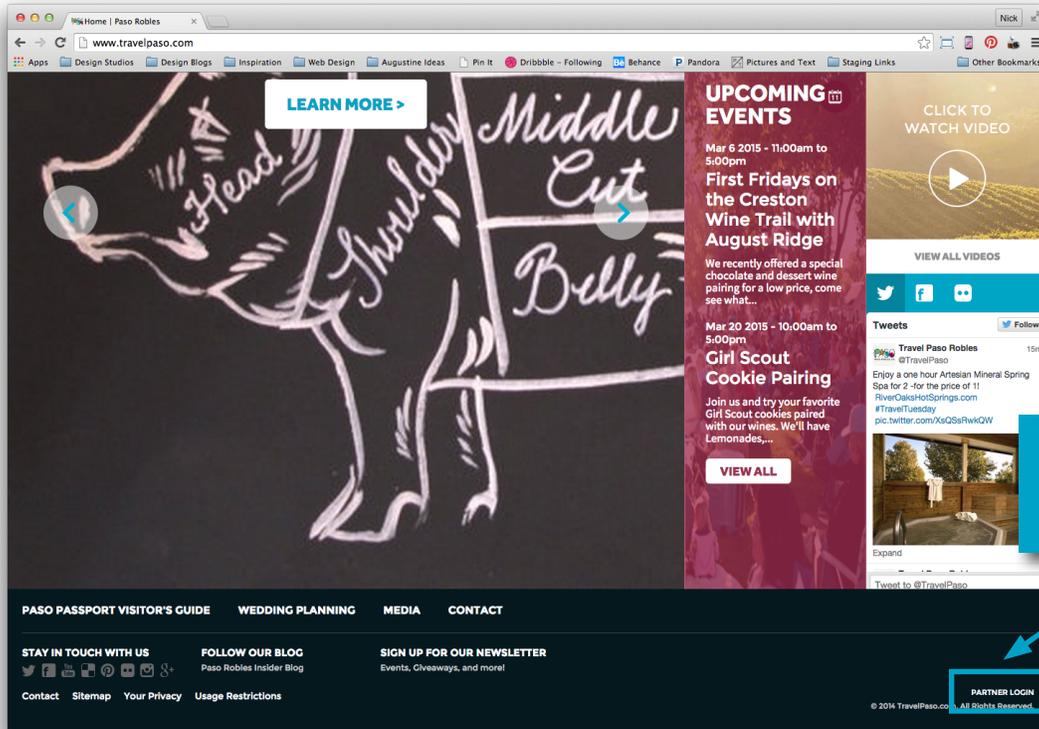
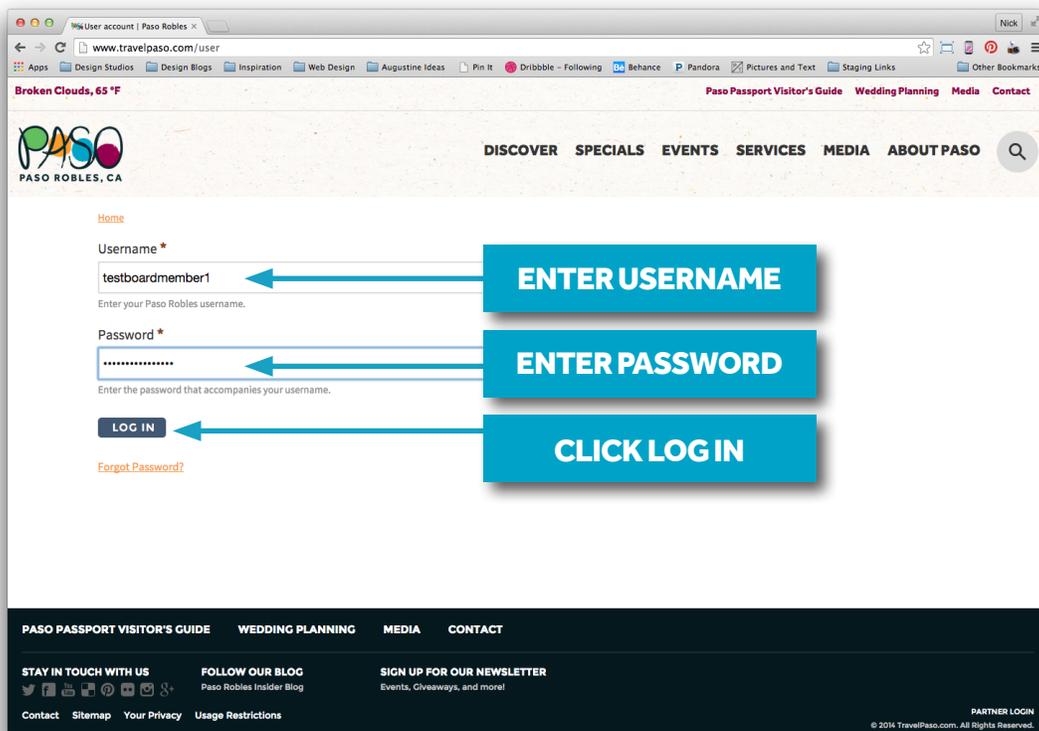


