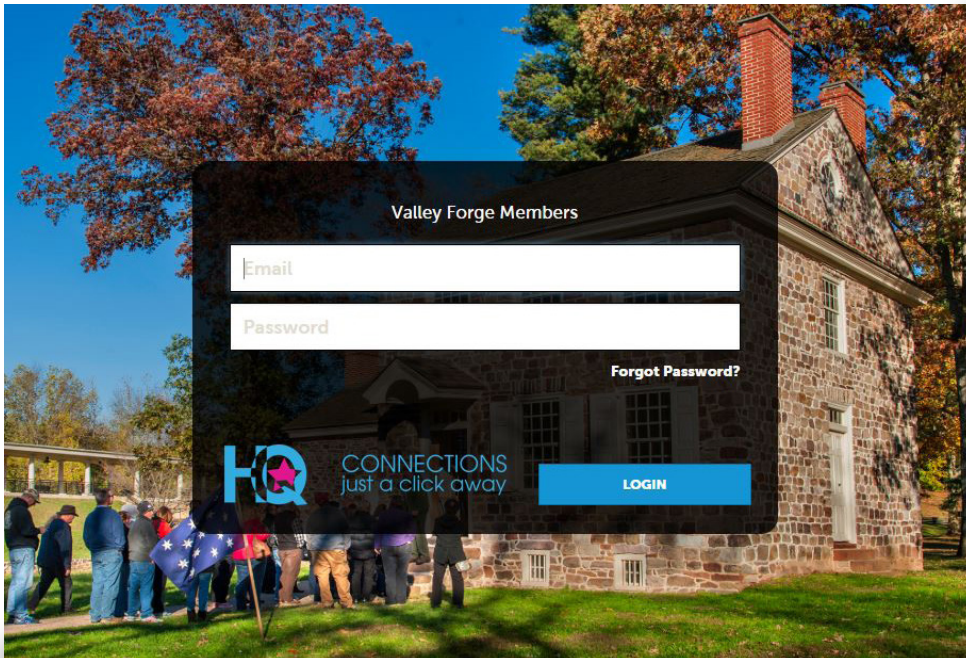
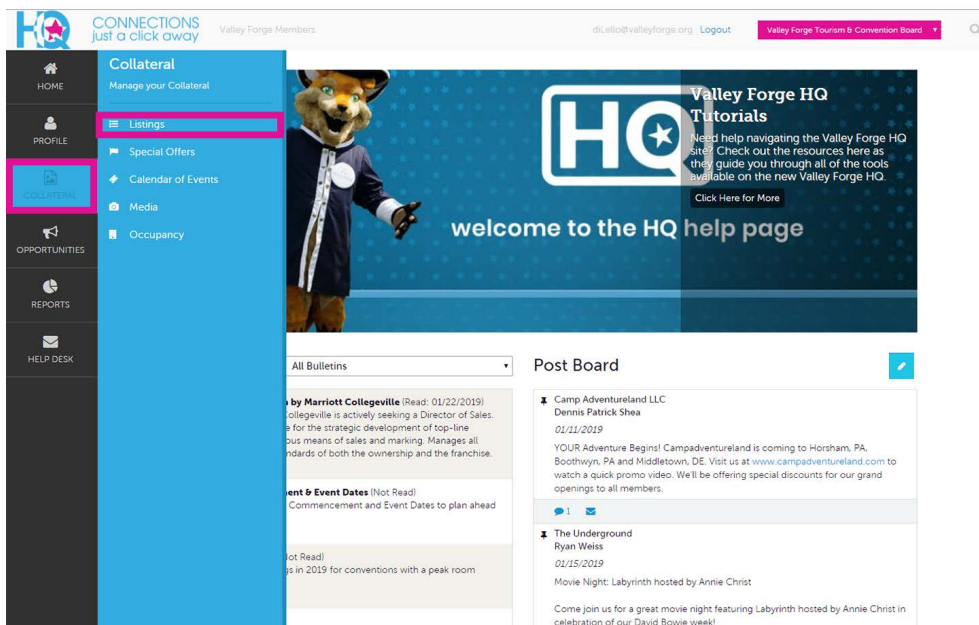


### 1. Log into HQ at [valleyforge.org/hq](http://valleyforge.org/hq).






### 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.

The screenshot shows the 'Listings' page in the HQ system. A table lists three items:

Actions	Company	Listing Type	Category	SubCategory	Listing ID
	#MakeItMontco Hotel Package	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

- 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.

