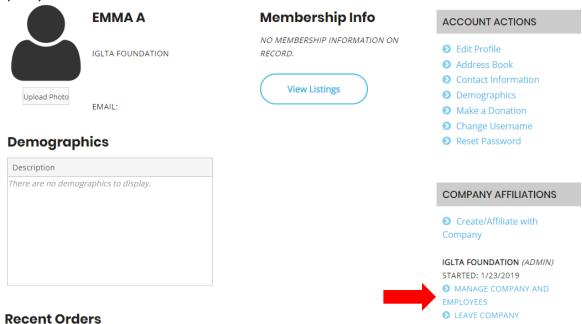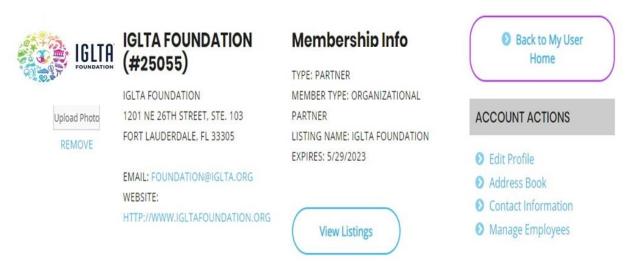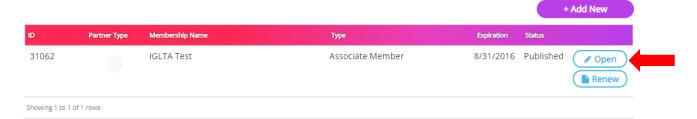1) Login to your account (https://www.iglta.org/register):
   a) Enter your username or password
   b) Activate your account (if you already have an IGLTA profile but do not have a username or password in the new system). (See Separate Guide).
   c) Establish your account (if you do not have an IGLTA 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:

Demographics

Description
There are no demographics to display.

Recent Orders

Membership Info

NO MEMBERSHIP INFORMATION ON RECORD.

View Listings

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

3) Click "View Listings".

IGLTA FOUNDATION (#25055)

Upload Photo

REMOVE

IGLTA FOUNDATION
1201 NE 26TH STREET, STE. 103
FORT LAUDERDALE, FL 33305

EMAIL: FOUNDATION@IGLTA.ORG
WEBSITE:
HTTP://WWW.IGLTAFOUNDATION.ORG

Membership Info

TYPE: PARTNER
MEMBER TYPE: ORGANIZATIONAL PARTNER
LISTING NAME: IGLTA FOUNDATION
EXPIRES: 5/29/2023

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.

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
Contact Information
  Images
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Locations
Tours, Events & Specials
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.