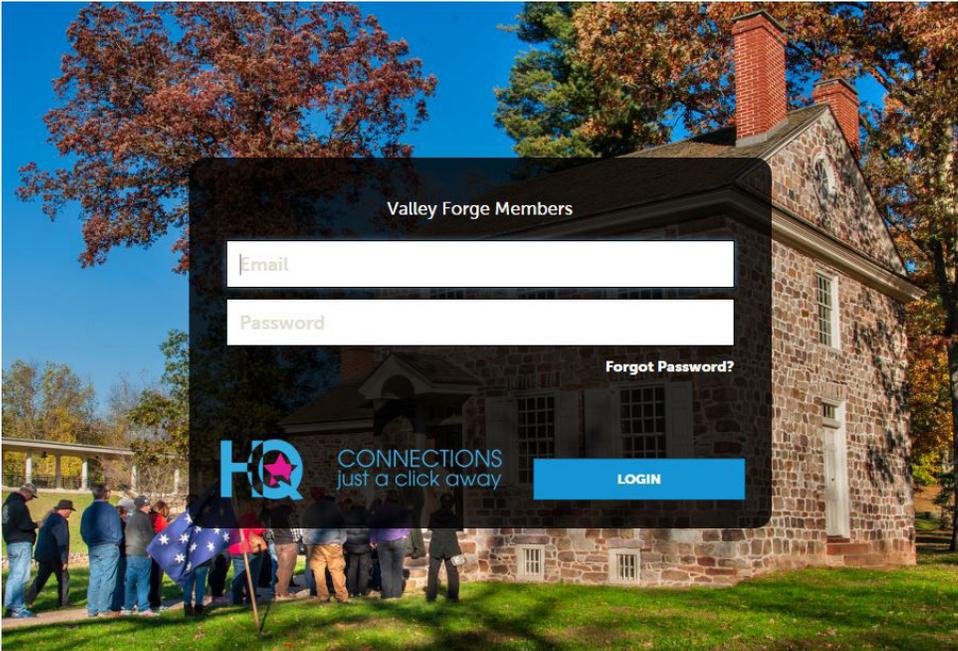


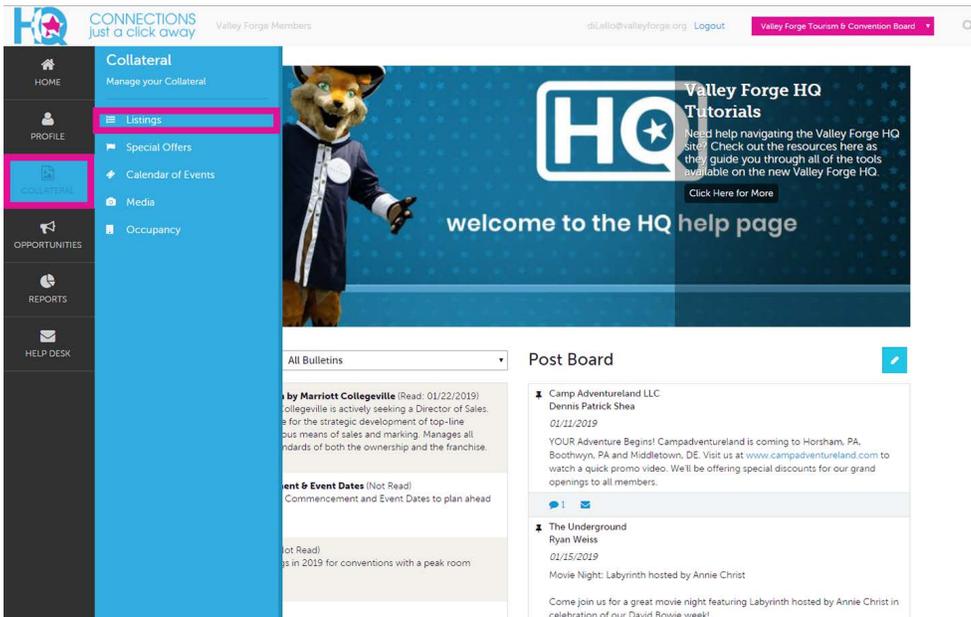
HQ HOW TO

Updating Your Listing in HQ

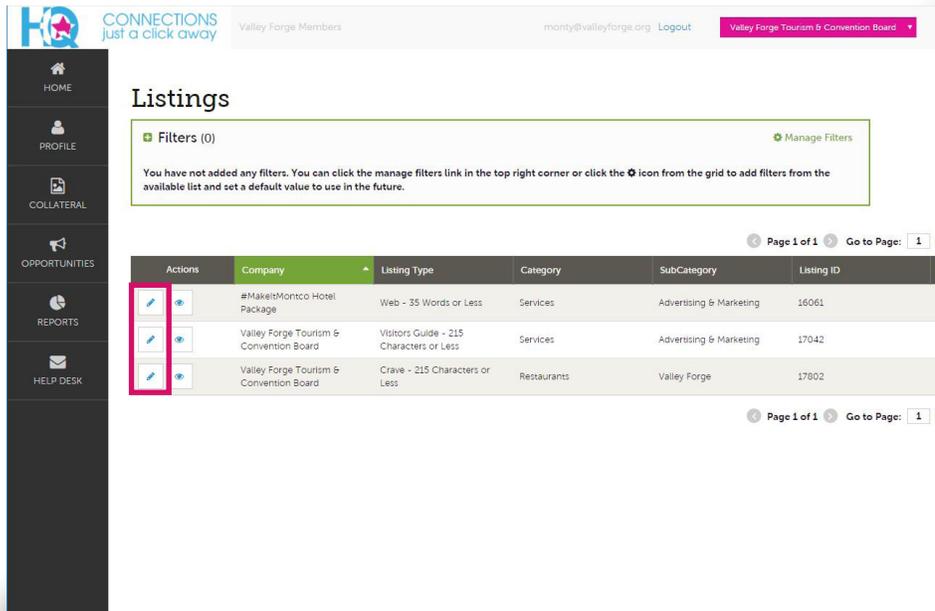
1. Log into HQ at valleyforge.org/hq.



