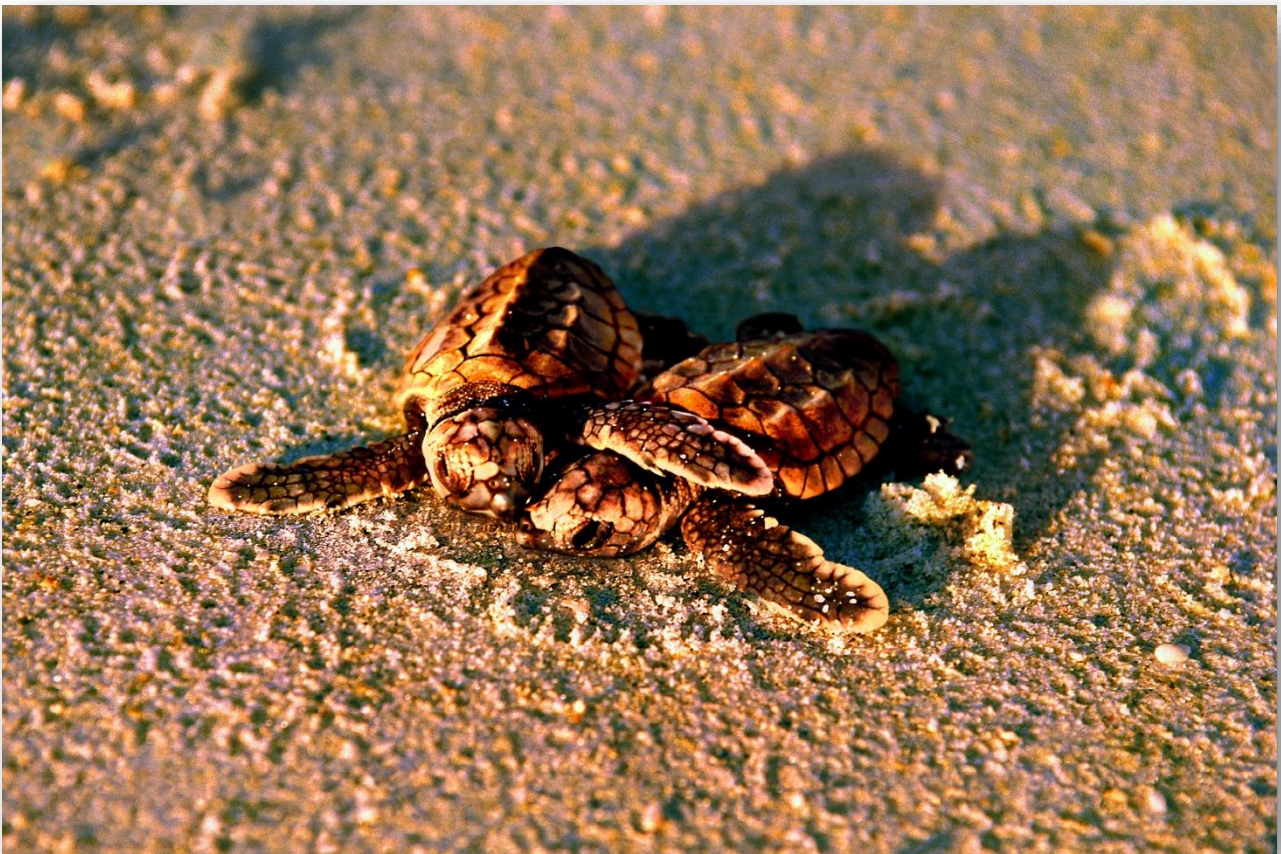
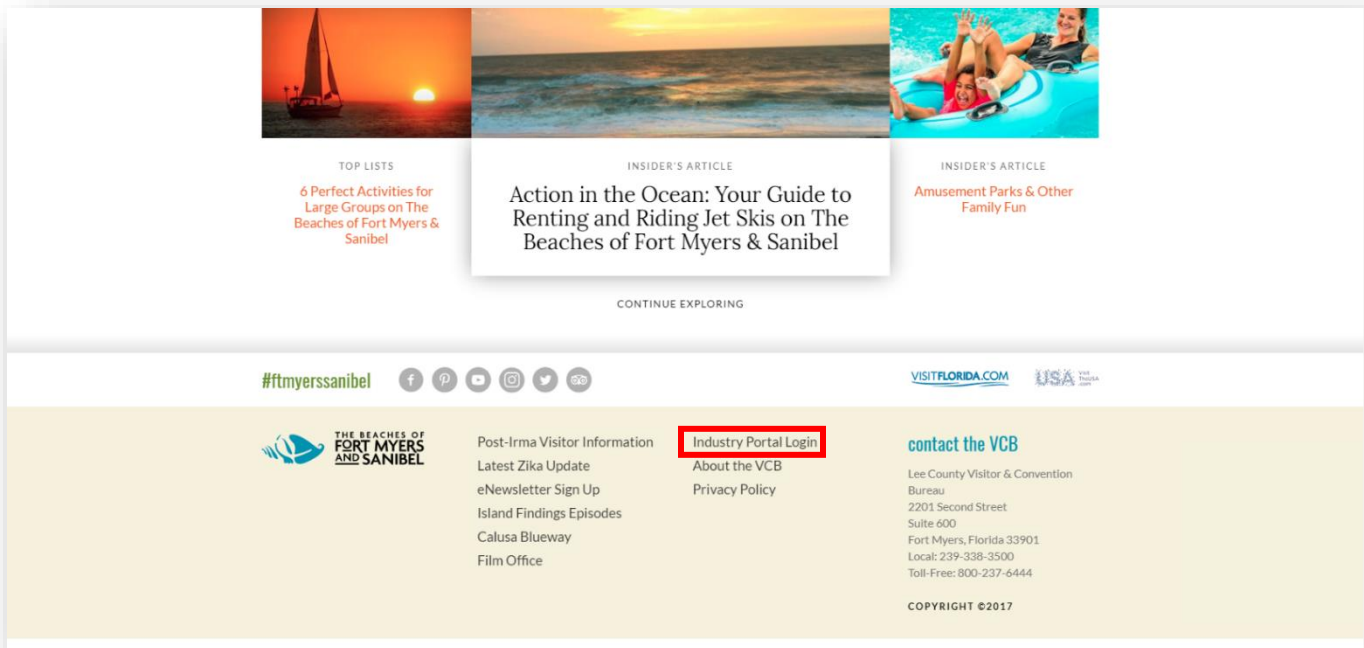


