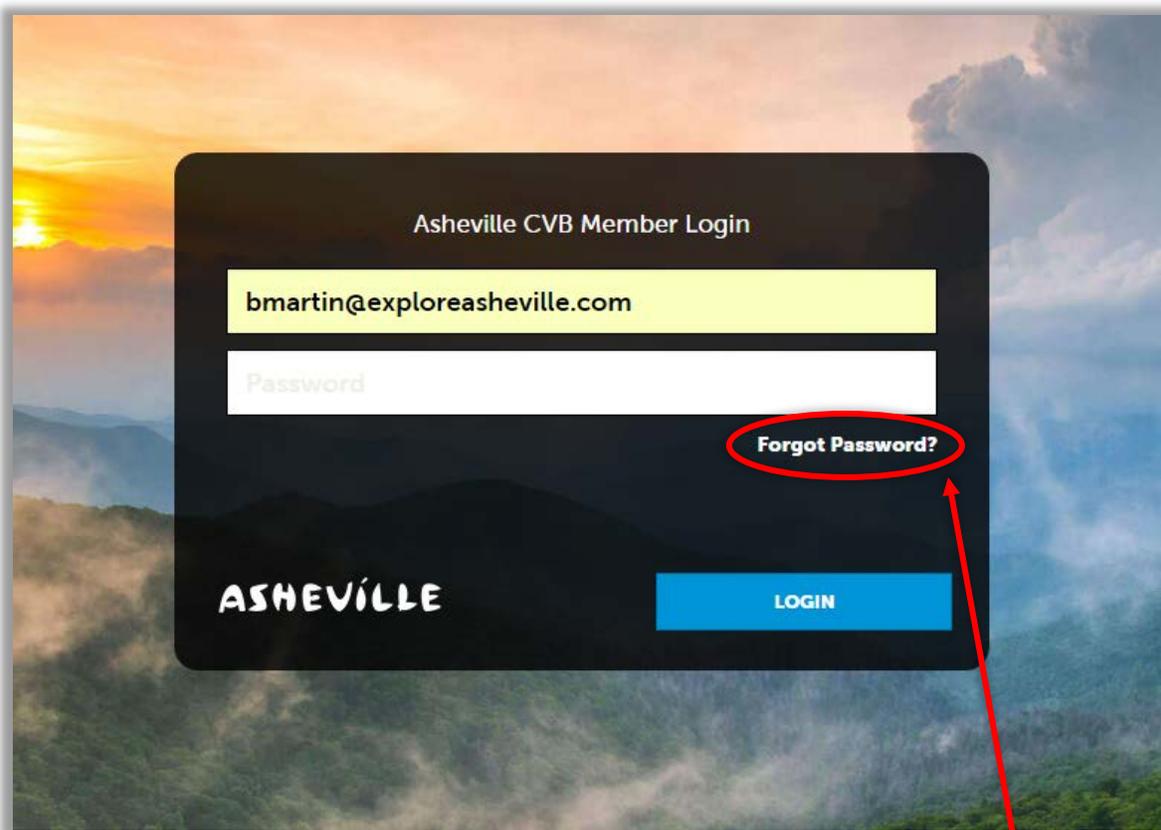# How To Add Images and Videos
to ExploreAsheville.com

