

- 1) Login to your account (<https://www.iglta.org/register>):
 - a) Enter your username or password
 - b) Activate your account (if you already have an IGLTA profile but do not have a username or password in the new system). (See Separate Guide).
 - c) Establish your account (if you do not have an IGLTA profile). (See Separate Guide).
- 2) Navigate to your profile. Click Under "Company Affiliations" click "Create/Affiliate with a Company".

EMMA A
IGLTA FOUNDATION

Upload Photo

EMAIL:

Membership Info
NO MEMBERSHIP INFORMATION ON RECORD.
View Listings

Demographics
Description
There are no demographics to display.

ACCOUNT ACTIONS

- Edit Profile
- Address Book
- Contact Information
- Demographics
- Make a Donation
- Change Username
- Reset Password

COMPANY AFFILIATIONS

- Create/Affiliate with Company

IGLTA FOUNDATION (ADMIN)
STARTED: 1/23/2019

- MANAGE COMPANY AND EMPLOYEES
- LEAVE COMPANY

Recent Orders

- 3) Click "View Listings".

IGLTA FOUNDATION
IGLTA FOUNDATION

Upload Photo

REMOVE

EMAIL:
WEBSITE:
[HTTP://WWW.IGLTAFOUNDATION.ORG](http://www.igltafoundation.org)

Membership Info
TYPE:
MEMBER TYPE: ORGANIZATIONAL
LISTING NAME:
EXPIRES:

View Listings

➤ Back to My User Home

ACCOUNT ACTIONS

- Edit Profile
- Address Book
- Contact Information
- Manage Employees

- 4) Click "Open" to edit your company's public listing on the IGLTA website.

+ Add New

ID	Partner Type	Membership Name	Type	Expiration	Status	
31062		IGLTA Test	Associate Member	8/31/2016	Published	Open Renew

Showing 1 to 1 of 1 rows

- 5) Click "Open for Edit"

Published: IGLTA Test


Introduction

General
Contact Information
Images
Amenities
Categories
Social
Notifications
Locations
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.

Cancel  Open for edit

6) To add an event, tour or special, please click on that tab. Select "+Add New Event".

Draft: IGLTA Test

Introduction
General
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Review

FILTER BY TYPE

Search for ...

Scheduled
Tour


Tour
Package

Daily/Weekly
Tours and Activities

LGBTQ
Cruise

Special

Event

 + Add New Event

ListingID	AffiliationID	Title	Dates	Status	Type	Actions
Showing 1 to 1 of 1 rows						

7) Your listing will be reviewed and either approved or returned for updates.