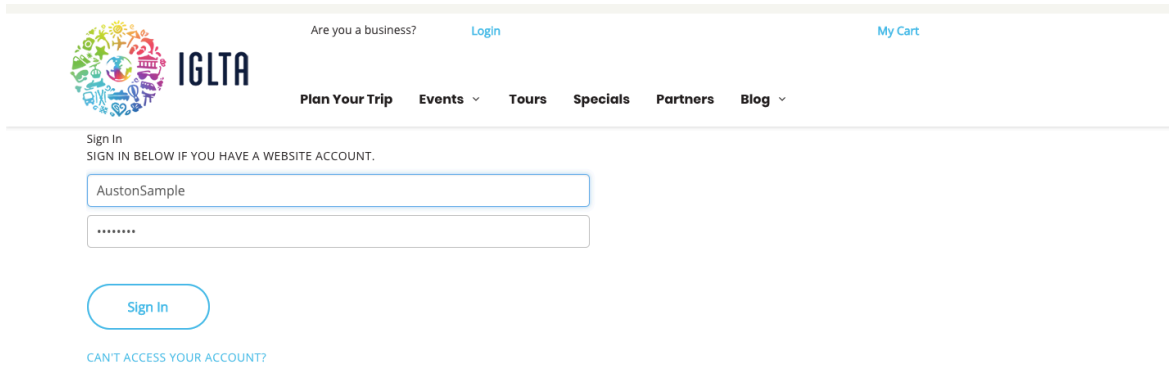


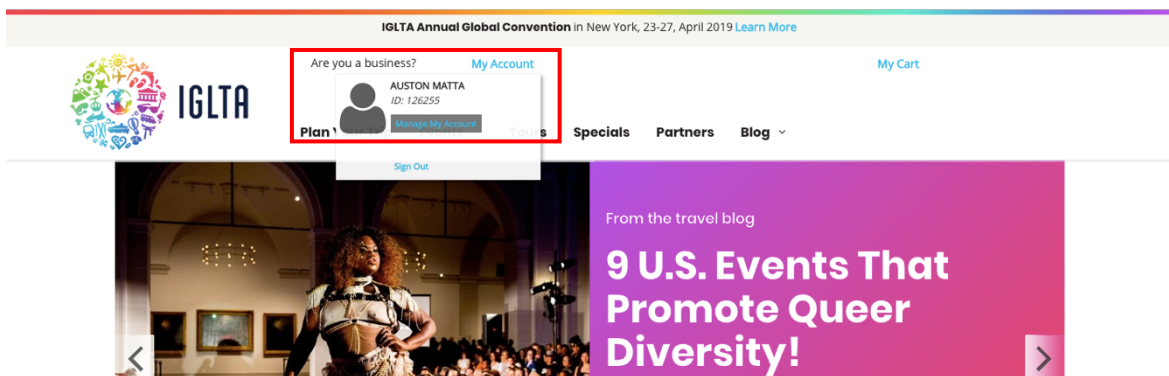
## How to Add Events, Tours & Specials via the IGLTA Website

1. Login to your account (<https://www.iglta.org/Sign-In>)
  - a. Enter your username or password
  - b. Contact membership support if you don't have access to your account: [membership@iglta.org](mailto:membership@iglta.org)

