

# How to use the Virginia.org Website Administration Tool

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## To Access the Virginia.org Website Administration Tool:

Go to [www.virginia.org](http://www.virginia.org) and click on **Add/Update Your Listings** at the bottom of the page:



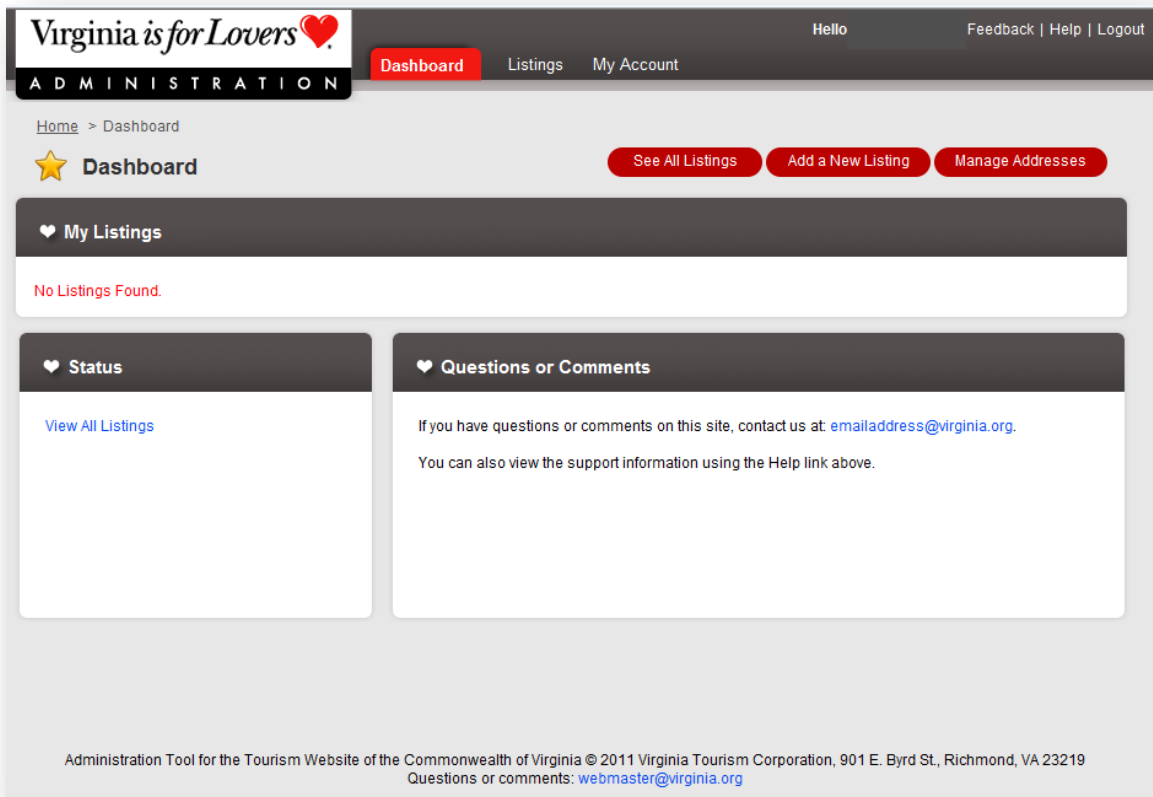
A new window will open with the Administration Tool's login / registration page:

The screenshot shows the 'Virginia is for Lovers' Administration Tool interface. At the top left is the logo 'Virginia is for Lovers' with a red heart icon and the word 'ADMINISTRATION' below it. At the top right are links for 'Log In | Contact Us | Help'. The main content area is split into two columns. The left column is titled 'Login' and contains a welcome message, a link to a brochure order form, and a prompt to enter a username and password. It includes input fields for 'Username:' and 'Password:', a 'Keep me logged in' checkbox, a 'Forgot Password?' link, and a red 'Log In' button. The right column is titled 'Register' and contains a prompt for new users and a red 'Register' button.

If you are new to the Administration Tool and **do not** have a login, click on the “Register” button on the right to create your own username and password. Fill in all required fields as indicated with an asterisk (\*) and any optional fields as applicable. Please note, your User ID must be at least six (6) characters and/or numbers. The User ID and password are case sensitive. Do not use the same password as your User ID. After completing the form and the CAPTCHA entry at the bottom of the screen, click “Submit Application”. You should then receive an email confirmation from a VTC Administrator when your account is activated.

