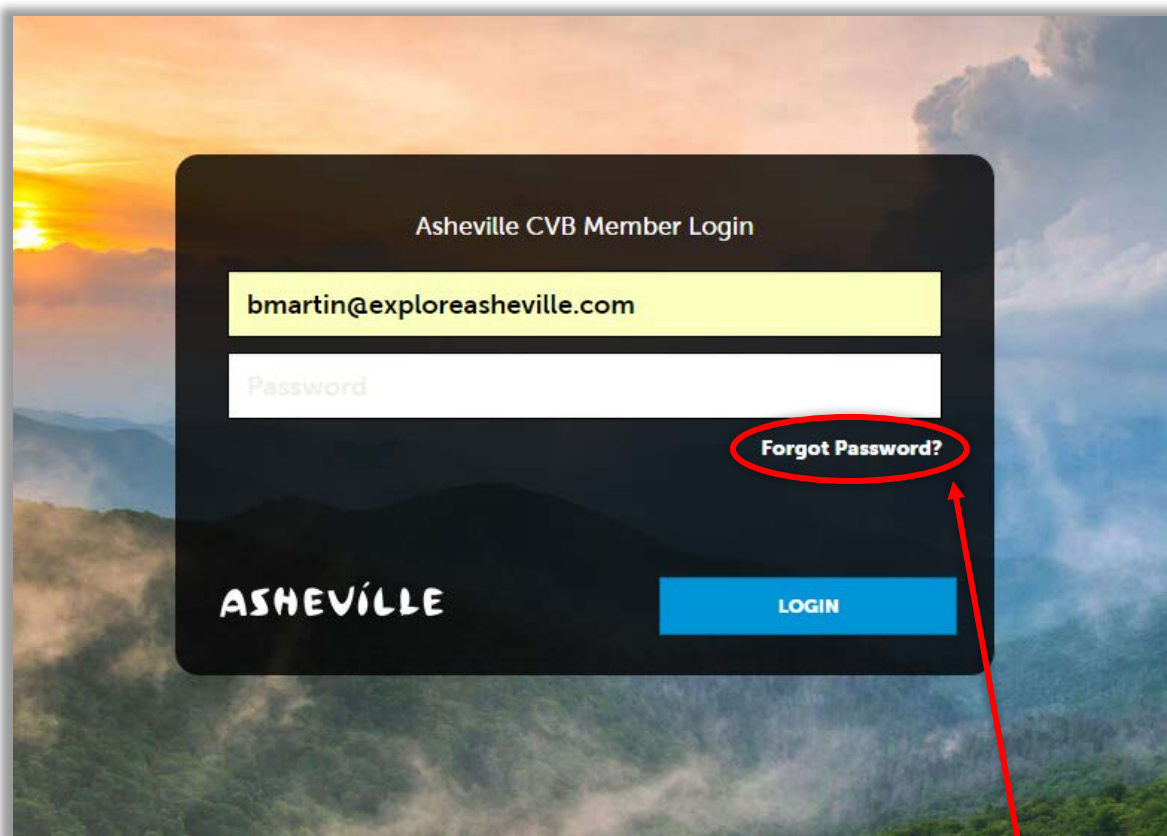


# How To Add Images and Videos to ExploreAsheville.com

## STEP 1

Go to the login screen, found at [www.ExploreAsheville.com/Partners](http://www.ExploreAsheville.com/Partners) (we recommend bookmarking this site for easy access in the future)