# TRAVELPASO.COM USER GUIDE

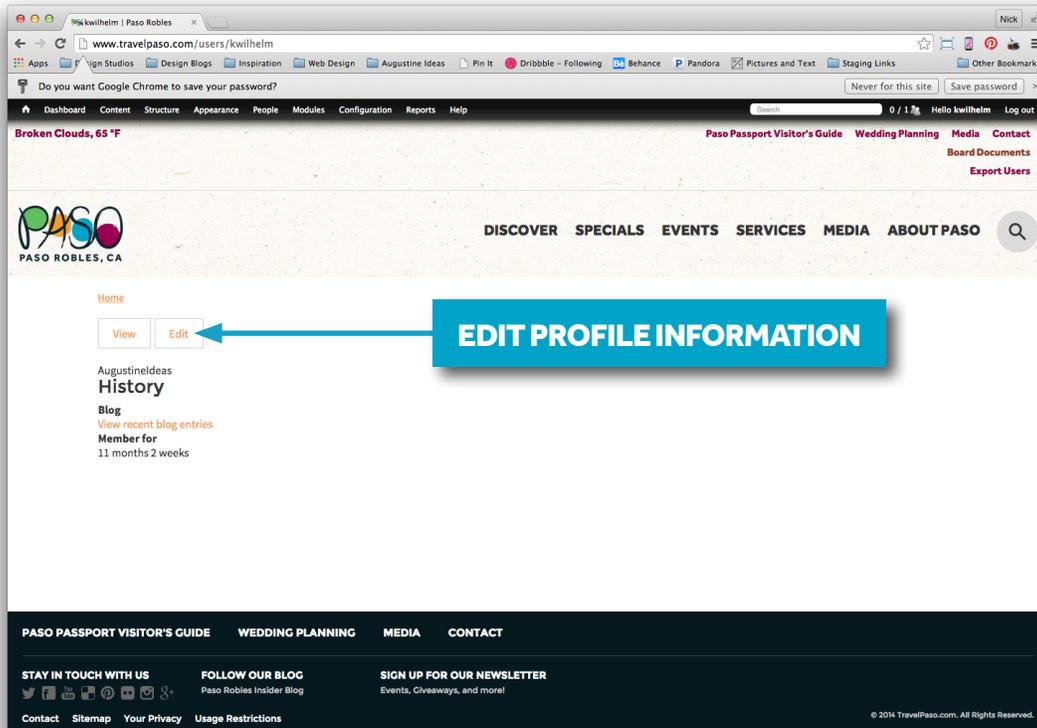
01. Access to site: go to <http://travelpaso.com>. Click PARTNER LOGIN on the bottom right corner.



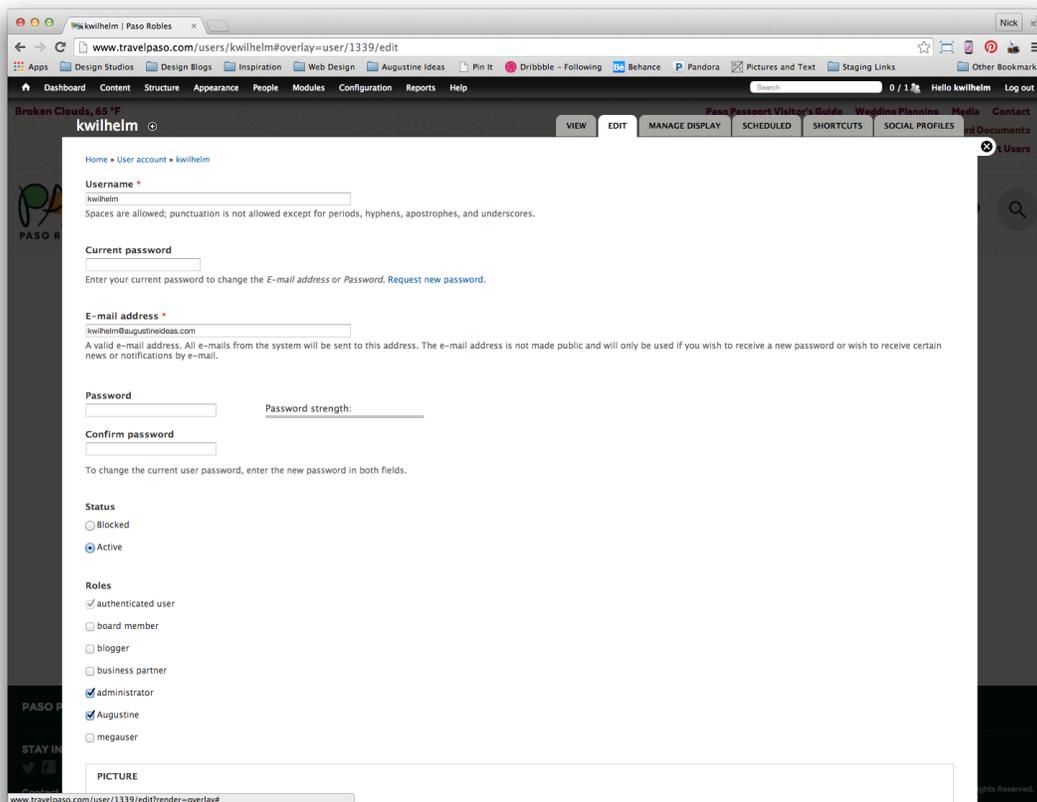
02. Log in: enter username & password and hit "LOG IN."