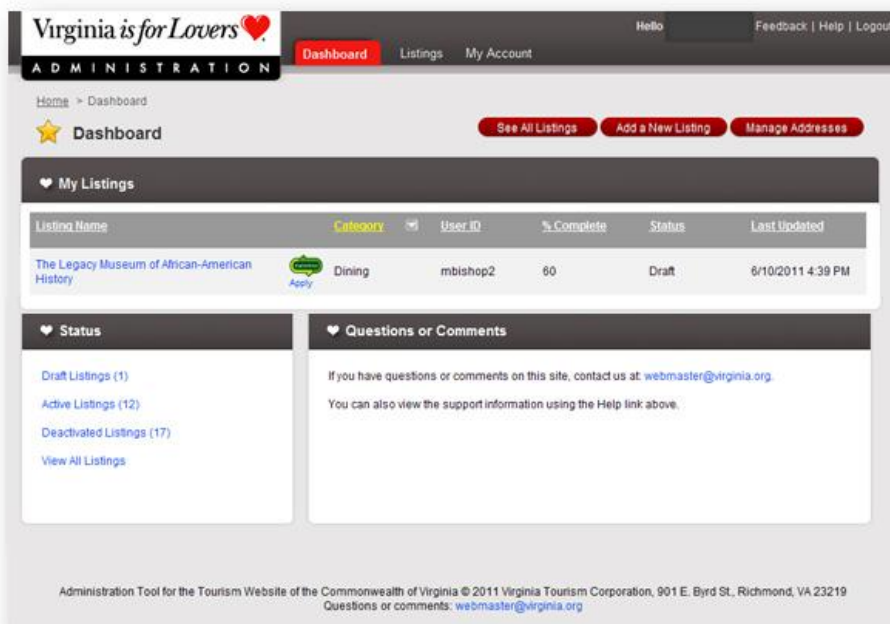
**Once your account has been activated, you can login to the Administration Tool.** You must login before you can add or change information on the Virginia.org website. Enter your username (User ID) and password in the designated fields and click “Log In”.

You should be taken to a dashboard page within the Administration Tool where you can see view listings status, search for your listings, and view your existing listings. From here you can also add a new listing and manage addresses.



## How to Use Your Dashboard

The Dashboard is where you can see all of your listings at a glance.



Page Functions:

**See All Listings** – This allows you to see all of your listings.

**Add a New Listing** – All information on Virginia.org are Listings. Click to add an event, attraction, package etc.

**Manage Addresses** – Saved addresses can be managed here. You can reuse a saved address in a listing so you don't have to retype the information.

My Listings

They are organized by active, pending, draft, rejected or deactivated. Click the name to preview, edit or deactivate.

Status

A snapshot of all your listings in the status mode.

## How to Create a New Listing

Click “Add a New Listing” from the Dashboard. There are 5 steps to complete your listing. There is also an advanced option tab to enhance your listing once you have submitted the listing.

**Virginia is for Lovers** ADMINISTRATION

Dashboard  **Listings**  My Account

Hello infohop2 Feedback | Help | Logout

### Create Listing (Step 1 of 5)

Overview  **Details**  Description Images Review & Submit Advanced Options

**Listing: Unnamed**  
Status: Unsaved (11:03 AM)  
Previous

#### Listing Details

\*Listing Name:

\*Listing Venue:  For Events, Exhibits, Packages and Deals only.

\*Listing Category: Choose the category that best represents your listing.

<input type="radio"/> Attractions	<input type="radio"/> Dining
<input type="radio"/> Events & Exhibits	<input type="radio"/> Group Tour
<input type="radio"/> Meetings	<input type="radio"/> Packages & Deals
<input type="radio"/> Places to Stay	<input type="radio"/> Services
<input type="radio"/> Shopping	<input type="radio"/> Sports Virginia
<input type="radio"/> Tours	<input type="radio"/> Visitor Information Centers

#### Address and Mapping

**Please enter the address of your listing in the fields below, or you may choose to select an address from your saved address book.**

**Select Address**

\*Listing Address:

\*City:  State: VA Zip:

\*Locality:

\*Phone (555-555-5555):  \*Phone Description:

Website:  Website Name/Description:

Email:  Email Description:

**Save to Address Book?**   Yes, Name:   No Thanks

A map will be displayed as part of your listing on Virginia.org. Click to map the listing location. Ensure that the location indicated on the map below is correct. If the location indicator should be changed simply click and drag the marker to the proper location and click **Set New Location** or change the listing address above.

**Show Me the Map**

#### Additional Contact Information

\*Phone #2 (555-555-5555):  \*Phone #2 Description:

\*Phone #3 (555-555-5555):  \*Phone #3 Description:

Website #2:  Website Name/Description:

Email #2:  Email Description:

Fax:

Booking URL:

**Previous Step**   **Save & Finish Later**   **Next Step**

## Overview

1. Provide a listing name. \*\*If an error appears that the listing name is not unique, it means that the listing is already in the database for Virginia.org. Please contact [webmaster@virginia.org](mailto:webmaster@virginia.org) for help.
2. Select a category. For events, packages and deals you must provide a venue.
3. Add the listing address. Please provide a valid street address for mapping purposes. You can save the address for future use by clicking yes for Save to Address Book. This will allow you to use the address in other listings, saving you time in retyping the information.
4. Click "Show me the map". This will show the map preview for your address. If the location of the pin on the map is incorrect, you can move the pin to the correct place.
5. Add any additional contact information.
6. Click Next Step to continue or Save and Finish Later if you want to come back to it.