How to Create a Website Listing

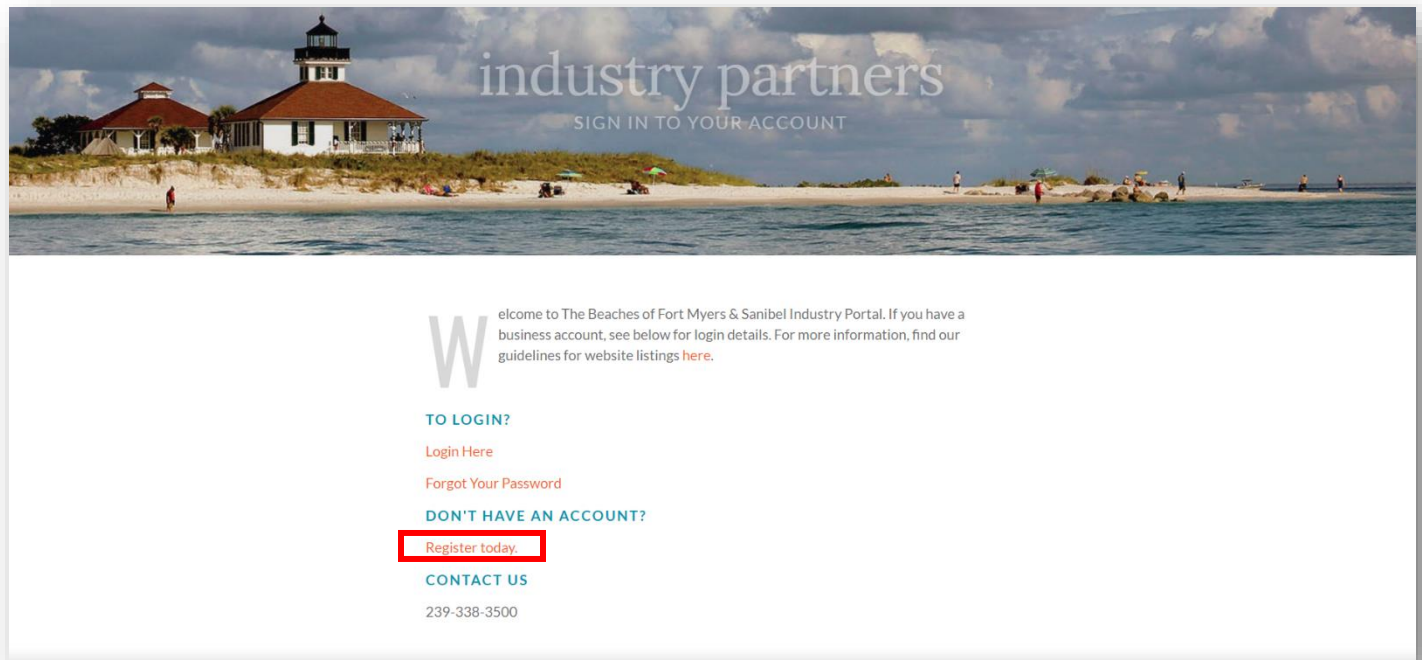
In 7 Easy Steps...



