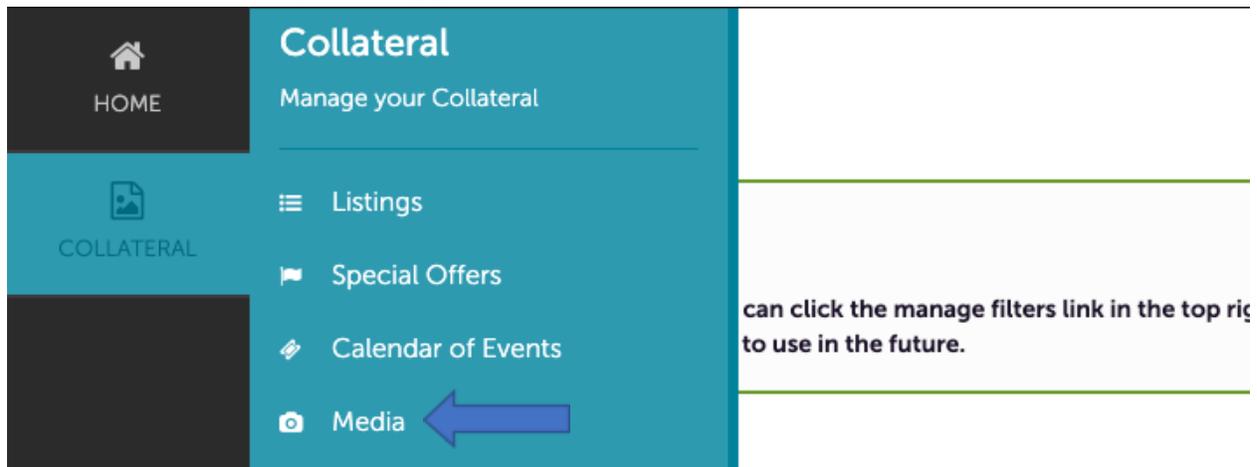
New Listing



A screenshot of the 'New Listing' form. On the left is a sidebar with a 'SAVE' button (blue) and a 'CANCEL' button (grey). Below these are 'Sections:' with a list of links: Listing Information, Categories, Details, Website Notifications, Listing Image, and General. The main form area is titled 'Listing Information' and contains several fields: 'Account: *Required' (with a red asterisk), a dropdown menu showing 'perience', 'Contacts:' with a '--Choose One--' dropdown, and 'Address Type:' with a '--Choose One--' dropdown. A blue arrow points to the 'Account' field.

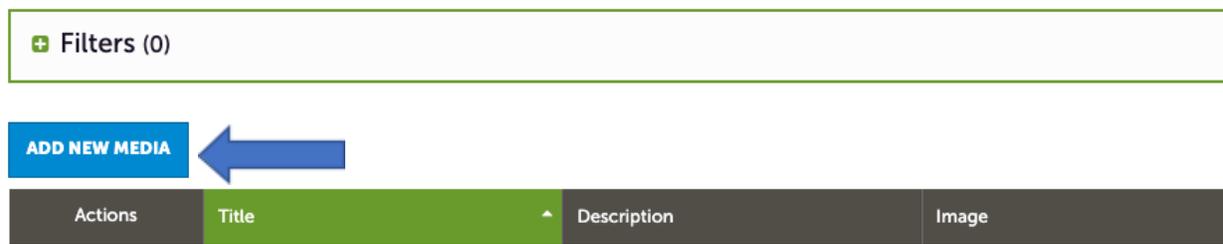
Please note some fields are ***Required** and you will not be able to save or submit without them being completed. You will see those fields identified with a “Required” label. If you are having trouble saving, make sure the “Required” fields have been completed.