## Details

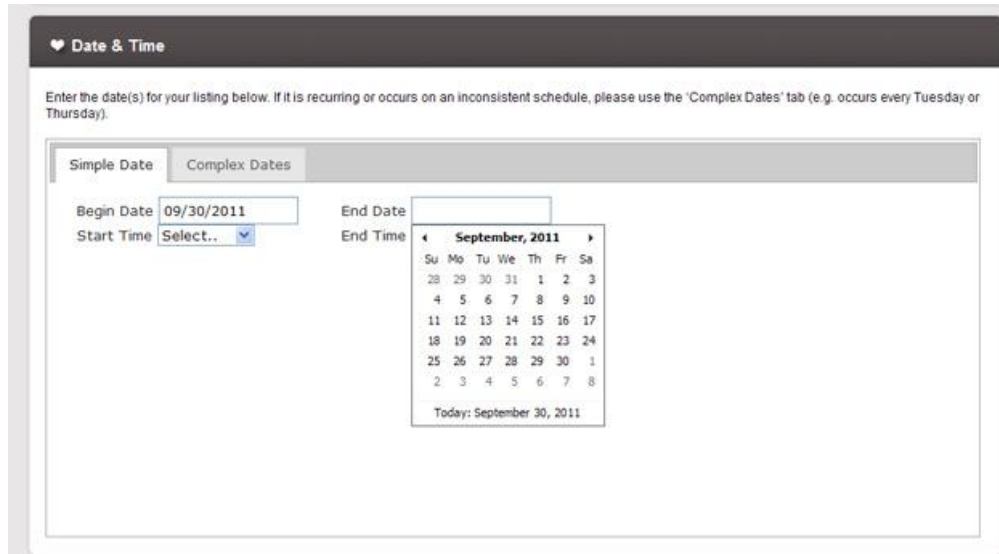
Depending on the category you choose you will have different options for categories. Choose the appropriate categories.

## For events: Date & Time

There are two options for choosing your date. Simple Date and Complex Dates.

\*\*There are known issues with Internet Explorer 7 in using the date picker. Upgrade your browser to IE8 or use the Firefox browser.

**Simple Date:** Simply choose the date of the event, beginning and ending dates. Click Next step to continue.



♥ Date & Time

Enter the date(s) for your listing below. If it is recurring or occurs on an inconsistent schedule, please use the 'Complex Dates' tab (e.g. occurs every Tuesday or Thursday).

Simple Date | Complex Dates

Begin Date: 09/30/2011 | End Date:

Start Time: Select.. | End Time:

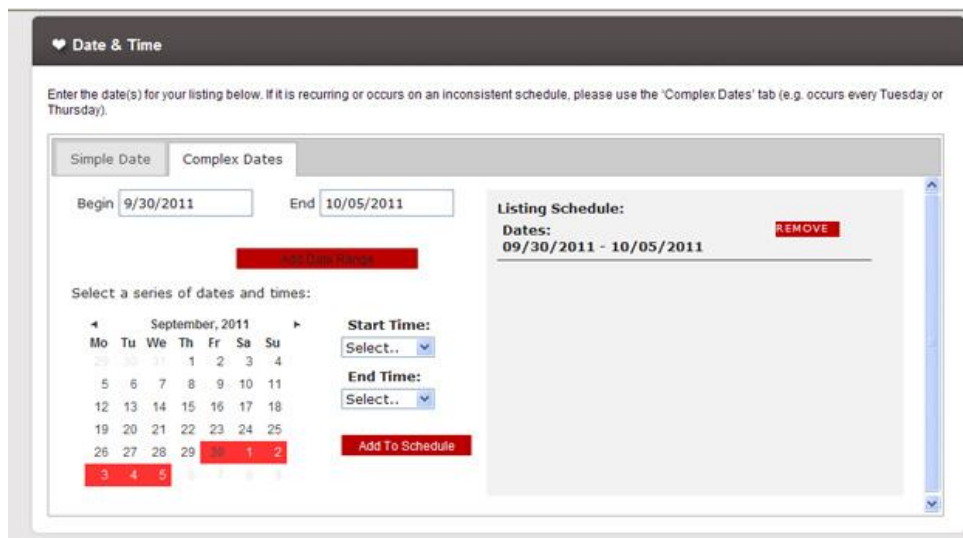
September, 2011

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Today: September 30, 2011

## Complex Dates:

You can select a date range in the fields provided – click Add Date Range to add it to the calendar below. Click Add to Schedule. The dates will appear in the right side.



♥ Date & Time

Enter the date(s) for your listing below. If it is recurring or occurs on an inconsistent schedule, please use the 'Complex Dates' tab (e.g. occurs every Tuesday or Thursday).

