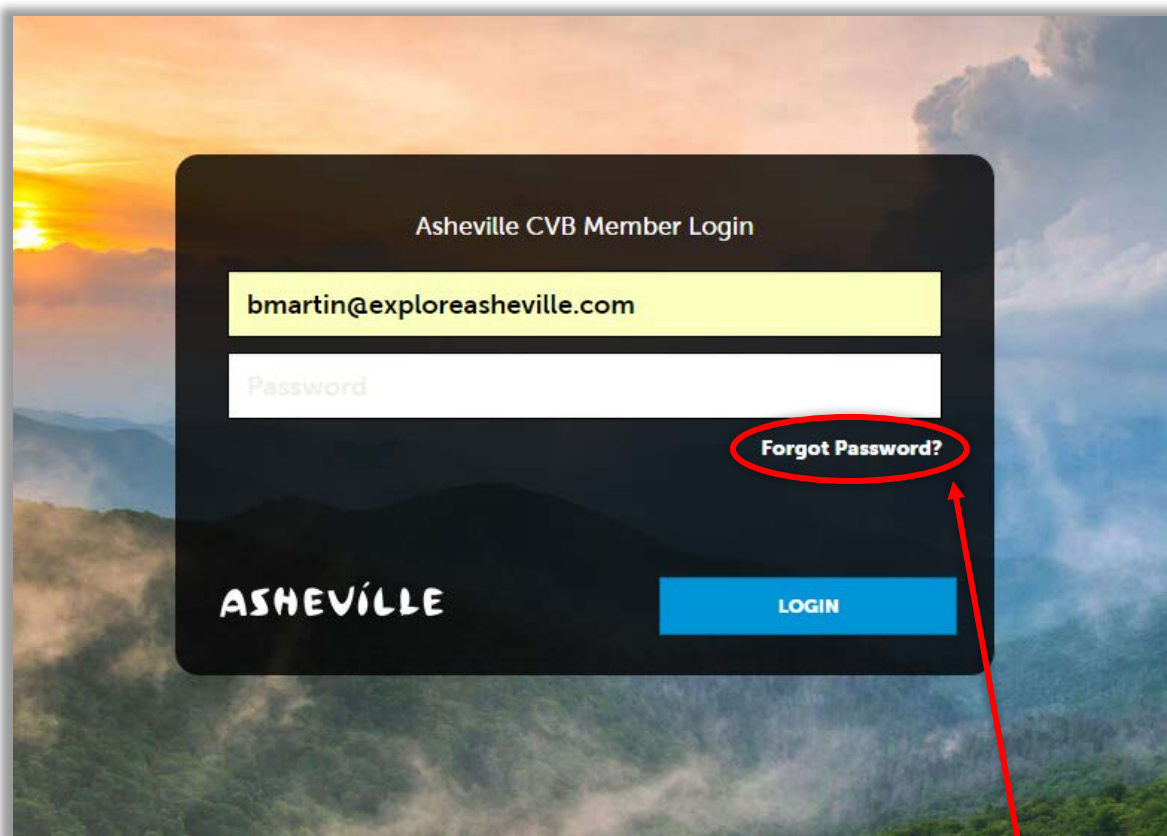


# How To Add Images and Videos to ExploreAsheville.com

## 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)



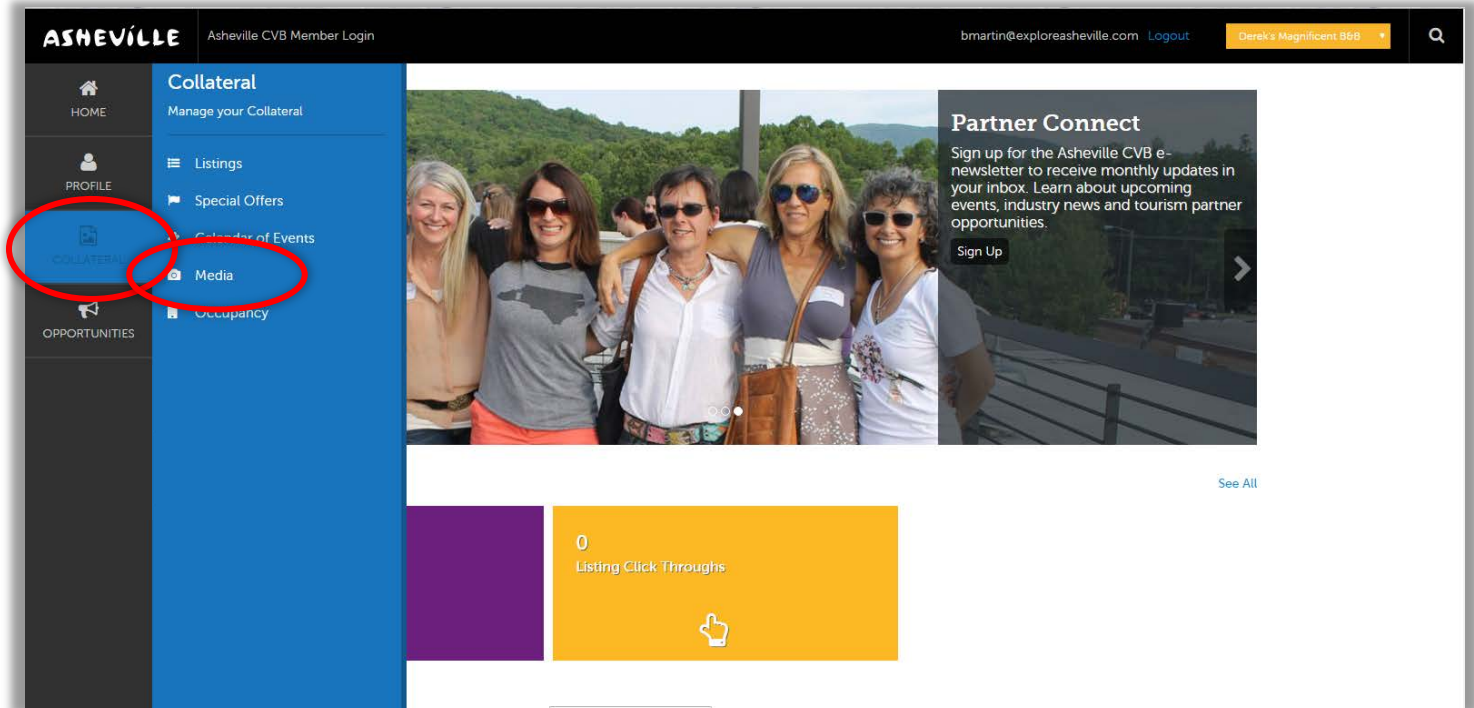