The screenshot shows the 'Update Listing' form. The 'Listing Information' section includes:

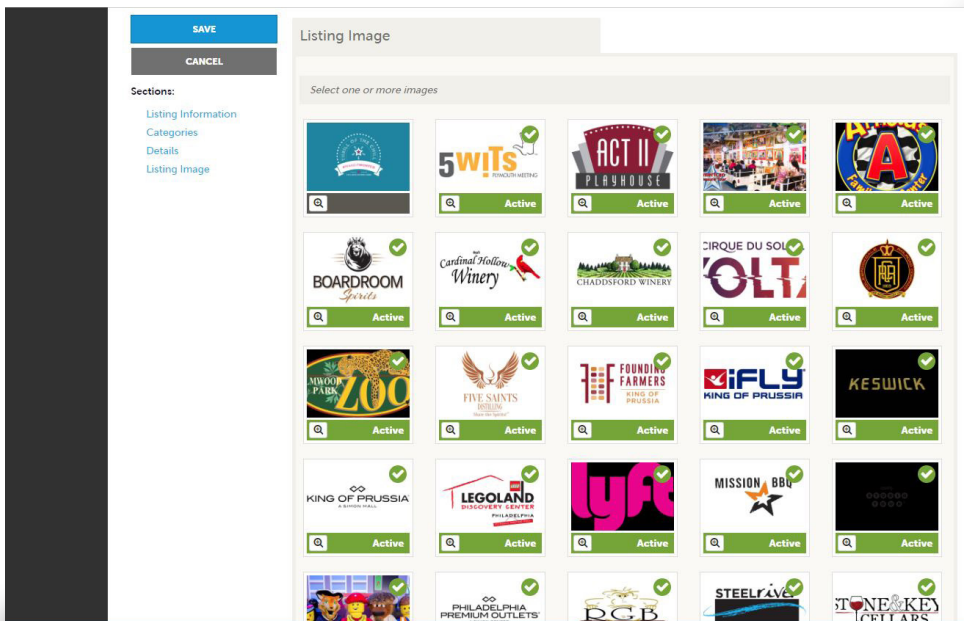
- Account:** Required (Valley Forge Tourism & Convention Board)
- Type:** Required (Web - 35 Words or Less)
- Contacts:** --Choose One--
- Address Type:** Physical
- Description:** A rich text editor containing the text: "The Valley Forge Tourism & Convention Board is making it easy for you to plan your winter escape to Montgomery County, Pa. Our Winter Hotel Package does the planning for you, with incredible deals on the best restaurants, entertainment, attractions, breweries, wineries and distilleries. Plus, you'll get where you need to go easy with 50% off from Lyft." Below the editor is a 'Participating Partners' dropdown menu with 'Dining' selected.
- Categories:** Required (empty)
- SubCategory:** Required (empty)

- Be sure to complete all required fields.

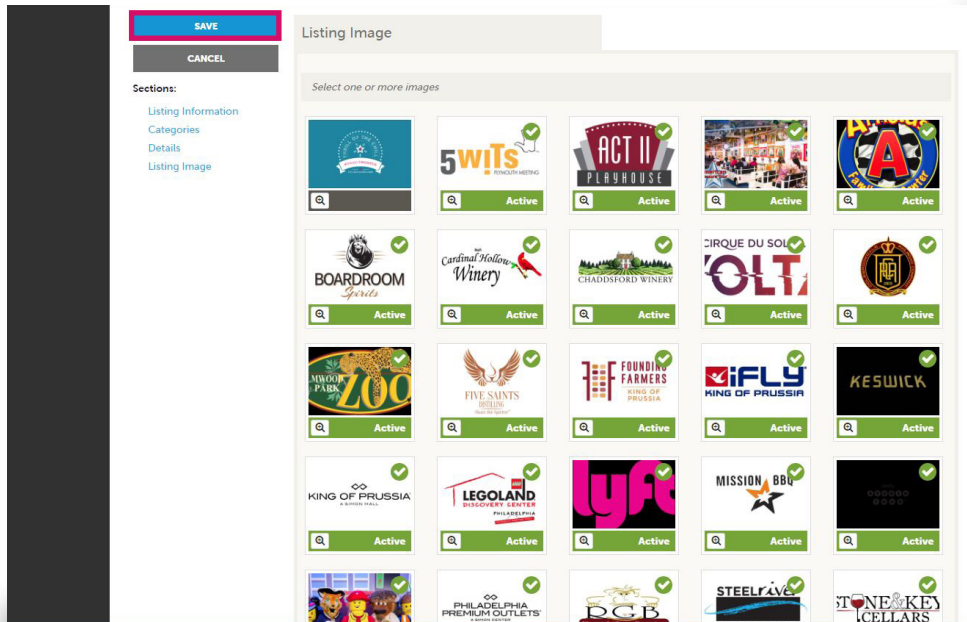
5. The **Categories and Details Sections** will be prepopulated. If you notice any errors, please let us know.

### 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**.



Please contact Katie Otto, Event Services and Membership Coordinator, if you are in need of any assistance at [otto@valleyforge.org](mailto:otto@valleyforge.org).