Simple Date | Complex Dates

Begin: 9/30/2011 | End: 10/05/2011

Add Date Range

Select a series of dates and times:

September, 2011

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5				

Start Time: Select.. | End Time: Select..

Add To Schedule

Listing Schedule:

Dates: 09/30/2011 - 10/05/2011 REMOVE

Or select a date from the calendar.

You can select each date separately and add the times for each date, for example if the event occurs Oct. 2 from 10am -2pm, select Oct. 2 on the calendar, put in the start and end times and then click Add to Schedule.

You can also select a date range from the calendar and Add to Schedule. Please add recurring events as separate dates.

## Accessibility

Select the appropriate check boxes.

Click Next Step to continue. Or you can go back to the previous screen or Save and finish Later to come back to the listing.

## Description

Provide a description of your attraction, event, package etc. Remember that it is potential customers/visitors reading this description. Use paragraph returns, bold, bullet lists etc. You can also spell check your description. You have 200 words for your description.

The listing summary is important! This description appears with the search results and other places on the website.

## Create Listing (Step 3 of 5)

Overview

Details

Description

Images

Review & Submit

Advanced Options

Listing: Mary's test event  
Status: Saved Draft (12:03 PM)  
preview

### ♥ Detailed Description

Please provide a more complete description of your listing below. This description will appear on your listing page. (Max. 200 words)

\*Description



Path: Words: 0

### ♥ Listing Summary

Please provide a concise summary of your listing below. (Max. 25 words). This summary will be used in search results, maps and other places on the site to provide a quick overview of your listing.

\*Summary



Path: Words: 0

< Previous Step

Save & Finish Later

Next Step >

## Images

Images can greatly enhance your listing. You can upload as many images as you wish, you can add up to 9 in a slideshow per listing.

Click Browse to find your image on your computer. Click Upload Image. It is automatically added to your image library and your slideshow. There is a delay while the server processes the image (the red x will appear while it is processed).




Browse... Upload Image

There may be a delay while the system uploads the image to the server. You may continue editing your listing while the image is processed.

Or, select from Your Organization's Image Library by clicking on the image(s) below. Scroll over arrows on the right and left to view all available images.

Uploading your images puts them in your Image Library

Selected Images

Preview	Caption ?	Alt Text ?	Slideshow Order
	Apple Pie Contest Winner	apple pie	↓ Remove
	Restaurant	Restaurant	↑ ↓ Remove
			↑ Remove

< Previous Step Save & Finish Later Next Step >

You can select from your image library to add an image to your slideshow. You can rearrange the images in the order to be shown or remove images. Removing an image from your slideshow does not remove it from your image library.

Be sure to add a caption and Alt text to each image.

Click Next Step to continue.

## Review and Submit

**Create Listing (Step 5 of 5)**

Overview Details Description Images **Review & Submit** Advanced Options

Listing: Mary's test event  
Status: Saved Draft (12:20 PM)  
preview

### Review and Submit Your Listing

Assuming approval of your listing, this shows how it will look on Virginia.org. Please take a moment to confirm the details or click the "Make Edits" button to modify your listing.

[Preview Listing](#) [Confirm and Submit](#)

[I Want to Make Edits](#) [Save & Finish Later](#)

You can click "Preview Listing" to see how it will look on the website.

**\*\*You must click "Confirm and Submit" in order for the listing to be put into the review queue for VTC staff to approve it for the website. Until it is submitted it will appear as being in Draft status.**

If you need to make changes you can click "I want to make edits". Or you can click Save & Finish Later to leave it in draft status.

After clicking Confirm and Submit you will have the option to go to "Advanced Options" or you can go back to your dashboard by clicking "No Thanks".

### Your Listing Has Been Submitted for Approval

Your listing has been submitted and will be reviewed within 2 business days. You will be notified by email when the listing has been approved or if we need additional information. Add [webmaster@virginia.org](mailto:webmaster@virginia.org) to your safe senders list to ensure you receive the email.

### Advanced Options

You can enhance your listing by clicking on the "Go to Advanced Options" button below. A few of the things available:

**Completion Score: 80**

- Provide more detailed Listing Description (Step 3)
- Add Keywords to your listing (Advanced Option)
- Provide more detailed Listing Description (Step 3)

[Go to Advanced Options](#) [No Thanks](#)

The completion score tells you what you can do to enhance your listing to improve the ability for your listing to be shown in search engine results.

## Advanced Options

### ♥ Help People Find Your Listing

Please provide keywords that relate to your listing. These words will help optimize the exposure your listing gets on Virginia.org. Separate entries with a comma. (For example: concert, bluegrass, festival, music, entertainment)

### ♥ Attendance

If you know the event's daily average attendance from previous year, please check the corresponding box below (only ONE):

+ 1000       1000 to 5000       5000 to 10000       10000 to 20000

+ 20000       New Event       No Gate

### ♥ Related Listings

For cross promotion on the site, you can link this listing with other, related listings your organization has. For example, a restaurant can be linked to the hotel in which it operates.

