



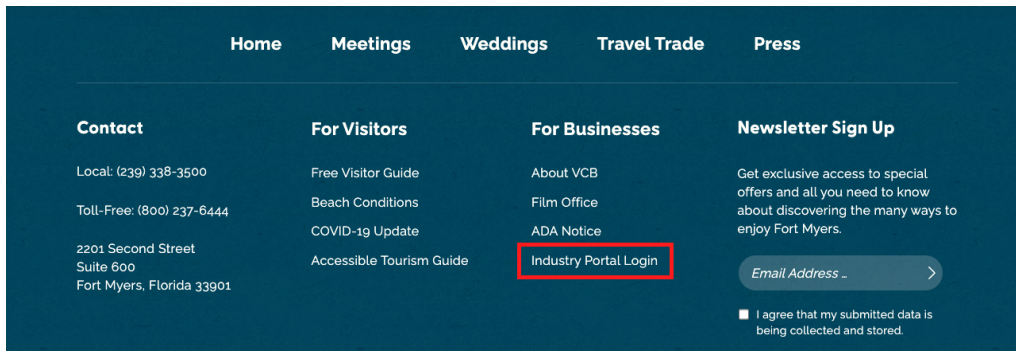
**For Existing Users:
How to Sign In, Update Your Website Listing,
and Create New Listings**

Updated January 2022

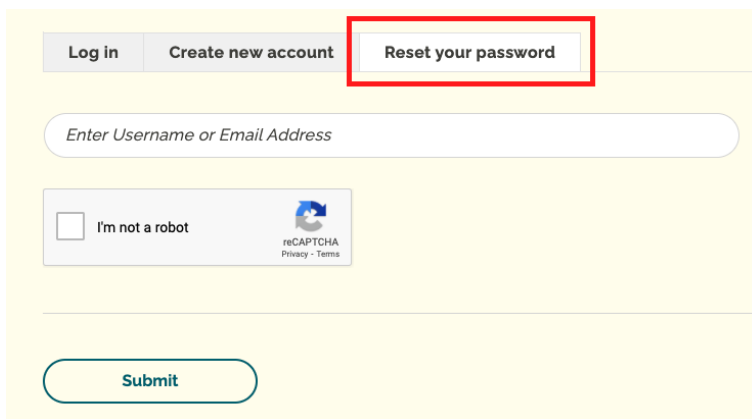


How To: Sign In To Your Account

1. Go to www.VisitFortMyers.com, scroll to the bottom of the page and select “Industry Portal Login.” Or, go directly to the link www.VisitFortMyers.com/login.



2. If this is your first time logging in after the new website launched in January 2022, you will need to click on the “Reset Your Password” tab. Enter your username or the email address associated with your user account and check your email for a one-time link that will prompt you to reset your password.





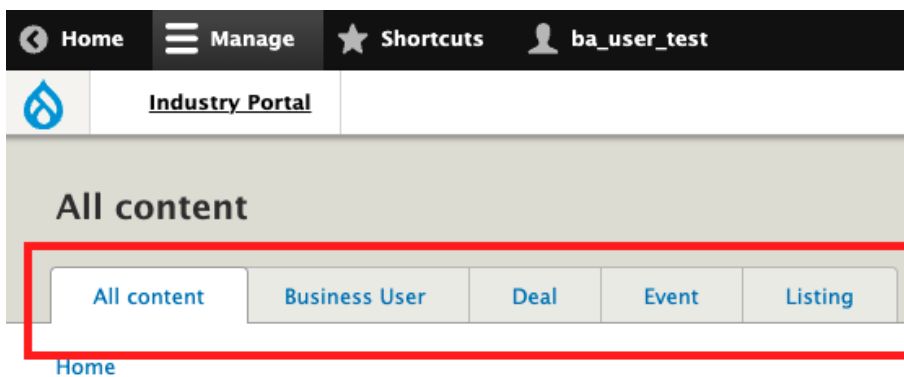
If you do not remember your Username/Email Address, or no longer have access to the email address associated with your account, email Jason Boeckman at jboeckman@leegov.com for assistance.

3. If this is not your first time logging in after the new website launched in January 2022, enter your username/email and password and click the “Log In” button.

A screenshot of a login form on a yellow background. At the top, there are three buttons: "Log in" (highlighted with a red box), "Create new account", and "Reset your password". Below these are two input fields: "Enter Username" and "Enter Password". At the bottom is a "Log in" button.

