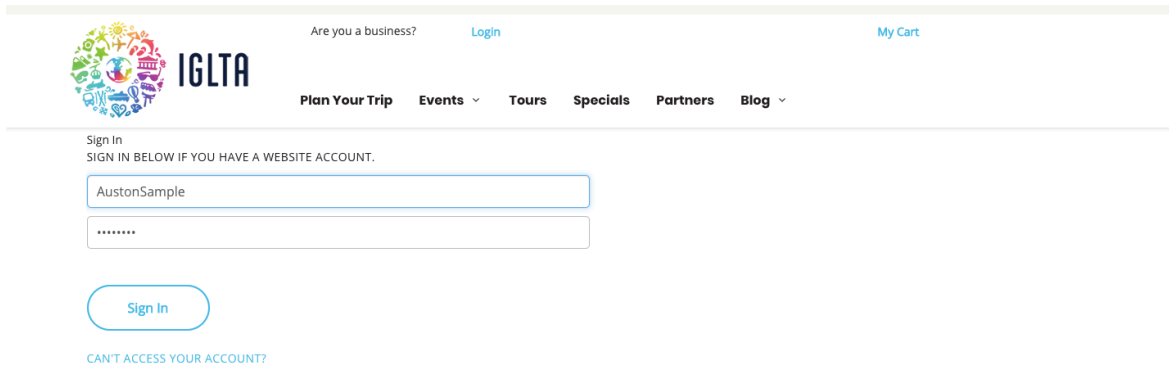


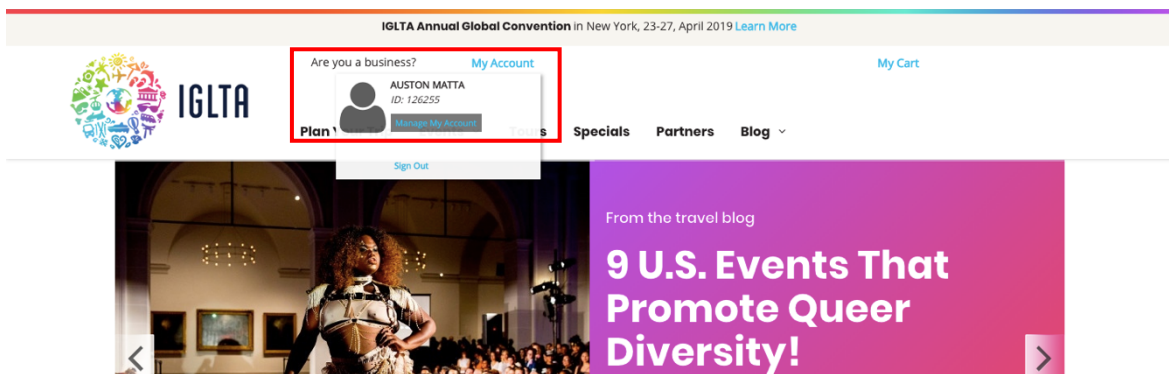
How to Add Multiple Locations to Your Profile

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

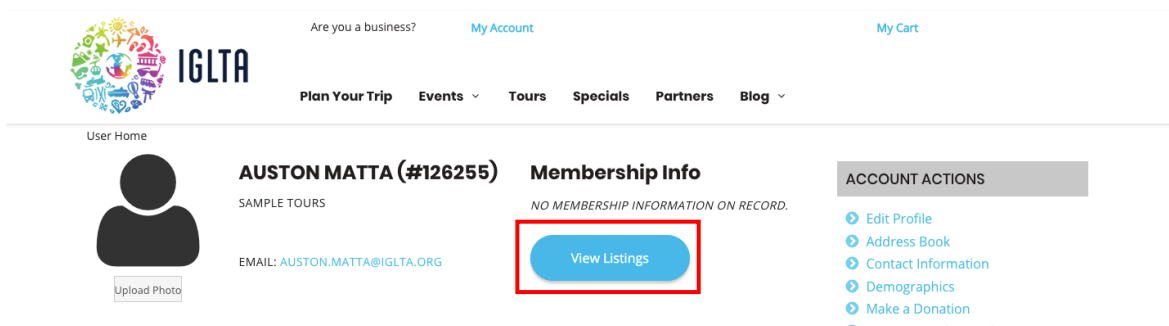


The screenshot shows the IGLTA website's sign-in page. At the top, there's a navigation bar with the IGLTA logo, a link for 'Are you a business?', a 'Login' link, and a 'My Cart' link. Below the navigation bar, there's a section for signing in. It includes a text input field for the username (containing 'AustonSample') and a password input field (masked with dots). A 'Sign In' button is located below the input fields. At the bottom of the sign-in section, there's a link that says 'CAN'T ACCESS YOUR ACCOUNT?'.