## STEP 2

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

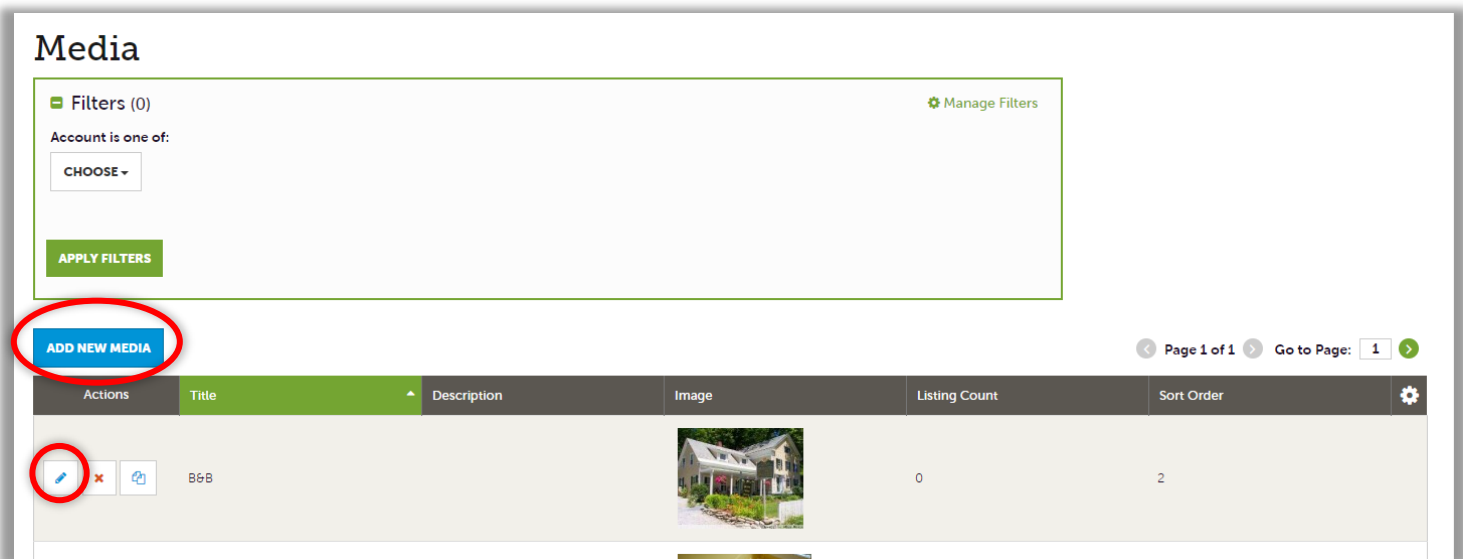
1. To submit a new image OR video click **ADD NEW MEDIA**.

