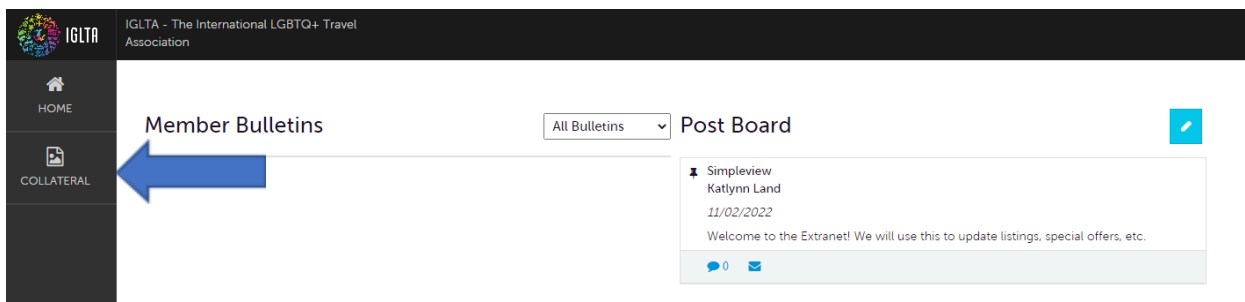


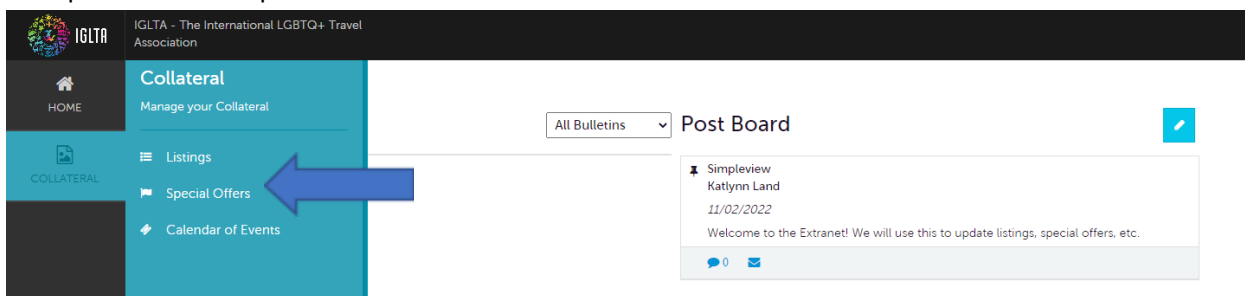
## How to Add Tours, Specials, Events and Jobs Offerings

1. Log in to your [member home](#) and click on “My Listing” (Remember, you must be a key contact for the account to be able to see My Listing and make additions or edits). After that you will be taken to the Member Portal. Please select “Collateral” on the left-hand menu.



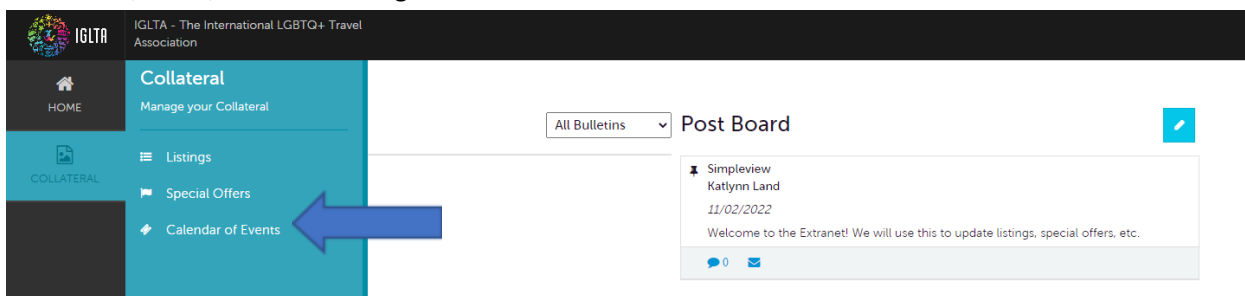
The screenshot shows the IGLTA Member Portal interface. The top navigation bar includes the IGLTA logo and the text "IGLTA - The International LGBTQ+ Travel Association". On the left, a vertical menu has "HOME" and "COLLATERAL" options. The "COLLATERAL" option is highlighted with a blue arrow pointing to it. The main content area shows "Member Bulletins" with a dropdown menu set to "All Bulletins" and a "Post Board" section containing a bulletin from "Katlynn Land" dated 11/02/2022.