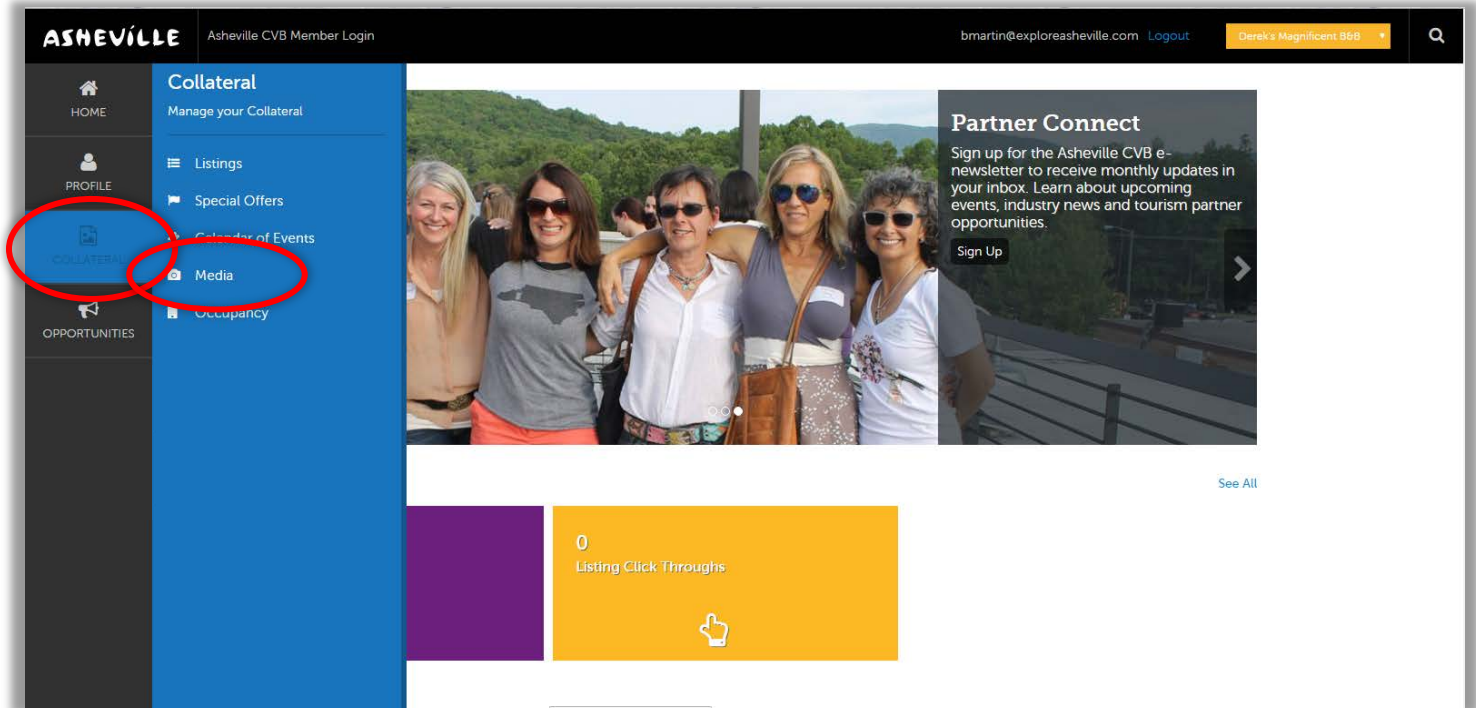
## STEP 2

Enter your username and password to login.

Hint: Your username is your email address. If you forget your password click here


### STEP 3

Click **COLLATERAL** in the left-hand navigation menu. Then click **MEDIA** in the blue sub-navigation menu.



### STEP 4

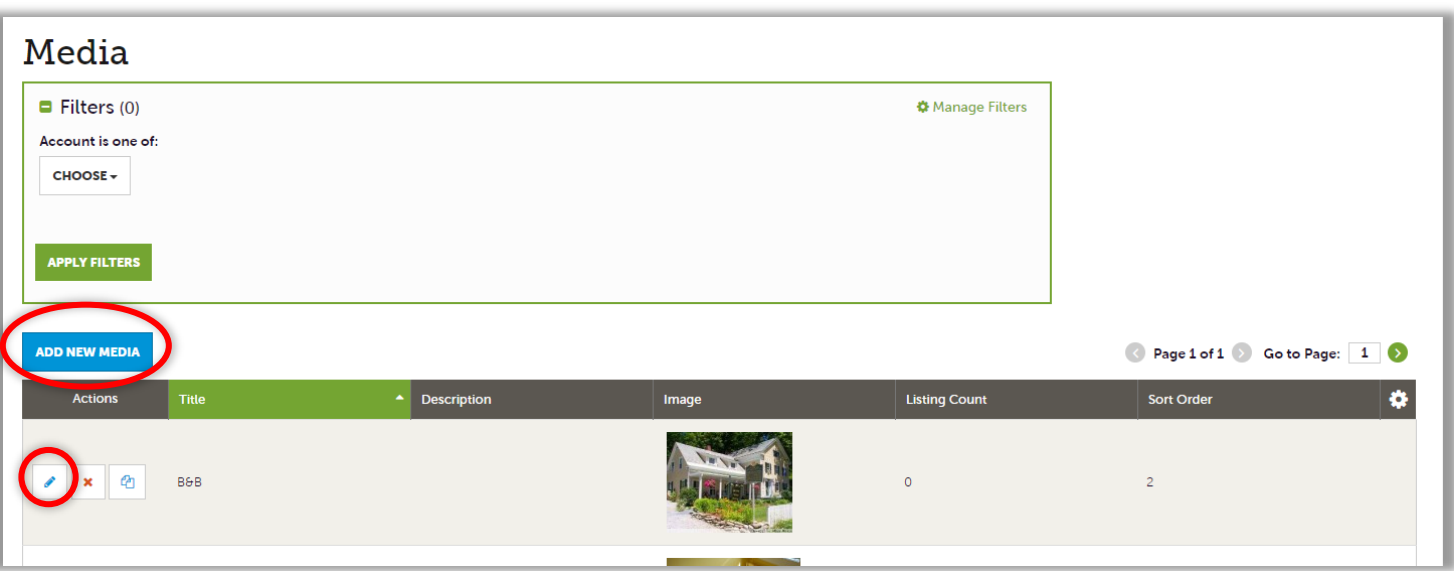
1. To submit a new image OR video click **ADD NEW MEDIA**.

