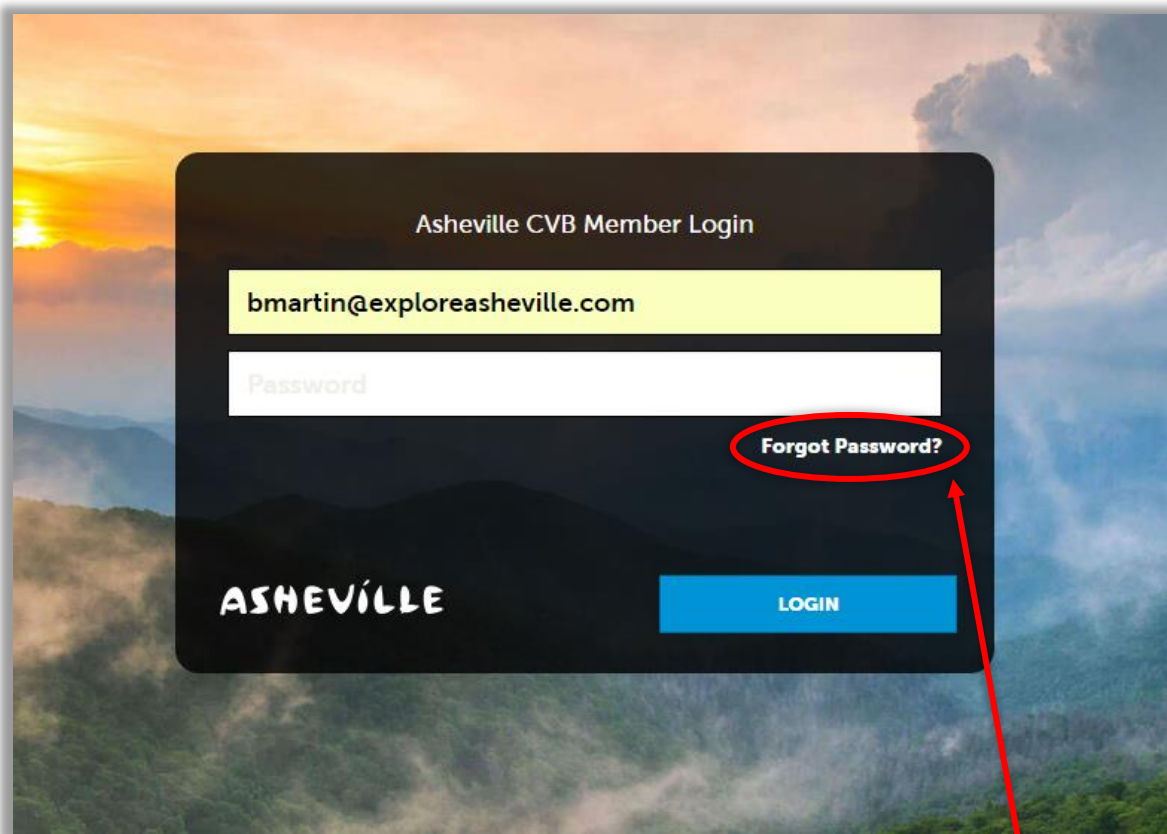


How To Update Your Listing on ExploreAsheville.com and the Explore Asheville App

STEP 1

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



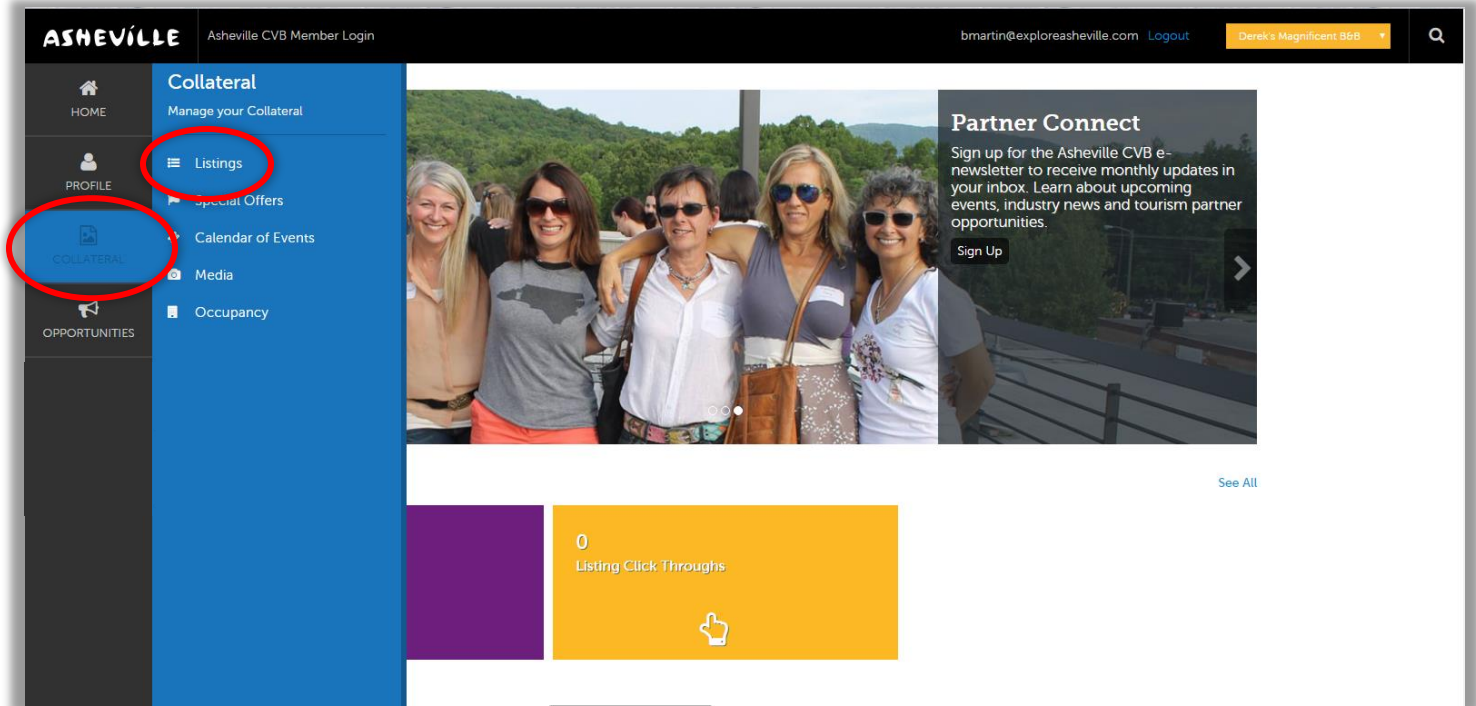
STEP 2

Enter your username and password to login.


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

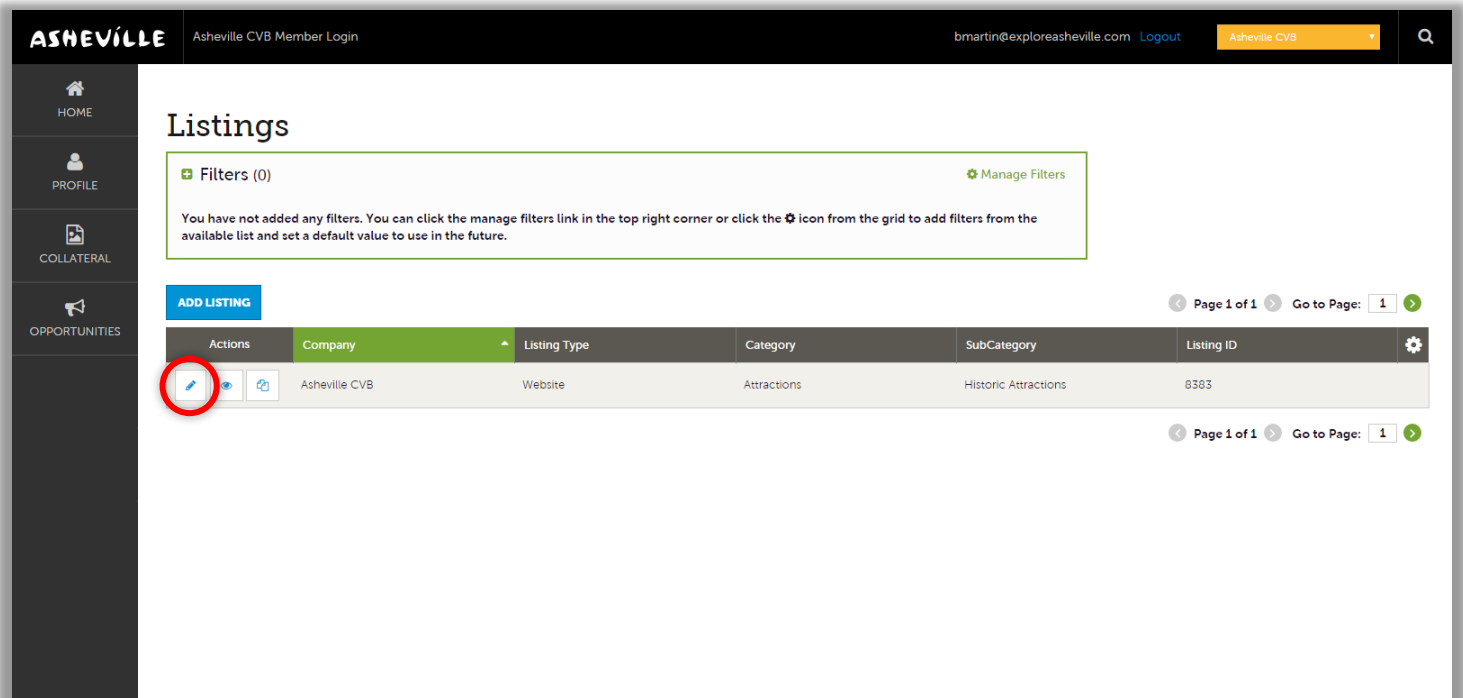
STEP 3

Click COLLATERAL in the left-hand navigation menu. Then click Listings at the top of the blue sub-navigation menu.



STEP 4

Click the  pencil icon next to the listing you wish to edit.



STEP 5

Edit the available fields you wish to change and click the blue SAVE button.

The screenshot shows the 'Update Listing' interface. On the left is a navigation menu with options: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, and ADMINISTRATION. The 'SAVE' button is circled in red. The main form has four sections:

- Listing Information:** Includes fields for Account (Asheville CVB), Type (Website), Description (Asheville's renowned Destination Management Organization!), and Keywords.
- Categories:** Includes fields for Category (Attractions) and SubCategory (Historic Attractions).
- Website Notifications:** Includes fields for Email To Notify and Notification Interval (0).
- Listing Image:** Includes a field for selecting one or more images, with a preview of an image and an 'Active' status.

- ✓ Please note: Your changes will not automatically be visible on your listing, 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.