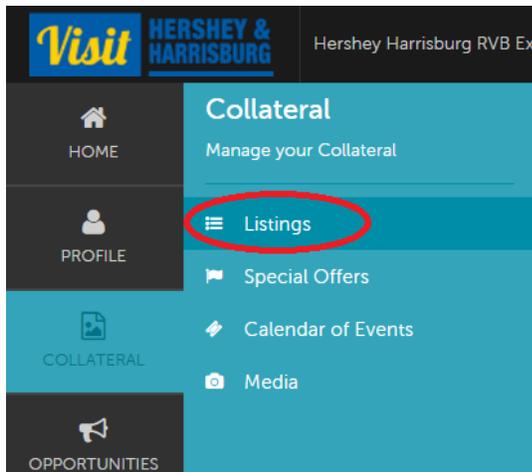


## Editing your Visit Hershey Harrisburg website listing

Want to make your listing stand out from the crowd? Try incorporating some of these tips to make the most out of your website listing.

1. Log on: <https://harrisburg.extranet.simpleviewcrm.com>
2. On the left hand side menu, click on Collateral and then click on Listings



3. Click on the pencil in the row of the Website type to edit your website listing.

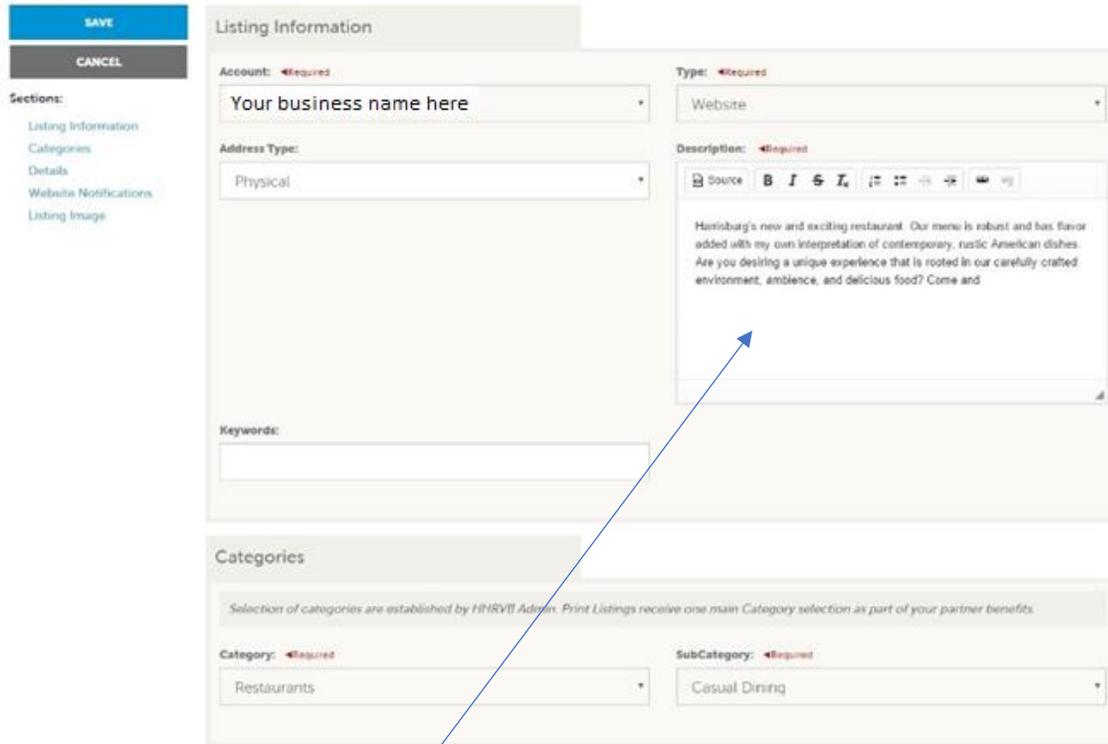
Actions	Company	Listing Type	Category
 	<b>your name here</b>	Website	Restaurants
 		Travel Guide	Dining

4. Then edit your listing text in the description field.



*Write a thorough, exciting description of your business that is at least 100 words. Why should visitors come to you? What unique offerings do you have? Are you family-focused or do you cater to adult couples and friends? The more a visitor knows about your business ahead of time, the more likely they are to stop by!*

## Update Listing



Fill in your Listing Description.