1. Visit www.fortmyers-sanibel.com, scroll to the bottom of the page and select “Industry Portal Login”.



2. Select “Register today” to create an account.



3. Please complete the required fields in the registration form. After selecting “submit” it can take up to 1 minute to load. Do not close your browser or refresh the page. Once approved, you will enter the portal.

REGISTER TODAY!

A Partner account lets you manage business listings, events and deals on The Beaches of Fort Myers & Sanibel website. Registering not only guarantees your message will be seen by thousands of potential visitors, but also ensures that you'll receive future industry related news and communications from The Beaches of Fort Myers-Sanibel. For more information, find our guidelines for website listings [here](#).

FIRST NAME *

LAST NAME *

BUSINESS NAME

EMAIL ADDRESS *

PASSWORD

CONFIRM PASSWORD

CONTENT

- + Business Name Test

Content

[Change Password](#)

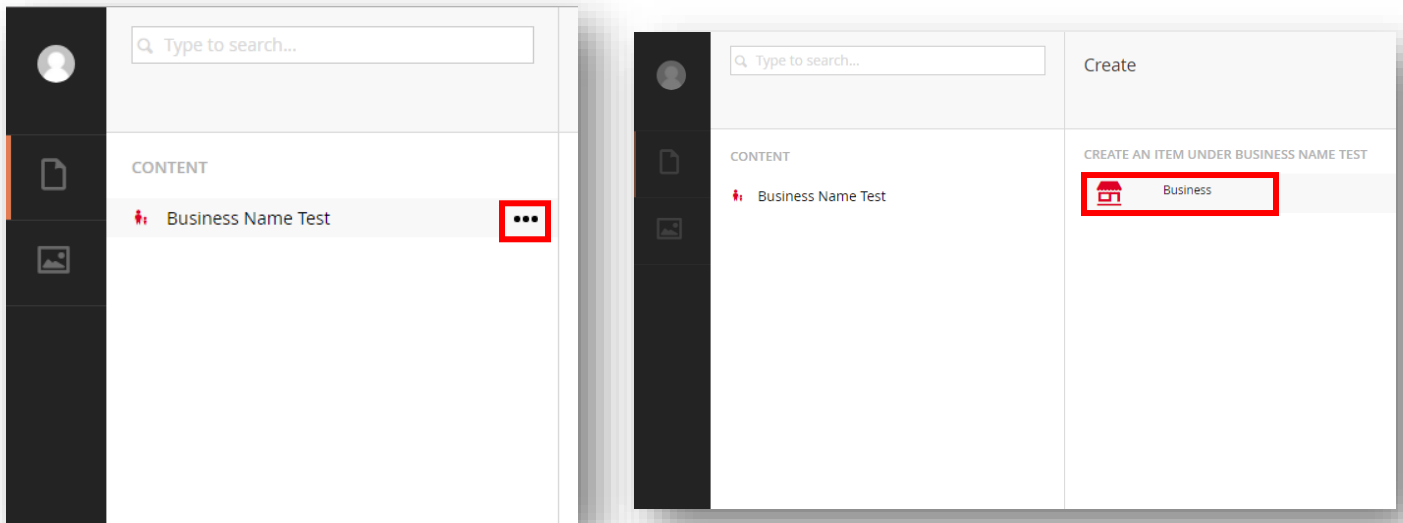
Change password

Reset password?