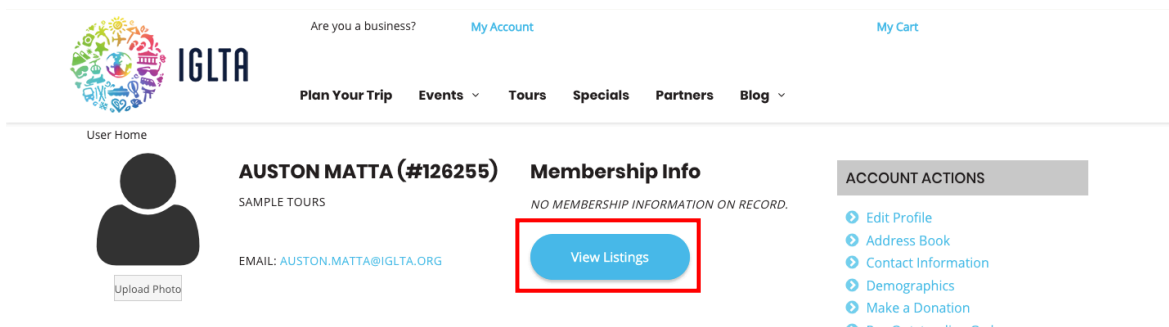


The screenshot shows the IGLTA website's login page. At the top, there is a navigation bar with the IGLTA logo, a link for 'Are you a business?', a 'Login' link, and a 'My Cart' link. Below the navigation bar, there is a 'Sign In' section with the text 'SIGN IN BELOW IF YOU HAVE A WEBSITE ACCOUNT.' There are two input fields: one for the username (containing 'AustonSample') and one for the password (containing six asterisks). Below the password field is a 'Sign In' button. At the bottom of the sign-in section, there is a link that says 'CAN'T ACCESS YOUR ACCOUNT?'.

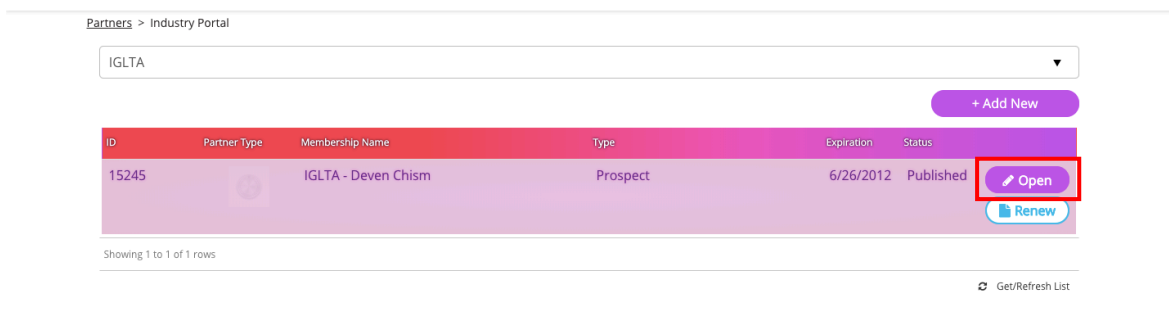
2. Click "My Account" then "Manage My Account" at the top of the page.



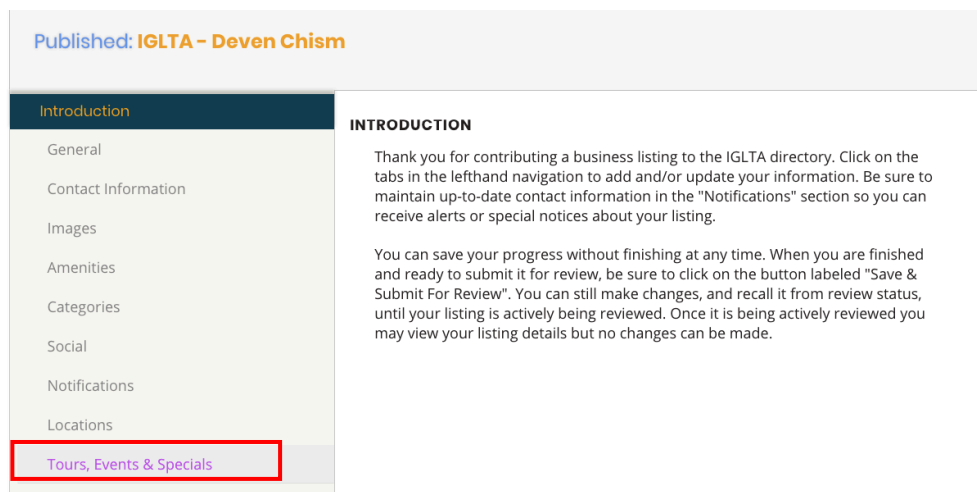
3. Click the "View Listings" button.



