

We try to share as many coupons, deals and events from our website to our Facebook page on a weekly/monthly basis. If you have any, make sure to add them!

In the member portal make sure to add:

- **Engaging images** (We encourage adding up to 15 images)
 - **Listing description**
 - **Social media links**
- **Coupons & deals** (Displayed on your listing as well as the coupons page)
- **Add your events** (Displayed on your listing as well as our events calendar)

Navigating the portal:

(The "Post Board" on the right-hand side of the homepage is for internal posts for other members to see and will not show up on the website)

Updating your listing:

Collateral → Listings → Pencil icon (to edit your listing)

Adding images to your listing:

Upload your photos under Media. To get to Media, go to Collateral (left-hand side) → Media → Add New Media.

If you would like to attach these images to your listing, you must go to Collateral → Listings → Pencil icon (to edit) → click on the images you would like to appear on your listing (A green check mark will appear on the images you selected).

Adding an event:

Collateral (left-hand side) → Calendar of Events → Add Event

Adding a coupon or deal:

Collateral → Special Offers → Add Offer

Adding social media links:

Profile → Accounts → Pencil Icon (next to your business name) → Social Media

Updating amenities:

Profile → Accounts → Click on the green drop-down arrow → Manage Amenities

***Please note** - once you make a change, it will be approved by me within **24-48hours**. Once it is approved, you will receive an email notification and it will take about *an hour or so* to upload to mainetourism.com.