



THE BEACHES OF
FORT MYERS
AND SANIBEL
FORTMYERS-SANIBEL.COM

Industry Partner Web Listings Training Guide

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INTRODUCTION

Access Your Account

You can access your business listing at the following address:

<https://www.fortmyers-sanibel.com/partner-login/>

Enter your username or email and password and click login. If you forgot your password, click “Forgot your password?” Enter the email address associated with your account and click submit. Your password will be sent to your email address. If you would like to create a listing, click “Register” and fill out the form. If you do not remember your login credentials, or you are having trouble accessing your account, please email Stephanie Wharton [swharton@leegov.com], for assistance.

Register for an Account

You can register for an account to create business listings, events and deals here:

<https://www.fortmyers-sanibel.com/partner-registration/>

By registering an account on [FortMyers-Sanibel.com](https://www.fortmyers-sanibel.com), you are creating an access point to create and effect changes to online items including your personal contact information, listings, events and deals. Making changes to or adding any of the items are each similar in process. The following provides general instruction and rules for applicable steps.

Should you fail to enter information into a required field, or if you have improperly completed any field, a validation error will display noting what needs to be adjusted next to the section in need of attention.

Once you have successfully logged in, you will be taken to the portal.

ACCOUNT SET UP

Note that there are now new account owner access options available with this portal. These are:

- 1) Account Owner can also be the business owner user who manages a business (or multiple businesses) and its respective listings, events and deals for that given business. Example below:

Account Owner (Joe)

- Business User (Joe)
 - Business Listing
 - Event Listing
 - Deal Listing
 - Etc.

2. Account Owner can have a different business owner user (or multiple users) who manage a business (or multiple businesses) and its respective listings, events and deals for that given business. Examples below:

Account Owner (Joe)

- Business User (Paul)
 - Business Listing 1
 - Business Listing 2
 - Event Listing 1
 - Event Listing 2
 - Deal Listing
 - Etc.
- Business User (Monica)
 - Business Listing 1
 - Event Listing
 - Deal Listing 1
 - Deal Listing 2
 - Etc.

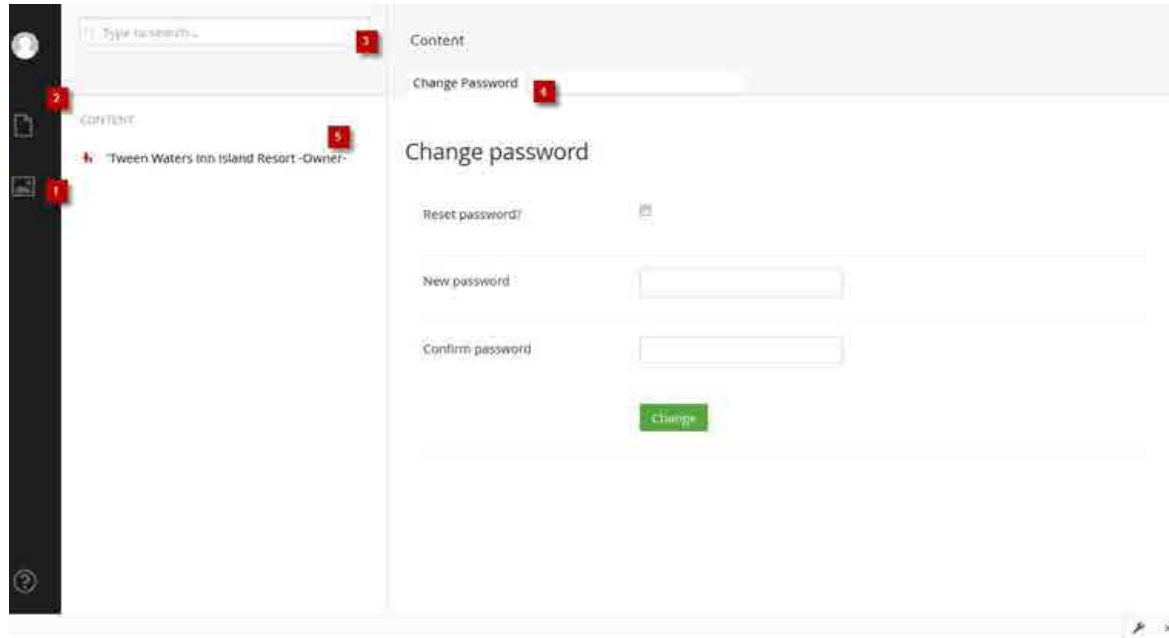
There is also the following variation:

Account Owner (Joe)

- Business User (Joe)
 - Business Listing 1
 - Deal Listing
 - Etc.
- Business User (Monica)
 - Business Listing 1
 - Event Listing
- Business User (Laura)
 - Business Listing 1

Your account was transferred over and the roles were matched to the most appropriate access type available.

NAVIGATING THE NEW PORTAL

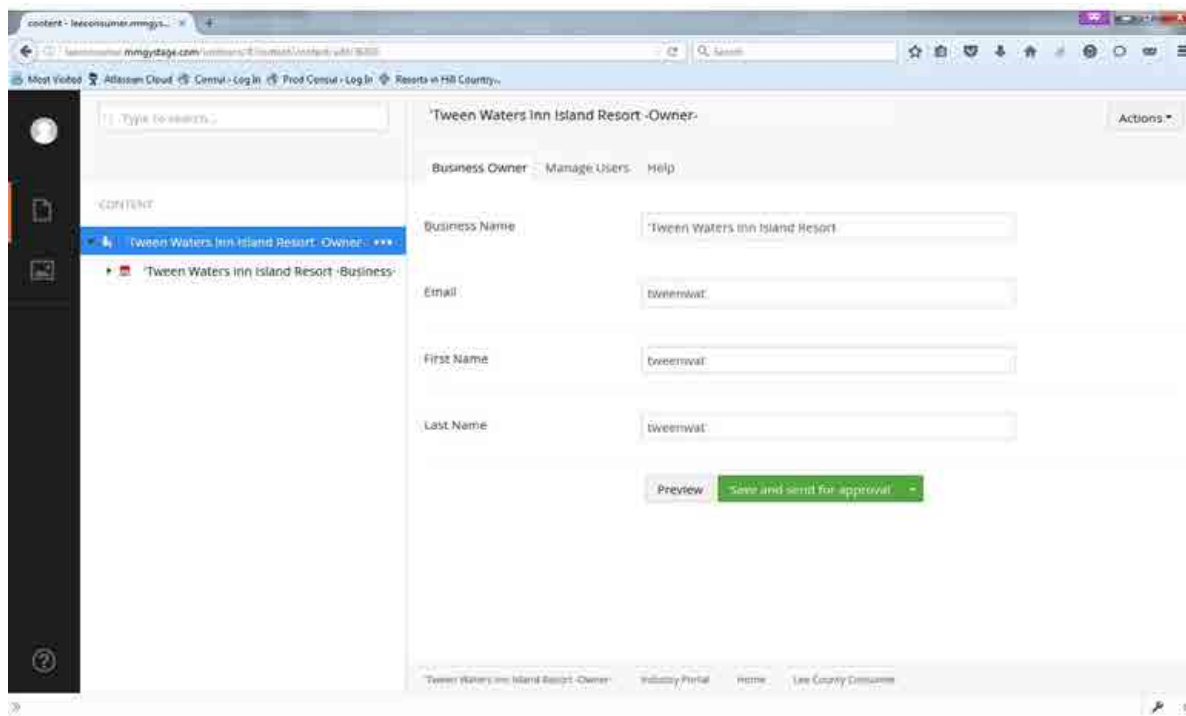
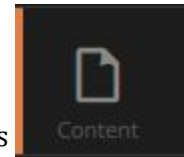


1. **Media Section of Portal**
This is where you will access your image files for your account.
2. **Content Section of Portal**
This is where you will access your account information. This section will be your default screen after you login.
3. **Search**
This allows you to search for content or media items within the section you are in.
4. **Change Password**
This allows you to change your password at any time.
5. **Account Owner**
This provides access to your account.

PORTAL – CONTENT

Account Owner

All accounts have an account owner document type, which is automatically created when you register. For those accounts that were transferred from the previous portal, this was done on your behalf. The account item will always be the name of your business followed by “-Owner-”. It will be the first level of access you see when logging into the portal. It will display an arrow (➤) to indicate that there is content underneath for you to access. Clicking on the business owner name will display the following tabs:



BUSINESS OWNER TAB

This tab allows you to manage your business name and contact information. Make sure the email and name used is of the individual who should receive notifications about this account.