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

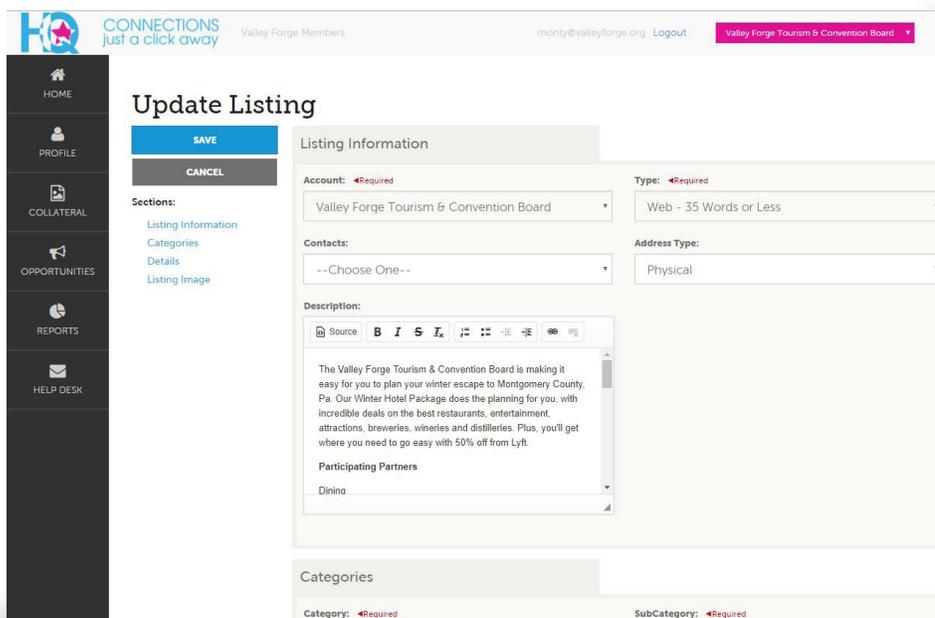


3. Select the blue pencil icon next to the listing you'd like to edit.



- Every member gets a 35-word 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.