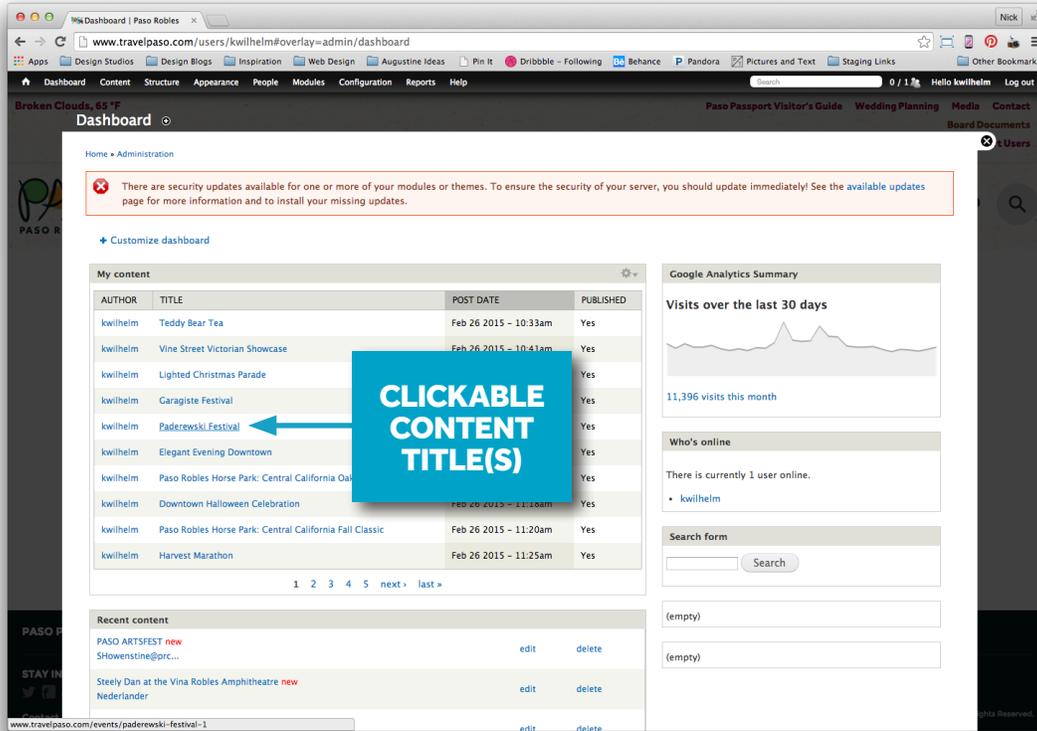
03. Logged in screen: click EDIT button to access your profile page.