8. To add media to your listing go back to the collateral menu and click on Media



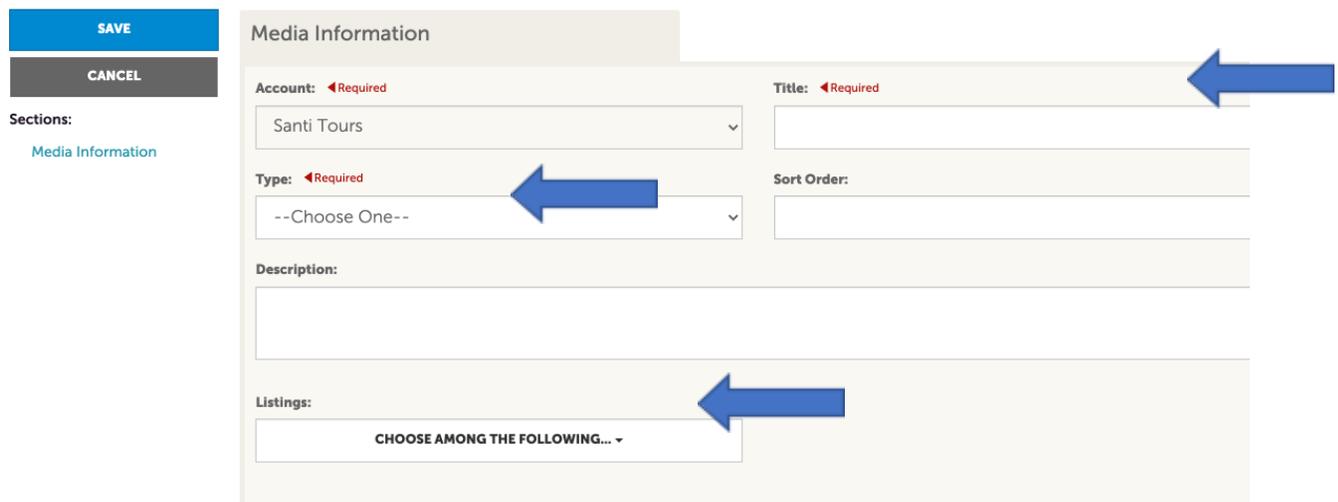
Then, click on Add new media:

Media



You will be taken to a Media information menu. Fill in all the required information and make sure to select the media type (image, logo or youtube). If the media you are selecting is to be displayed on your listing you can select it on the listing dropdown box and it will be automatically added to your company's listing, if the media is for an event, tour or special, you can leave this field blank.

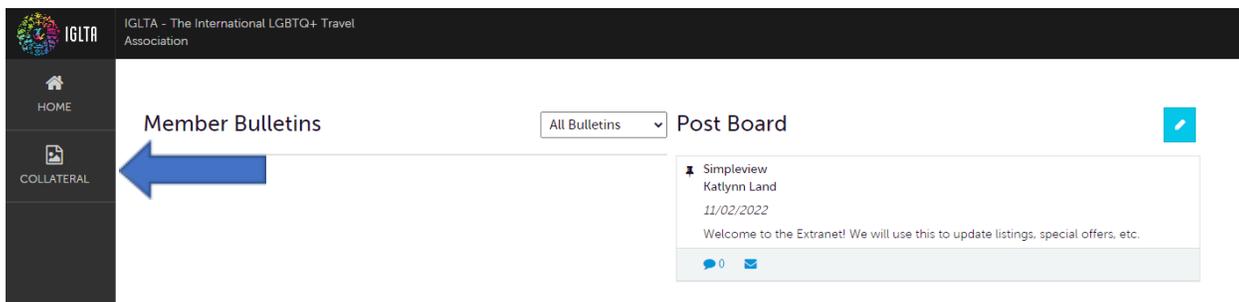
New Media



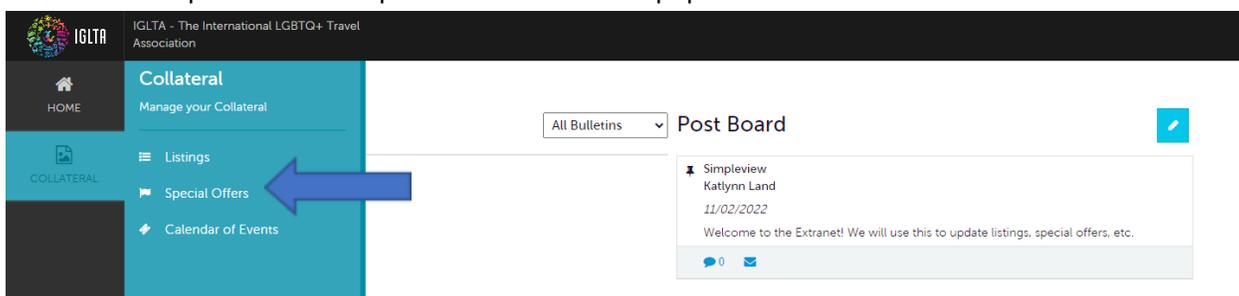
9. Go back to edit you listing and make sure your images have been assigned. Once you have verified all the information is correct, click on save to submit your listing for approval by the Membership team.

