

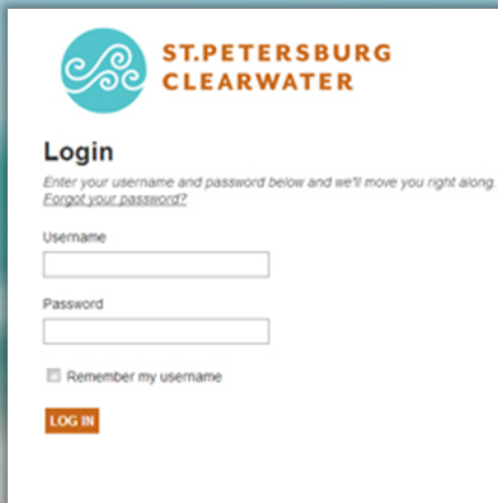
How to Update Your Partner Listing on VisitStPeteClearwater.com



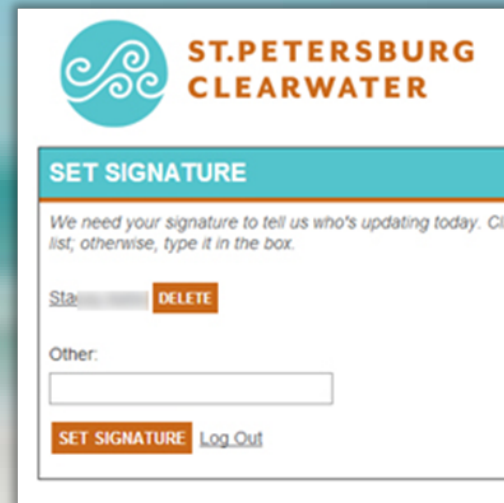
Where to Log in

<http://data.visitstpeteclearwater.com>

- Sign in here
- Let us know who's editing



The login form features the St. Petersburg Clearwater logo at the top. Below the logo, the heading "Login" is followed by the instruction "Enter your username and password below and we'll move you right along." and a link "Forgot your password?". There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember my username". At the bottom is a "LOG IN" button.



The "SET SIGNATURE" form features the St. Petersburg Clearwater logo at the top. Below the logo, the heading "SET SIGNATURE" is followed by the instruction "We need your signature to tell us who's updating today. Click list, otherwise, type it in the box." There are two sections: "Sta:" with a "DELETE" button, and "Other:" with an input field. At the bottom are "SET SIGNATURE" and "Log Out" buttons.

Please enter your unique username and password. If you do not have a username and password, please contact our webmaster to receive your login information (Jacob@VisitSPC.com)

Dashboard Overview

**ST.PETERSBURG
CLEARWATER**

Welcome Mike Bersaball [\(not you?\)](#)
[\(change password\)](#) **LOG OUT**
[Privacy & Usage Policy](#)
[Need Help?](#)
[Delete Listing](#)
Last log-in: May 17, 2013 3:23 PM
Allow 3-5 days for approvals on any submitted deals, events or youtube links.

[Where am I listed?](#)

Visit St. Petersburg/Clearwater
[Request business name change](#)

BUSINESS INFORMATION
Click edit to update your core business information.

Physical Address
13805 - 58th St. N., Ste. 2-200
Clearwater, FL 33760

Your listing is published under:
Clearwater (Pinellas County)

Directions
Information not supplied.

Mailing Address
13805 - 58th St. N., Ste. 2-200
Clearwater, FL 33760

Phones
(727) 464-7200 (Local)
(727) 464-7222 (Fax)
(877) 352-3224 (Toll Free US)

Emails

Latitude: 27.894457
Longitude: -82.712370


Once you set your signature and login to your listing, you'll see this dashboard view of your property.

Here is where you can edit your business listing information such as address, phone number, contact email.

This information will display on our website.

*If you request a business name change, it will be reviewed by VSPC prior to approval

Contact Information

Here is where to list your employee contact information. This is used to let us know who's we can contact in organization. This will not be published.