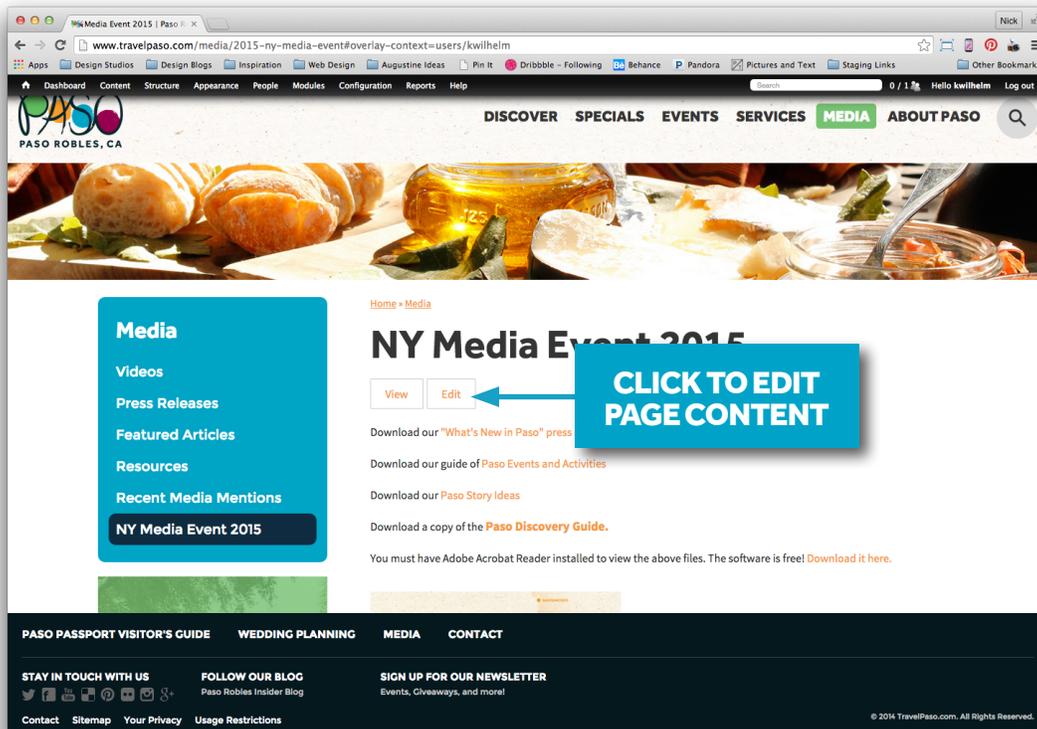
04. Profile editing: update information as needed and click SAVE.



05. View My content: click Dashboard to view your content. Your content is listed under "My content" in the Dashboard.



06. View and Edit content: click one content title to view. Once you are in the content page, click "Edit."



## 07a. Edit content—Title, Body, Image

The screenshot shows the Drupal content editor for a page titled "Media Event 2015". The interface includes a top navigation bar with "EDIT" and "MANAGE DISPLAY" buttons. The main content area is divided into sections: "Title", "Body (Edit summary)", and "IMG".

- UPDATE TITLE:** A blue callout box pointing to the "Title" field, which contains the text "Media Event 2015".
- ENTER TEXT CONTENT:** A blue callout box pointing to the "Body" text editor, which contains several paragraphs of text with links.
- ENTER IMAGE CONTENT:** A blue callout box pointing to the "IMG" section, which shows a "Text format" dropdown set to "Full HTML" and a "More information about text formats" link.
- REMOVE IMAGE:** A blue callout box pointing to the "Remove media" button in the "IMG" section.
- "SELECT MEDIA" ADDS IMAGE(S):** A blue callout box pointing to the "Select media" button in the "IMG" section.

## 07b. Edit content—Business License, Address, Contact, Phone, Email, Website

The screenshot shows the Drupal content editor for a page titled "Create Lodging". The interface includes a top navigation bar with "EDIT" and "MANAGE DISPLAY" buttons. The main content area is divided into sections: "Business License", "Address", "PERSON", "Phone", "Email", and "Website".

- CHECK YES OR NO FOR BUSINESS:** A blue callout box pointing to the "Business License" section, which contains radio buttons for "N/A", "Yes", and "No".
- ENTER ADDRESS INFORMATION:** A blue callout box pointing to the "Address" section, which contains input fields for "City", "State", and "Zipcode".
- ADD CONTACT PERSON'S NAME:** A blue callout box pointing to the "PERSON" section, which contains a "Select media" button and an "Add another item" button.
- ADD ANOTHER CONTACT PERSON:** A blue callout box pointing to the "Add another item" button in the "PERSON" section.
- PHONE, EMAIL, WEBSITE INFO:** A blue callout box pointing to the "Phone", "Email", and "Website" sections, which contain input fields for "Phone", "Email", "Title", and "URL".

## 07c. Edit content—Hours, Features, Payment Type

**ENTER HOURS OF OPERATION**

**HOURS**

+

Saturday: 10-4:30pm

+

Sunday: Closed

Add another item

**TPR alliance**

This only needs to show up for 20 member lodgings.

Select media

**Rate Range**

- None -  
\$ (under \$100)  
\$\$ (\$100-\$200)  
\$\$\$ (\$200-\$300)

**Features**

- AAA Rated
- BBQ
- Complimentary Breakfast
- Cycling Friendly
- Fireplace
- Fitness Facility
- Full Kitchen
- Hide-A-Bed
- Internet Access
- In-Room Spa Tub
- Kid Friendly
- Kitchenette
- Meeting Facilities
- Pet Friendly

**Publishing options**

Published

**QUICK SEO ANALYZER OPTIONS**

Targeted keyword phrase

Analyze content

**CHECK RELEVANT FEATURES**

**CHECK ACCEPTED PAYMENT METHODS**

Save Preview

**PREVIEW OR SAVE**

08. Add content: Mouse over Content > Add content. Choose the type you need to add.

