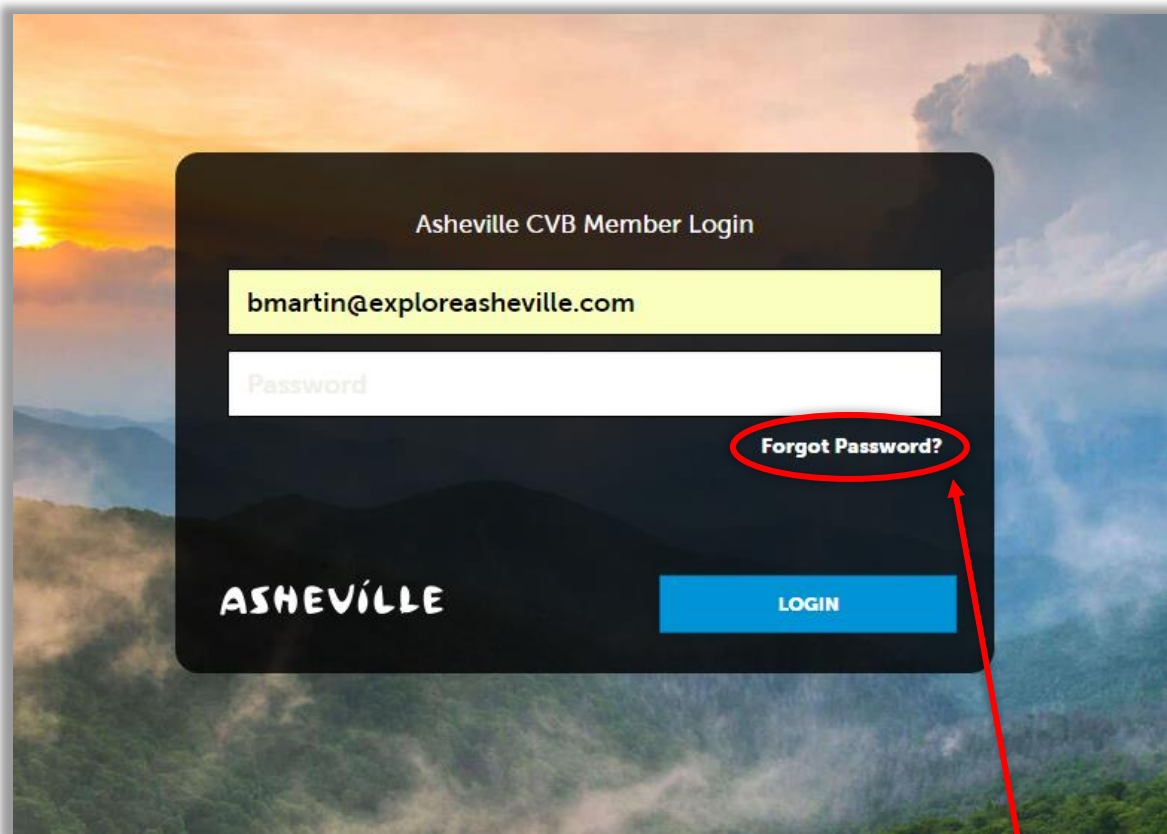


How To Update Your Listing on ExploreAsheville.com

STEP 1

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



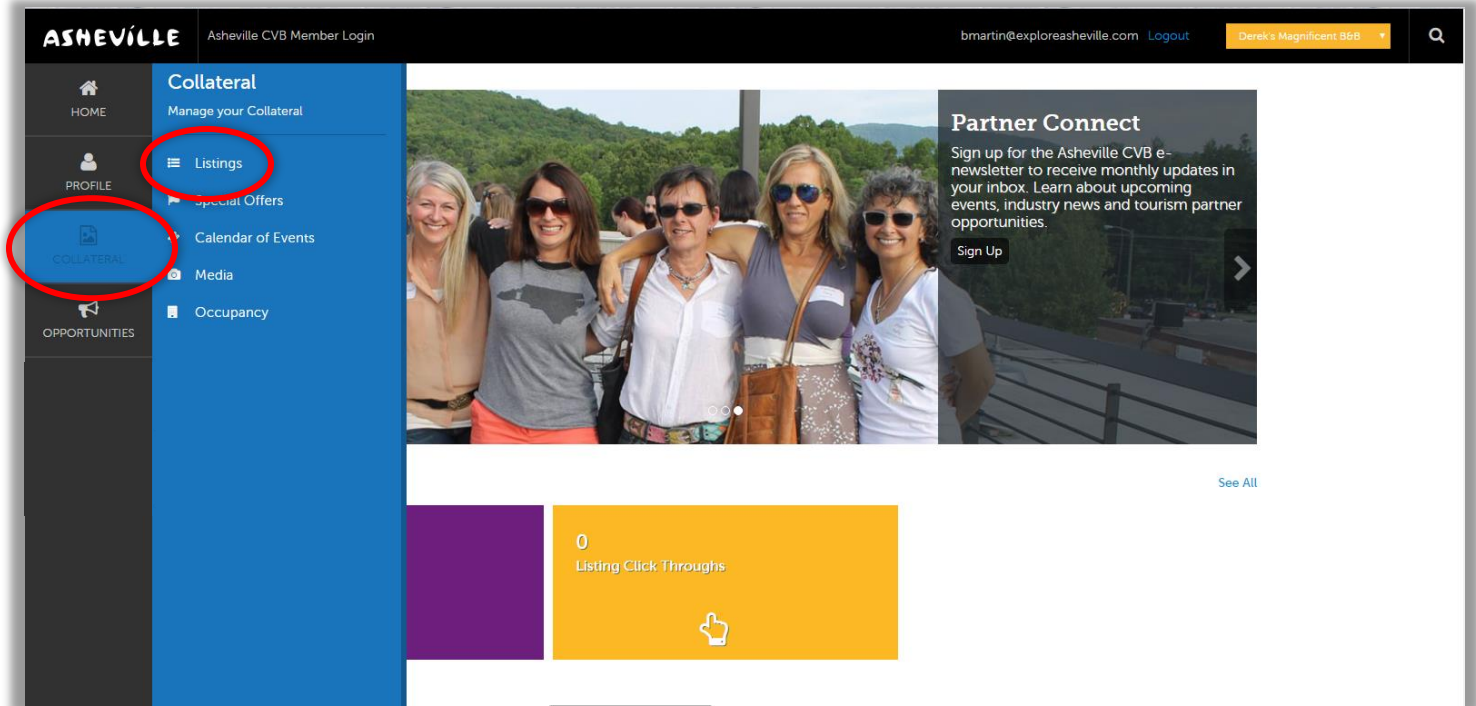
STEP 2

Enter your username and password to login.


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

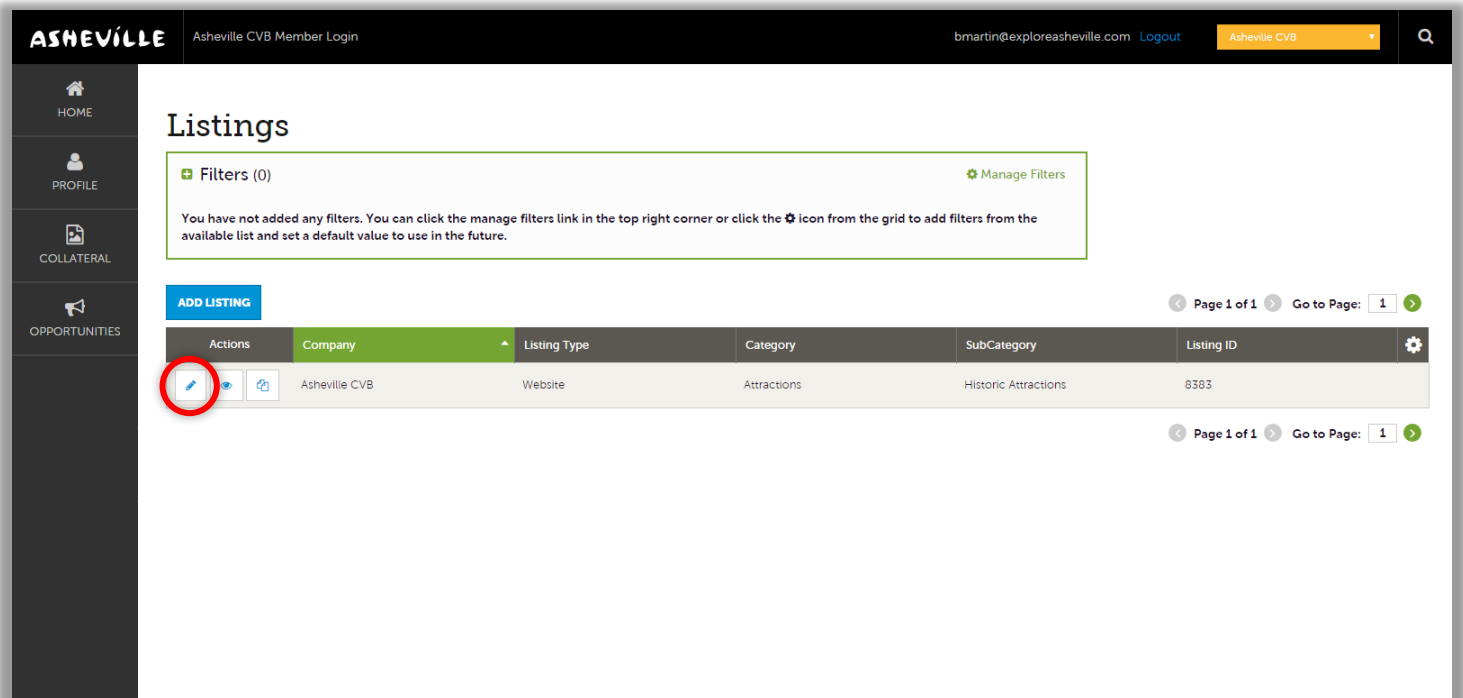
STEP 3

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 sidebar, the 'SAVE' button is circled in red. The main form area contains the following 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 section for uploading images, with a note to click the 'ADD NEW MEDIA' button.

- ✓ 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 Joseph Phelps, Public Affairs Specialist, at 828-258-6113 or jphelps@ExploreAsheville.com.