

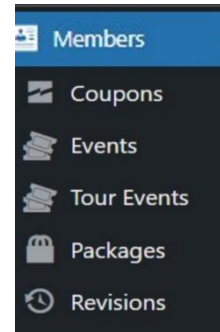


UPDATING YOUR PARTNER PAGE

1. [Login to Website](#)

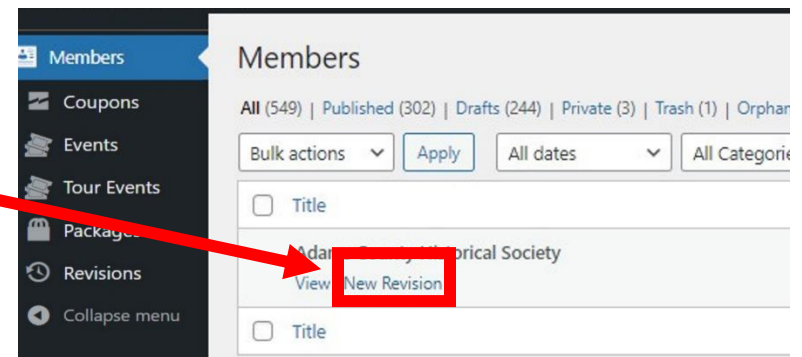
2. On the left, you will see the following menu:

- a. **Members**
- b. **Coupons**
- c. **Events**
 - i. [MANAGED SEPARATELY - SEE GUIDELINES FOR EVENTS CALENDAR.](#)
- d. **Tour Events**
 - i. [MANAGED SEPARATELY - SEE GUIDELINES FOR TOUR CALENDAR.](#)
- e. **Packages**



3. Select "Members" to update your partner page

- a. Hover over the business name to view your page or to start a new revision.



4. Edit Member

a. Teaser Text

- i. This text will appear throughout the Destination Gettysburg website.
- ii. Limited to 55 words.

b. Teaser Image

- i. Accompanies the teaser text. Must be 600px x 400px and approximately 20k.
- ii. Make sure your image is sized correctly BEFORE adding it.

c. Main Text

- i. Appears on your Partner Page.
- ii. Do not add media to the Main Text. Use the Main Image area for your primary image (see below).

d. Main Image

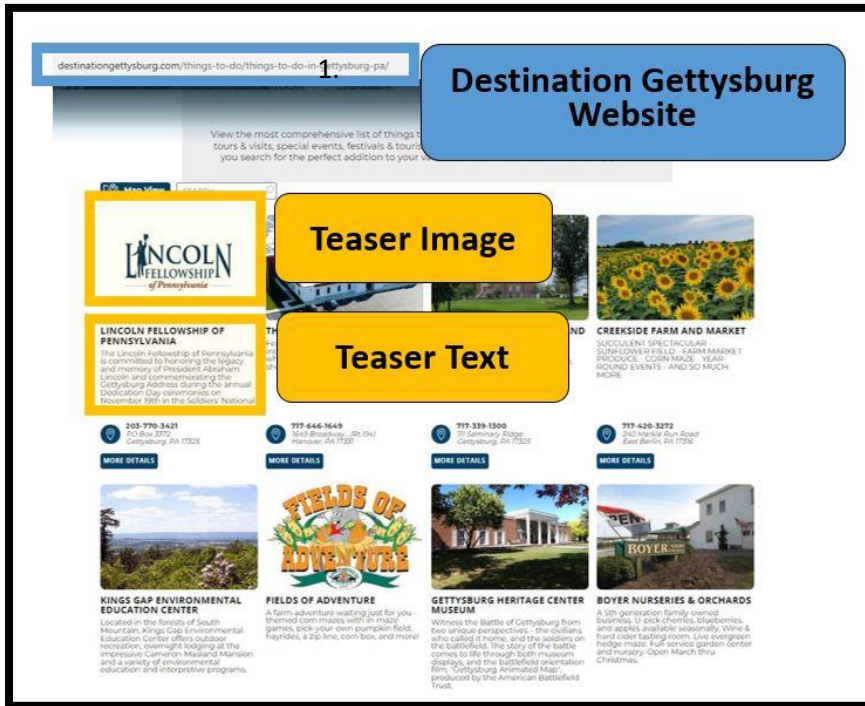
- i. Must be 1000px x 800px and approximately 50k. Make sure it is sized correctly BEFORE adding it.
- ii. If you would like to add a slideshow, please email [magdalena@destinationgettysburg.com](mailto:magdalenad@destinationgettysburg.com).