*To ensure the most up-to-date information is reflected on our website and to establish communications during an emergency, a **primary** and **emergency contact** are required.

CONTACTS

☒ Primary Contact☒ Emergency Contact

First Name

Last Name

Title

Mike

Bersabal

Internet/CRM Marketing Mana

☐ Address Same as Property

Street Address

13805 58th Street N

Address Line 2

Suite 2-200

City

Clearwater

State

Zip

FL

33760

Local Phone

ext.

Fax

727

464-7217

Mobile Number

Email

Amenities

AMENITIES

To select a new item, click; highlight indicates selection. To remove an item, click; highlight will disappear.

** denotes a required field.*

Activities

Bicycling

Boating

Canoeing

Children's Programs

Equestrian Riding

Fishing

Fly Fishing

Freshwater Fishing

Golf Course on site

Horseshoes

Kayaking

Parasailing

Playground

Scuba/Diving

Shuffleboard

Snorkeling

Surfing

Availability

Monthly

Weekly

Once you click edit on your property's amenities, you will be displayed all the possible types available for your property.

Currently selected amenities appear highlighted in grey as shown here. To deselect, just click on the desired type.

Click [SAVE] and you're done.

Descriptions

Scroll down to find the Descriptions area. Click edit.

We only allow text in the description. No photos allowed.

VSPC retains the right to modify listings style, content, relevancy and consistency.

When you're done, click [SAVE].

DESCRIPTIONS

Descriptions may be edited for length, content and formatting. [See guidelines and an example of preferred description style.](#)

Description for www.visitspeteclearwater.com
0 characters entered; 10000 characters remaining.

SAVE [Cancel](#)

PHOTOS

Click an existing photo to edit its information or select Add Photo to submit a new photo.

Primary photos are marked with a blue border.

Adding photos

To get started, you'll need to scroll down to find the photos section and click [ADD PHOTO].

This is your listing photo library. You will upload all your media assets here: photos used listing, deals, and events.

See such gardens in Tampa and visit Disney World Resort, Sea World and Universal in Orlando.

PHOTOS

Click an existing photo to edit its information or select Add Photo to submit a new photo.

Primary photos are marked with a blue border.



Bring Fido Exciting nightlife Paddleboard on the Gulf

ADD PHOTO

VIDEOS

To upload a video, click Add Video.

To edit an existing video's information, click that video.

Adding photos

PHOTOS

Select a photo category, add a caption and indicate whether this should be your primary image.

Indicate the most important area of your image by adjusting the box. [View generated sizes for this image.](#) (opens separate window)



Caption

Category

photo

☒ Display on www.visitstpeteclearwater.com ☐ Make primary photo

[SAVE](#) [Delete Photo](#) [Cancel](#)

When uploading images, they're classified as three categories:
photo, logo or floor plan

The cropped area show left is the thumbnail view you wish to display.

Hint: upload your deal or event images here. Just uncheck both boxes. Then you can use this photo for a deal or event.

[] display on ...

[] make primary photo

Adding photos

The photos you upload must be greater than or equal to

640 pixels wide by 480 pixels high

*If you have a vertical image, it's best to use a cropped version or close up of an area.



Adding Videos

To Add Video, scroll down to the Video area and click [ADD VIDEO]

You'll be prompted to choose a video file to upload.

There are also file size and type limits on videos. The maximum is 15MB.

Please note that YouTube videos are added as links in a separate module. This is covered in the next slide.

VIDEOS

To upload a video, click Add Video.

To edit an existing video's information, click that video.

No primary videos have been selected; primary videos pending approval have a red border.



VSPC3T1108_BVK_VS...



VSPC3T1107_BVK_VS...

ADD VIDEO

YOUTUBE LINKS

Click edit next to an existing link to edit its information or select Add Link to submit a new YouTube link.

You have no YouTube links.