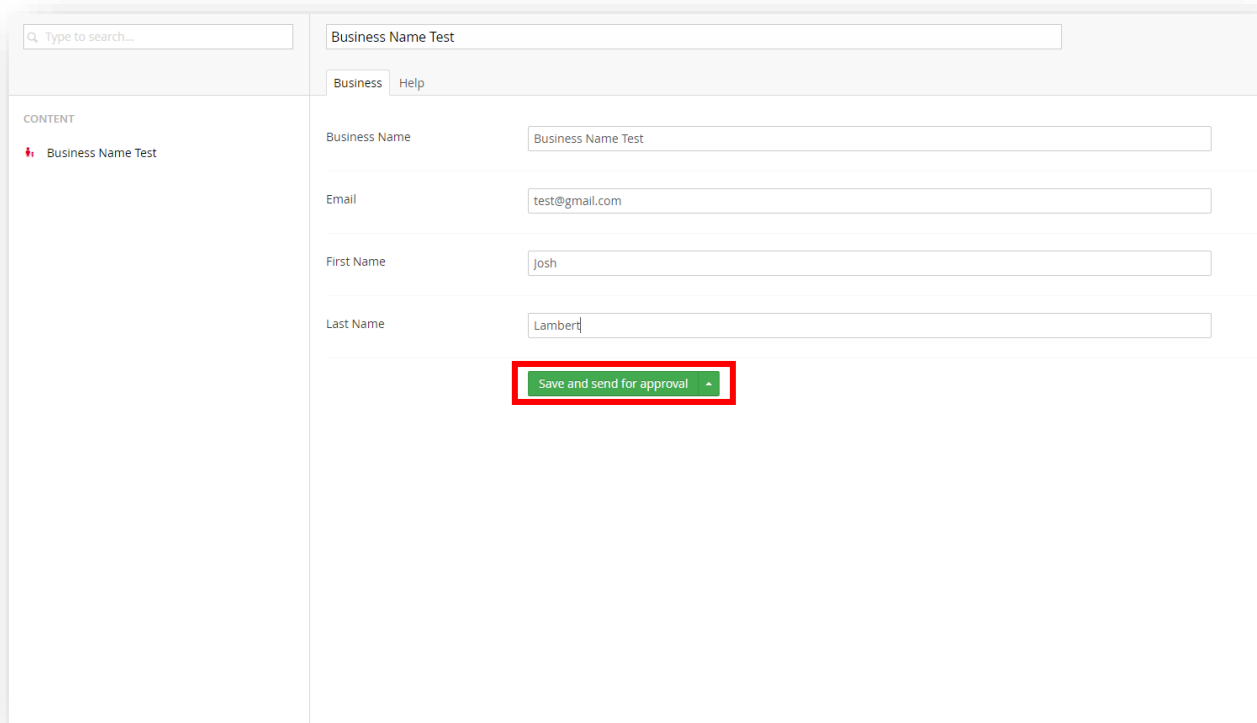
New password

Confirm password

- Next, place your mouse over the name of your business and select the three dots icon (ellipsis) to the right of the title, then click “Business”.

