



#### **1.** Log into HQ at valleyforge.org/hq.



### 2. Once on the home page, Click Collateral then Listing.



# HO HOW TO Updating Your Listing in HQ



## 3. Select the blue pencil icon next to the listing you'd like to edit.

You have not ac	ided any filters. You can click 1 d set a default value to use in t	the manage filters link in the to he future.	p right corner or click the 🌣	icon from the grid to add filte	⊁ Manage Filters
Actions	Company	<ul> <li>Listing Type</li> </ul>	Category	SubCategory	ge 1 of 1 🔊 Go to F Listing ID
1 0	#MakeltMontco Hotel	Web - 35 Words or Less	Services	Advertising & Marketing	16061
1 0	Valley Forge Tourism & Convention Board	Visitors Guide - 215 Characters or Less	Services	Advertising & Marketing	17042
1 .	Valley Forge Tourism & Convention Board	Crave - 215 Characters or Less	Restaurants	Valley Forge	17802
				🔇 Pa	ge 1 of 1 🕥 Go to

- Every member gets a 35word web listing.
- Every member also gets listed in our Visitors Guide.
   Due to space limitations, service providers will be listed but will not have a description.
- Certain members will also get a listing in our Crave Dining Guide.
- Please be mindful of the 215 character limitation for our printed guides.

# 4. Complete Listing Information.

HOME	Update List	ing		
	SAVE	Listing Information		
	CANCEL	Account: <required< td=""><td>Type: <required< td=""><td></td></required<></td></required<>	Type: <required< td=""><td></td></required<>	
	Sections:	Valley Forge Tourism & Convention Board	• Web - 35 Words or Less	
<b>=</b> 1	Listing Information Categories	Contacts:	Address Type:	
	Details Listing Image	Choose One	• Physical	*
¢		Description:		
REPORTS		Source B I S I <sub>x</sub> := := :E :E : S S S S S S S S S S S S S S S S		
HELP DESK		The Valley Forge Tourism & Convention Board is making it easy for you to plan your winter escape to Montgomery County, Pa. Our Winter Hotel Package does the planning for you, with incredible deals on the best restaurants, entertainment, attractions, breveries, wineries, and distilleries. Plus, you'll get where you need to go easy with 50% ff from Lyt. Participating Partners	Ì	
		Dinina		
		Categories		
		Category: «Required	SubCategory: <a>Required</a>	

Be sure to complete all required fields.





5. The Categories and Details Sections will be prepopulated. If you notice any errors, please let us know.

#### 6. Select Listing Image.

- Photos can be selected for 35-word web listings ONLY.
- Please note that images would first need to be uploaded to your Media Gallery. Please see HQ How To: Add Photos instructions for more information.
- To select images, simply click on the image. A check mark will appear in the upper righthand corner of the image once it has been selected.



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## 7. Hit SAVE.



For help, contact:

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