2. To edit an existing image or video click the  pencil icon next to the event you wish to edit.

1



2

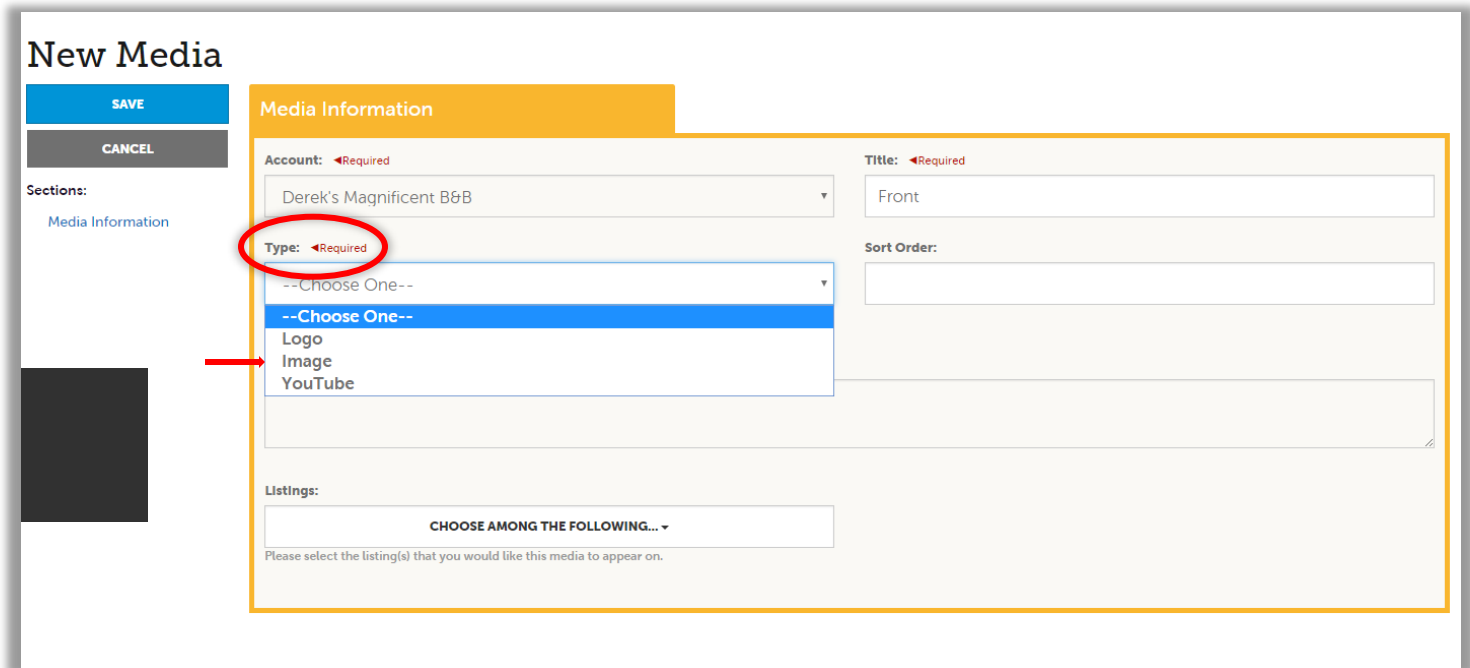


\*Whether you are adding new media or editing existing media, make sure ALL required fields are filled out.\*