The screenshot displays the 'Edit member' interface for the Adams County Historical Society. The interface is divided into several sections, each with a callout box indicating requirements:

- Teaser Text:** A text input field containing the text: "Discover the civilian experience like never before at the Adams County Historical Society's Beyond the Battle Museum – Gettysburg's newest historical attraction. Extraordinary events like the Battle of Gettysburg and Lincoln's famous address." A yellow callout box labeled "Teaser Text" is positioned to the right of the input field.
- Teaser Image:** A small image placeholder showing a group of people. A yellow callout box labeled "Teaser Image" with the text "600 x 400 pixels" and "Approx. 20K" is positioned to the right of the image.
- Main Text:** A rich text editor with a green callout box labeled "Main Text" positioned to the right of the editor. The editor contains two paragraphs of text about the Adams County Historical Society's new history center.
- Main Image:** A large image placeholder showing a group of people sitting on a lawn. A green callout box labeled "Main Image" with the text "1000 x 800 pixels" and "Approx. 50k" is positioned to the right of the image.

The interface also includes a sidebar on the left with navigation options: Members, Coupons, Events, Tour Events, Packages, Revisions, and Collapse menu. The top of the interface shows the member name "Adams County Historical Society" and the title "Edit member".

Where your **Teaser Text** and **Teaser Image** will appear:



Where your **Main Text** and **Main Image** will appear:



5. Hours of Operation

- a. Specify the operating hours for your business.

6. Member Contact Details

a. Address

- i. Enter the physical address of your business.

b. Different Mailing Address

- i. If your mailing address is different from the above, enter it here.

c. Map Location

- i. Indicate the precise location of your business on the map.

d. Phone

- i. Phone - Provide a contact number for the public.

7. Specific Content

- a. Customize your teaser text and image for different sections of the website, if desired.
- b. If left blank, the default will be the teaser text and image you entered at the top of the page. (This is what we recommend.)

8. Links

a. Website

- i. Add the URL to your business's website.

b. Reservation URL

- i. Include a direct link to the reservation or booking page, if applicable.

c. Other URLSs

- i. Optionally, provide additional relevant URLs, such as links to social media.

d. PDF

- i. We do not recommend uploading PDFs. It's better to link to your regularly updated website instead.

9. Things To Do Options

- a. Select relevant options to categorize your business.
- b. Be careful not to over-promise and under-deliver.

10. Group Friendly Options

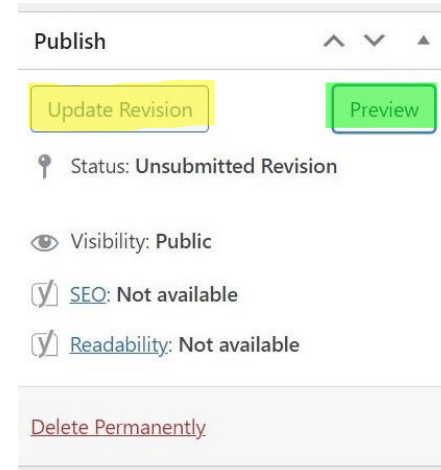
- a. If your business is group-friendly, provide information here.

11. Member Notes

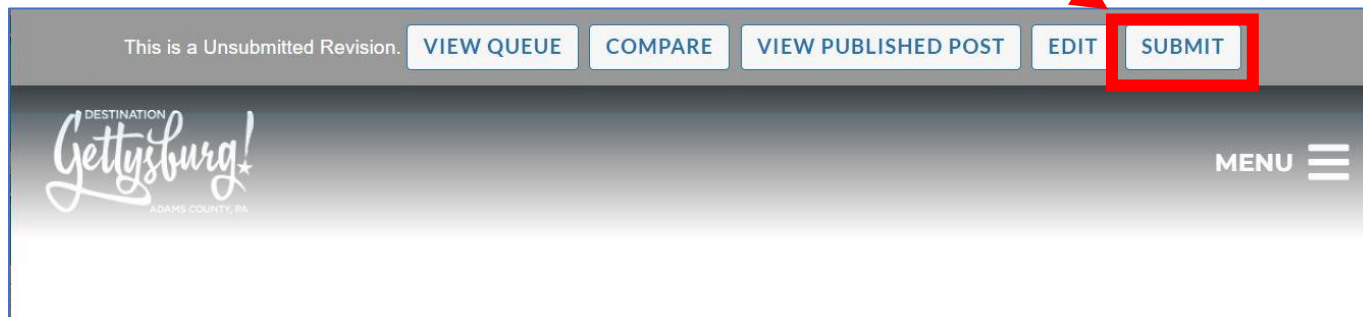
- a. Include any specific notes or instructions for Destination Gettysburg regarding your partner page.

12. Preview and Submit Your Updates

- a. Click on "Update Revision" to save your work.
- b. Click on "Preview" to see how your page will appear with the revisions.
NOTE: You must preview your changes before they can be submitted.



- c. On the preview page, click SUBMIT.
 - i. Updates are not submitted for approval until you click SUBMIT.



Approval Process

All submissions are reviewed by Destination Gettysburg and may be rejected if guidelines are not met.

Revisions are reviewed daily from Monday through Friday.

If you have questions or require assistance, please feel free to call or email Magdalena: magdalena@destinationgettysburg.com | (717) 338-5880.