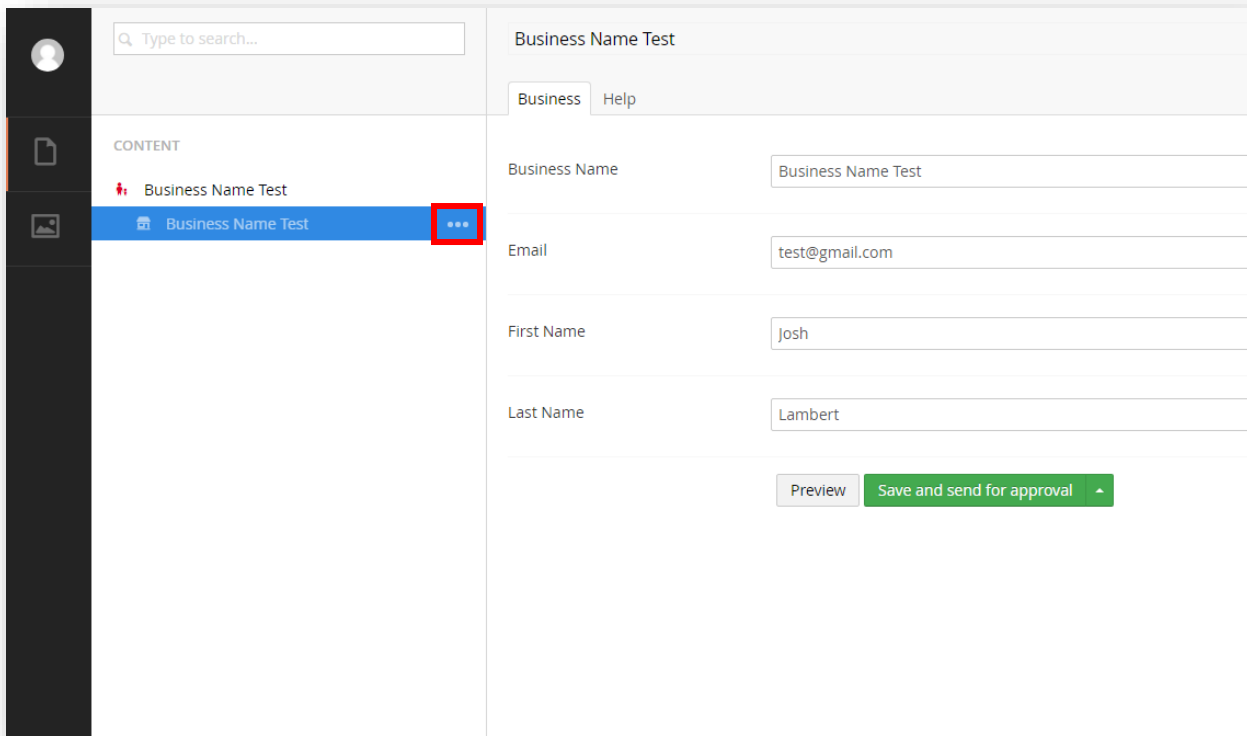


- Complete the following template. Much of this information will be the same. Select save and submit for approval.

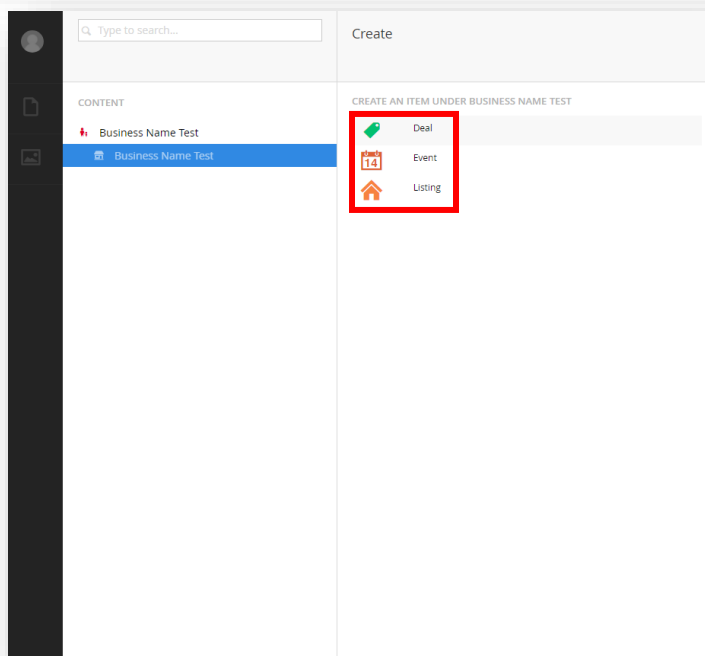


The image shows a screenshot of a web application form for creating a business item. The form is titled 'Business Name Test' and has a search bar at the top with the text 'Type to search...'. Below the search bar are two tabs: 'Business' and 'Help'. The form contains several input fields: 'Business Name' (with the value 'Business Name Test'), 'Email' (with the value 'test@gmail.com'), 'First Name' (with the value 'josh'), and 'Last Name' (with the value 'Lambert'). At the bottom of the form, there is a green button labeled 'Save and send for approval' with a dropdown arrow, which is highlighted with a red box.

- Place your mouse over the name (second drop down) of your business and select the three dots icon (ellipsis). Then choose the listing you would like to create. For a general business listing, select “Listing”.