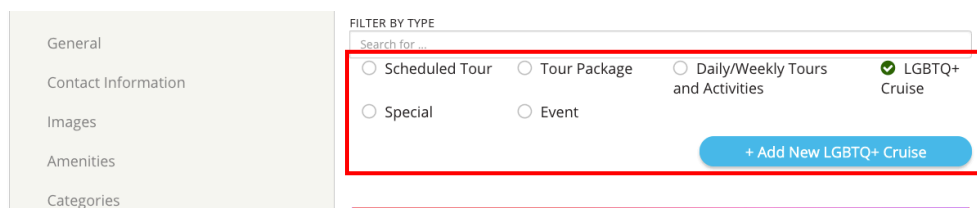
4. Select the listing where you want to add an Event, Tour or Special and click the “Open” button.



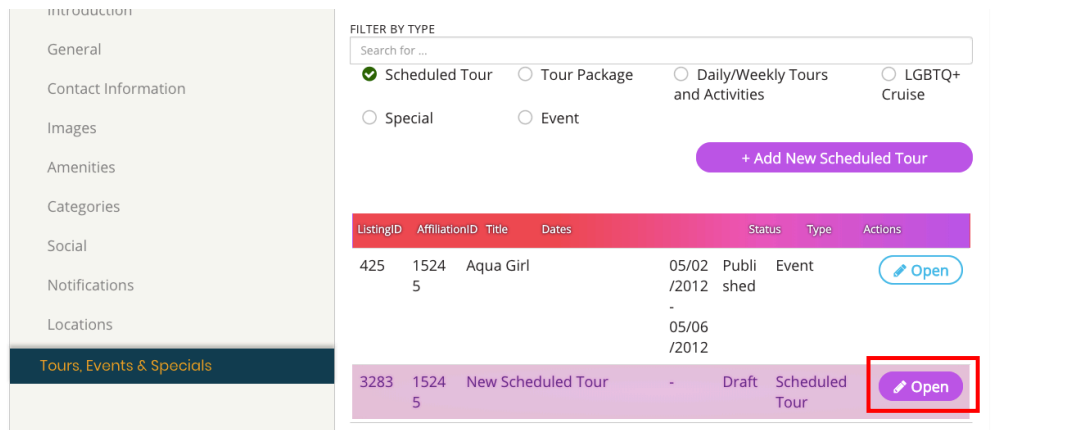
5. Click the “Tours, Events & Specials” tab.



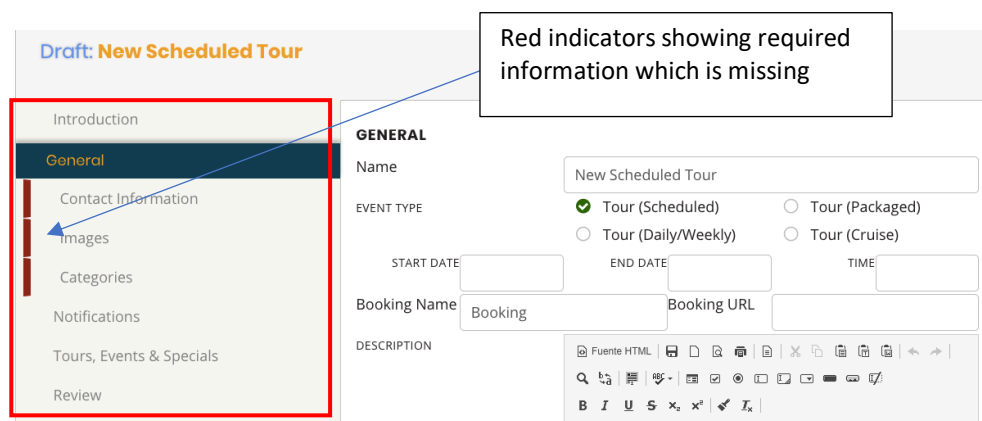
6. Select the listing type you’d like to add from the list below. The “+Add New...” button will change based on your selection.
  - a. Scheduled Tour
  - b. Tour Package
  - c. Daily/Weekly Tours & Activities
  - d. LGBTQ+ Cruise
  - e. Event
  - f. Special
7. Check the appropriate listing type and then click the button (e.g. “+Add New Event, Add New Tour, etc.)