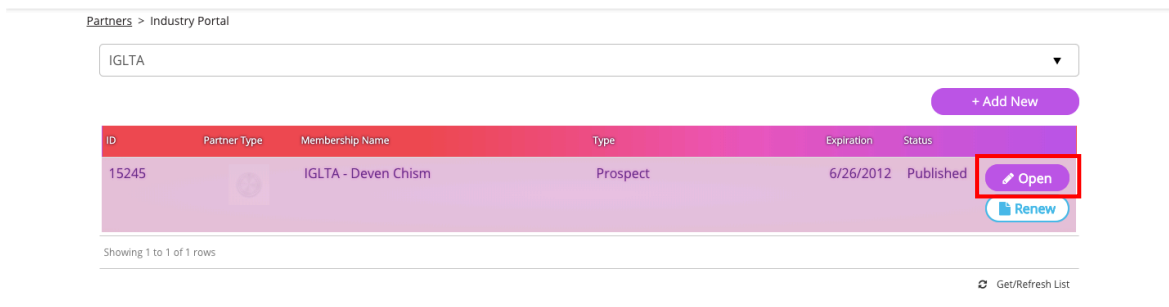
2. Click “My Account” then “Manage My Account” at the top of the page.



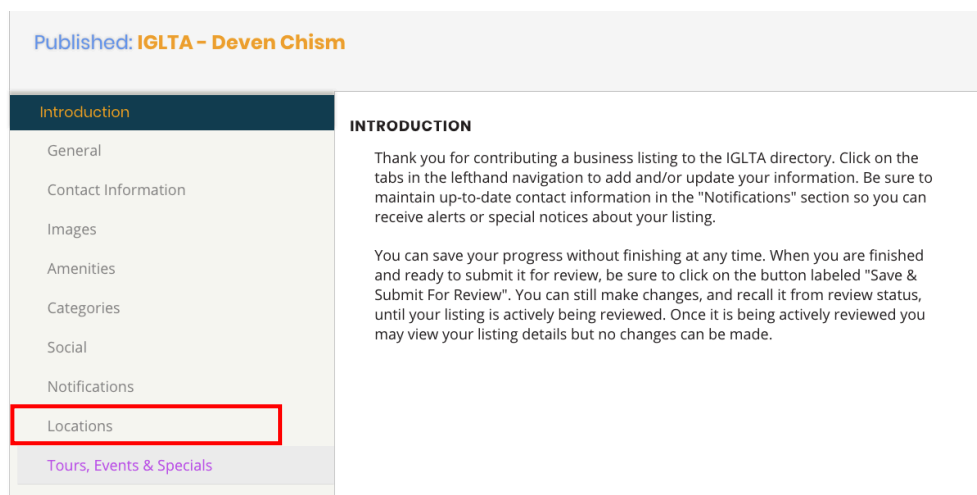
3. Click the “View Listings” button.



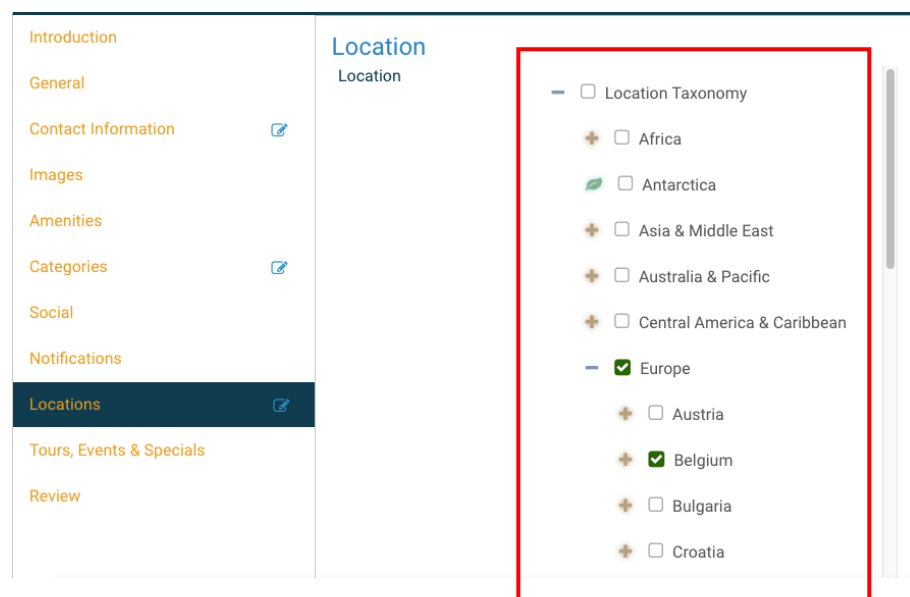
4. Select the listing where you want to add multiple locations and click the “Open” button.



5. Click the “Locations” tab.



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



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

The screenshot shows the 'Address' tab of a listing creation form. On the left, a sidebar contains tabs: 'General', 'Contact Information', 'Images', 'Categories', 'Notifications', 'Tours, Events & Specials', and 'Review'. The 'Contact Information' tab is highlighted with a red box and a red indicator. The main form area is titled 'ADDRESS' and contains a blue informational box stating: '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.' Below this, there are input fields for 'STREET', 'STREET (OTHER)', 'CITY', 'COUNTRY' (a dropdown menu showing 'Afghanistan'), 'POSTAL CODE', 'DIRECTIONS', 'LATITUDE', and 'LONGITUDE'. The 'Enter Street Address', 'Enter Street Address (Other)', and 'Enter City' fields are highlighted with a red box and a red indicator. At the bottom, there are two buttons: 'Find On Map' and '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

The screenshot shows the 'PRICE TEXT' section of the listing creation form. It features a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and link. Below the editor, there are three buttons: 'Cancel', 'Delete', and 'Save'. The 'Save' button is highlighted with a red box and a red indicator. To the right of the 'Save' button is a button labeled '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.

Notifications

Tours, Events & Specials

Review

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

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