- Business Name
- Email
- First Name
- Last Name

MANAGE USERS TAB

This tab allows you to manage users who have access to this account. It will allow you to see your login information as well as the additional Business Users that also have access to your account and the specific business you want them to access.

- Business Owner
 - Username
 - Name
 - Email
- Business User(s)
 - Username
 - Name
 - Email
 - Business that the user has access to

HELP TAB

This tab provides details available on this guide to help you navigate the portal.

Business

The business type represents the name of your business that will house the details specific to it. Any given account can have multiple business type items, it will depend how you want to manage your account and how many people you want to have access to your account. The business type item will be the name of your business followed by “-Business-”. It will display an arrow (➤) to indicate that there is content underneath for you to access your individual listings, events and deals related to this business. Clicking on the business name will display the following tabs:

The screenshot shows a web application interface for managing business information. On the left, there is a dark sidebar with a search bar and a list of items. The selected item is "Tween Waters Inn Island Resort -Owner-". The main content area displays a form for editing business details. The form includes the following fields:

- Business Name: Tween Waters Inn Island Resort
- Email: (empty)
- First Name: (empty)
- Last Name: (empty)

At the bottom of the form, there is a "Preview" button and a green "Save and send for approval" button. The footer of the page contains the text "Tween Waters Inn Island Resort -Owner- Industry Portal Home Lee County Contacts".

BUSINESS TAB

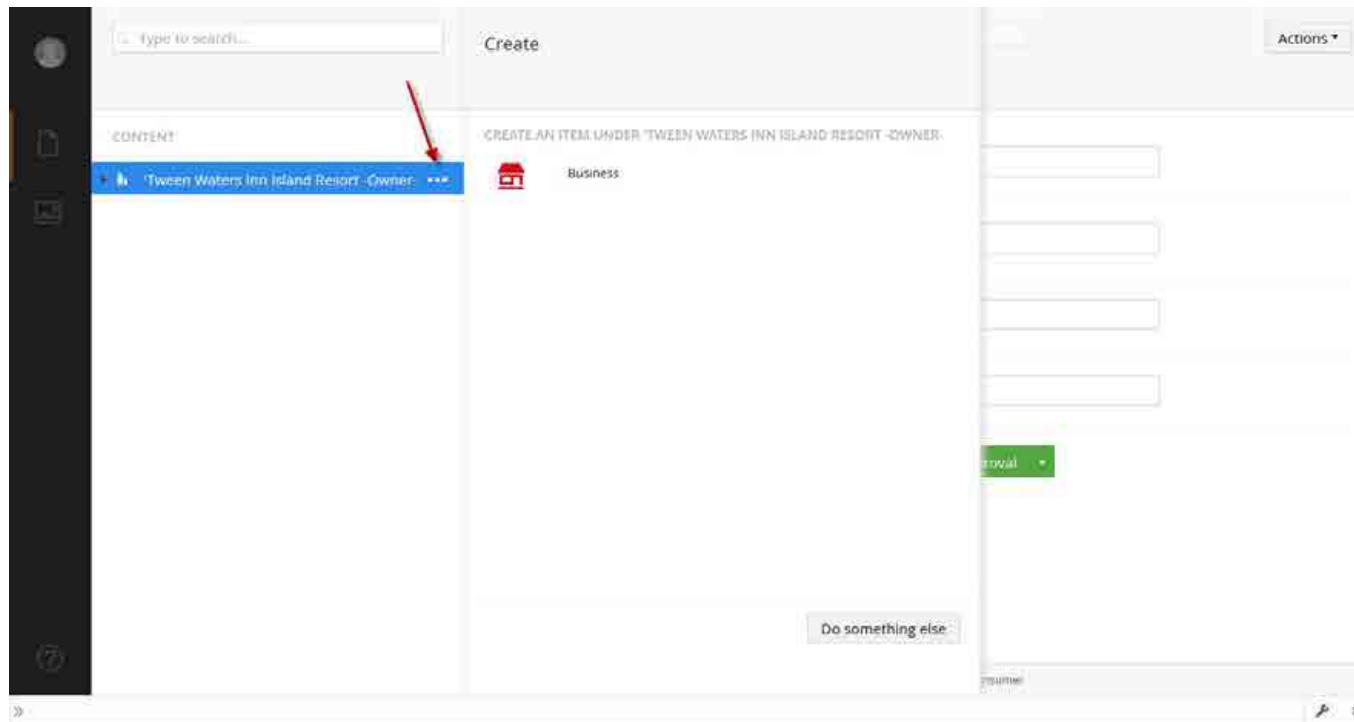
This tab allows you to manage your business name and contact information. This can be different from the account name and contact information if needed. Any communication specific to this business will be sent to the contact provided as well as the account owner. Make sure the email and name used is of the individual who should receive notifications about this account.

- Business Name
- Email
- First Name
- Last Name

Creating a Business

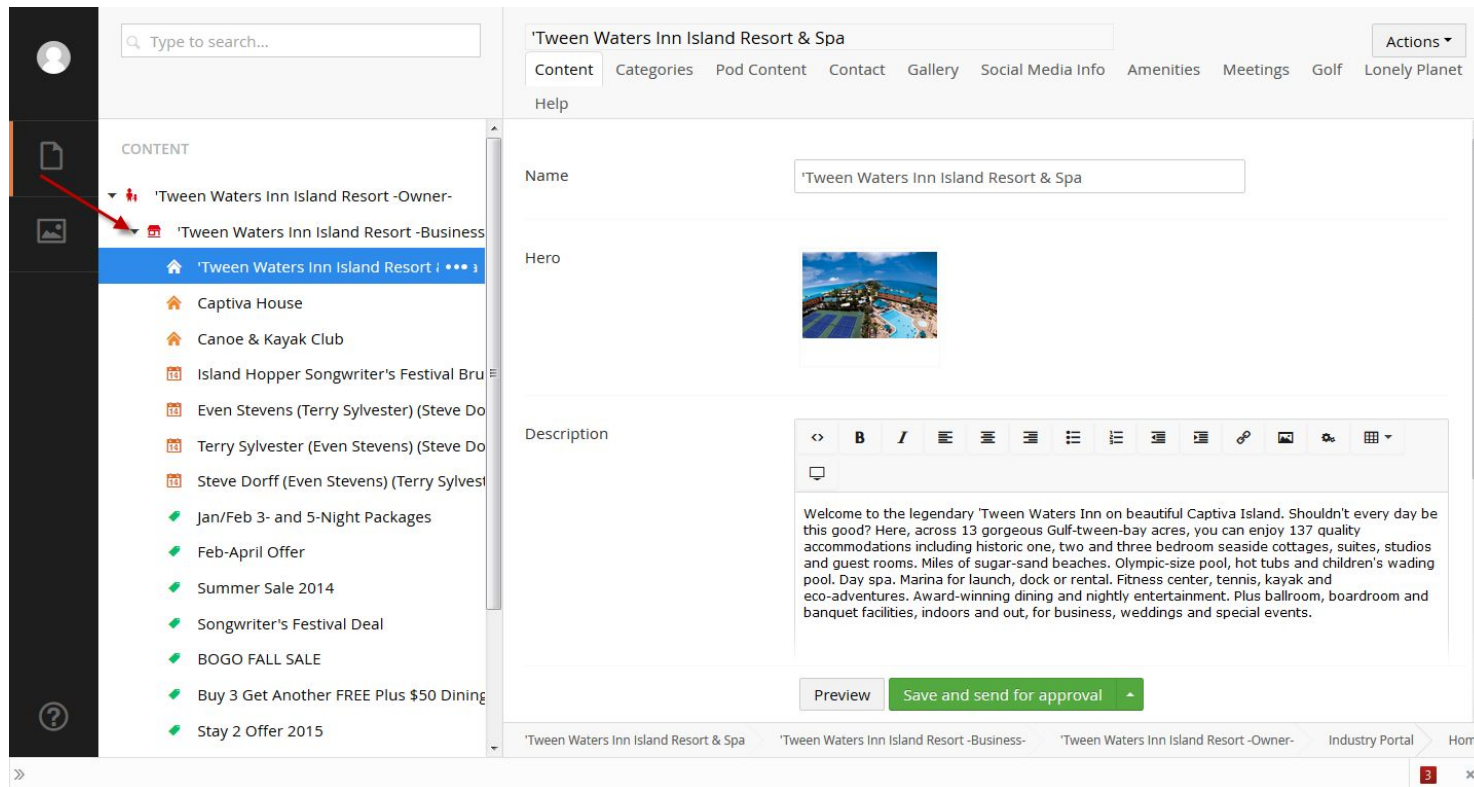
You will need to create a business document item if you are registering for the first time. To do so:

- Click on the ellipsis (three dots) that display when you hover over the account name.
- The CREATE window will appear. Select “Business” and the business document type will appear for you to fill out the details.
- Once ready, click on “SAVE AND SEND FOR APPROVAL.”
- The Lee County team will receive a notification and approve your business request. You will get notified via email when your business has been approved.