## STEP 5

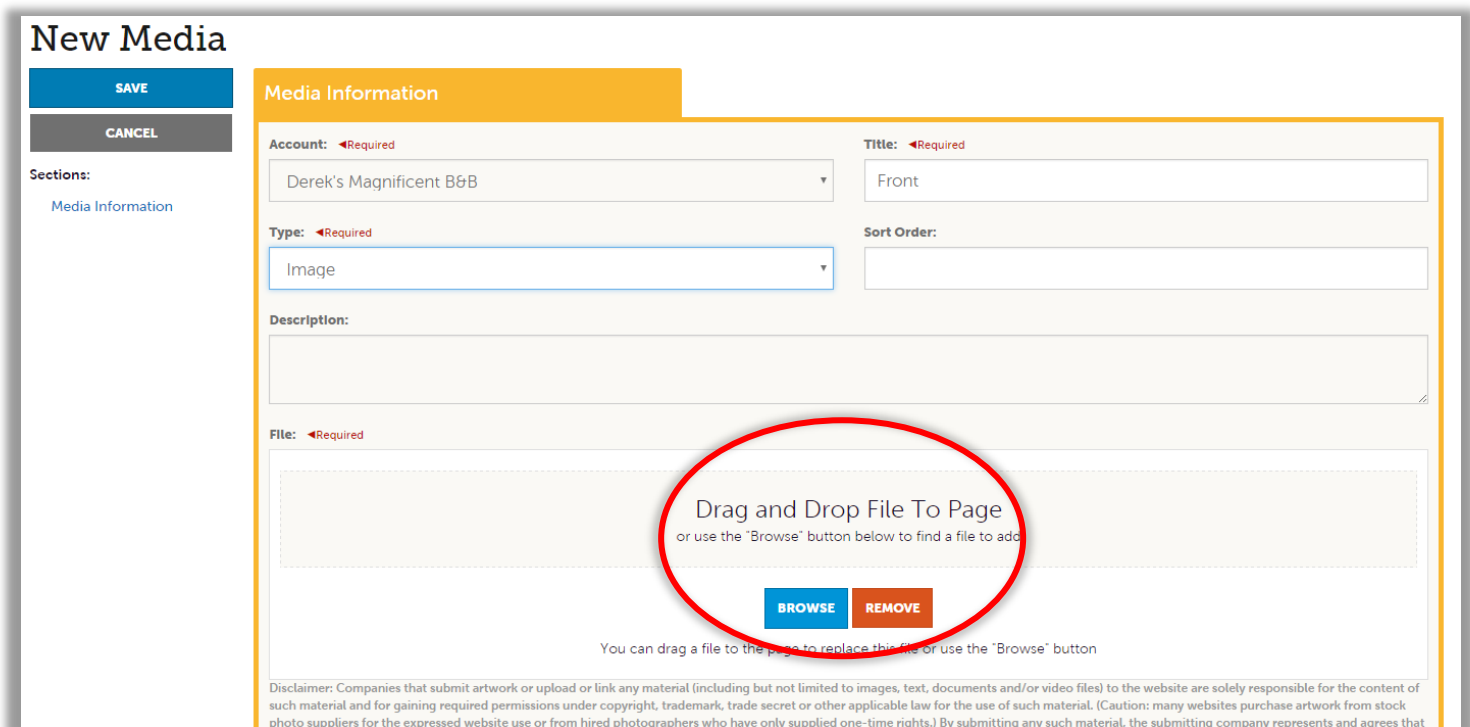
### IMAGES:

1. In order to upload an image select **IMAGE** from the **Type** drop-down list.



The screenshot shows the 'New Media' form with the 'Media Information' section highlighted in orange. The 'Type' dropdown menu is open, showing options: Logo, Image, and YouTube. A red circle highlights the 'Type' label, and a red arrow points to the 'Image' option. The 'Account' field is set to 'Derek's Magnificent B&B' and the 'Title' field is set to 'Front'. The 'Listings' section is currently empty with the text 'CHOOSE AMONG THE FOLLOWING...'. The 'Description' field is also empty.

2. Once you have selected **IMAGE**, a **Drag-And-Drop** box will appear for your image. Please note that you can also click the blue **BROWSE** button to find the image file saved on your computer, if you prefer. **Please note: event images must be either a JPG or GIF file, and must be at least 640px wide by 480px tall to render correctly.**



The screenshot shows the 'New Media' form with the 'Media Information' section highlighted in orange. The 'Type' dropdown menu is now set to 'Image'. The 'File' field is highlighted with a red circle and contains the text 'Drag and Drop File To Page' and 'or use the "Browse" button below to find a file to add'. Below the file field are two buttons: 'BROWSE' (blue) and 'REMOVE' (orange). The 'Description' field is empty. The 'Listings' section is still empty with the text 'CHOOSE AMONG THE FOLLOWING...'. The 'Disclaimer' text is visible at the bottom of the form.

