

Collateral

Listings

Edit your online listing by clicking the small pencil icon next to your listing:

- Text and address
- Add Trip Advisor ID to pull reviews and ranking into listing (if you have one)
- Add Yelp link to pull hours of operation, pricing, reviews and ranking into listing
- Add a minimum of 1 image and up to 12 images to a listing (before you can add images to your listing you must first upload through the media button. We will discuss that further in the document). Once you have added
- View listing category and sub-category





Edit Listings Video Tutorial: <https://vimeo.com/showcase/10031519/video/767075272>

Special Offers/Member-to-Member Discounts

Add coupons and promotions here. Tourism members may add up to 4 offers per account. Special offers are attached to your listing and displayed on offer pages. Offers may be posted for a maximum of 60 days on visitparkcity.com. For example, if you post an offer on 4/1/2023 it will expire (not appear on the website) on 4/30/2023. The redemption dates may be within or outside the posting dates

Offer Dates

Offers may be posted for a maximum of 60 days on visitparkcity.com. For example if you post an offer on 1/1/2016 it will expire (not appear on the site) on 3/30/2016. The redemption dates may be within or outside the posting dates.

Redeem From: ◀Required	Redeem To: ◀Required
<input type="text" value="01/20/2017"/> 	<input type="text" value="01/23/2017"/> 
Post From: ◀Required	Post To: ◀Required
<input type="text" value="11/29/2016"/> 	<input type="text" value="01/19/2017"/> 

Video Tutorial: <https://vimeo.com/showcase/10031519/video/767075211>

Login to your secure member portal and follow these steps:

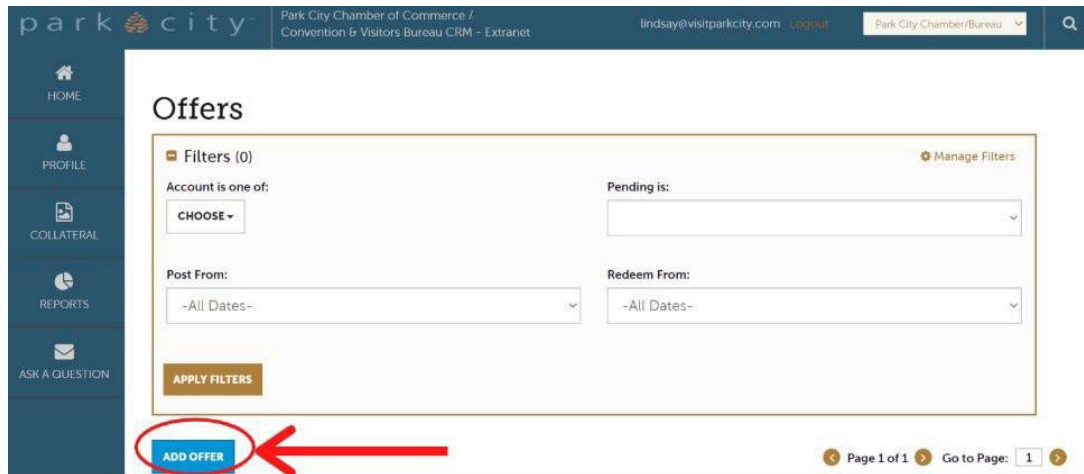
1. Click on “Collateral” on the left-hand side.



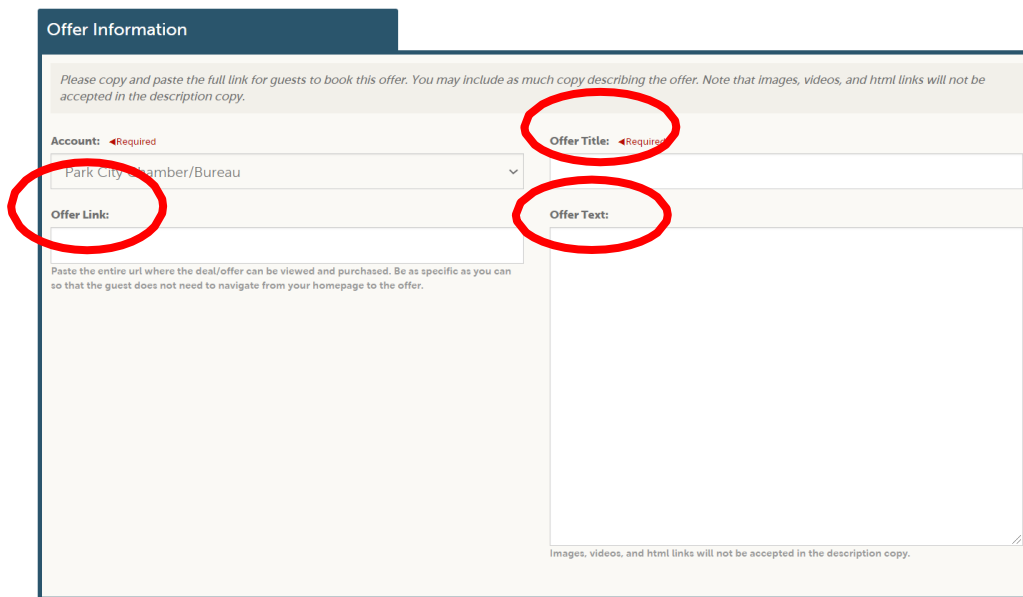
2. Click on “Special Offers” from the menu:



