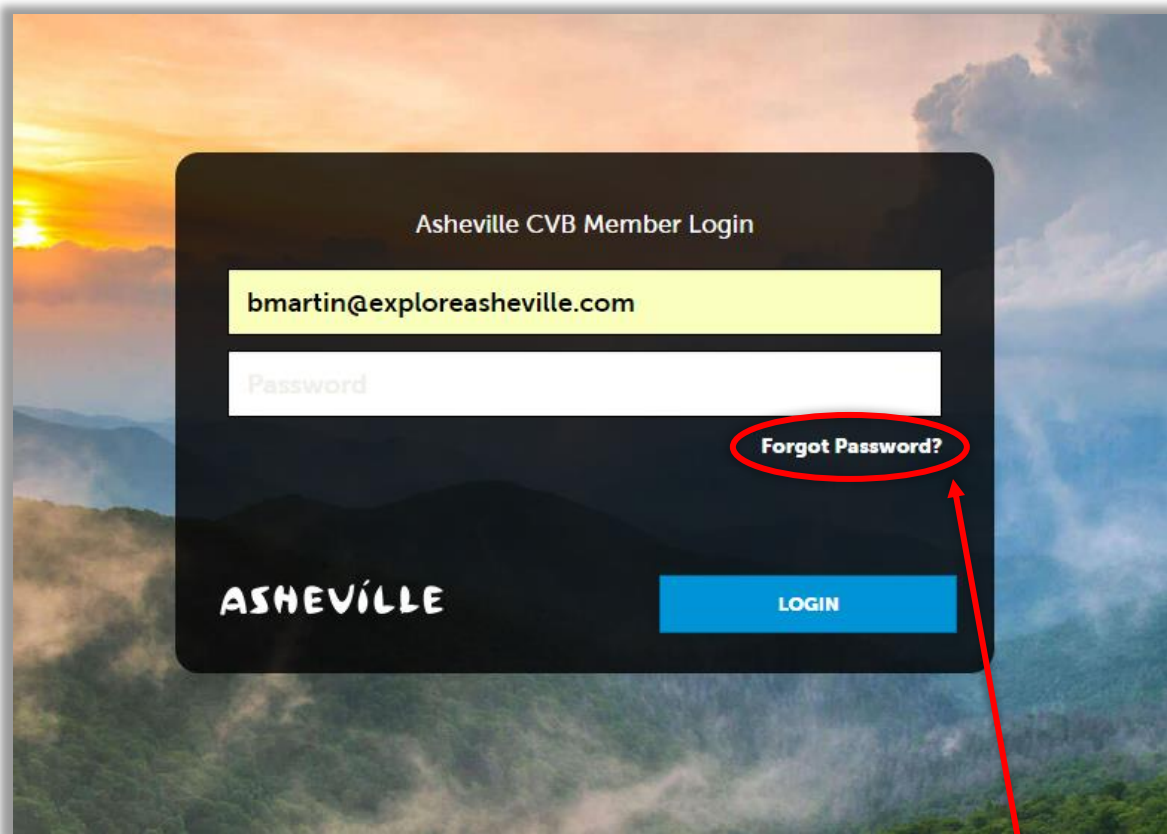


How To Update Your Listing on ExploreAsheville.com

STEP 1

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



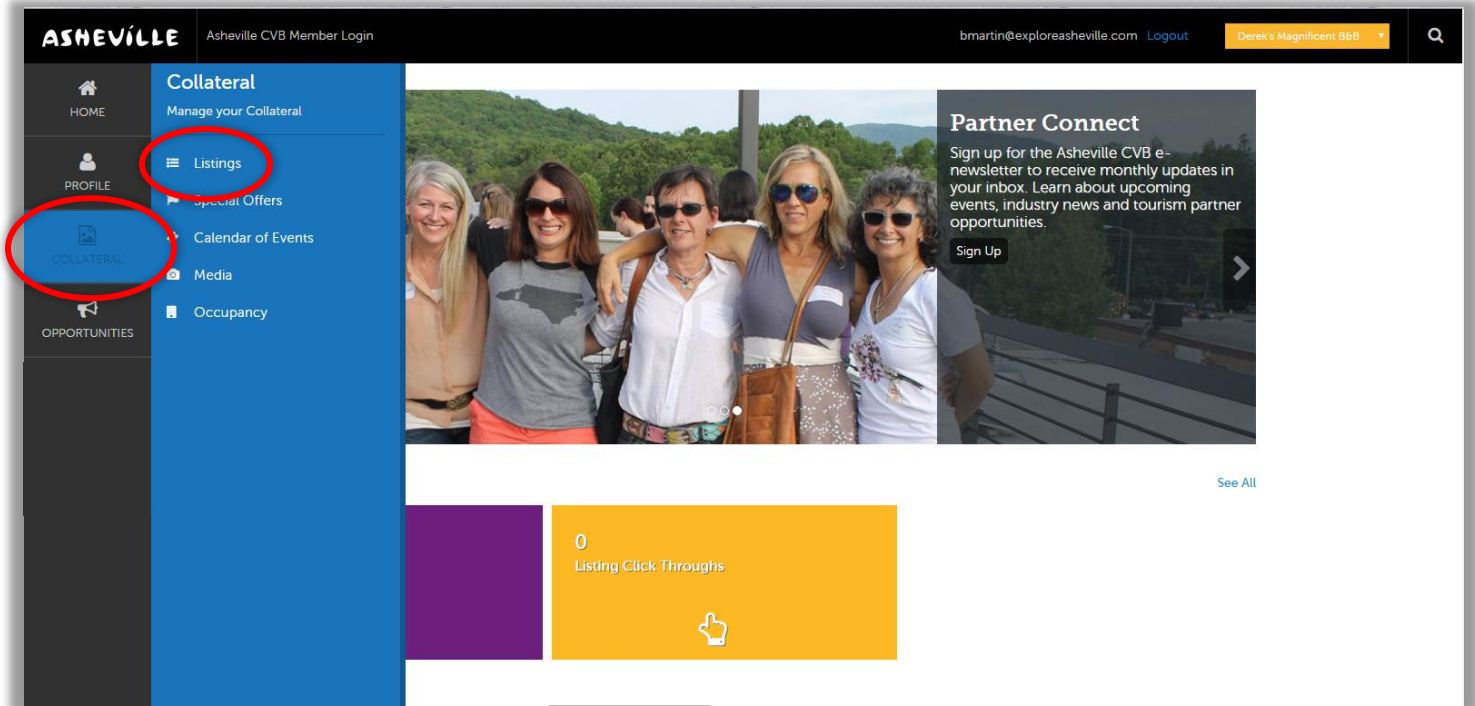
STEP 2

Enter your username and password to login.


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

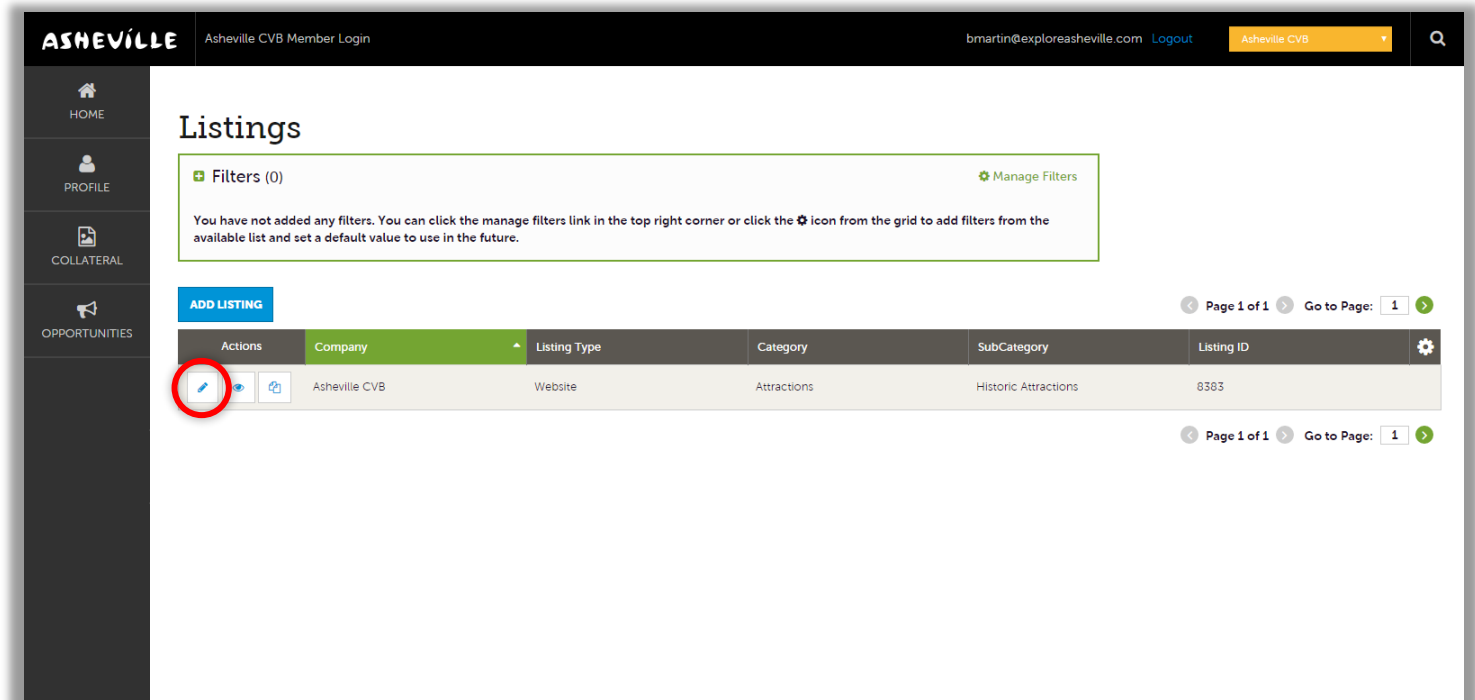
STEP 3

Click COLLATERAL in the left-hand navigation menu. Then click 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 'HOME', 'PROFILE', 'COLLATERAL', 'OPPORTUNITIES', and 'ADMINISTRATION'. The 'COLLATERAL' section contains a blue 'SAVE' button circled in red. The main content area has four sections:

- Listing Information:** Includes 'Account' (Asheville CVB), 'Type' (Website), 'Description' (Asheville's renowned Destination Management Organization!), and 'Keywords'.
- Categories:** Includes 'Category' (Attractions) and 'SubCategory' (Historic Attractions).
- Website Notifications:** Includes 'Email To Notify' and 'Notification Interval' (0).
- Listing Image:** Includes a note about uploading images and a gallery with one image labeled 'Active'.

- ✓ 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.