STEP 1

Go to the login screen, found at www.ExploreAsheville.com/Partners *(we recommend bookmarking this site for easy access in the future)*
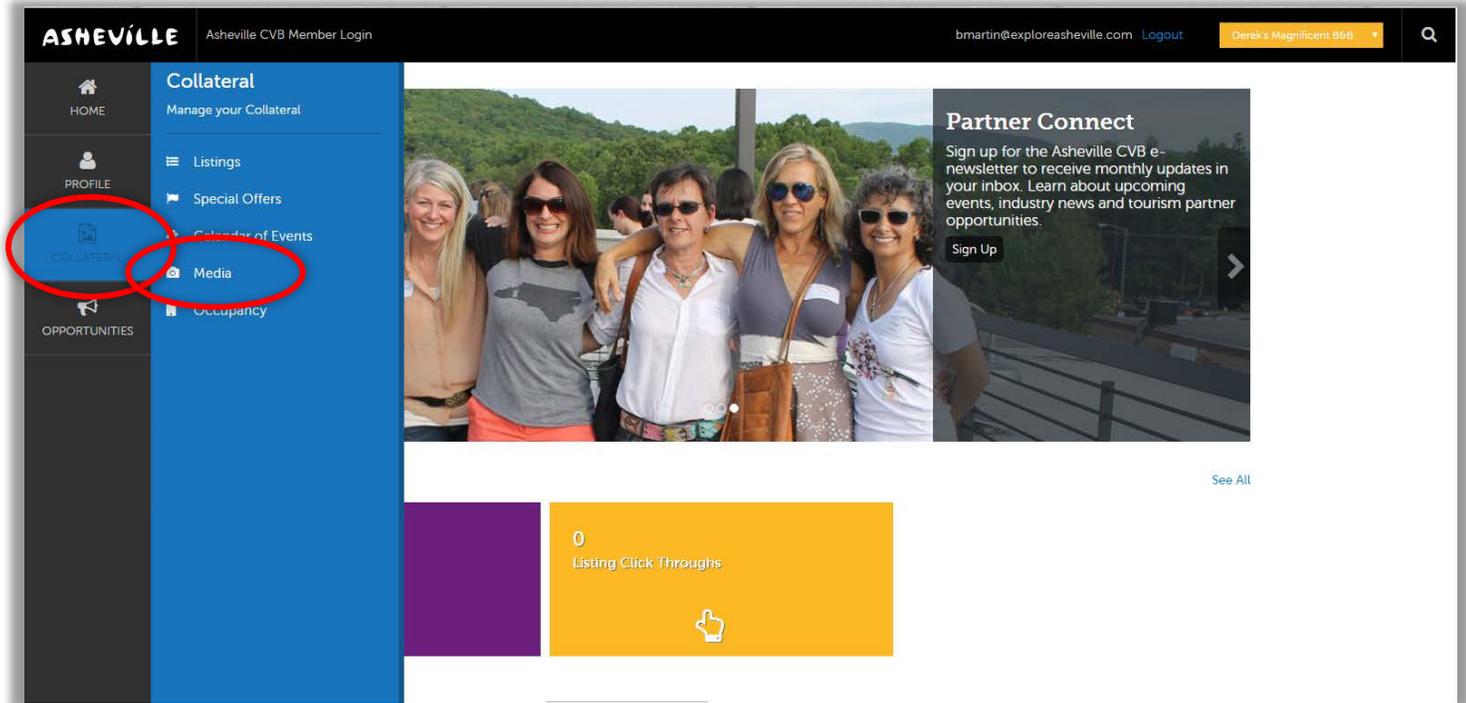
STEP 2

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.
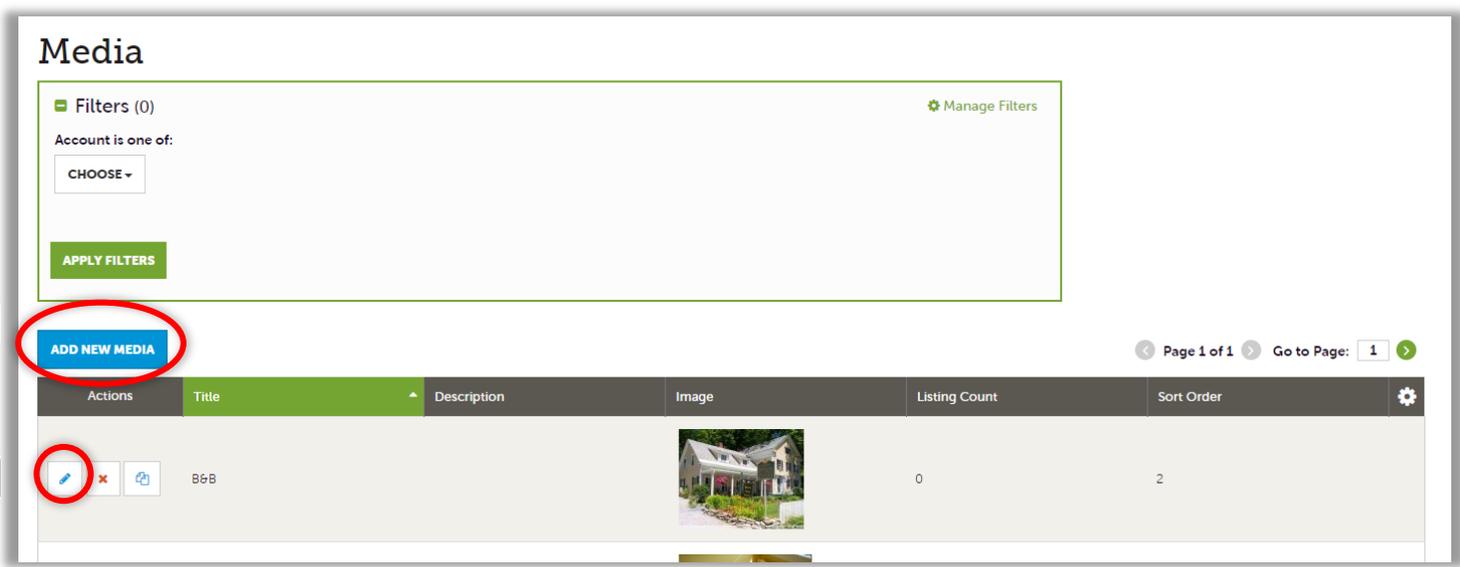