The other information like business address, phone, etc. should have already been set up for you can not be changed in this section. Please email Justin at [Justin@hersheyharrisburg.org](mailto:Justin@hersheyharrisburg.org) if you need changes made to your business contact information.

Click on the blue Save button on the top left to save your work.

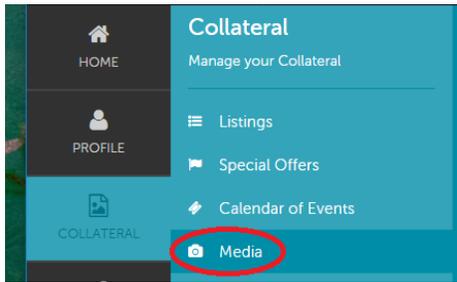
Next you'll need to upload photos and then come back to this screen to select them to appear in your website listing.

### Updating/Adding Photos

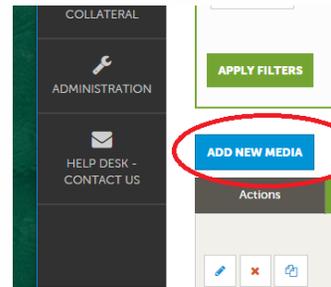


*Remember – a picture is worth a thousand words! Great photos help show visitors what they will experience. Are you a restaurant? Show us food and people enjoying their meal. Attraction? We want to see all the fun we can have on your property! Remember, high quality photos are best. The minimum dimensions to upload is 566 x 377 pixels or use an aspect ratio of 3:2. Please stick to horizontal formats and don't use text or copy in the photo. For a free online resizing tool, please visit [www.fotor.com](http://www.fotor.com).*

5. To add photos, click “collateral” back on the left sidebar menu and then click Media.



6. Click on Add New Media



7. Add information – select your account (if there are multiple ones), give the photo a Title (this shows up when you hover over the photo in the listing). This is your place to caption your photos. See partner listing “2909 B&B” as an example of good title descriptions.



### New Media

SAVE  
CANCEL

Sections:  
Media Information

Media Information

All images on the web site are meant to help convey the beauty of our destination. Photos must adhere to the following requirements, or else they will not be accepted. The minimum dimensions to upload is 566 x 377 pixels or use an aspect ratio of 3.2. • Horizontal format (no vertical images) • No text or copy in the photo • For a free, online resizing tool, please visit [www.fotor.com](http://www.fotor.com)

Account: **Required**  
Your Business name here

Title: **Required**

Type: **Required**  
--Choose One--

Sort Order: **Required**

Description:

Type: **Required**

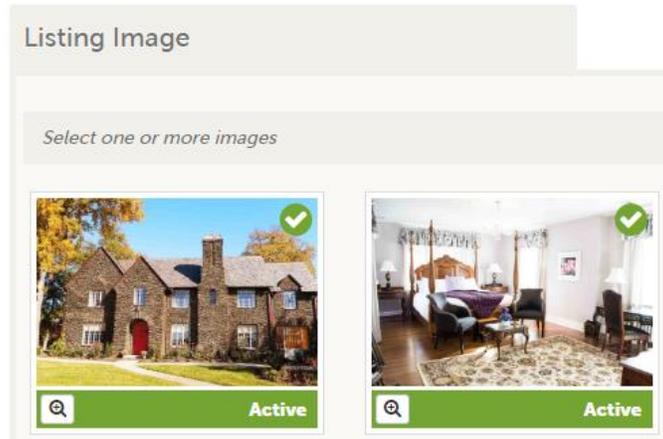
Listings:  
CHO --Choose One--  
Logo  
Image  
YouTube

File: **Required**  
Drag and Drop File To Page  
or use the 'Browse' button below to find a file to add  
BROWSE REMOVE  
You can drag a file to the page to replace this file or use the 'Browse' button

Linking:  
CHOOSE AMONG THE FOLLOWING... >

Then choose Image for type and sort order and drag your picture file into the designated area. Select the listing name again.

8. Click on the blue save in the top left.
9. Go back to step # 2 and scroll down to the bottom of the listing. Your image(s) should show up in the Listing Image section and you will need to click on them to get them to show as active.



### Questions?

Please contact Justin Martsolf, Partnership Director at 717.231.2986 or [justin@hersheyharrisburg.org](mailto:justin@hersheyharrisburg.org)