Your Organization's Listings     Listings at the Same Location

- 12 Historic Squares of High Street- Art Galleries
- 3 Monkey Bar and Grill
- Amici Ristorante, Richmond
- Anomeric Soul & Breakfast
- Ayora' Orchard
- Azzurro
- Basic Necessities Cafe
- BlackPinn Event Facilities
- BlackPinn Restaurant & Saloon
- Blue Earth River Farm
- Bogart's
- Cane's Produce Alley
- Canini
- Captain's Quarters

### ♥ Data Share Option

Check here if this listing should only be provided back to you through a data-share and should not be displayed on Virginia.org.

### ♥ YouTube Video

Your listing can include a video hosted by YouTube. Simply paste the URL for the YouTube video below:  
[Where do I find the URL for my YouTube video?](#)

Video URL:

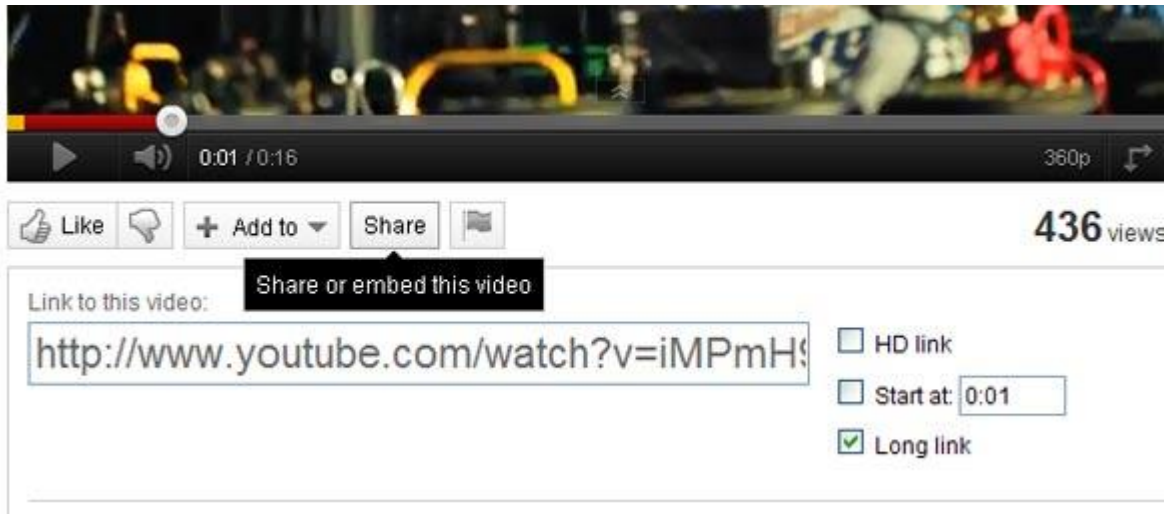
**Confirm and Submit**

Add keywords to help with search engine marketing. Add a word and a comma after each word.