2. For Specials Select “Special Offers” from the Collateral menu.



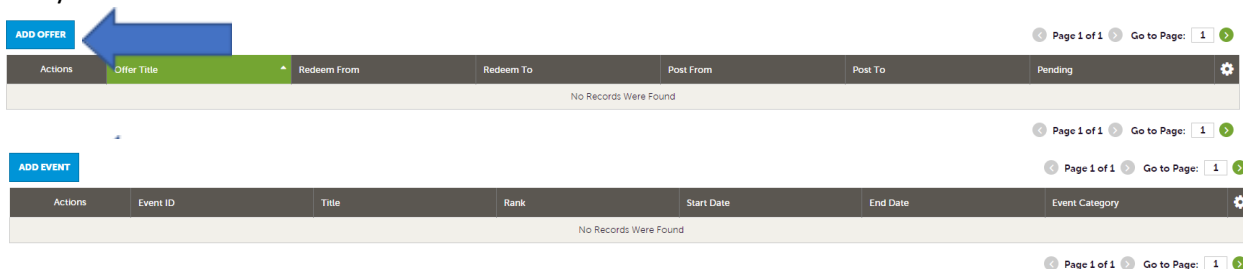
This screenshot shows the "Collateral" menu expanded. The "Special Offers" option is highlighted with a blue arrow. The rest of the interface, including the "Post Board" with the same bulletin, remains visible.

For Events, Tours, and Job Postings select “Calendar of Events” from the Collateral menu.



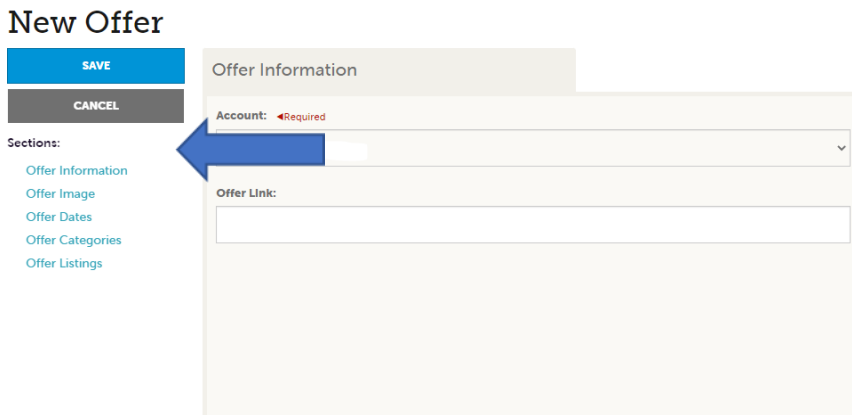
This screenshot shows the "Collateral" menu expanded with "Calendar of Events" highlighted by a blue arrow. The "Post Board" section is still visible on the right.

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

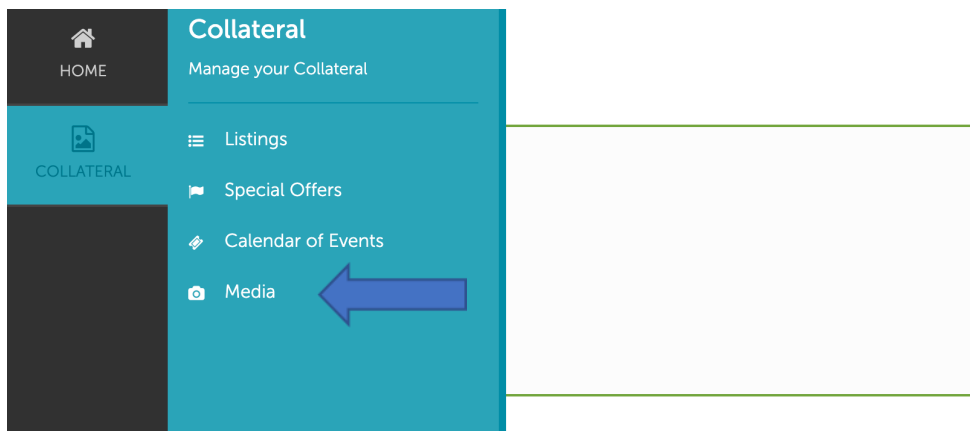


The screenshot displays two forms for adding new content. The top form is titled "ADD OFFER" and has a blue arrow pointing to its header. It features a table with columns: Actions, Offer Title, Redeem From, Redeem To, Post From, Post To, and Pending. Below the table, it states "No Records Were Found". The bottom form is titled "ADD EVENT" and has a similar table structure with columns: Actions, Event ID, Title, Rank, Start Date, End Date, and Event Category. It also states "No Records Were Found". Both forms include pagination controls at the bottom right, showing "Page 1 of 1" and "Go to Page: 1".