Listings

To view and access your listings, click on the arrow (➤) to open and view the content under your business. You will see all listings, as well as events and deals for your business. A listing types is the template used to enter the details about your business that will show up on the FortMyers-Sanibel.com website and are identified using an orange house icon.



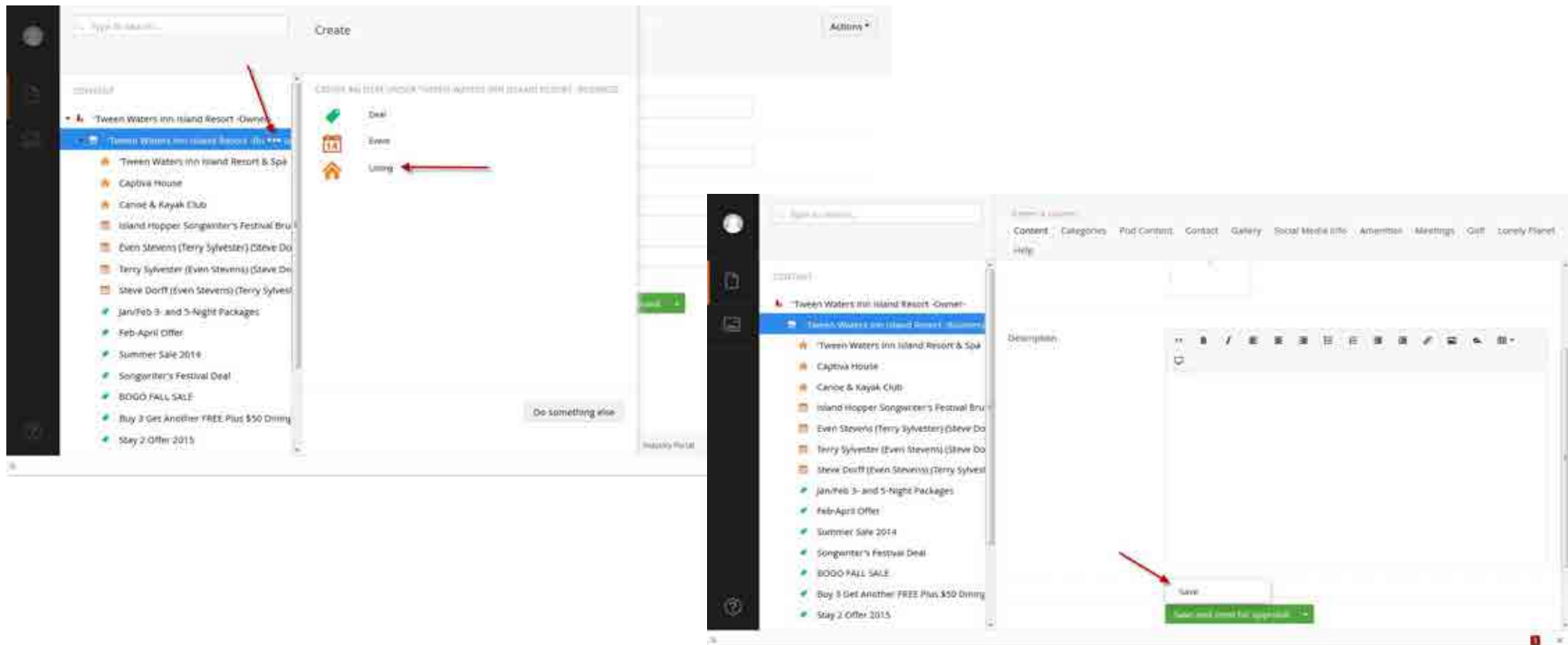
The screenshot displays a web management interface. On the left, a sidebar titled 'CONTENT' lists various items, including 'Tween Waters Inn Island Resort -Owner-', 'Tween Waters Inn Island Resort -Business', and several promotional packages like 'Jan/Feb 3- and 5-Night Packages'. A red arrow points to the 'Tween Waters Inn Island Resort -Business' listing. The main panel on the right shows the details for the selected listing, 'Tween Waters Inn Island Resort & Spa'. It includes a search bar, navigation tabs (Content, Categories, Pod Content, Contact, Gallery, Social Media Info, Amenities, Meetings, Golf, Lonely Planet), and a 'Help' link. The 'Name' field contains 'Tween Waters Inn Island Resort & Spa'. The 'Hero' section features a photograph of a resort building. The 'Description' field contains a rich text editor with a toolbar and the following text: 'Welcome to the legendary Tween Waters Inn on beautiful Captiva Island. Shouldn't every day be this good? Here, across 13 gorgeous Gulf-tween-bay acres, you can enjoy 137 quality accommodations including historic one, two and three bedroom seaside cottages, suites, studios and guest rooms. Miles of sugar-sand beaches. Olympic-size pool, hot tubs and children's wading pool. Day spa. Marina for launch, dock or rental. Fitness center, tennis, kayak and eco-adventures. Award-winning dining and nightly entertainment. Plus ballroom, boardroom and banquet facilities, indoors and out, for business, weddings and special events.' At the bottom of the main panel, there are 'Preview' and 'Save and send for approval' buttons. The interface also shows a top navigation bar with a search bar and an 'Actions' dropdown menu.

You can click on a listing to view the content for that given listing on the right panel of the screen. Clicking through the tabs on the top right will show the different information that can be provided.

To Create a New Listing

To add a new listing follow these steps:

- Click on the ellipses (three dots) that display when you hover over the name the business.
- The CREATE window will appear, select the option to add a new Listing and the listing type form will appear for you to fill out business details. *See tab details below.*
- As you enter the information pertaining to your business, feel free to save as you go along. Select SAVE from the options on the command options.
- Once ready, click on “SAVE AND SEND FOR APPROVAL.”
- The Lee County team will receive a notification and approve your business request. You will get notified via email when your listing has been approved. Once approved, it will appear on the FortMyers-Sanibel.com website.



Listing tabs to fill out below:

Content: This section where the listing title, description and hero image needs to be entered.

- To add a hero please first upload the assets for your listing to the media folder. *See Media section for details.*
- Click on the plus sign and navigate to the folder where your assets from the window that will appear on your right. Once you get to the image you want, select it by clicking on it.

Categories: Select listing categories as long as they qualify for the business type and service offered. All categories selected must be referred to in the business name and/or mentioned in the listing description. Listing categories that do not follow these guidelines will be removed during the review/publishing process prior to publishing on FortMyers-Sanibel.com.

- First, select the default categories associated with the deal.
- Second, scroll through possible categories by using the scroll bar.
- When you find your proper category, select "+" by clicking on it.
- To remove any of these categories, click on the "-" button if you wish to remove.

Pod Content: This section allows you to control the thumbnail, title and description used on list results where your business would be listed.

- Pod Image: Add the image you want to use as the thumbnail. To select click on the plus sign and navigate to the folder where your assets from the window that will appear on your right. Once you get to the image you want, select it by clicking on it.
- Pod Title: Enter the title of your business.
- Pod Description: Enter a short description of your business.

Contact Information: For use by the end user. This information will be displayed on the website.

- Contact: Enter first and last name.
- Email Address: Please add a valid email address into the email field.

