NAVIGATING THE NEW PORTAL: QUICK START GUIDE

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, 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.

NAVIGATING THE NEW PORTAL
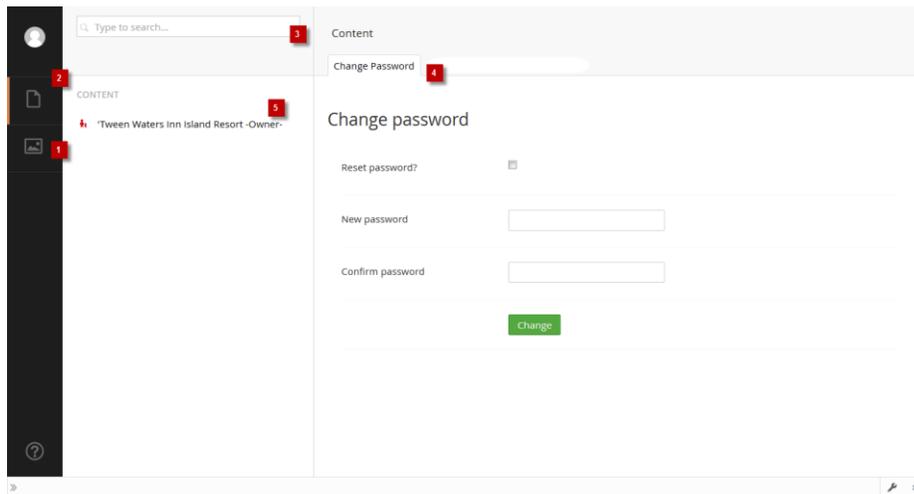
1. **Media Section of Portal**: This is where you will access your image files for your account.
2. **Content Section of Portal:** This is where you will access your account information. This section will be your default screen after you login.
3. **Search:** This allows you to search for content or 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.

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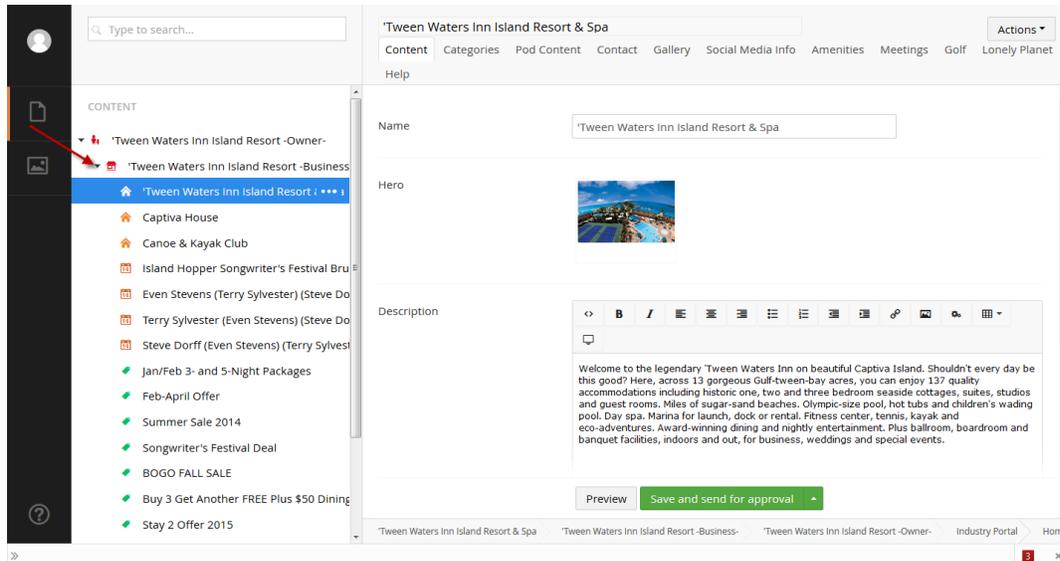
You can click on a listing to view the content for that given listing on the right panel of the screen. Clicking through the tabs on the top right will show the different information that can be provided.
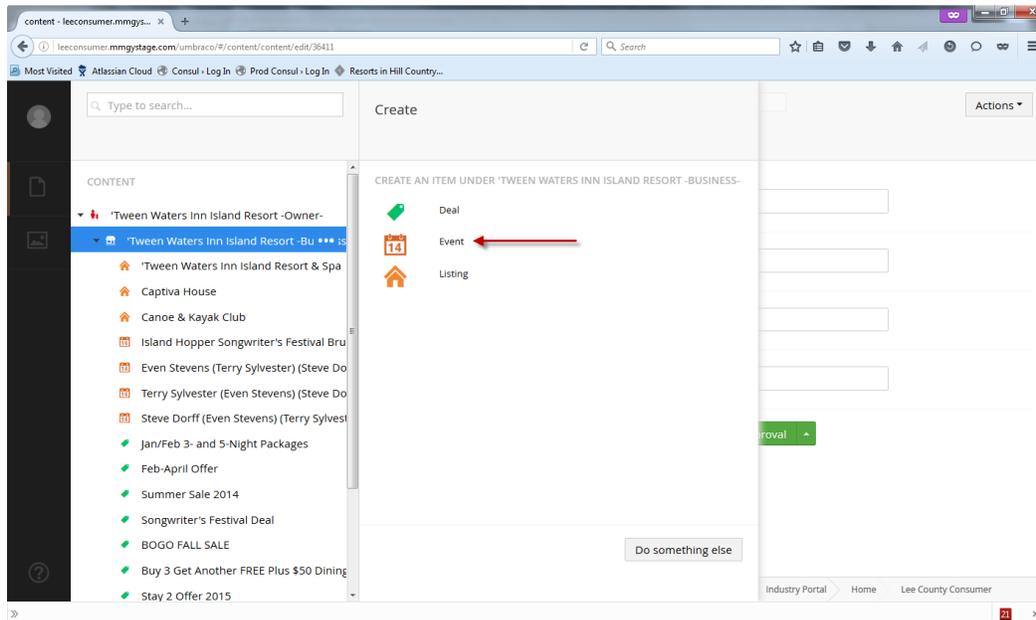
Events