- For offers, find a list on the left-hand side, these are all the details that will need to be filled out to 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.



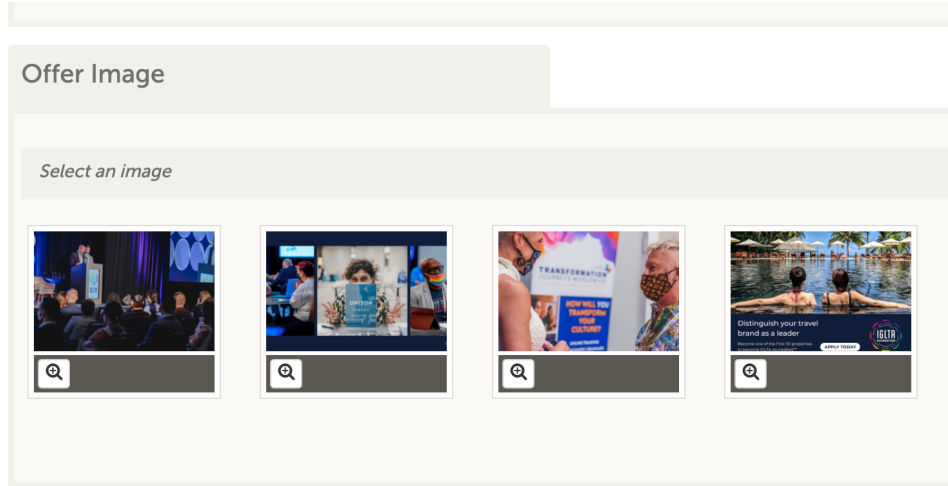
- Please note: to add images to a “Special Offer” make sure the photos have been previously added to the MEDIA gallery on the Collateral menu:



After you have verified that the desired images have been added your MEDIA gallery, select them from the image section in the “new offer form”

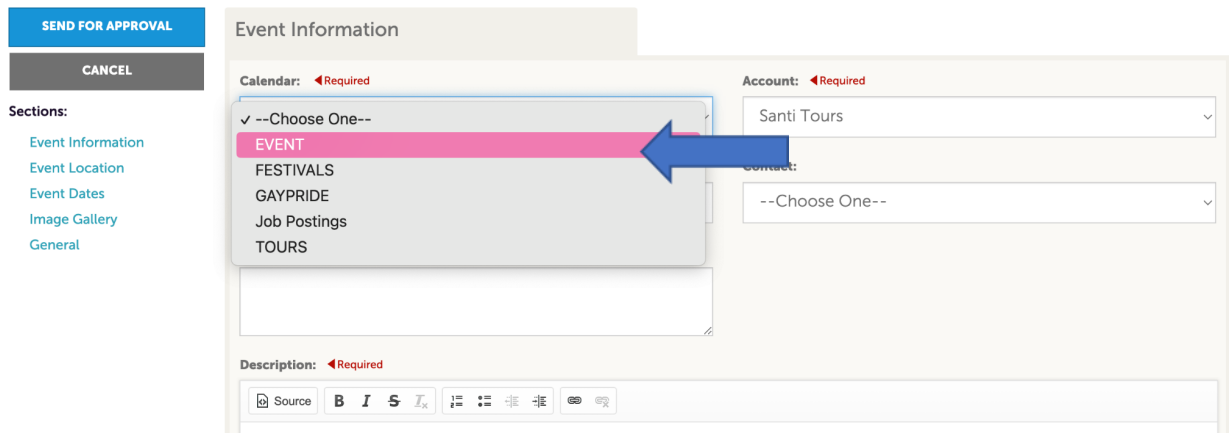
Sections:

- [Offer Information](#)
- [Offer Image](#)
- [Offer Dates](#)
- [Offer Categories](#)
- [Offer Listings](#)



6. For events, tours and jobs, after you click on “Add event”, choose the type of posting you want to create in the calendar drop-down menu and fill in all the required fields.

### New Event



7. Unlike, “new offers” to add the photos for your event, tour or job posting you must do it directly on the image gallery section in the “new event” form 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

Drag and Drop Files here

or use the "Browse" button below to find a file to add

BROWSE



! 'Image Gallery' is required

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

PLEASE NOTE: Once you click save, your posting is submitted for approval and cannot be edited. If you need to edit your posting, please get in touch with [membership@iglta.org](mailto:membership@iglta.org) and request for your submission to be rejected so you can add the posting again.