- **Phone Numbers**: To enter your information into any of these fields, click the field and type your number, including all hyphens. Example: 123-456-7890. Please do not add a “1” before your area code or toll free number.
- **Main Website**: This section allows you to enter your main URL. When entering your website, be sure to include the full site name, including http:// or, when appropriate https://. In the “Name” field, type “Website.”
- **Booking Website**: This section allows you to enter your booking URL. When entering your website, be sure to include the full site name, including http:// or, when appropriate https://. In the “Name” field, type “Website.”
- **Street**: Type your street address in this field. If your business is located within a well-known building, park or other location you may add the name of it to the first street line and your address on the subsequent field.
- **City**: Type your city in this field.
- **State**: Type your state in this field.
- **Zip**: Enter your five or hyphenated nine-digit zip code.
- **Community**: Select your community from the dropdown menu. If your community is not represented on the list, please select the nearest city and contact our Website Content Manager.
- **Map**: Provides the latitude and longitude coordinates and allows your listing to appear in geographical searches and map placement. Type your address and select the best options from the option. If you need to adjust the placement of the map marker, feel free to zoom in and out and drag the marker accordingly. This will make sure we are using the appropriate latitude and longitude for your business.
- **Directions**: Type in step-by-step directional copy in this field. Do not add to your listing description here, anything entered that is unrelated to finding your physical business will be deleted before publishing.

Gallery: Section for you to assign the images you want to use for the gallery that will display on your listing.

- To add images please first upload the assets for your listing to the media folder. *See Media section for details.*
- Click on the plus sign and navigate to the folder where your assets from the window that will appear on your right. Once you get to the image you want, select it by clicking on it.
- To add more, repeat the step above.
- To change the sort order in which these display, click the image you want to move and drag it left, right, or up and down. Deselect the image to place it on the new spot.

- Remove an image selected from the gallery: hover over the right bottom corner of the image. A red “x” will appear. Click on it to remove.
- If no images have been uploaded for this listing, no images will display on your listing page.

Social Media Info:

- Social Media: Select the type of social media channel from the dropdown menu. When entering your social URL, be sure to include the full site name, including http:// or, when appropriate https://
- To include a YouTube video, copy the original URL. See example below:
 - o YouTube URL: <http://www.youtube.com/watch?v=kq7ecnsjNO4>

General, Meeting, and Golf Amenities: This section allows you to identify specific items offered by your business. Please restrict your entries to categories in which your business is involved. Any subsections filled out that are found by the site editors to be improper or inaccurate will be removed before publishing.

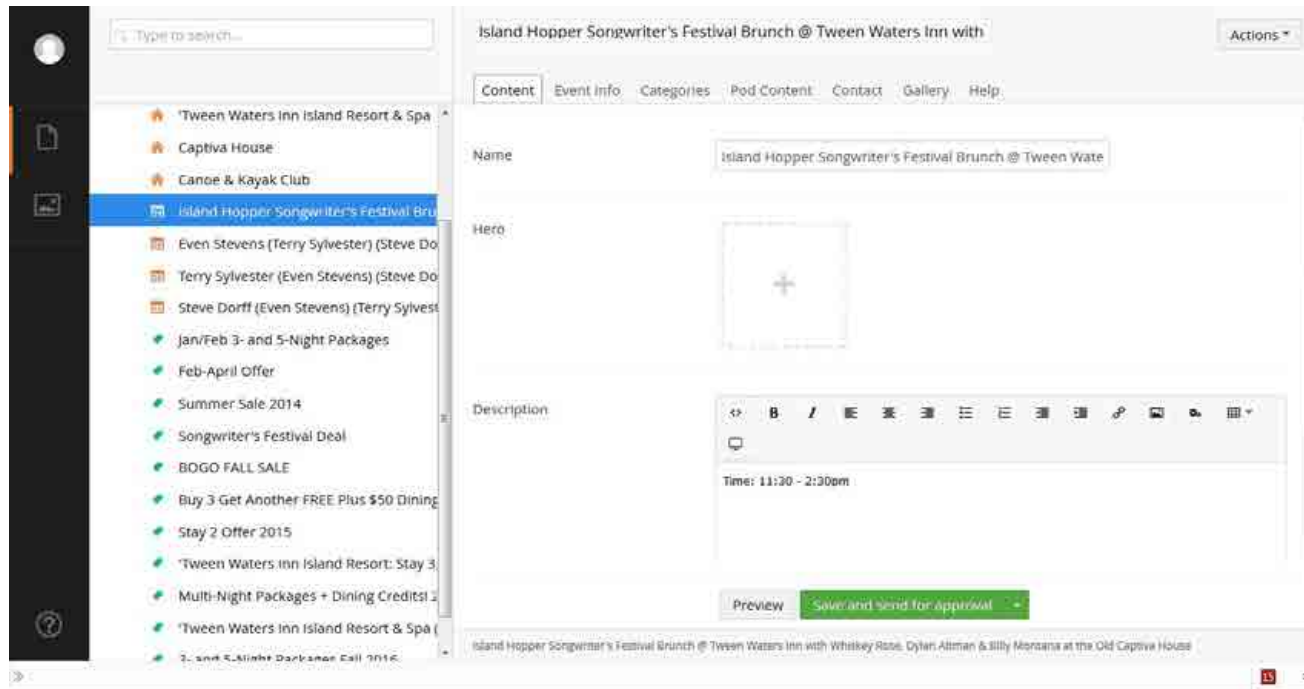
- Select the type amenity from the dropdown menu.
- Lonely Planet amenities are specific for the Lonely Planet Guidebook and will not be published to the live website.
- If you desire an amenity that is not listed, please contact the Website Content manager.

Help:

The help section contains helpful information on how to create and update business listings.

Events

To view and access your events, click on the arrow (➤) to open and view the content under your business. You will see all listings, as well as events, and deals for your business. An event type is the template used to enter the details about your event that will show up on the FortMyers-Sanibel.com website and these are identified using a red calendar icon.



You can click on a listing to view the content for that given listing on the right panel of the screen. Clicking through the tabs on the top right will show the different information that can be provided.

To Create a New Event

To add a new event follow these steps:

- Click on the ellipses (three dots) that display when you hover over the name of the business.
- The CREATE window will appear, select the option to add a new Event and the event type form will appear for you to fill out the details. *See tab details below.*
- As you enter the information pertaining to your event, feel free to save as you go along. Select SAVE from the options on the command options.
- Once ready, click on “SAVE AND SEND FOR APPROVAL.”

Event Info: This section is to set the event time and dates along with admission information.

- Listing Picker: Select the business listing that can be best associated with your event and if you want to have the event display on the detail page of the business.
- Enter “Start” and “End” date and if there is an event recurrence (daily, weekly, monthly, yearly).
- Enter event price if applicable.

Categories: Select event categories that qualify for the event type being created. All categories selected must be referred to in the event name and/or mentioned in the listing description. Event categories that do not follow these guidelines will be removed during the review/publishing process prior to publishing on FortMyers-Sanibel.com.

- First, select the default categories associated with the deal.
- Second, scroll through possible categories by using the scroll bar.
- When you find your proper category, select “+” by clicking on it.
- To remove any of these categories, click on the “-” button if you wish to remove.

Pod Content: This section allows you to control the thumbnail, title and description used on list results where your business would be listed.

- Pod Image: Add the image you want to use as the thumbnail, to select click on the plus sign and navigate to the folder where your assets from the window will appear on your right. Once you get to the image you want, select it by clicking on it.
- Pod Title: Enter the title of your event.
- Pod Description: Enter a short description of your event.

Contact Information: For use by the end user. This information will be displayed on the website.

- Contact: Enter first and last name.
- Email Address: Please add a valid email address into the email field.
- Phone Numbers: To enter your information into any of these fields, click the field and type your number, including all hyphens. Example: 123-456-7890. Please do not add a “1” before your area code or toll free number.

- **Main Website:** This section allows you to enter your main URL. When entering your website, be sure to include the full site name, including http:// or, when appropriate https://. In the “Name” field, type “Website.”
- **Booking Website:** This section allows you to enter your booking URL. When entering your website, be sure to include the full site name, including http:// or, when appropriate https://. In the “Name” field, type “Website.”
- **Street:** Type your street address in this field. If your business is located within a well-known building, park or other location you may add the name of it to the first street line and your address on the subsequent field.
- **City:** Type your city in this field.
- **State:** Type your state in this field.
- **Zip:** Enter your five or hyphenated nine-digit zip code.
- **Community:** Select your community from the dropdown menu. If your community is not represented on the list, please select the nearest city and contact our Website Content Manager.
- **Map:** Provides the latitude and longitude coordinates and allow your listing to appear in geographical searches and map placement. Type your address and select the best options from the option. If you need to adjust the placement of the map marker, feel free to zoom in and out and drag the marker accordingly. This will make sure we are using the appropriate latitude and longitude for your business.
- **Directions:** Type in step-by-step directional copy in this field. Do not add to your listing description here, anything entered that is unrelated to finding your physical business will be deleted before publishing.