STEP 4

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

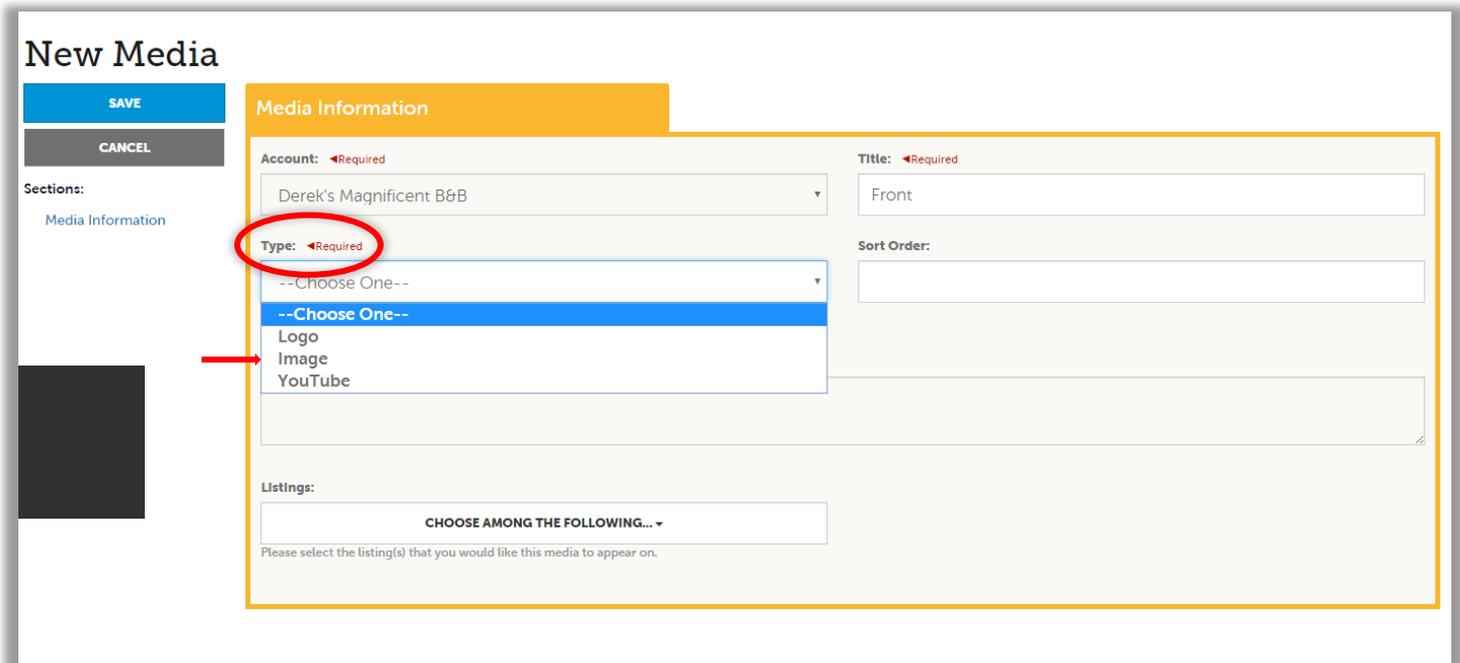2. To edit an existing image or video click the pencil icon next to the event you wish to edit.