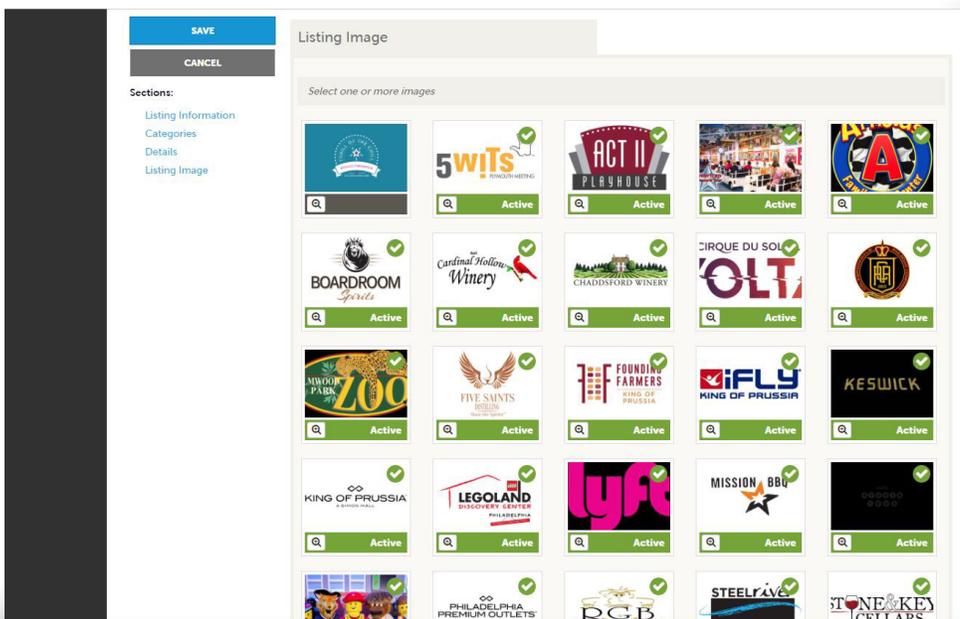


- Be sure to complete all required fields.

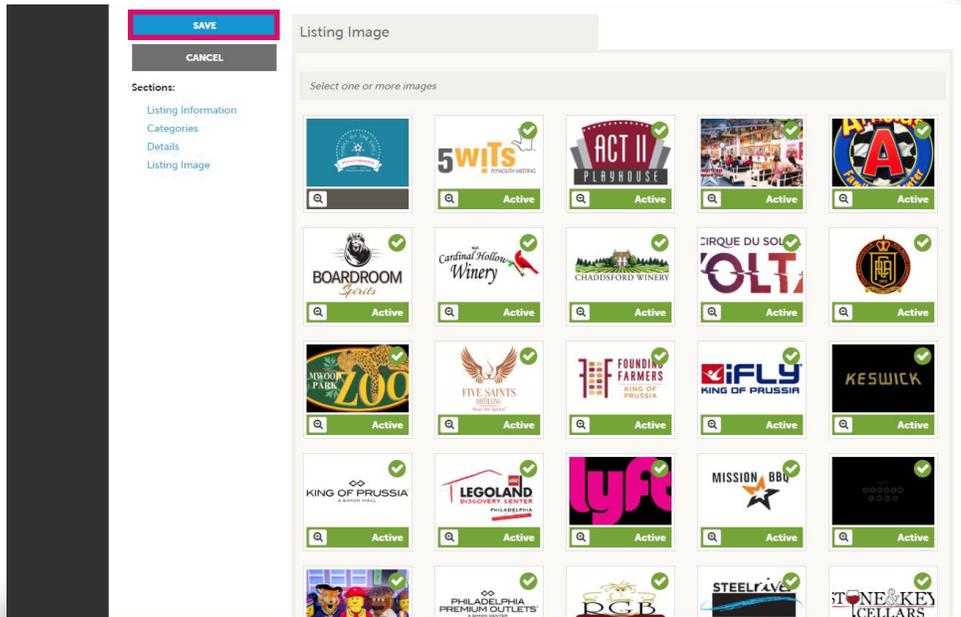
5. The **Categories and Details Sections** will be prepopulated. If you notice any errors, please let us know.

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.



7. Hit **SAVE**.



For help, contact:

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