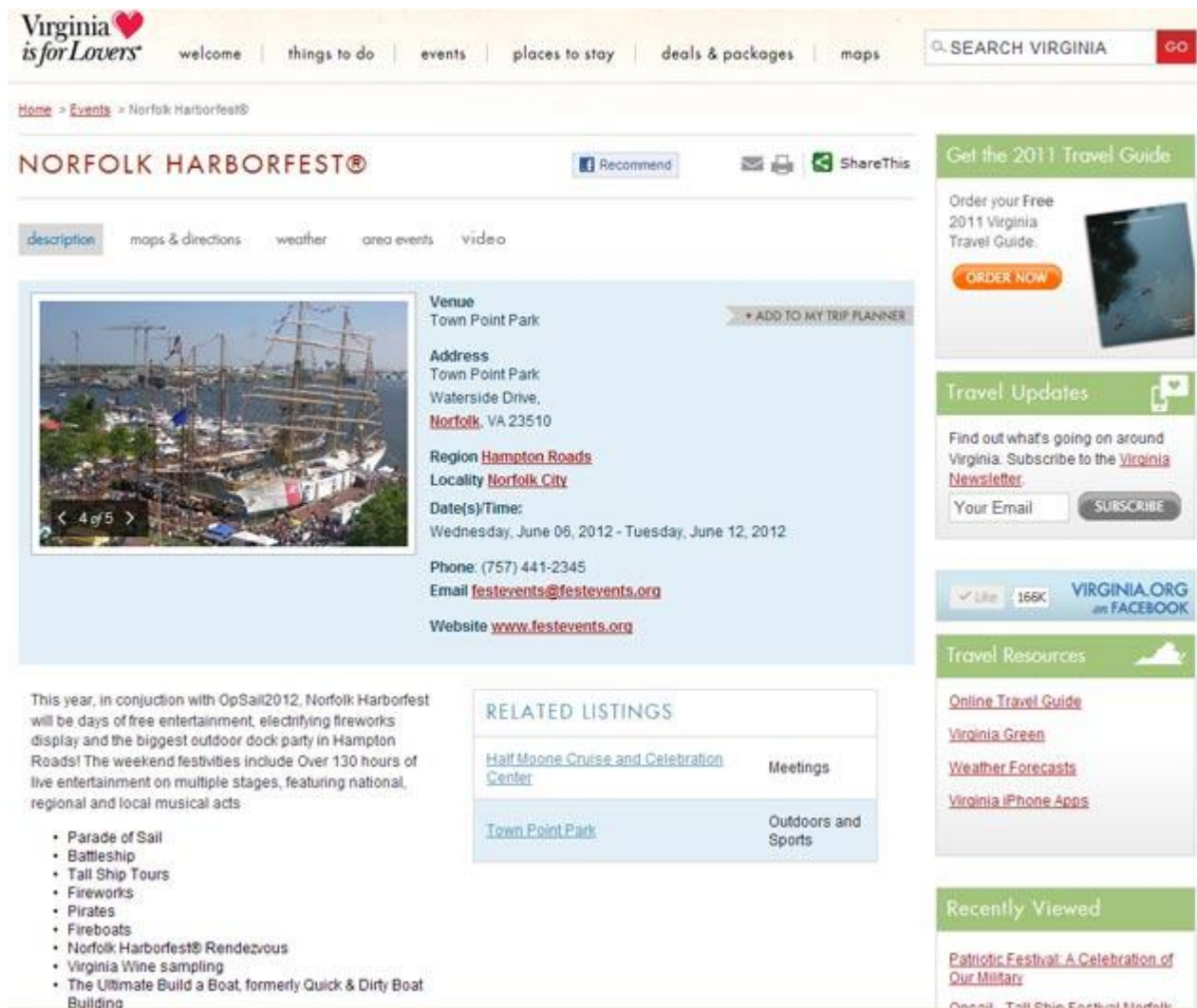
If this listing is an event you can select the Attendance. This is for VTC research only.

If you have other listings on the site you can connect them together by checking the listing. The related listings will appear with the listing on the site.

If you have a YouTube video you can add the embed code in the field provided. The video will then appear as a tab on the listing.



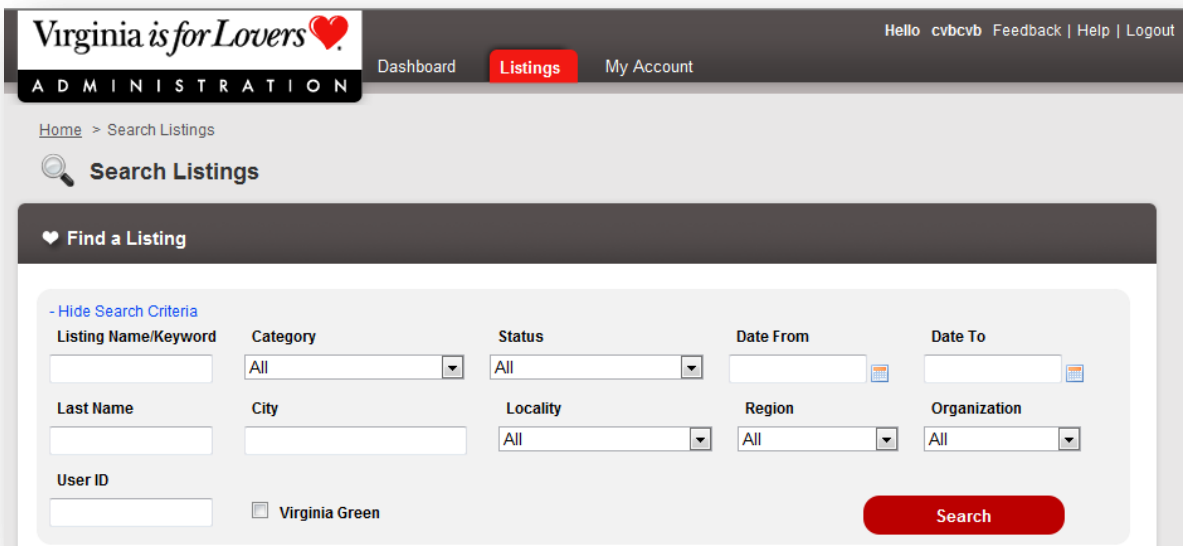
The image shows a YouTube video player interface. At the top is a video player with a progress bar at 0:01 / 0:16 and a resolution of 360p. Below the player are buttons for Like, Add to, Share, and a flag icon. To the right, it says "436 views". A tooltip "Share or embed this video" is positioned over the Share button. Below the player, there is a "Link to this video:" label and a text input field containing the URL "http://www.youtube.com/watch?v=iMPmH9". To the right of the input field are three checkboxes: "HD link" (unchecked), "Start at: 0:01" (unchecked), and "Long link" (checked).