Gallery: Section to assign images you want to use for the gallery that will display on your listing.

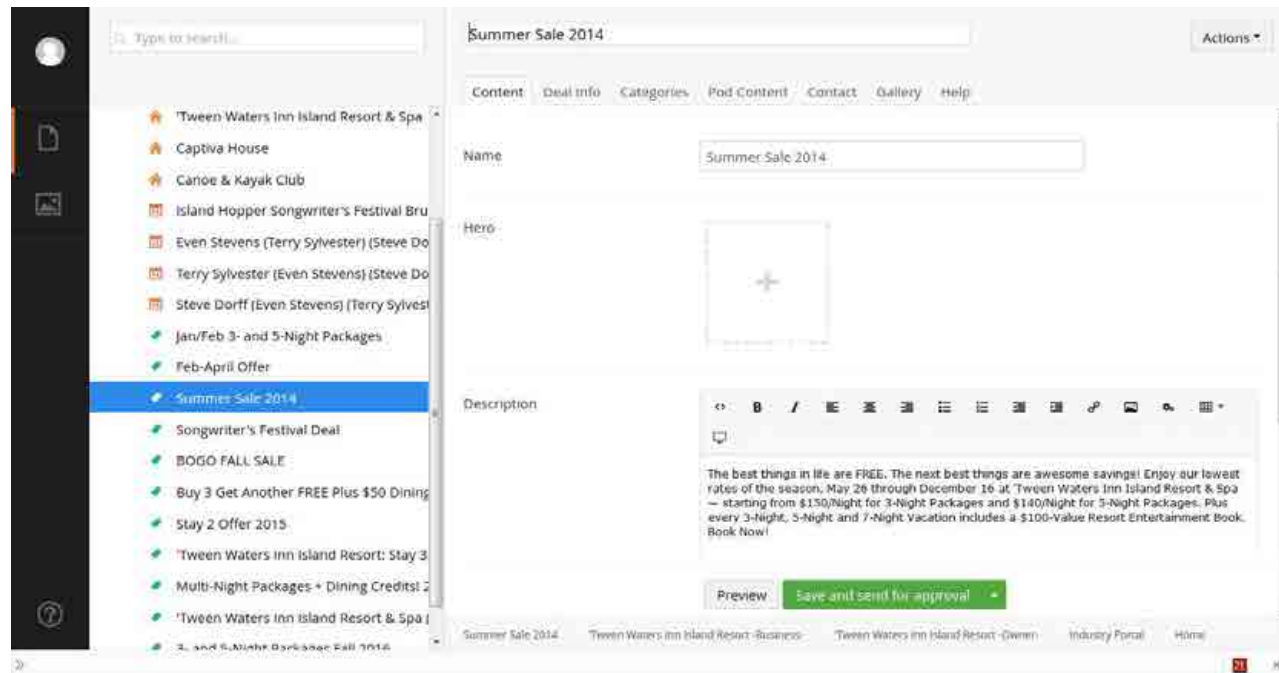
- To add images please first upload the assets for your listing to the media folder. *See Media section for details.*
- Click on the plus sign and navigate to the folder where your assets from the window that will appear on your right. Once you get to the image you want, select it by click on it.
- To add more, repeat the step above.
- To change the sort order in which these display, click the image you want to move and drag it left, right, or up and down. Deselect the image to place it on the new spot.
- Remove an image select from the gallery, hover over the right bottom corner of the image. A red “x” will display. Click on it to remove.
- If no images have been uploaded for this listing, no images will display on your listing page.

Help:

The help section contains helpful information on how to create and update events.

Deals

To view and access your deals, click on the arrow (➤) to open and view the content under your business. You will see all listings, as well as events, and deals for your business. An deal type is the template used to enter the details about your deal that will show up on the FortMyers-Sanibel.com website and these are identified using a green tag icon.



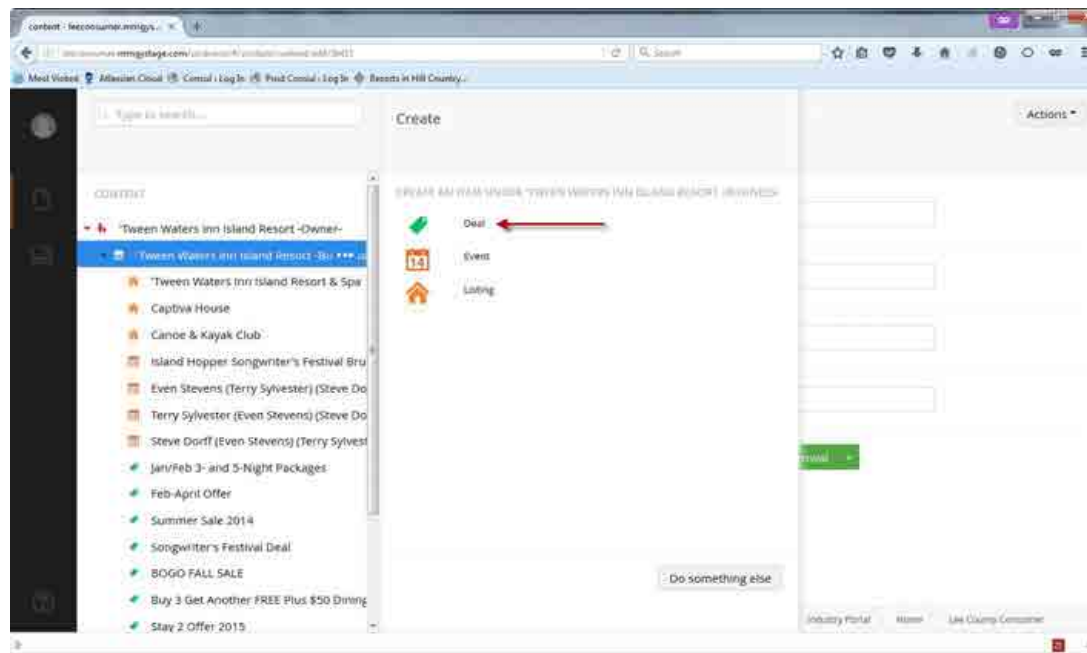
The screenshot displays a web application interface for creating a deal. On the left, a sidebar lists various businesses and deal types, with 'Summer Sale 2014' highlighted. The main content area shows the 'Summer Sale 2014' deal form. The form includes a search bar at the top, a navigation menu with options like 'Content', 'Deal info', 'Categories', 'Pod Content', 'Contact', 'Gallery', and 'Help', and a title field containing 'Summer Sale 2014'. Below the title, there are fields for 'Name' (containing 'Summer Sale 2014') and 'Hero' (containing a placeholder image). The 'Description' field contains the following text: 'The best things in life are FREE. The next best things are awesome savings! Enjoy our lowest rates of the season, May 26 through December 16 at Tween Waters Inn Island Resort & Spa — starting from \$150/Night for 3-Night Packages and \$140/Night for 5-Night Packages. Plus every 3-Night, 5-Night and 7-Night Vacation includes a \$100-Value Resort Entertainment Book. Book Now!'. At the bottom of the form, there are 'Preview' and 'Save and send for approval' buttons. The footer of the application shows navigation links for 'Summer Sale 2014', 'Tween Waters Inn Island Resort - Business', 'Tween Waters Inn Island Resort - Dinner', 'Industry Portal', and 'Home'.

You can click on a listing to view the content for that given listing on the right panel of the screen. Clicking through the tabs on the top right will show the different information that can be provided.

To Create a New Deal

To add a new deal follow these steps:

- Click on the ellipses (three dots) that display when you hover over the name the business.
- The CREATE window will appear, select the option to add a new Deal and the Deal type will appear for you to fill out the deal details. *See tab details below.*
- As you enter the information pertaining to your deal, feel free to save as you go along. Select SAVE from the options on the command options.
- Once ready, click on “SAVE AND SEND FOR APPROVAL.”
- The Lee County team will receive a notification and approve your deal request. You will get notified via an email when your event has been approved. Once approved, it will appear on the FortMyers-Sanibel.com website.



