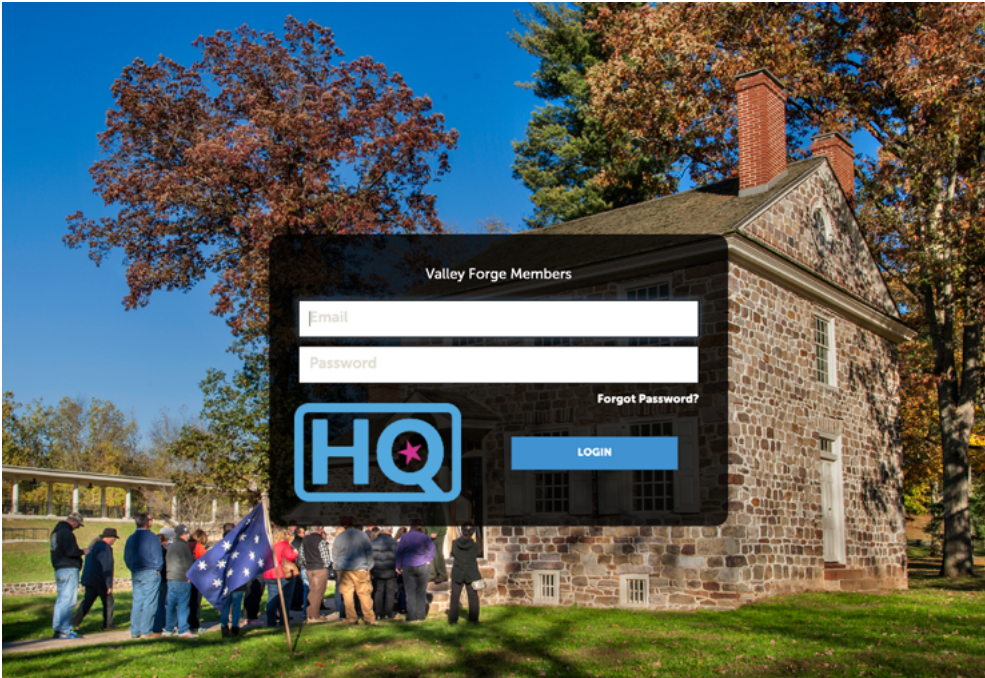




# HOW TO

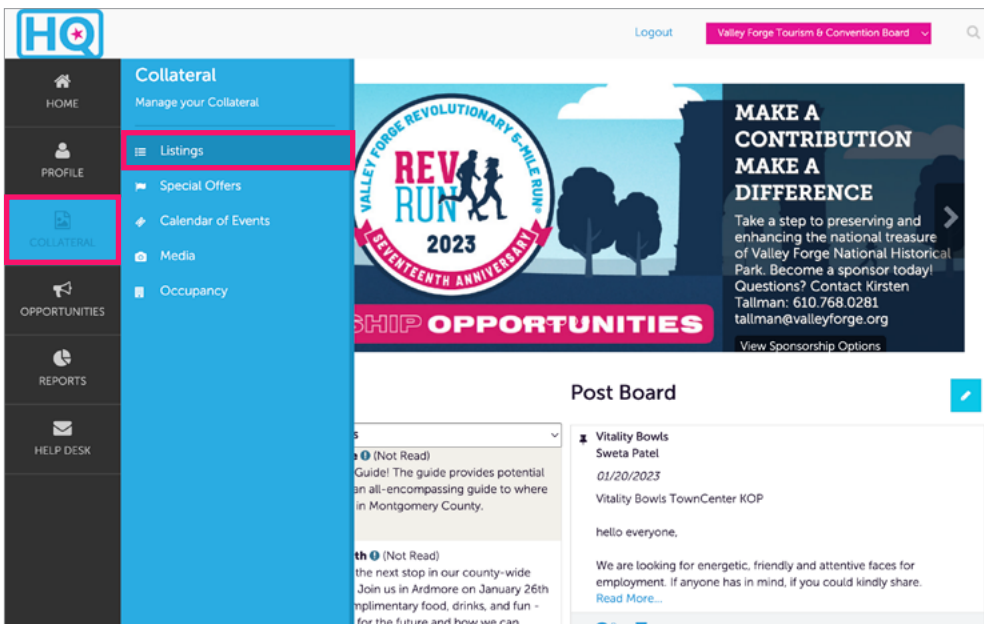
## Updating Your Listings

1. Log into **HQ** at [valleyforge.org/hq](https://valleyforge.org/hq)



- Bookmark this page for easy access! For assistance with accessing your login information please email [cramer@valleyforge.org](mailto:cramer@valleyforge.org).