The image is a screenshot of the Norfolk Harborfest event page on the Virginia.org website. The header features the "Virginia is for Lovers" logo and navigation links for welcome, things to do, events, places to stay, deals & packages, and maps. A search bar is located on the right. The main content area is titled "NORFOLK HARBORFEST" and includes a "description" tab, "maps & directions", "weather", "area events", and "video" options. A large image shows a harbor scene with ships. To the right of the image, event details are listed: Venue (Town Point Park), Address (Town Point Park, Waterside Drive, Norfolk, VA 23510), Region (Hampton Roads), Locality (Norfolk City), Date(s)/Time (Wednesday, June 06, 2012 - Tuesday, June 12, 2012), Phone ((757) 441-2345), Email (festevents@festevents.org), and Website (www.festevents.org). A "RELATED LISTINGS" section includes "Half Moone Cruise and Celebration Center" (Meetings) and "Town Point Park" (Outdoors and Sports). On the right side, there are several promotional boxes: "Get the 2011 Travel Guide" with an "ORDER NOW" button, "Travel Updates" with a "SUBSCRIBE" button, a "VIRGINIA.ORG on FACEBOOK" link with 166K likes, "Travel Resources" with links to "Online Travel Guide", "Virginia Green", "Weather Forecasts", and "Virginia iPhone Apps", and "Recently Viewed" with a link to "Patriotic Festival: A Celebration of Our Military".

## Find Existing Listings

Click Listings at the top of the page. Here you can search for your listings by the fields provided.



The screenshot shows the 'Virginia is for Lovers' Administration interface. At the top, there is a navigation bar with 'Dashboard', 'Listings' (highlighted in red), and 'My Account'. Below this is a breadcrumb trail: 'Home > Search Listings'. A search icon and the text 'Search Listings' are present. A dark grey bar contains a heart icon and the text 'Find a Listing'. Below this is a search criteria form with the following fields:

- Listing Name/Keyword:
- Category:
- Status:
- Date From:
- Date To:
- Last Name:
- City:
- Locality:
- Region:
- Organization:
- User ID:
- Virginia Green

A red 'Search' button is located at the bottom right of the form.

## Edit an Existing Listing

Click on the Listing name from your Dashboard or Listings search. Click Edit.



The screenshot shows the 'Listing View' page. At the top left, there is a location pin icon and the text 'Listing View'. Below this, there are three red buttons: 'Preview', 'Edit', and 'Deactivate'.

You then go through the steps as above or you can click the appropriate header to jump right to that step.



The screenshot shows the 'Create Listing (Step 1 of 5)' progress bar. It features a pencil icon and the text 'Create Listing (Step 1 of 5)'. Below this, there are six tabs: 'Overview' (highlighted in red), 'Details', 'Description', 'Images', 'Review & Submit', and 'Advanced Options'.

## Change a Listing Status

You can deactivate a listing if it will no longer be needed on Virginia.org. See the image above.

## How to View and Edit Your Profile

Click on My Account at the top of the page. You can update the information on the page at any time or change your password as necessary.

The screenshot shows the 'My Account' page in the Virginia is for Lovers Administration system. The page is titled 'Account Information' and contains a form for updating user details. The form includes fields for First Name, Last Name, Email Address, Alternate Email Address, Phone Number, Organization/Company, Your Title, Business Profile, Address, Address2, City, State, and ZIP Code. Below the form is a 'Change Password' button. A 'Save Changes' button is located below the form. The 'Your Organization's Users' section shows a table of users with columns for User Name, User ID, Level Of Access, Email Address, and Last Activity. The table lists one user: Admin1 User1 with User ID admin1 and Last Activity 3/11/2011. A 'Save Changes' button is also present below the table.

Virginia is for Lovers ADMINISTRATION Dashboard Listings My Account Hello cvbcb Feedback | Help | Logout

Home > My Account

### Account Information

View and update your account information below.

\*First Name: cvb  
\*Last Name: user  
\*Email Address: cvb@cvb.com  
Alternate Email Address:  
\*Phone #: ( 804 ) 666 - 6543  
\*Organization/Company: CVB International  
Your Title: CVB  
\*Business Profile: CVB/DMO  
\*Address: 6632 cvb drive  
Address2:  
\*City: Richmond  
\*State: VA  
\*ZIP Code: 23245

\*User ID: cvbcb [Change Password](#)

[Save Changes](#)

#### Your Organization's Users:

The following are users who also have the ability to manage your organization's listings.

