

How to update Listings using the GLCVB Extranet

LISTINGS –

The screenshot shows the 'Listings' tab in the GLCVB Extranet. The table below is a representation of the data shown in the image, with red boxes and arrows highlighting specific 'Type' values and their corresponding descriptions.

Action	Listing ID	Type	Category	SubCategory	Listing
	61	Website	Meeting Facilities	Convention Center	"The Center of it all!" This state-of-the-art convention facility located in the heart of Lansing's entertainment district features panoramic views of the scenic downtown area. Situated among beautiful
	63	Website	Other	Mobile App Facilities	"The Center of it all!" This state-of-the-art convention facility located in the heart of Lansing's entertainment district features panoramic views of the scenic downtown area. Situated among beautiful
	1387	Guide	Services and Information	Convention Centers and Arenas	"The Center of it all!" Lansing Center is mid-Michigan's premier event facility. This state-of-the-art building in Lansing's entertainment district features panoramic views, abundant parking and Radis
	2320	Sports Website	Meeting Facilities	Convention Center	"The Center of it all!" This state-of-the-art convention facility located in the heart of Lansing's entertainment district features panoramic views of the scenic downtown area. Situated among beautiful

Annotations from the image:

- Website listings are displayed on Lansing.org within the category and sub-category specified here.
- Guide Listings are published in the Visitors Guide and limited to 375 characters.
- Sports Website listings are displayed on LansingSports.org

To *edit your listing* click the pencil icon (second icon, from left, above), make the necessary changes and click Save. Upon saving, a notification is sent to the CVB and you will receive a confirmation once approved.

WEB –

Media: upload your logo, photos, and other media through the Media tab. You will have to tell the system what type of files you are uploading so they are used in the appropriate place on the website. The options to select from the dropdown list are: (see next page for examples)

- **Logo** = this is the image that will show next to your listing. It can be either a true logo or any image you'd like to display in your listing summary
- **Image** = All images attached in the system will appear in the slideshow next to your listing information when the listing summary is clicked on. You can add your logo a second time and label it the type of "Image" so that it is available for selection in all areas and listing types.

Image	Type	Image ID	Address	Location	Created On	Last Modified By	Last Modified	Image Status
	Image	6388.jpg			07/23/2013		07/23/2013	1
	Image	6394.jpg			11/29/2011		11/29/2011	1
	Image	6395.jpg			11/29/2011		11/29/2011	1
	Image	6396.jpg			11/29/2011		11/29/2011	1
	Image	6397.jpg			11/29/2011		11/29/2011	1
	Image	6398.jpg			11/29/2011		11/29/2011	1

Event Facilities



[Open Mapped Listings](#)

This is where images designated as "Logo" will appear in your listing

1-10 of 17

1 Banquet and Conference Center of DeWitt

1120 Commerce Park Dr.
DeWitt, MI 48820-8329
Phone: (517) 668-9229
Fax: (517) 668-0818
Web: boodewitt.com

Banquet and conference facility for up to 400 people.

[DETAILS](#)

[MAP IT](#)

[ADD TO ITINERARY](#)



2 Breslin Student Events Center

One Birch Rd., Ste. Z-10
Michigan State University
East Lansing, MI 48824
Phone: (517) 432-1989
Fax: (517) 432-1510
Toll Free: (800) 968-BRES
Web: www.breslincenter.com

The 15,000-seat Breslin Student Events Center is located on the picturesque campus of Michigan State University. Home of ...[more](#)

[DETAILS](#)

[MAP IT](#)

[ADD TO ITINERARY](#)



3 Chisholm Hills Golf & Banquet Center

2395 Washington Rd.
Lansing, MI 48911
Phone: (517) 694-0169
Fax: (517) 694-7765
Web: www.chisholmhillsgolfclub.com

Located in South Lansing, just off I-96 and within minutes of shopping and hotel accommodations. Golf course built in ...[more](#)

[DETAILS](#)

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When the listing summary is clicked on – additional images you’ve uploaded and labeled as “Images” are shown here in a slideshow. (see next page)

◀ BACK TO LISTINGS

Banquet and Conference Center of DeWitt

1120 Commerce Park
DeWitt, MI 488208329

Phone: (517) 668-9229

Fax: (517) 668-0818

Web: bccdewitt.com

ADD TO ITINERARY

Images labeled as "Images" will appear in this slideshow when your listing summary is clicked on and your full listing displays



NOTE: Only **images** designated as "Image" are able to be selected for use when adding a coupon. The image will display at the top of the coupon/special offer information when the visitor chooses to print the information.