Deal tabs to fill out below:

Content: Section where deal title, description and hero image needs to be entered.

- To add a hero, please first upload the assets for your listing to the media folder. *See Media section for details.*
- Click on the plus sign and navigate to the folder where your assets from the window that will appear on your right. Once you get to the image you want, select it by click on it.

Deal Info: Section to provide deal code, disclaimer and dates information.

- Listing Picker: Select business listing that can be best associated with your deal and if you want to have the deal display on the detail page of the business.
- Enter offer code if applicable.
- Enter disclaimer if applicable.
- Enter “Start” and “End” date and if the deal can be reused or if there is a specific date range (daily, weekly, monthly, yearly).

Categories: Select deal categories that qualify for the deal type being created. All categories selected must be referred to in the event name and/or mentioned in the listing description. Deal categories that do not follow these guidelines will be removed during the review/publishing process prior to publishing on FortMyers-Sanibel.com.

- First, select the default categories associated with the deal.
- Second, scroll through possible categories by using the scroll bar.
- When you find your proper category, select “+” by clicking on it.
- To remove any of these categories, click on the “-” button if you wish to remove.

Pod Content: This section allows you to control the thumbnail, title and description used on list results where your business would be listed.

- Pod Image: Add the image you want to use as the thumbnail, to select click on the plus sign and navigate to the folder where your assets from the window that will appear on your right. Once you get to the image you want, select it by clicking on it.
- Pod Title: Enter the title of your deal.
- Pod Description: Enter a short description of your deal.

Contact Information: For use by the end user. This information will be displayed on the website.

- Contact: Enter first and last name.
- Email Address: Please add a valid email address into the email field.
- Phone Numbers: To enter your information into any of these fields, click the field and type your number, including all hyphens. Example: 123-456-7890. Please do not add a “1” before your area code or toll free number.
- Main Website: This section allows you to enter your main URL. When entering your website, be sure to include the full site name, including http:// or, when appropriate https://. In the “Name” field, type “Website.”
- Booking Website: This section allows you to enter your booking URL. When entering your website, be sure to include the full site name, including http:// or, when appropriate https://. In the “Name” field, type “Website.”
- Street: Type your street address in this field. If you’re business is located within a well-known building, park or other location you may add the name of it to the first street line and your address on the subsequent field.
- City: Type your city in this field.
- State: Type your state in this field.
- Zip: Enter your five or hyphenated nine-digit zip code.
- Community: Select your community from the dropdown menu. If your community is not represented on the list, please select the nearest city and contact our Website Content Manager.
- Map: Provides the latitude and longitude coordinates and allows your listing to appear in geographical searches and map placement. Type your address and select the best options from the option. If you need to adjust the placement of the map marker, feel free to zoom in and out and drag the marker accordingly. This will make sure we are using the appropriate latitude and longitude for your business.
- Directions: Type in step-by-step directional copy in this field. Do not add to your listing description here, anything entered that is unrelated to finding your physical business will be deleted before publishing.

Gallery: For you to assign images you want to use for the gallery that will display on your listing.

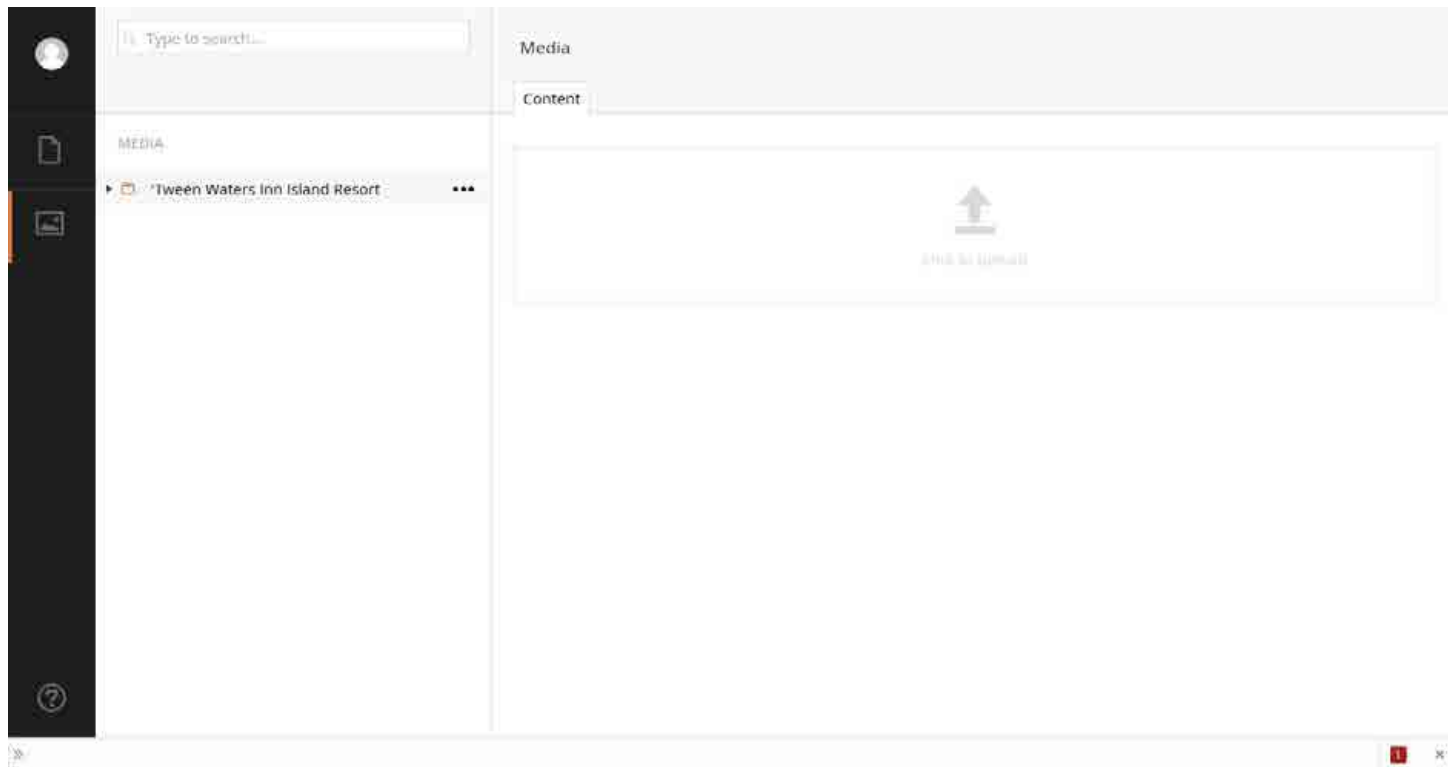
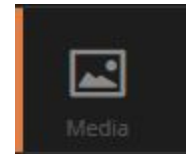
- To add images please first upload the assets for your listing to the media folder. *See Media section for details.*
- Click on the plus sign and navigate to the folder where your assets from the window that will appear on your right. Once you get to the image you want, select it by click on it.
- To add more, repeat the step above.
- To change the sort order in which these display, click the image you want to move and drag it left, right, or up and down. Deselect the image to place it on the new spot.
- Remove an image select from the gallery, hover over the right bottom corner of the image. A red “x” will display. Click on it to remove.
- If no images have been uploaded for this listing, no images will display on your listing page.

Help:

The help section contains helpful information on how to create and update deals.

