

## Listings:

1. In order to update your listing, click the “Edit” icon to the left of the appropriate listing.
2. You will then be able to change your description.
3. Your changes will be pending until a representative of the Greater Newark CVB approves them. You cannot alter a listing that is pending approval.

Action	Listing ID	Type	Category	SubCategory	Listing
	341	Website	Shopping	Clothing	Calling all fashionistas...Luxe Boutique is a chic women's apparel store featuring contemporary design: the smart, sophisticated and confident woman. Luxe offers a wide variety of unique designers

## Editing a Listing:

1. Contact Drop-down: This contact will be the main contact for your listing if the bureau were to send a referral to a visitor or group
2. Address Type: Select “Physical” to display the main address on your account
3. Listing: Enter your descriptive text for your venue.
4. Listing Details: This information will pull in from your Account Detail, however by clicking the “Overwrite” box next to each field you may replace it with alternate text
  - a. For example: If you choose to overwrite Address 1 with “Corner of Main and 1<sup>st</sup>”, this will be the address 1 line used on the website or publication guide
5. Click the “Save” button when you are finished making any changes
6. When you return to your listing screen, you will be able to tell that your listing changes are pending by seeing that the pencil icon is grayed out.

Listing Information	
<b>Type:</b>	Website
<b>Company:</b>	Luxe Boutique
<b>Category:</b>	Shopping
<b>SubCategory:</b>	Clothing
<b>Listing:</b>	Calling all fashionistas...Luxe Boutique is a chic women's apparel store featuring contemporary designs for the smart, sophisticated and confident woman. Luxe offers a wide variety of unique designers pieces for style savvy shoppers of all shapes and sizes. Shop on!

Additional Subcategories	
): Retail	

Listing Details			
Field	Overwrite?	Account Value	Overwrite with...
<b>Company:</b>	<input type="checkbox"/>	Luxe Boutique	
<b>Company (sort):</b>	<input type="checkbox"/>	Luxe Boutique	
<b>Address Line 1:</b>	<input type="checkbox"/>	83 Halsey Street	