3. Once you have uploaded your image file, select the **LISTING** you would like the image to appear on. Lastly, click **SAVE** in the top left-hand corner.

File: **Required**

Drag and Drop File To Page  
or use the "Browse" button below to find a file to add

**BROWSE** **REMOVE**

You can drag a file to the page to replace this file or use the "Browse" button

Disclaimer: Companies that submit artwork or upload or link any material (including but not limited to images, text, documents and/or video files) to the website are solely responsible for the content of such material and for gaining required permissions under copyright, trademark, trade secret or other applicable law for the use of such material. (Caution: many websites purchase artwork from stock photo suppliers for the expressed website use or from hired photographers who have only supplied one-time rights.) By submitting any such material, the submitting company represents and agrees that (i) it has obtained the necessary permissions referenced above, (ii) any such material is not likely to defame and does not invade the privacy of any person, and (iii) it will defend, indemnify and hold harmless the company, its affiliates and their respective directors, employees and agents (including, without limitation, its publishing partner or any agent acting on its behalf) from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including reasonable attorneys' fees) resulting from the submitting company's breach of the obligations set forth in this paragraph.

Listings:

**CHOOSE AMONG THE FOLLOWING...**

Please select the listing(s) that you would like this media to appear on.

## VIDEOS:

1. In order to upload a video select **YouTube** from the **Type** drop-down list. *NOTE: All videos must be hosted on YouTube.*

**SAVE**  
**CANCEL**

Sections:  
Media Information

**New Media**

**Media Information**

Account: **Required**  
Derek's Magnificent B&B

Title: **Required**  
Front

Type: **Required**  
--Choose One--  
--Choose One--  
Logo  
Image  
YouTube

Sort Order:

Listings:  
**CHOOSE AMONG THE FOLLOWING...**

Please select the listing(s) that you would like this media to appear on.

2. Once you have selected **YouTube**, you will see the **Video Link** field appear. Please copy and paste the **YouTube URL** for your video here.

# New Media

SAVE

CANCEL

Sections:

Media Information

## Media Information

Account: Required

Derek's Magnificent B&B

Title: Required

Front

Type: Required

YouTube

Sort Order:

Description:

Video Link: Required

Listings:

CHOOSE AMONG THE FOLLOWING... ▾

Please select the listing(s) that you would like this media to appear on.

3. Selected the **LISTING** you would like the video to appear on and click **SAVE** in the top left corner.

# New Media

SAVE

CANCEL

Sections:

Media Information

## Media Information

Account: Required

Derek's Magnificent B&B

Title: Required

Front

Type: Required

YouTube

Sort Order:

Description:

Video Link: Required

Listings:

CHOOSE AMONG THE FOLLOWING... ▾

Please select the listing(s) that you would like this media to appear on.

**PLEASE NOTE:**

- You can control the order that your images appear in by typing the number you want in the Sort Order field. If you do not edit this field it will automatically be set to the next number in your list.

The screenshot shows a web form titled "New Media" with a "Media Information" section. On the left, there are "SAVE" and "CANCEL" buttons, and a "Sections:" dropdown menu currently set to "Media Information". The form fields include:

- Account:** A dropdown menu with "Derek's Magnificent B&B" selected.
- Title:** A text input field containing "Front".
- Type:** A dropdown menu with "Image" selected.
- Sort Order:** A text input field, which is circled in red in the image.
- Description:** A large text area for entering a description.
- File:** A section for uploading a file, featuring a dashed border and the text "Drag and Drop File To Page" and "or use the 'Browse' button below to find a file to add". Below this are "BROWSE" and "REMOVE" buttons.

At the bottom of the form, there is a note: "You can drag a file to the page to replace this file or use the 'Browse' button".

- Your changes will not automatically be visible on your listing, as they will first go through an approval process that may take 48-72 hours. You will be notified via email when your changes are approved or denied.

*Need help or have questions? Please contact Brit Martin, Data Specialist, at 828-258-6113 or [bmartin@ExploreAsheville.com](mailto:bmartin@ExploreAsheville.com)*