8. Once the Event/Tour/Special is added, Click the “Open” button from the list to open and edit.



9. Add the listing information on the various tabs and content sections. Note that tabs marked with a red indicator show that the section is missing required information. This information is needed before you are able to submit the Event/Tour/Special on the website.



10. Be sure to add/update the most important information about your Event/Tour/Special including:
- Title (General tab)
  - Dates (General tab)
  - Description (General tab)
  - Price (General tab)
  - Address (Contact Information tab > Address tab)
  - Website & Email address (Contact Information tab > Communication tab) – note, you should click the Get Lat/Long from Address button after adding the address.
  - Photos (Images tab)

General

Contact Information

Images

Categories

Notifications

Tours, Events & Specials

Review

AddressCommunications

ADDRESS

This is the address that will show when customers search by location. You should put in the address that represents your tourism destination. Billing/Physical address should be in the Notification tab.

STREET

Enter Street Address

STREET (OTHER)

Enter Street Address (Other)

CITY

Enter City

COUNTRY

Afghanistan

POSTAL CODE

Enter Zip

DIRECTIONS

Enter Directions

LATITUDE

0

LONGITUDE

0

Find On Map

Get Lat/Long From Address

Images

Categories

Notifications

Tours, Events & Specials

Review

This is the address that will show when customers search by location. You should put in the address that represents your tourism destination. Billing/Physical address should be in the Notification tab.

STREET

1201 NE 26th st

STREET (OTHER)

Enter Street Address (Other)

CITY

Fort Lauderdale

COUNTRY

United States

STATE

Florida

POSTAL CODE

33305

DIRECTIONS

Enter Directions

LATITUDE

0

LONGITUDE

0

Find On Map

Get Lat/Long From Address

Cancel

Delete

Save

Save & Submit For Review

General

Contact Information

Images

Categories

Notifications

Tours, Events & Specials

Review

Address

Communications

PHONE NUMBERS

MAIN

WEBSITES

WEBSITE LABEL

WEBSITE URL

EMAIL ADDRESS

EMAIL LABEL

EMAIL

General

Contact Information

Images

Categories

Notifications

Tours, Events & Specials

Review

IMAGES

Images are uploaded without a default caption. Images will move automatically into the gallery GUI after the upload and verification is complete. To add a caption, hover over the image and clicking "Edit Information" option in the menu. If, an image does not move automatically into the gallery, an error occured or the upload timed-out. Refresh the form, and try again for those images.

Drag & Drop files or click here to upload.

General

Contact Information

Images

Categories

Notifications

Tours, Events & Specials

Review

Categories

EVENT CATEGORIES

EVENT TAXONOMY

AUDIENCE

EVENT TYPE

11. You can click the “Save” button to save your changes. Once you save, you can return at a later time to submit the Event/Tour/Special. Or you can complete the info and submit immediately.

PRICE TEXT

Cancel Delete Save Save & Submit For Review

12. Once all information has been input, click the “Save & Submit for Review” button. Please note that if the “Save & Submit for Review” button is not available, it means you need to return to one of the tabs with the red indicator and fill in the missing required information. Your listing will be reviewed by an IGLTA staff member and published upon review. This process can take up to 72 hours.

Notifications

Tours, Events & Specials

Review

Notification tab.

STREET 1201 NE 26th st

STREET (OTHER) Enter Street Address (Other)

CITY Fort Lauderdale

COUNTRY United States

STATE Florida

POSTAL CODE 33305

DIRECTIONS Enter Directions

LATITUDE 26.1597722

LONGITUDE -80.13034049999999

Find On Map Get Lat/Long From Address

Cancel Delete Save Save & Submit For Review

This button is not available if required info marked in red is not filled out completely.

13. Once the listing is approved and published by IGLTA staff, you can find it on the corresponding website pages: Events, Tours or Specials.