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

STEP 5

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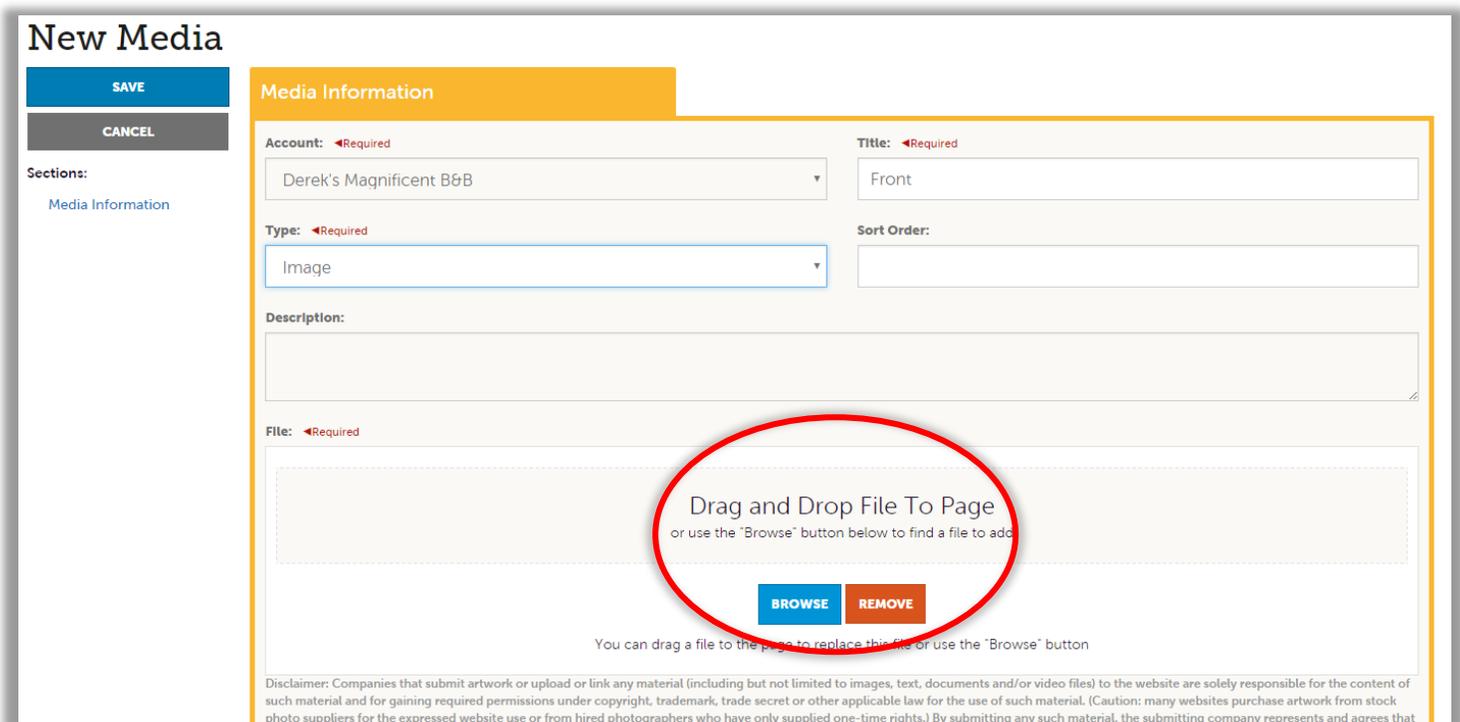
1. In order to upload an image select **IMAGE** from the **Type** drop-down list.

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.

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.

VIDEOS:

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

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.

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

PLEAS 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.

- 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 us at PartnerSupport@ExploreAsheville.com.