ADD LINK

Adding YouTube Videos

YOUTUBE LINKS

Enter the URL for the location of your YouTube Links below.

Name

New VSPC TV Spot - 'Play'

URL

<http://www.youtube.com/watch?v=Hn9xijyssRg>

☒ Display on www.visitstpeteclearwater.com ☒ Make primary YouTube link

SAVE [Cancel](#)

DOCUMENTS

Click an existing document to edit its information or select Add Document to submit a

To add YouTube links, you'll need to scroll down to the YouTube section.

Click [ADD LINK]

Type in the name of the video and paste in the link URL of your video as shown here.

A YouTube icon will appear on your profile page where viewers will see your YouTube videos.

Adding Documents

You can upload documents here like menus, floor plans, brochures etc...

Your documents will appear on your listing page in the right hand corner as seen below.

[View Profile](#)

DOCUMENTS

Click an existing document to edit its information or select Add Document to submit a new document. Note: this information is not used for all websites.

You have no documents.

[ADD DOCUMENT](#)

DEALS

Click an existing deal title to edit or delete the information, or select Add New Deal to submit a new deal.

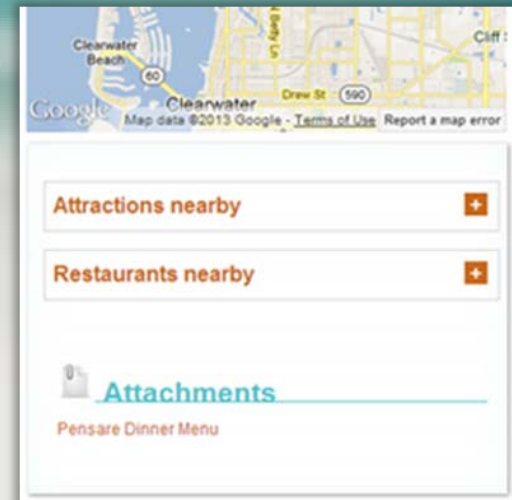
No deals submitted

[ADD NEW DEAL](#)

EVENTS

Click an existing event's name to edit, or select Add New Event to create additional events.

Create / Edit	Event Name	Description	Create / Edit
Delete Event	Test Event	Checking to see how this looks on the website	Edit



How to Add Deals

DOCUMENTS

Click an existing document to edit its information or select Add Document to submit a new document. Note: This information is not used for all activities.

You have no documents.

Add Document

DEALS

Click an existing deal title to edit or delete the information, or select Add A Deal to submit a new deal.

No deals submitted.

Add A Deal

EVENTS

Click an existing event's name to edit, or select Add New Event to create additional events.

Event Name	Event Name	Description	Create Event
addnewevent ... editnewevent ...	Past Event	Clicking it will show the profile of the event.	Create
addnewevent ... editnewevent ...	Past Event View (1)	Freedom Catalysts (Living With Purpose) Past meeting photo album ...	Create
addnewevent ... editnewevent ...	Future Event	You know if you like the FreedomCatalysts series is dealing with history.	Create
addnewevent ... editnewevent ...	Future Black Job Search Training	Was Toronto Black Job Major League Baseball spring training in Toronto before ...	Create
addnewevent ...	2012 African Trade Conference	Was Vancouver Convention Center in a 10 days official	Create

To add deals, you'll need to scroll down to the deals section and click [ADD A DEAL]

Please remember a max of 5 deals can be posted at a given time

Please note that there are different categories of deals on the listing pages used as filters. The deal **MUST** be reflective of the type of filter you choose for it.

How to Add Deals

DEALS

[See guidelines on deals.](#)

Deal Title	Valid Dates
	to
Deal Details	
\$ off admission price per person	Packages starting at \$ per person per night
\$ off per night	Packages starting at \$ per people
\$ off per week	Rates from \$
\$ off purchase	Rates from \$ per month
\$ off with purchase of	Rates from \$ per night
Buy nights, get free	Rates from \$ per week
Complimentary	Up to \$ off
Free with nights' stay	Up to % off
Free with purchase of	Up to % off per night
Free with nights' stay	Up to % off per week
From \$ per person per night	Exclusive Offers
From \$ per person per week	

Fill in your deal details on the next screen. You'll need to include a deal title, valid dates and one deal detail.

