



Partner Admin One-Sheet

(New instructions are highlighted in yellow. Updated 12/23/08)

New User:

Search for Existing Listing

- Go to <http://partner.exploregeorgia.org>
- In “Create a New Listing” box, search for listing name
 - **To better utilize your search results type in one or two words of your listing. For example: If you are looking for “The Jarrell Plantation” type in the word “Jarrell” and your listing should appear if it already exists in our system.**
 - City and Zip are optional, but will help search
 - Click Submit
- If no results:
 - Check to be sure that listing is typed correctly
 - If all is correct, Click “Create Account”
 - **A new screen will appear, prompting you to enter the following:**
 - Title (this is the title of your listing)
 - Type (this is the type of listing you are creating; golf course, lodging, attraction or DMO)
 - Choose your city from the dropdown list
 1. **Note: if your city isn’t listed, simply click the checkbox and enter your city. A regional rep will take your city under suggestion to add to the system.**
 2. **Click submit. You’ll then be taken to a full screen to enter your listing information. You need to be as thorough as possible to maximize your chances of approval.**
 1. **You can upload photos, add events and special offers, add listing hours and other valuable consumer information.**
 3. **When you click on the link to submit for approval, your listing will be sent to your regional rep for approval. Until it is approved, it will appear in the pending tab of your partner admin console.**
 - **When the listing has been approved and is posted to the web site, it will show up in your approved listings area on the partner admin main page.**
- If there are results:
 - If you see the listing you would like access to, click on the “Request Access Link” next to the appropriate listing; otherwise, refine your search criteria and search again.
 - Your request will be sent to your regional representative for review and approval.
 - You will be prompted to login on the next page, or Register for a MyGeorgia account.
 - Click on Register, and fill in the appropriate fields to create a partner account.

- Upon approval, you will be able to access this listing and make edits to it.

Existing User:

Search for Existing Listing

- Go to <http://partner.exploregeorgia.org>
- Sign in on right side of screen
- Under the Listings, click on link to “Add Listing or Request Access to an Existing Listing”
- In “Create a New Listing” box, search for listing name
 - **To better utilize your search results type in one or two words of your listing. For example: If you are looking for “The Jarrell Plantation” type in “Jarrell” and your listing should appear if it already exists in our system.**
 - City and Zip are optional, but will help search
 - Click Submit
- If no results:
 - Check to be sure that listing is typed correctly
 - If all is correct, Click “Create Account”
 - Fill in all Contact Information
 - Click Submit
 - A new screen will appear, prompting you to enter the following:
 - Title (this is the title of your listing)
 - Type (this is the type of listing you are creating; golf course, lodging, attraction or DMO)
 - Choose your city from the dropdown list
 1. Note: if your city isn’t listed, simply click the checkbox and enter your city. A regional rep will take your city under suggestion to add to the system.
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Editing Listings

- Choose listing you want to edit and click on link
- Each section has an edit link beside the title.
- Click on Edit link, make edit and click save when finished
- Each time you click save, the change is published to the exploregeorgia.org site
- Be sure to fill out information on all tabs: overview, details, photos and brochures. Entering in this information will help visitors to the site get more information on your listing.

Adding Events

- **Events must be approved upon creation by your regional rep**
- On main partner page, click on link labeled “Add Event”
- Enter title prefix (ie: 1st annual) if applicable
- Enter title (ie: Dogwood Festival)
- Enter Title Suffix (ie: at Stone Mountain Park) if applicable
- Choose location (ie: listing) to tie event to (if applicable)
 - Note: not all events belong to a listing (ie: Powers Crossroads Festival is an annual event, but wouldn’t necessarily be a listing)
- Enter Description
- Click “Add Event”
- Fill in information on overview, details and images and media tab to provide site visitors all of the pertinent information about your event.
- Note: if your event is tied to a listing, then it will show up on the events tab on the applicable listing on exploregeorgia.org; otherwise, it will only appear in the events search database as a stand-alone event.

- **New Feature: Sub Events**

- **Sub events are events that occur during an event. A good example is the Savannah Music Festival. The Savannah Music Festival is a large event that has many sub-events that occur during its duration. As a result, there is a need for events to tie sub-events to their parent event.**
- **To create a sub event, follow these simple steps:**
 - **Click on the tab called “sub event”**
 - **Click on “Create Sub Events”**
 - **Fill out the following information:**
 - **Title**
 - **Description**
 - **Time (ie: 9 am or 10:15 pm)**
 - **Choose date from calendar button**
 - **Enter location (ie: River Street)**
 - **Click “Add New Sub Event”**
 - **To add additional sub events, fill out information on the form just as you did previously. When you are finished adding sub events, click on the close link in the top right corner of the box.**
 - **To delete the sub event, make sure you are on the main sub event tab page, and click on the link “delete sub event” located to the right of the applicable sub event.**
- **When you are finished completing information about your event, click on the link to submit for approval.**
- **When you click on the link to submit for approval, your event will be sent to your regional rep for approval. Until it is approved, it will appear in the pending tab of your partner admin console.**

Adding Special Offers

- **Offers must be approved before they can appear on the site.**
- On main partner page, click on link labeled “Add Offer”
- Enter title of Special Offer
- Choose listing(s) and/or event(s) the offer applies to

- Enter description of special offer
- Enter date range
- Choose coupon (no coupon, text coupon or upload coupon)
- Click “Upload Coupon”
- When you are finished completing information about your offer, click on the link to submit for approval.
- When you click on the link to submit for approval, your offer will be sent to your regional rep for approval. Until it is approved, it will appear in the pending tab of your partner admin console.

Uploading Images

- The upload images and brochures feature for both listing and events has been enhanced to include multiple image upload capability, easier caption additions, and the ability to delete images in the system.
- To upload an image or a brochure, follow these steps:
 - Click on the upload images button
 - Browse your computer for the image(s) you want to include in the upload
 - Click “upload”
 - Photos will appear on screen once they’ve been uploaded.
 - To edit a title or a caption, simply click on the button to edit, then save
 - To change logo: click on change logo button and follow upload image steps listed above
 - To delete images: click on delete image button to right of the image. A pop up screen will appear asking you if you are sure that you want to delete the image. Click yes. Image will then be deleted.

Partner Admin Sections (Tabs at the top of the page)

- **Overview** - This section is where you insert all the basic information relating to your entry: Title, Travel Guide and Search Summary, Full Description, Website, Key Words, Categories, Physical Address, Mailing Address and Billing Address.
- **Details** – Here you provide information on Fees, Additional Information (Best time to go, What you’ll need for your visit and Driving directions), Hours of operation.
- **Photos & Brochures** - If you want to add a brochure or pictures of your property to help enhance your partner page we highly recommend you use this tool.
 - **Brochure** - Select “Edit” next to “Brochure for Listing”, click “Browse” and select the appropriate file from your database.
 - **Photos/Logo** - Select the “Edit” link next to “Logo or Main Image” – enter the “title” and “description” (or caption) and note there is a numeric counter alerting you to how many words you use. Click “Browse” to select the specific file you want to use and the system will automatically size the image to fit your page. If you’d like to add additional photos scroll down the page and access “Images for Listing” and repeat the entry process.
- **Associations** – These are groupings within your listings. For example, if you are Callaway Gardens, and have a spa, a restaurant, a hotel and a golf course, you may have one Callaway Gardens listing, then one listing for each of the other attractions. In the associations area, you can group all of the sub-listings under the main listing. For the immediate future, this is only used internally within the partner admin system, but will be rolled out in the future so that consumers can also see the grouping.

If you have any partner admin questions, please email us at webrequest@georgia.org.