How To: Edit Existing Listings

1. After logging in, you will be directed to the All Content page that shows all of your listings. You can sort your listings by type by clicking on Deal, Event, or Listing tabs. Select the listing you would like to update by clicking on the Edit button on the right.





OPERATIONS

Edit

2. After selecting the listing you would like to update, complete the following tabs (refer to screenshots below), as well as assigning Categories and Neighborhood at the bottom of the page. Provide as much relevant information as possible. At a minimum, you must fill out the required fields denoted with a red asterisk.

For a Business Listing:

Business Content *
Business Contact Info *
Social Media
Amenities
Meetings
Hours of Operation
Beach Cam

For an Event Listing:

Event Content *
Event Contact Information *
Social Media

For a Deal Listing:

Deal Content *
Deal Contact Info *
Social Media

3. You can save the page as a Draft by selecting this status from the dropdown at the bottom of the page and click Save. This allows you to make edits and come back at a later time before submitting it for publishing. Once your listing is complete and ready to publish, you MUST select "Needs Review" from the dropdown and click Save; this will notify a website administrator that your listing is ready for review and approval.

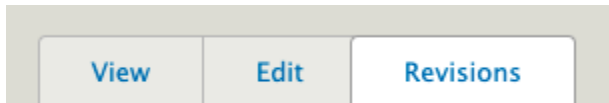
Current status: Draft

Change to: Needs Review



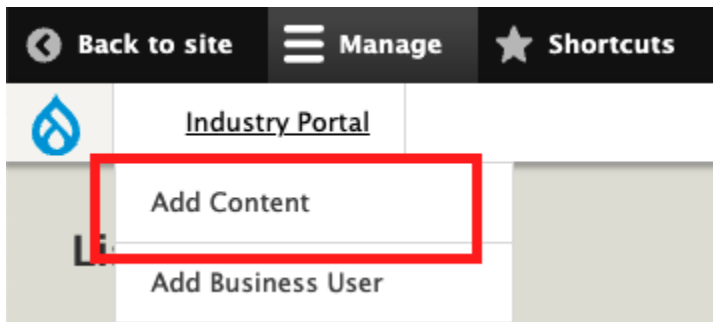
Once the administrator has reviewed, they will approve and publish your listing. You will receive an email notification. If additional edits need to be made before they can approve the listing, they will provide feedback and it will be assigned back to you. You will also receive an email notification in this instance.

4. If your listing is not approved, you will receive an email with the administrator’s feedback and a link to edit the listing. You can view the feedback in the email and also while editing the listing by clicking on the “Revisions” tab. Once your changes have been made, select “Needs Review” from the dropdown again and click Save.



How To: Create a New Listing

1. After logging in, you will be directed to the All Content page that shows all of your listings. You can sort your listings by type by clicking on Deal, Event, or Listing tabs. To create a new listing, you can hover over the Industry Portal button in the top left corner and click on Add Content.

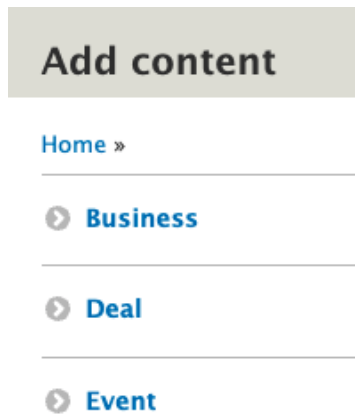




Or, you can click on the blue "+ Add Content" button at the top of the All Content page.

+ Add content

2. Select whether you want to create a new Business, Deal or Event.



3. Then, complete the following tabs, as well as assigning Categories and a Neighborhood at the bottom of the page. At a minimum, you must fill out the required fields denoted with a red asterisk.

4. You can save the page as a Draft by selecting this status from the dropdown at the bottom of the page and click Save. This allows you to make edits and come back at a later time before submitting it for publishing. Once your listing is complete and ready to publish, you MUST select "Needs Review" from the dropdown and click Save; this will notify a website administrator that your listing is ready for review and approval. Once the administrator has reviewed, they will approve and publish your listing. You will receive an email notification. If additional edits need to be made before they can approve the listing, they will provide feedback and it will be assigned back to you. You will also receive an email notification in this instance.



Current status: Draft

Change to: Needs Review

For any questions or requests for assistance, please contact Bryelle Benzing.

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