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

1



2

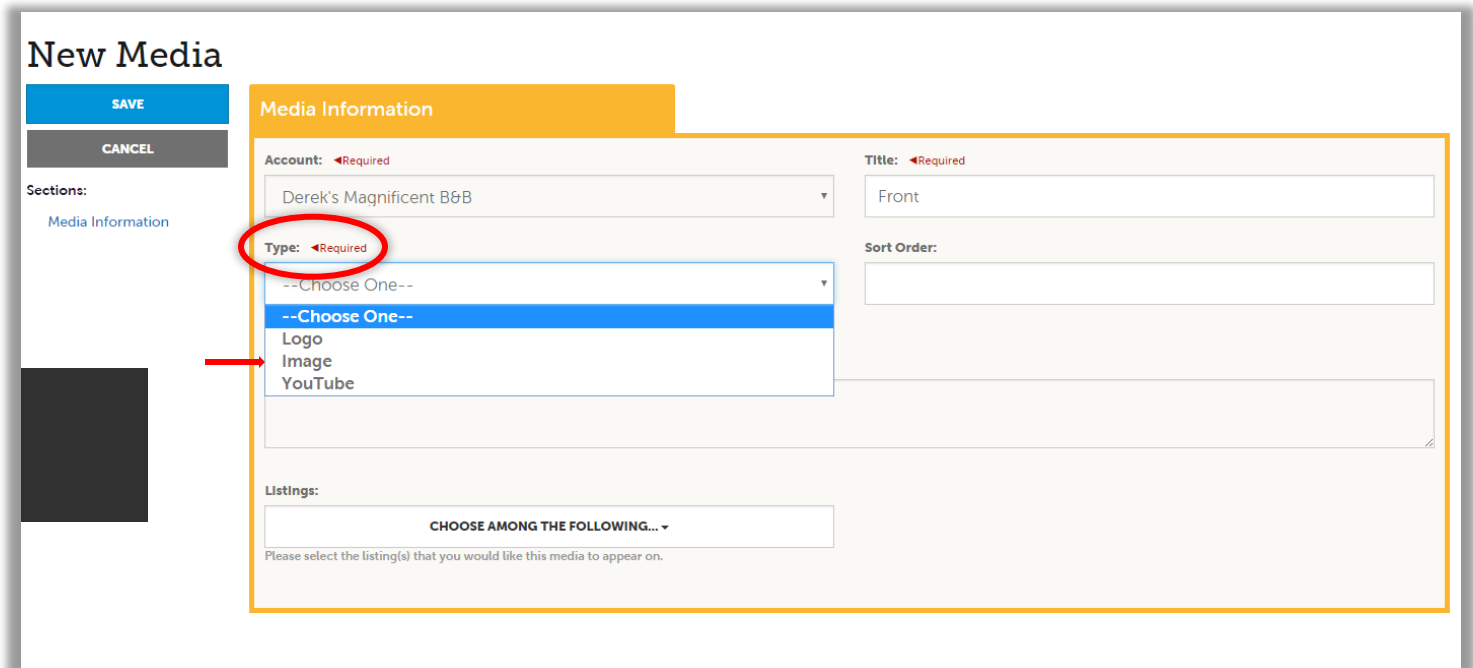


\*Whether you are adding new media or editing existing media, make sure ALL required fields are filled out.\*