3. Click on “Add Offer”



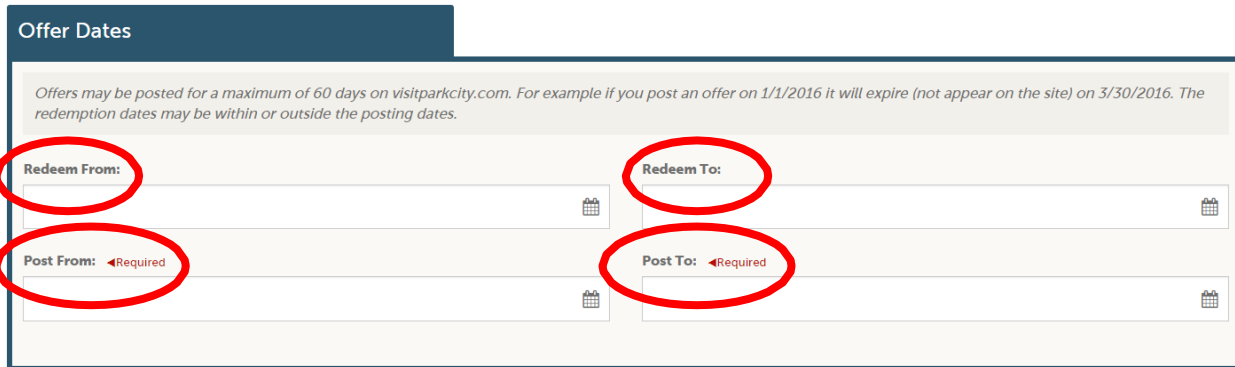
4. From here you need to add an “Offer Title”, “Offer Link” and “Offer Text”.



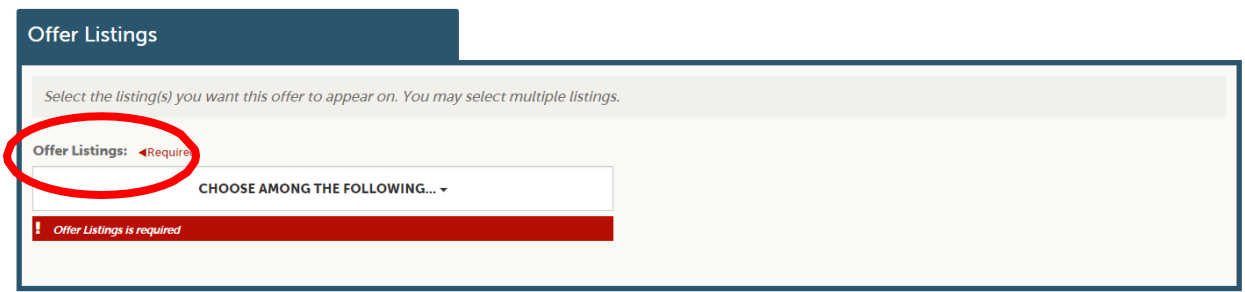
5. Select which Images you would like included in the offer, if you do not have any images already uploaded, this can be done through the Member Portal by clicking “Collateral” on the homepage and the “Media” button. Here’s a video tutorial for adding media to your portal: <https://vimeo.com/showcase/10031519>



- Under "Offer Dates" please enter the dates the offer can be redeemed from (i.e., Valid through December 31, 2023). Then, enter the "Post From" dates (these are the dates that the offer will show on the VisitParkCity website)



- Lastly, under "Offer Listings", from the drop-down menu, select your business name.



Once your offer is submitted, it will need to be approved through the membership department, approval typically takes 24- 48 hours. Once the offer is approved, it will appear on our website approximately an hour. The Member-to-Member discounts can be found at:

<https://www.visitparkcity.com/members/membership-benefits/member-discounts/>

Or under the "Benefits" Section of our member page:

<https://www.visitparkcity.com/members/membership-benefits/>

Calendar of Events

Add events under this tab. Submit for review or edit an existing event

Video Tutorial: <https://vimeo.com/showcase/10031519/video/767075235>

Media

To add any images to your online listing, you must first add images through the media tab. Image library will be used in Listings, Events and Offers

Video Tutorial: <https://vimeo.com/showcase/10031519/video/844743663>

Opportunities

This is where you can view RFPs that are sent to you. Note, this is not applicable to all members.

Reports

View 60-Day Advance Occupancy Reports