2. Once on the home page, **click Collateral** then **Listing**





# HOW TO

## Updating Your Listings

3. Select the **blue pencil icon** next to the listing you would like to edit

**Listings**

Filters (0) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

Page 1 of 1 Go to Page: 1

Actions	Company	Listing Type	Category	SubCategory	Listing ID
	Valley Forge Tourism & Convention Board	Web - 35 Words or Less	Services	Advertising & Marketing	16061
	Valley Forge Tourism & Convention Board	Visitors Guide - 215 Characters or Less	Services	Advertising & Marketing	17042
	Valley Forge Tourism & Convention Board	Crave - 215 Characters or Less	Restaurants	Valley Forge	17802

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- 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.
- Food and beverage members will also receive a listing in our Crave Dining Guide
- Please be mindful of the 215 character limitation for our printed guides.

4. Complete **Listing Information**

**Update Listing**

[SAVE](#) [CANCEL](#)

**Sections:**

- [Listing Information](#)
- [Categories](#)
- [Details](#)
- [Listing Image](#)
- [General](#)

**Listing Information**

Please Note: Web listings can be updated at anytime. Listings for our printed 2022 Visitor Guide have been pulled for print as of June 13th, 2022. Any edits to Visitor Guide listings would not be reflected until the 2023 issue.

**Account:** ⚡ Required Valley Forge Tourism & Convention Board

**Type:** ⚡ Required Visitors Guide - 215 Characters or Less

**Contacts:** --Choose One--

**Address Type:** Physical

**Description:** ⚡ Required This is your Visitors Guide listing. It has a limit of 215 characters and should be updated once per year.

**Do Not Publish Address:** ☐ YES ☒ NO

- Be sure to complete all fields, being as detailed as possible.



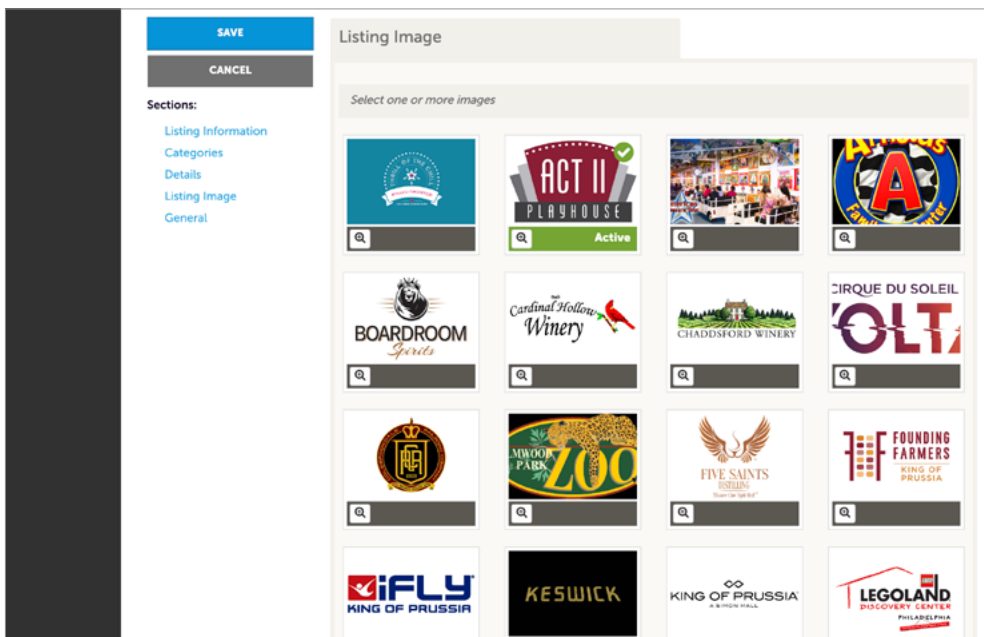
# HOW TO

## Updating Your Listings

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.



- Images should be **460 x 285 pixels and horizontal** for best results.

### NOTE:

- The Visitors Guide is only produced once per year. Once the current year's publication is released, any changes made to your Visitors Guide Listing will not appear until next year's guide.
- Web listings can be edited or updated at any time.
- All web listing submissions and edits must be approved by a member of the VFTCB team. Once approved, please allow up to an hour for updates to appear live on the website.



# HOW TO

## Updating Your Listings

### 7. Hit **SAVE**

For help, contact:

**Aja Cramer**

Membership Sales Manager  
cramer@valleyforge.org

**Tyler Gebhard**

Events and Services Coordinator  
gebhard@valleyforge.org