PORTAL – MEDIA

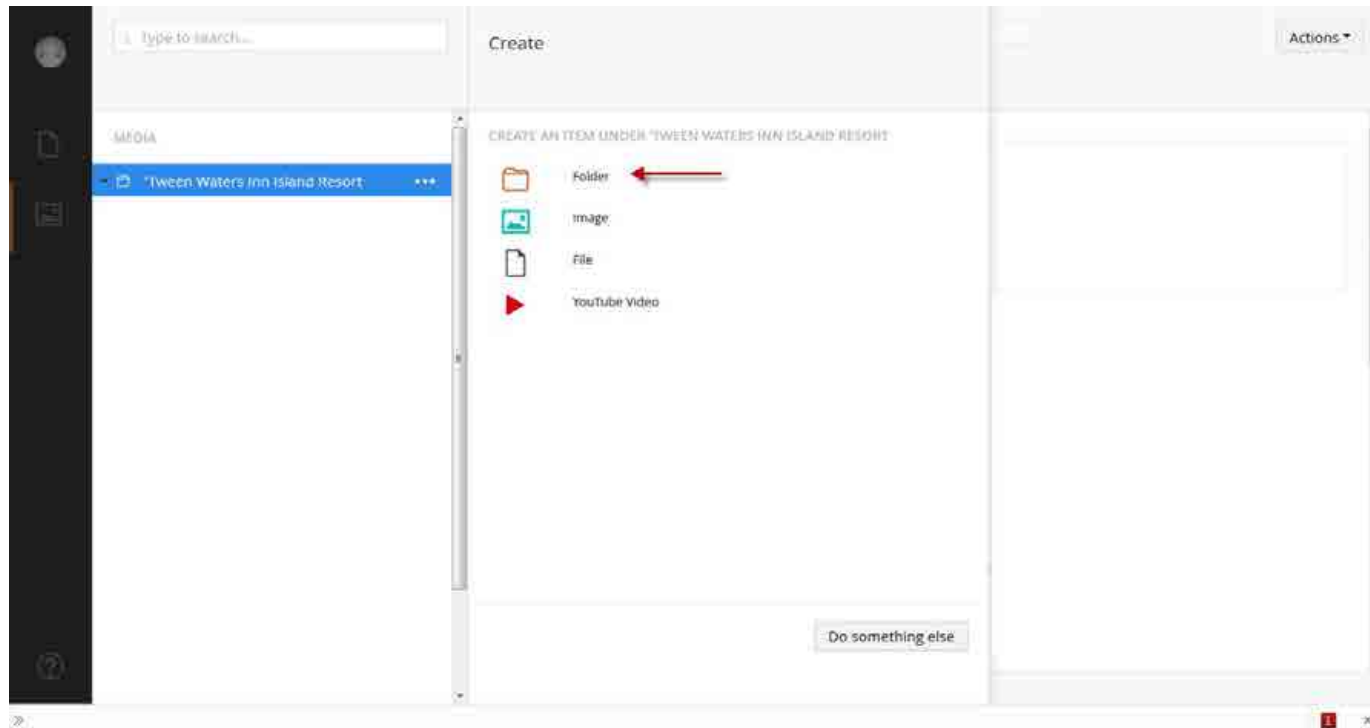
The media section is where all of your assets will live, this includes images, PDFs and YouTube video links. The structure of the media section is based on a business folder and subfolders. To view your assets click on the the arrow (➤) next to your business folder name. The arrow indicates that there is content underneath for you to access.



Create a Subfolder

To create a subfolder to organize your business assets follow these steps:

- Click on the ellipses (three dots) that display when you hover over the name the business folder.
- The CREATE window will appear, select the option to add a new Folder, the new folder type will appear for you to give it a name and save.



Upload an Asset

Next you can upload an asset following any of these options:

- Drag and drop the asset on the right panel of the screen.
- Click on the “Click to Upload” arrow on the right panel to upload your asset.
- Click on the ellipses (three dots) that displays when you hover over the folder name.

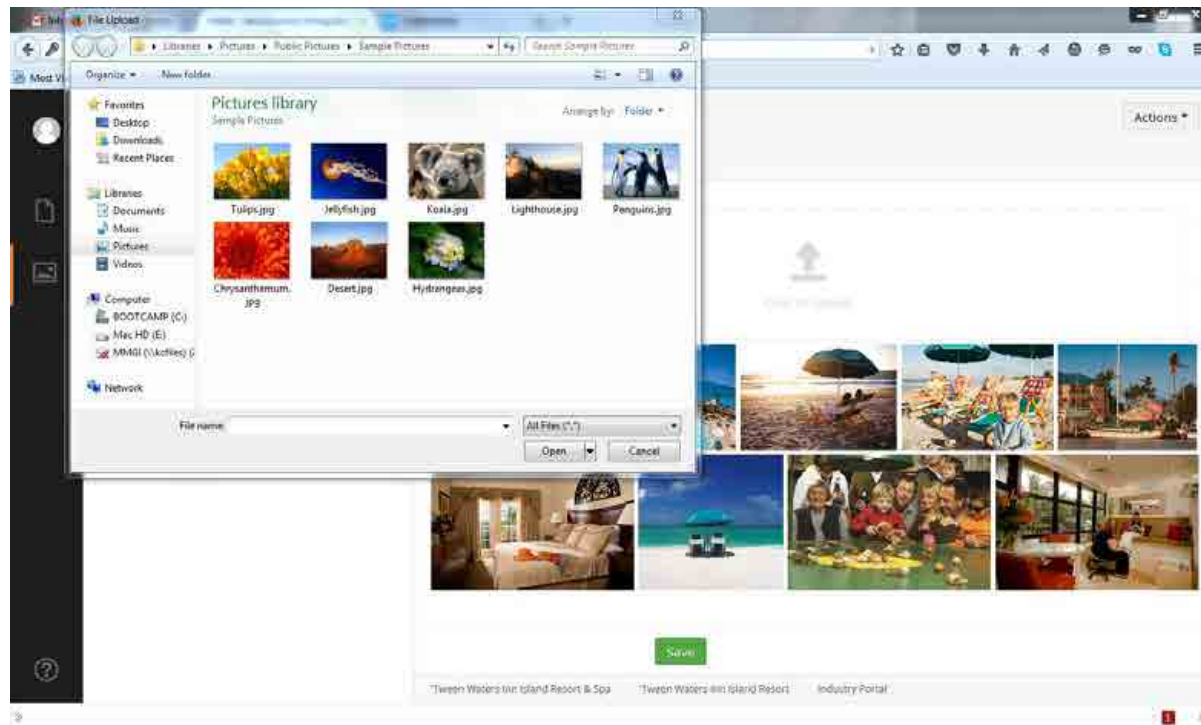


Image Specs

- All images used for your listings, events and deals should follow these spec requirements:
 - Less than 200 KB
 - JPG file format
 - Sized to 768 wide x 580 tall pixels

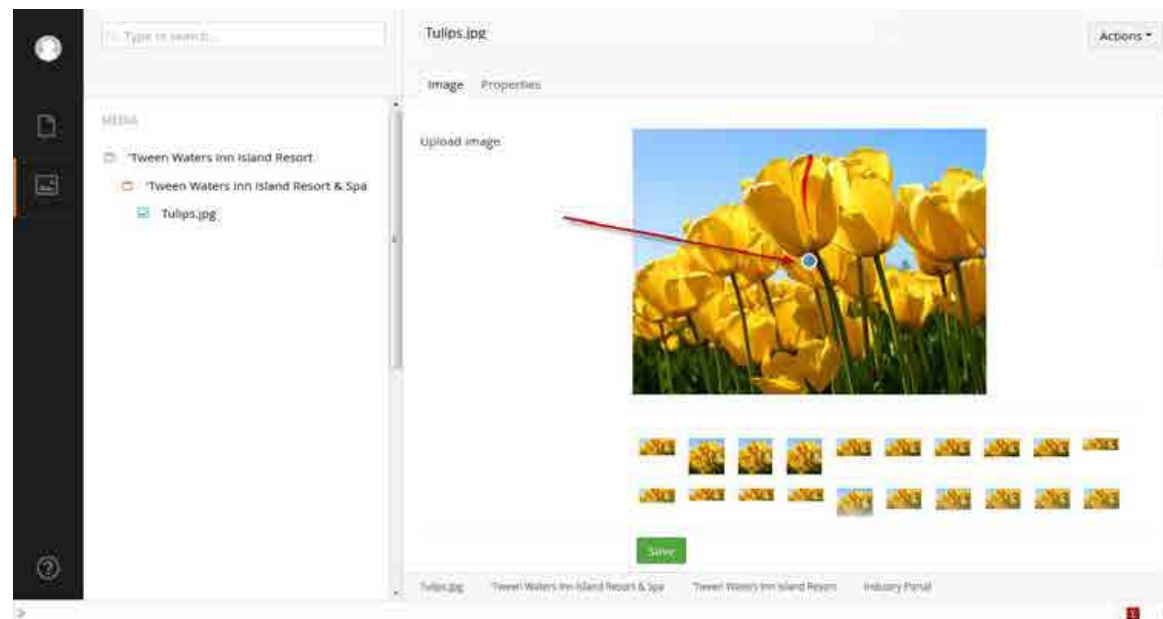
- The same size is used for the main hero, gallery and thumbnail on the list view. The size specs provided provide an aspect ratio that allows the site to resize automatically based on screen size the site is being viewed.
- You can have a different sized image for your thumbnail if you want to crop it to be more specific, but it should be no less than 329 wide x 220 tall.