You only need to fill out one Deal Detail prefilled area per special

How to Add Deals

The form is titled 'How to Add Deals' and is used for adding new deals to a website. It includes several sections for inputting deal details:

- Disclaimer:** A large text area for entering a disclaimer.
- Dates to Display On Site:** Two input fields for selecting start and end dates, separated by 'to'.
- Display On:** A section with checkboxes for where the deal should be displayed. The first checkbox is checked for 'www.visitstpeteclearwater.com'. Other options include 'Accommodations Hot Deals', 'All Inclusive Wedding Packages', 'Florida Resident', 'Honeymoon Packages', and 'Where Summer Rocks Deals'.
- Photos:** A section for selecting a photo for the deal. It includes a link to 'click here to upload a new photo'. Below this, there is a placeholder for 'No photo selected.' and a gallery of photos. The first photo in the gallery is the St. Petersburg Clearwater logo. The second photo is a crowd at a race, labeled 'Honda Grand Prix in St...'.
- Buttons:** At the bottom, there are 'SAVE' and 'Cancel' buttons.

Enter as much contact and information about the deal. Please enter in the display dates you'd like for this deal.

Please select the valid deal filter:

Accommodations Hot Deals

Wedding Packages

Florida Resident

Honeymoon Packages

Where Summer Rocks

To tie a photo to your deal, click on the desired in your photo library.

*Note: if you would like to use a photo with this deal, it must be uploaded to your listing photo library before you can select.

Helpful Hints - Deals

- Copy and Paste from text like Microsoft Word, Office or Internet Explorer may put in strange characters in the code
- Upload your photo related to the deal prior to posting the text for the deal
- All deals will be reviewed by VSPC prior to publishing on the website

Adding Social Media Accounts



Visit St. Pete Clearwater loves social media. Are you on Facebook, Twitter, etc?

Here's where you can add those profiles to your account.

To add those accounts, you'll need to click [ADD LINK]

If you have a blog or content you'd like to share with us, ping us on twitter or mention us on Facebook.

We look forward to connecting!

submit a new room.

You have not added any meeting rooms.

[add a room](#)

SOCIAL MEDIA LINKS

Click an existing social media url to edit or delete the information, or select Add Link to submit a new social media link.

Website	URL	
Twitter	http://www.twitter.com/VSPC	Open Link
Facebook	http://www.facebook.com/VisitStPeteClearwater	Open Link
YouTube	http://www.youtube.com/user/stpetecvb	Open Link
Google+	http://plus.google.com/101701149537655901840/posts	Open Link

[ADD LINK](#)

RELATED LISTINGS

Click Remove next to an existing relationship to remove it or Search to add a related listing.

[or add a new](#)

Other Information

- Meeting Room Information – This information displays on the Visit St. Pete/Clearwater Meetings website and can be edited at any time.
- Related Listings – this needs to be setup by a VSPC staff member. Please [email us](#) if you would like to have a listing related to your listing page.
- Editing – VSPC retains the right to modify, all copy based on formatting, grammar and punctuation. Excessive formatting (all bold, underlines, un-needed punctuation etc) will be edited.
- Timing – New listings will be posted within a week of submission. New specials require 24 hours before posting. Other updates to listings will be displayed within an hour of making changes

Frequently Asked Questions

- I forgot my login, can you resend me my login?
 - Absolutely. Just send us an [email](#) and we'll send you over your login credentials.
- How long does it take for my changes to appear?
 - New specials require 24 hours before posting. Other updates to listings will be displayed within an hour of making changes
- If you need assistance, don't hesitate to send us an [email](#).