How to use the Virginia.org Website Administration Tool

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To Access the Virginia.org Website Administration Tool:

1. Go to https://www.virginia.org and click on Add/Update Your Listings at the bottom of the page:

2. A new window will open with the Administration Tool’s login / registration page:

3. 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”. Once your account has been reviewed you will receive an email confirmation from a VTC Administrator saying it is active.

4. **Once your account has been activated, you can login to the Administration Tool.** [https://admin.virginia.org](https://admin.virginia.org)
   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”.

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

![](virginia-dashboard.png)

**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.
- **Manage Images** – You can remove any images from your library that are no longer needed.

**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.
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 for help.

2. Select a category. For events, packages and deals you must provide a venue which is below the listing name field. This is where the event will take place.

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. Add any of your social media links, ie Twitter, Facebook, Youtube, by selecting the corresponding dropdown. Be sure to add the full url including https://

7. Click Next Step to continue or Save and Finish Later if you want to come back to it.
Details

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

For events, packages and tours: Date & Time

There are two options for selecting your dates.

Option #1
Add a start and end date and start and end times for the event. Click Add to add them to the schedule. This option is preferable for events that happen over a longer period of time. You do not have to put in the times if you don’t need to.

Option #2
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. This is a preferable option if your event happens every week. For example, if your event is every other Friday, select each of the Fridays that is occurs on the calendar and then click Add.

Wheel Chair Accessibility
Select the appropriate check boxes.
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.

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. **Preferred image size 1600 pixels wide x 800 pixels high.** The main focus of your image should be centered with visual padding around it. The image will resize depending on the screen size that is being used.
Click Browse to find your image on your computer. Click Upload Image. It is automatically added to your image library and your slideshow.

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 Alt text to each image.
You must agree to the Image Agreement. If you do not agree you may not upload the image to the Virginia.org website.

Click Next Step to continue.

Review and Submit

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 it is in Draft status, VTC staff will not know it has been updated or added for review.

If you need to make changes you can click “I want to make edits”. Or you can click Save & Finish Later.

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”. 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.
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.
Find Existing Listings

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

Edit an Existing Listing

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

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

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 Account 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.
Adding Meeting Room Specifications for Virginia.org/Meetings/

Your meeting facility must be listed on Virginia.org - [http://www.virginia.org/directory/meetings/-](http://www.virginia.org/directory/meetings/) to appear on the [Virginia.org/meetings](http://www.virginia.org/meetings) website. If your property is a hotel, you will need to add a separate listing for Meeting facilities.

On the details tab you can add your meeting room specifications by clicking on the **Add Meeting Room Specifications**.
This will bring up the meeting room specs form.

Put in the contact information for your meeting planner or sales director.
To add the room specifications, click Add Meeting Room.

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.

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

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

You can then continue on with your listing as shown above in Adding A Listing.
How to become Virginia Green Certified

Virginia Green is the state's voluntary partnership program to encourage green practices in tourism. The program started in the fall of 2007 as a partnership between Virginia Tourism Corporation, the Virginia DEQ, and the Virginia Restaurant Lodging & Travel Association. Since then, 1800+ tourism operations have self-certified their environmental practices and been recognized as Virginia Green Travel Partners. The program provides recognition and resources for all sectors of the industry -- Hotels, B&B’s, Attractions, Conference Centers, Restaurants, Breweries, Wineries, Festivals and Events.

What is Virginia Green?
How to Join Virginia Green

VirginiaGreen.net currently manages the application process and provides participant assistance and recognition. As part of Virginia is for Lovers website, VTC hosts an online database that allows consumers to search for accommodations, restaurants, and conference facilities that participate in Virginia Green. Additionally, VTC and VHTA both work to market Virginia Green to the hospitality and tourism industry.