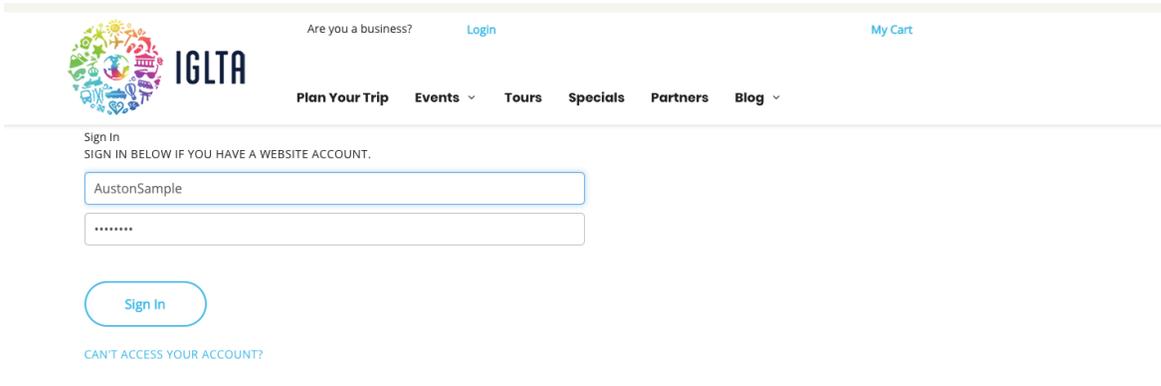


How to Add Multiple Locations to Your Profile

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



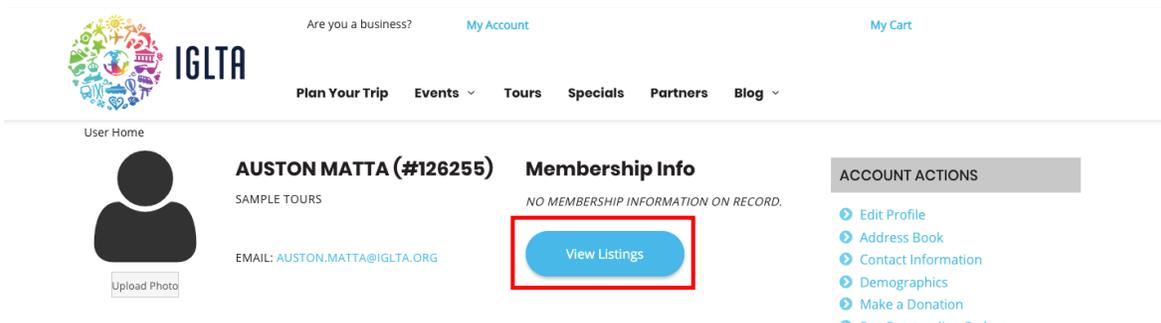
The screenshot shows the IGLTA website's sign-in page. At the top left is the IGLTA logo. To its right are links for "Are you a business?", "Login", and "My Cart". Below these are navigation links: "Plan Your Trip", "Events", "Tours", "Specials", "Partners", and "Blog". The main content area is titled "Sign In" and "SIGN IN BELOW IF YOU HAVE A WEBSITE ACCOUNT." It features two input fields: one for the username "AustonSample" and one for a password represented by dots. A "Sign In" button is located below the fields. At the bottom left of the sign-in area, 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.



The screenshot shows the IGLTA website's user profile page. At the top, there is a banner for the "IGLTA Annual Global Convention in New York, 23-27, April 2019" with a "Learn More" link. Below the banner is the IGLTA logo and navigation links: "Are you a business?", "My Account", and "My Cart". A user profile card is visible, showing the name "AUSTON MATTA" and ID "126255". A "Manage My Account" button is highlighted with a red box. Below the profile card is a "Sign Out" button. The main content area features a travel blog post titled "9 U.S. Events That Promote Queer Diversity!" with a pink background and a photo of a person in a costume.

3. Click the "View Listings" button.



The screenshot shows the IGLTA website's user profile page. At the top left is the IGLTA logo. To its right are links for "Are you a business?", "My Account", and "My Cart". Below these are navigation links: "Plan Your Trip", "Events", "Tours", "Specials", "Partners", and "Blog". The main content area is titled "User Home" and features a user profile card for "AUSTON MATTA (#126255)". The card includes a "SAMPLE TOURS" link, an email address "EMAIL: AUSTON.MATTA@IGLTA.ORG", and a "View Listings" button highlighted with a red box. To the right of the profile card is a section titled "ACCOUNT ACTIONS" with a list of links: "Edit Profile", "Address Book", "Contact Information", "Demographics", "Make a Donation", and "Pay Outstanding Order".

4. Select the listing where you want to add multiple locations and click the “Open” button.

Partners > Industry Portal

IGLTA

+ Add New

ID	Partner Type	Membership Name	Type	Expiration	Status	
15245		IGLTA - Deven Chism	Prospect	6/26/2012	Published	Open Renew

Showing 1 to 1 of 1 rows

Get/Refresh List

5. Click the “Locations” tab.

Published: IGLTA - Deven Chism

Introduction

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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.

6. Select the locations where your business offers products or services from the menu.

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Review

Location

Location

- Location Taxonomy
 - Africa
 - Antarctica
 - Asia & Middle East
 - Australia & Pacific
 - Central America & Caribbean
 - Europe
 - Austria
 - Belgium
 - Bulgaria
 - Croatia

Note: The Multiple Location option is meant to show travelers the locations in which you offer an actual tourism product. In other words, these locations are not where your customers or clients come from, but places where you operate. Listing locations where you do not actually conduct business or provide products and services is against IGLTA policy and these locations will be removed during the review/publishing process.

7. Add the listing information on the various tabs and content sections, if required. 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 your listing.

Red indicators showing required information which is missing

General ✎

Contact Information

Images

Categories

Notifications

Tours, Events & Specials

Review

Address Communications

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

STREET (OTHER)

CITY

COUNTRY

POSTAL CODE

DIRECTIONS

LATITUDE

LONGITUDE

[Find On Map](#) [Get Lat/Long From Address](#)

8. You can click the “Save” button to save your changes. Once you save, you can return at a later time to submit the listing. Or you can complete the info and submit immediately.

PRICE TEXT

Fuente HTML

B I U S x₂ x₃

Estilo | Formato | Fuente | Tamaño | A | B

[Cancel](#) [Delete](#) **Save** [Save & Submit For Review](#)

9. 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.

The screenshot shows a form titled "Notification tab." with a sidebar on the left containing "Notifications", "Tours, Events & Specials", and "Review". The form fields include: 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), and LONGITUDE (-80.13034049999999). Below the fields are buttons for "Find On Map", "Get Lat/Long From Address", "Cancel", "Delete", "Save", and "Save & Submit For Review". A text box on the left states: "This button is not available if required info marked in red is not filled out completely." Blue arrows point from this text box to the red error bars on the STREET, CITY, POSTAL CODE, and LATITUDE fields. The "Save & Submit For Review" button is highlighted with a red border.

Field	Value
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

Buttons: Cancel, Delete, Save, Save & Submit For Review

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