## STEP 5

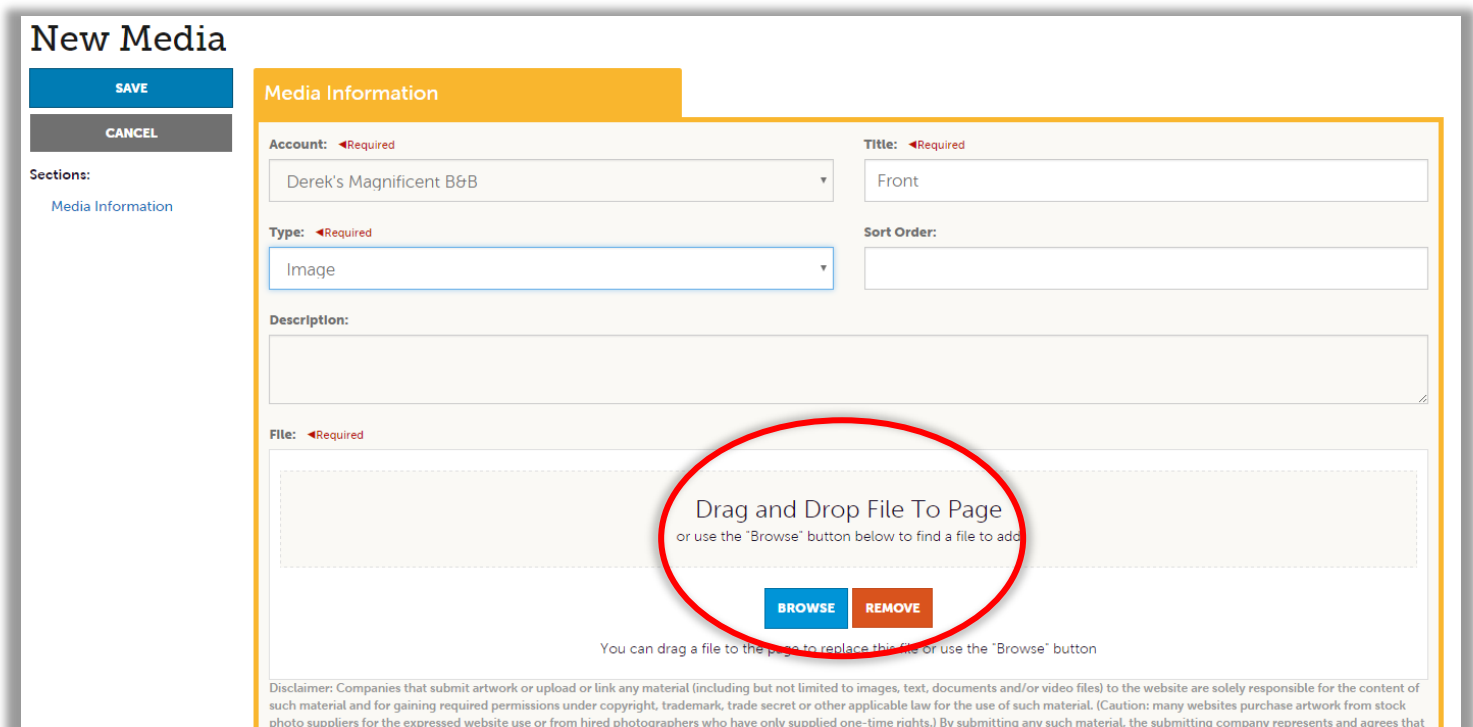
### IMAGES:

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 empty with the text 'CHOOSE AMONG THE FOLLOWING...'. The 'Description' field is 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 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 'BROWSE' and 'REMOVE' buttons. The 'Description' field is empty. The 'Listings' section is 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.

The screenshot shows a file upload interface. At the top, it says "File: **Required**". Below this is a large dashed box with the text "Drag and Drop File To Page" and "or use the 'Browse' button below to find a file to add". There are two buttons: "BROWSE" (blue) and "REMOVE" (orange). Below the buttons, it says "You can drag a file to the page to replace this file or use the 'Browse' button". A disclaimer follows, stating that the user is responsible for the content of any material uploaded. At the bottom, there is a "Listings:" section with a dropdown menu that says "CHOOSE AMONG THE FOLLOWING...". This dropdown menu is circled in red. Below the dropdown, it says "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.*

The screenshot shows the "New Media" form. On the left, there are "SAVE" (blue) and "CANCEL" (grey) buttons. Below them, the "Sections:" are listed, with "Media Information" selected. The main form area is titled "Media Information" and has a yellow header. It contains several fields: "Account: **Required**" (a dropdown menu with "Derek's Magnificent B&B" selected), "Title: **Required**" (a text input field with "Front" entered), "Type: **Required**" (a dropdown menu with "YouTube" selected, circled in red), and "Sort Order:" (a text input field). At the bottom, there is a "Listings:" section with a dropdown menu that says "CHOOSE AMONG THE FOLLOWING...". Below the dropdown, it says "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". On the left, there are buttons for "SAVE" and "CANCEL", and a "Sections:" dropdown menu currently set to "Media Information". The main form area is titled "Media Information" and contains several fields: "Account:" (required) with a dropdown menu showing "Derek's Magnificent B&B"; "Title:" (required) with a text input field containing "Front"; "Type:" (required) with a dropdown menu showing "Image"; "Description:" with a large text area; and "File:" (required) with a dashed box containing the text "Drag and Drop File To Page" and "or use the 'Browse' button below to find a file to add". Below the file area are "BROWSE" and "REMOVE" buttons. At the bottom, a note states "You can drag a file to the page to replace this file or use the 'Browse' button". The "Sort Order:" label is circled in red, indicating its importance.

- 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 Joseph Phelps, Public Affairs Specialist, at 828-258-6113 or [jphelps@ExploreAsheville.com](mailto:jphelps@ExploreAsheville.com).*