

# HOW TO:

## Update Your Listing

Destination Madison launched a new website in May 2020. With the new site came updated requirements for partner listings.

**New word count!** Say goodbye to short 30-word listings and hello to the 180-word limit. We recommend copying and pasting your 'About' section from your website or social media.

**New photo dimensions!** Make your listing shine with updated and enhanced imagery. Preferred image size is now 1400 x 1000; images cannot be smaller than 700 x 500.

### WHAT IS A LISTING?

A listing is a description of your business/organization, highlighting your features and making your business/organization attractive to its viewer.

Your listing may appear both on [VisitMadison.com](http://VisitMadison.com) and in the Official Madison Visitor Guide. You can update your listing at any time.

### HOW TO UPDATE YOUR LISTING

- 1) Log in to the Partner Extranet at [VisitMadison.com/Extranet](http://VisitMadison.com/Extranet).

*Username:* Your Email Address

*Password:* If you don't know your password, click 'Forgot Password?' to reset or email [partnership@visitmadison.com](mailto:partnership@visitmadison.com).

- 2) Select **COLLATERAL** from the left navigation bar and click **LISTINGS**.
- 3) Select the **PENCIL ICON** by the listing type you wish to edit.
- 4) Enter the updated description. We suggest aiming for a description of 150 words for Internet Listings. Visitor Guide listings are limited to 30 words or less.
- 5) For Internet Listings, scroll down to Listing Image and click on the image(s) you wish to be assigned to your listing.
  - a. Ideal image size is 1400 x 1000; they cannot be smaller than 700 x 500.
  - b. Only images in your media gallery will show up in this section. To learn how to add images to your media gallery, [click here](#).
  - c. The number of images assigned to your listing is based on your Partnership level. If you are not sure which level you are at, please email [partnership@visitmadison.com](mailto:partnership@visitmadison.com).

*Express:* 2 photos or logo  
*Plus:* 4 photos or logo  
*Select:* 6 photos or logo  
*Lodging:* 10 photos or logo

6) Click **SAVE**.

For additional support, contact [partnership@visitmadison.com](mailto:partnership@visitmadison.com) or call us at 608-441-2635.