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.
- 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."
- The Lee County VCB team will receive a notification and approve your event request. You will get notified via email when your event has been approved. Once approved, it will appear on the FortMyers-Sanibel.com website.

Event tabs to fill out below:

Content: This section where the event 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 will appear on your right. Once you get to the image you want, select it by clicking on it.

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.

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: This information will be displayed on the website.

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.

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. A 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.

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.
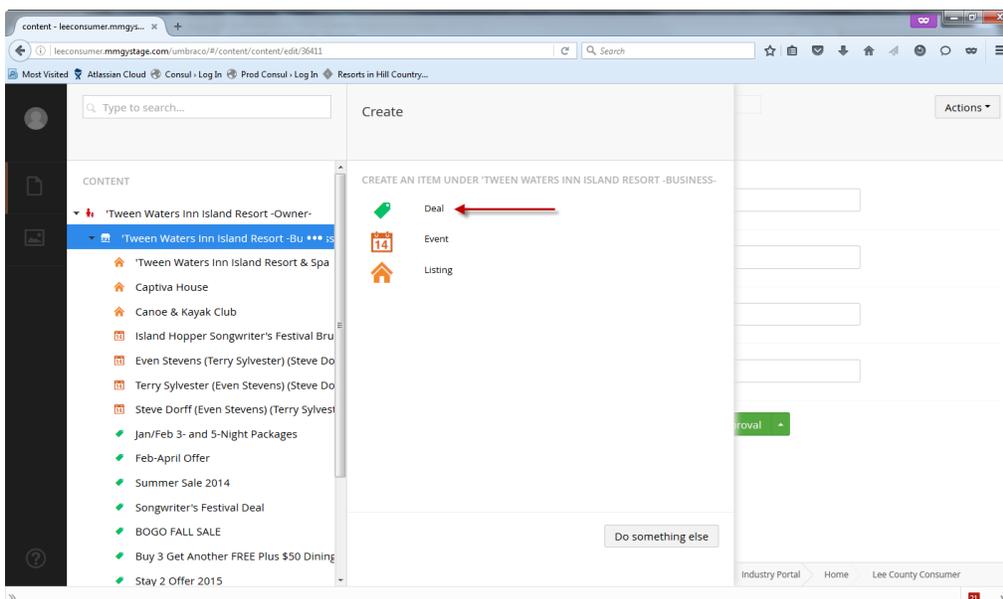
Deal tabs to fill out below:

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.
- <u>Listing Picker</u>: Select business listing that can be best associated with your deal, if you want to have the deal display on the detail page of the business.

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.

Pod Content: This section allows you to control the thumbnail, title and description used on list results where your business would be listed.
- <u>Pod Image</u>: 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.
- <u>Pod Title:</u> Enter the title of your deal.
- <u>Pod Description:</u> Enter a short description of your deal.

Contact Information: This information will be displayed on the website.

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.
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