IMPORTANT: Edit an Image Asset

Once you have uploaded your asset, click on it to edit it. You must edit all images and add the following items as applicable:

- **Adjust the Focal Point:**

- You can adjust the focal point by dragging the blue dot up, down, left or right to set what you want the focus of the image to be when viewed in different formats throughout the site. The thumbnails below the image will give you a preview of what the focal point will be.



● **Add a Caption:**

- Enter a caption for the image that will display below the image, if applicable.

● **Add an ALT Text:**

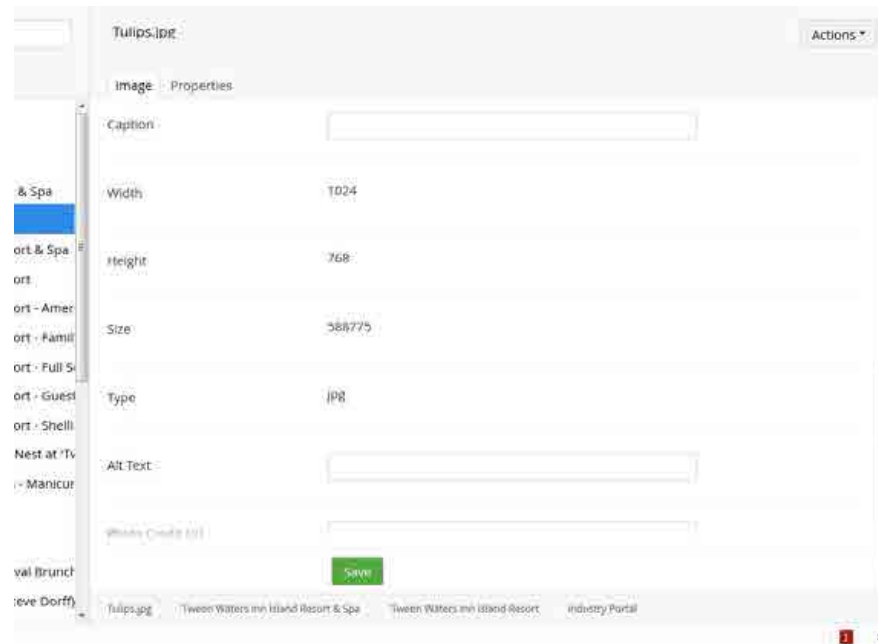
- Alternative text **must** be entered on all assets to enable search engines to read what the image is about as well as browser readers to read what the image is about for those members navigating the site with disabilities.

● **Photo Credit URL:**

- A website URL can be entered to link the image to source who provided it. When entering your website, be sure to include the full site name, including http:// or, when appropriate, https://. A “Photo Credit Name” must be entered if a URL is entered.

● **Photo Credit Name:**

- This field is used if you need to provide a credit or attribution to an image that is considered user generated content or where you need to provide a reference.



Create an YouTube Link

You must create a YouTube item in order to display a video on your listing, event or deal.

- Click on the ellipses (three dots) that display when you hover over the name the business folder.
- The CREATE window will appear, select the option to add a new YouTube, the new video type will appear for you to enter the following:
 - Name the video (choose a name that is easy for you to reference).
 - Enter YouTube video ID. This is the ID provided after the “v=” on a video URL. See example below:
 - YouTube URL: <http://www.youtube.com/watch?v=kq7ecnsjNO4>
 - Enter Caption for the video, which will display below the video player, if applicable.
 - Save the asset.

Enter a name:

YouTube Properties

Video id

Caption

Save

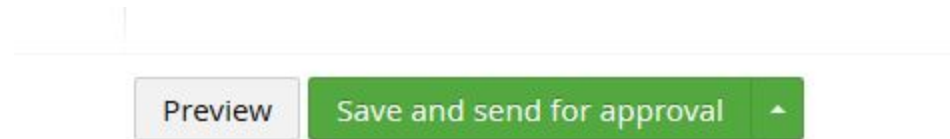
TIPS

Notifications

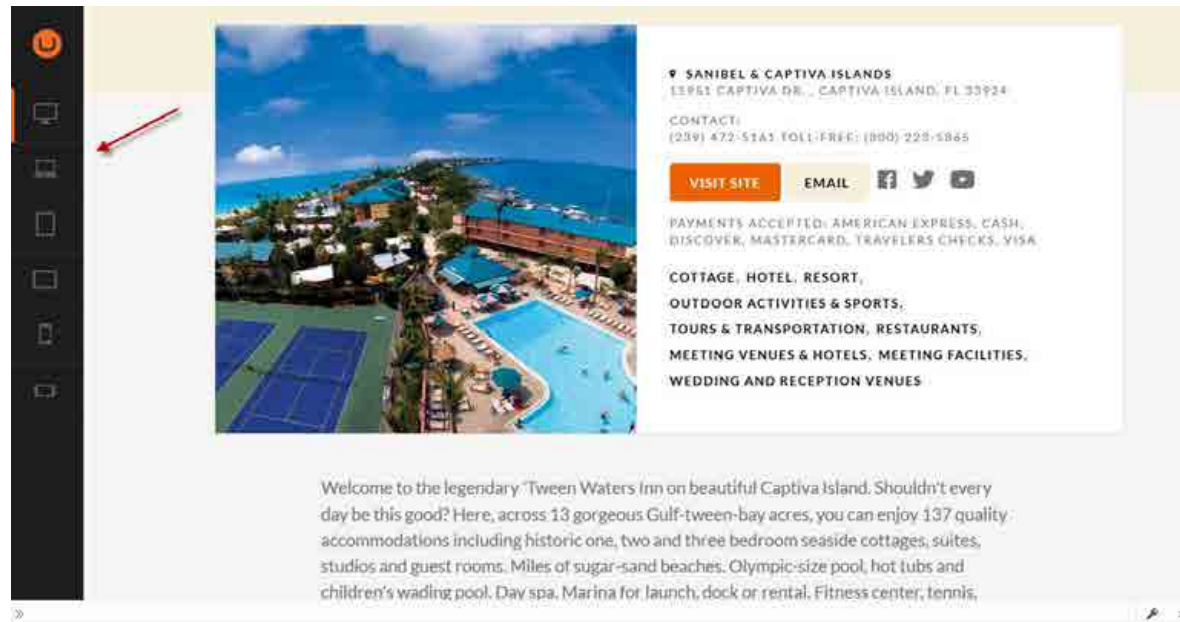
Notifications will be sent to the email address provided under the contact information section of the Account Owner and Business levels. It will be for internal use only and will not be displayed to end users. It is used to send information about your listing, event or deal from the Fort Myers & Sanibel portal and staff team. These notifications will be system emails with details and links regarding the workflow step, in which your listing, event or deal is at during the review/approval by the Fort Myers & Sanibel staff.

Preview

To see what your listing will look like on FortMyers-Sanibel.com, first fill out all required fields. Once all required items have been entered, you may select “Preview” button from the bottom of the page.



If you have properly filled out all required items, your item will be automatically saved and a new window will open displaying a mockup of your listing on the site within the portal interface. While it shows your listing in the final format, previewing it WILL NOT place your item on the live site. You can use buttons on the left side bar to preview what your listing may look like in different platforms – desktop, tablet and smartphone.



Submit for Publishing

In order to have your Industry Partner item appear on FortMyers-Sanibel.com, all required fields for a particular item need to be properly completed. Once you've completed your item, please click on the "Save and Publish" button found near the bottom of the window. If errors in your entry are present, you will not be allowed to continue until the errors are corrected. If there are no errors present, you will receive a pop up indicating that your item has been submitted for publishing. An editor will now review your submission to ensure relevancy and accuracy.

Logout

To logout of the portal, click on the profile icon located on the top left side of the portal. A logout window will appear with the logout button.