Select Organization: CVB International (Full Access)

User Name	User ID	Level Of Access	Email Address	Last Activity
Admin1 User1	admin1	<input checked="" type="radio"/> Full <input type="radio"/> Partial	dmcbride@ironworks.com	3/11/2011

[Save Changes](#)

Administration Tool for the Tourism Website of the Commonwealth of Virginia © 2011 Virginia Tourism Corporation, 901 E. Byrd St., Richmond, VA 23219  
Questions or comments: [webmaster@virginia.org](mailto:webmaster@virginia.org)

## Adding Meeting Room Specifications for the Virginia.org/Meetings/ Quick Venue Finder.

Your meeting facility must be listed on Virginia.org - <http://www.virginia.org/directory/meetings/> - before you can add your meeting specifications. See Add a New Listing above if your facility is not listed. If your property is a hotel, you will need to add a separate listing for Meeting facilities.

If you have your meeting facility already listed on the site or your listing has been approved, simply click the name of the listing from your Dashboard.

You will see a new button for "Add Room Specs"



You will see a new form. This is the information that will appear with the [Quick Venue Finder](#).

Put in the contact information for your meeting planner or sales director.

The screenshot shows a form titled 'Meeting Venue' under the 'ADMINISTRATION' header. The form is divided into three sections:

- General**:
  - Property Name:
  - Venue Type:
- Contact Details**:
  - Contact Name:
  - Contact Title:
  - Contact Email:
  - DMO:
  - Website:
  - Phone Number:
  - Toll Free Phone:
  - Fax Number:
- Mailing Address**:
  - Street:

♥ Services

Audio Visual:  In house  Contract

Internet Access:  Wireless  Wired

Video Conferencing:  In house  Contract

Accessible

Number of Restaurants on Site:

Languages Spoken:

Amenities and Services:

<input type="checkbox"/> Airport Shuttle	<input type="checkbox"/> Bar/Lounge	<input type="checkbox"/> Bellman services
<input type="checkbox"/> Business Center	<input type="checkbox"/> Catering on-site	<input type="checkbox"/> Concierge
<input type="checkbox"/> Elevators	<input type="checkbox"/> Elevators/Inside Corridors	<input type="checkbox"/> Entertainment
<input type="checkbox"/> Exercise Facilities	<input type="checkbox"/> Gift shop/shopping	<input type="checkbox"/> Golf within 3 miles
<input type="checkbox"/> Indoor Pool	<input type="checkbox"/> Off-site catering	<input type="checkbox"/> Outdoor Pool
<input type="checkbox"/> Restaurant on Premises	<input type="checkbox"/> Spa	<input type="checkbox"/> Suites
<input type="checkbox"/> Tennis on-site		

Other Services:

♥ Image

Current Image: 

Upload New Image:

To add the room specifications, click Add Meeting Room.

♥ Meeting Rooms

There are no rooms associated with this meeting venue.

Total Venue Square Feet:   Automatically calculate the total square feet

A new form will appear. Fill in the information for your meeting room. You will need to click "Add Meeting Room" for each room you have. You can uncheck the box for calculating the square feet if you want to put it in manually. The system will automatically calculate the square feet of all your rooms unless you specify it not to. This is important for large rooms that can be separated into smaller rooms.

Room Name:

Banquet Seats:  Classroom Seats:

Reception Seats:  Theater Seats:

Exhibit Booths:

Ceiling Height:

Room Length (ft):  Room Width (ft):

Square Feet:   Automatically calculate square feet

Once you have all your room specs in the form the rooms will appear like below.

♥ Meeting Rooms

Name	Banquet Seats	Reception Seats	Classroom Seats	Theater Seats	Exhibit Booths	Area	Options
B15 and E10	320	500	360	660	30	7392	<a href="#">Edit</a> <a href="#">Delete</a>
Breakouts	50	75	40	70		1200	<a href="#">Edit</a> <a href="#">Delete</a>
E11 and E21	280	450	288	600	25	5300	<a href="#">Edit</a> <a href="#">Delete</a>
Exhibit Hall (4 sections)	3500	5000		5000	1115	178159	<a href="#">Edit</a> <a href="#">Delete</a>
Governors Room	80	100	60	130		1543	<a href="#">Edit</a> <a href="#">Delete</a>
Grand Ballroom (3 sections)	1600	2200	1500	2750	150	30550	<a href="#">Edit</a> <a href="#">Delete</a>
Grand Ballroom(1 section)	500	750	500	950	50	10187	<a href="#">Edit</a> <a href="#">Delete</a>
Lecture Hall				258		3232	<a href="#">Edit</a> <a href="#">Delete</a>

Total Venue Square Feet:   Automatically calculate the total square feet

You can edit the rooms or delete them. Be sure to calculate the total room space if you don't click the "Automatically calculate the total square feet" button.

You can then Save the information or Save and Go Back to the Listing. **You must click "Submit"** in order for your facility and your room specs to appear on the Quick Venue Finder.

Once your meeting rooms are all listed in the forms, you can edit them by click "Edit Room Specs" from the listing preview screen.