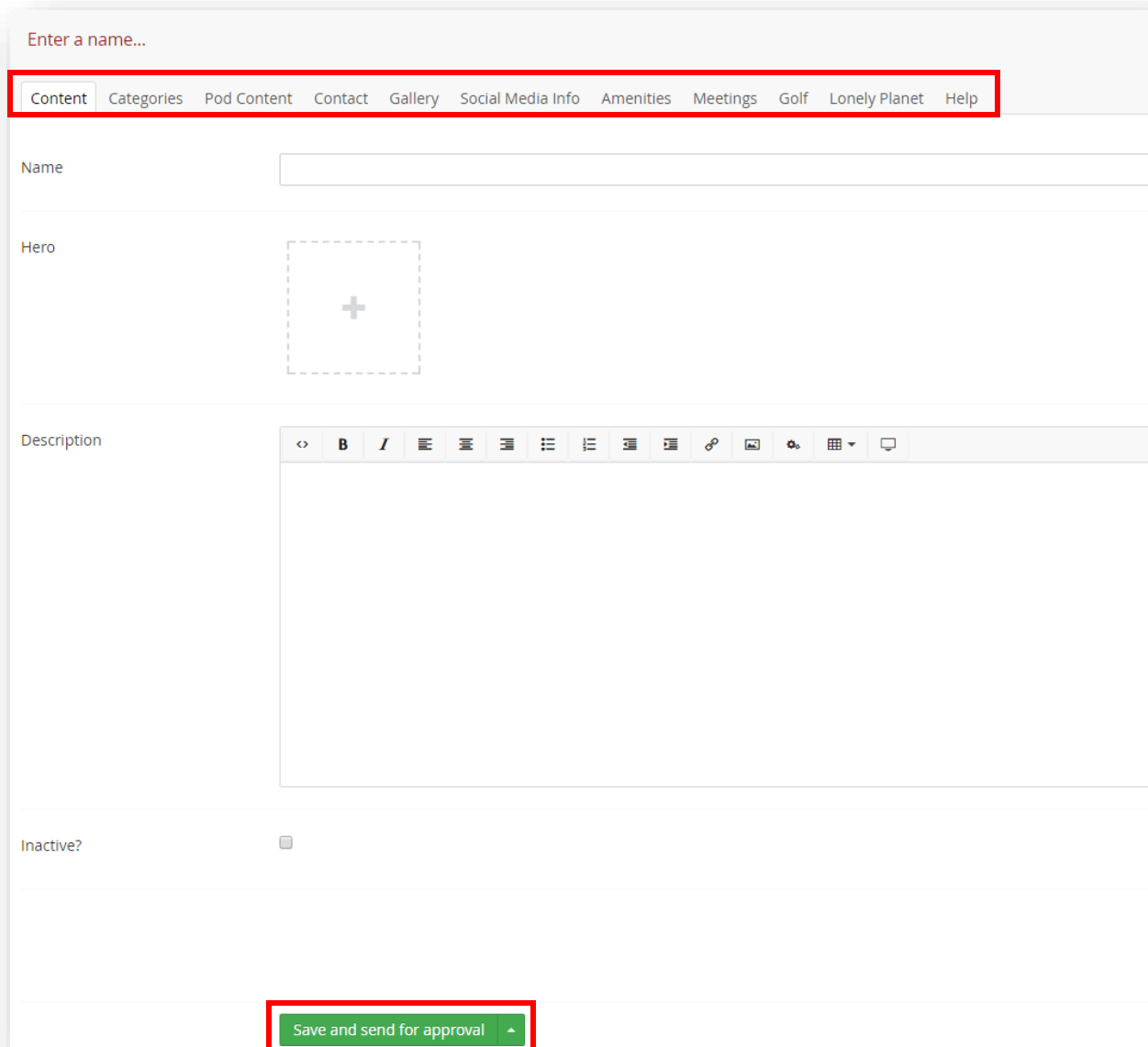


The screenshot shows a web interface for managing business listings. On the left is a dark sidebar with a search bar and a 'CONTENT' section containing a list of items. The second item, 'Business Name Test', is highlighted in blue, and a red box highlights the three dots menu icon next to it. The main area displays a form for 'Business Name Test' with the following fields: Business Name (Business Name Test), Email (test@gmail.com), First Name (Josh), and Last Name (Lambert). At the bottom of the form are 'Preview' and 'Save and send for approval' buttons.



The screenshot shows the 'Create' menu in the same interface. The title is 'CREATE AN ITEM UNDER BUSINESS NAME TEST'. There are three options listed: 'Deal' with a green checkmark icon, 'Event' with a calendar icon, and 'Listing' with a house icon. A red box highlights the 'Listing' option.


7. Complete the listing template. Provide as much relevant information as possible.
Select save and submit for approval when complete.




Enter a name...

Content Categories Pod Content Contact Gallery Social Media Info Amenities Meetings Golf Lonely Planet Help

Name

Hero 

Description 

Inactive?

Save and send for approval

For questions, comments, or concerns, please contact Josh Lambert for assistance.

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