How to Add Tours, Specials and Events

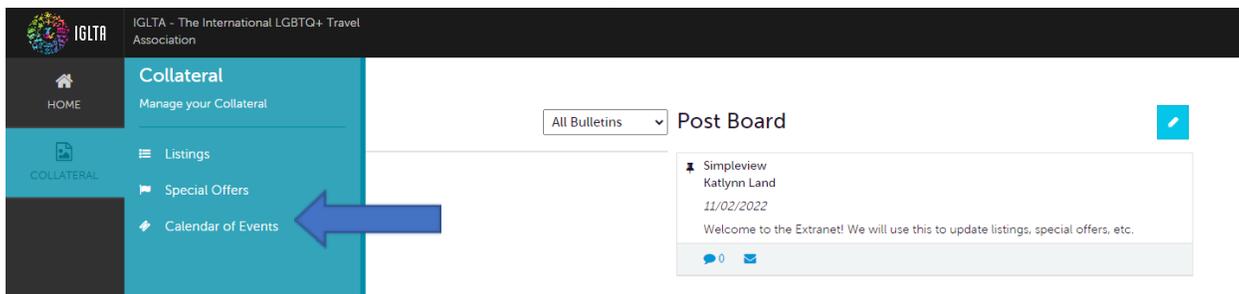
1. You will be taken to a new home page. Select “Collateral” on the left hand side task bar.



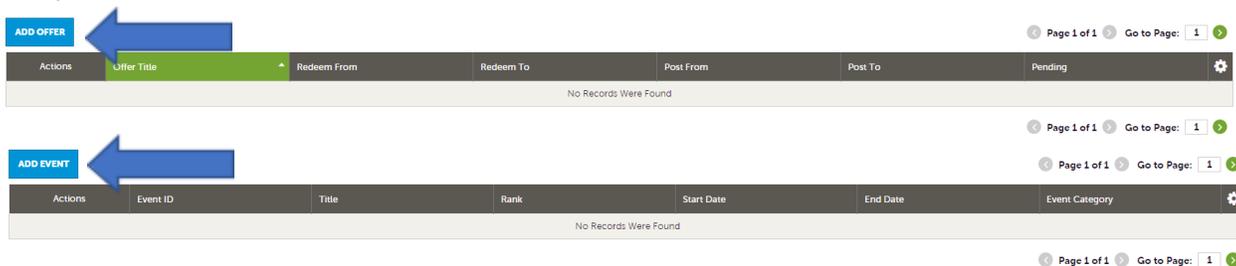
2. For Tours and Specials Select “Special Offers” from the pop out menu.



For Events Select “Calendar of Events” from the pop out menu.

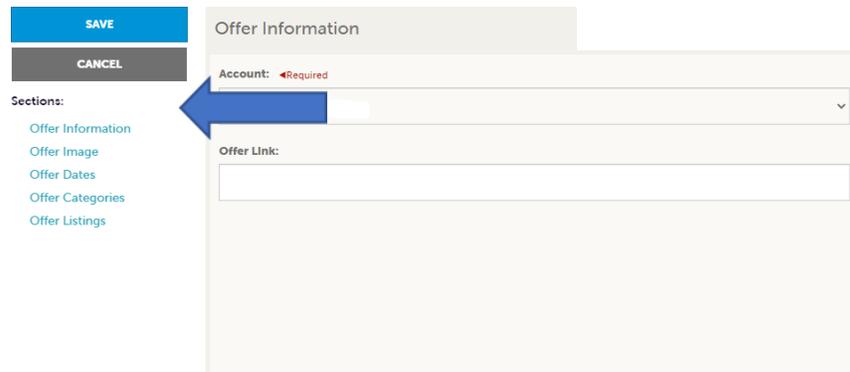


3. Next you will select “Add Offer” or “Add Event”.



- Now it is time to update your Offer or Event! There is a list on the left hand side of page, these are all the details that will need to be publish your offer or event. You can jump to any section by clicking the section name or you can scroll up and down the New Offer/Event page.

New Offer

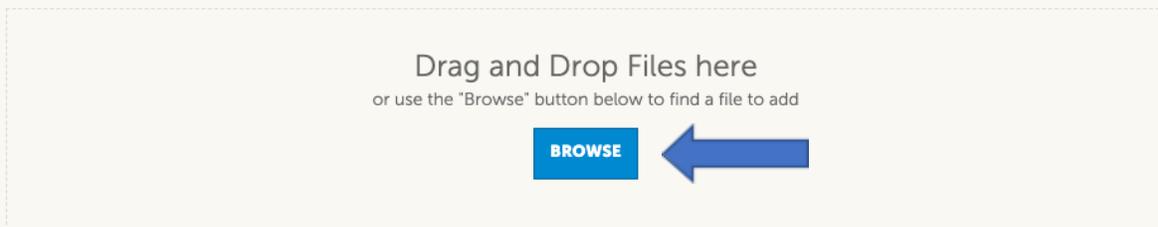


Please note some fields are **Required** and you will not be able to save or submit without them being completed. You will see those fields identified with a “Required” label. If you are having trouble saving, make sure the “Required” fields have been completed.

- Next add the photos for your event or tour directly on the image gallery section by clicking on browse and selecting a file from your computer.

No event recurrence, this event will occur only on the start date

Image Gallery



! 'Image Gallery' is required

6. Make sure your images have been assigned. Once you have verified all the information is correct, click on save to submit your event or tour for approval by the Membership team.