Directions to Update Your
VISITFLORIDA.com Web Listing

1 Get Started

1. Go to portal.VISITFLORIDA.org.

2. Login using your **Username** and **Password**. If you forgot your password, click the "**Forgot your password?**" link.

VISITFLORIDA.

Welcome to the VISIT FLORIDA Online Listing Portal

Login to your account

Username:
Password:
Remember me?

Log In

Forgot your password?

3. From the home page of the Online Partner Portal, you can update your profile, edit your listing, manage your images and videos in the media library, review a comparison of listing features and download this web guide to share with other users.

VISITFLORIDA.   Home Profile Listings Media Library Logout

Welcome to the VISIT FLORIDA Online Listing Portal
Click on "Profile" to update your personal or business contact information.

Click on "Listings" to update your VISITFLORIDA.com business listing, events, and deals.

Click on "Media Library" to upload photos and videos for your listing(s).

To review your web listing features, click here.

Need help? Download our Web Listing Guide or call our Toll-Free Industry Hotline at (877) 435-2872.

Thank you for your continued partnership with VISIT FLORIDA!
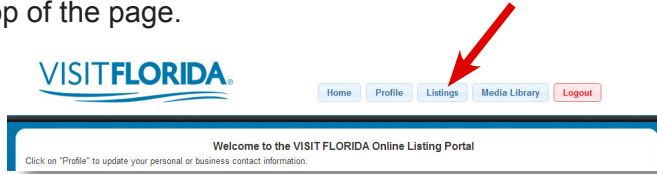
2 Profile Information

1. To update the profile information in our database for a person or a company, click "**Profile**" at the top of the page.

2. The contact information for the person logged-in will automatically appear on the screen.

3. Input all applicable information and click "**Save Changes**" when done.

4. To update the information for a company record, click the drop down menu at the top, select the company record you want to update and click "**Go**."

5. Input all applicable information and click "**Save Changes**" when done.

> **Adding or Removing Contacts:**
> You will need to contact VISIT FLORIDA to add a new contact person or to remove a person who is no longer with the company. Please email your request to Partner@VISITFLORIDA.org or call the Industry Hotline at (877) 435-2872.

VISITFLORIDA.   Home Profile Listings Media Library Logout

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Edit information for: Michaelangelo Turtle (me)   Go

Cancel   Save Changes
Michaelangelo Turtle

Contact Info	
Email:	vfbcc@hotmail.com
Title:	Data Specialist
Phone:	850-205-3313
Mobile:	(850) 345-0000
Fax:	813-671-5009
Home Phone:	
Other Phone:	

Mailing Address	
Street:	215 Lightfoot Rd.
City:	Wimauma
State:	FL
PostalCode:	33598

Other Address	
Street:	
City:	
State:	
PostalCode:	

3 Listing Information

1. To update your website listing, click "**Listings**" at the top of the page.
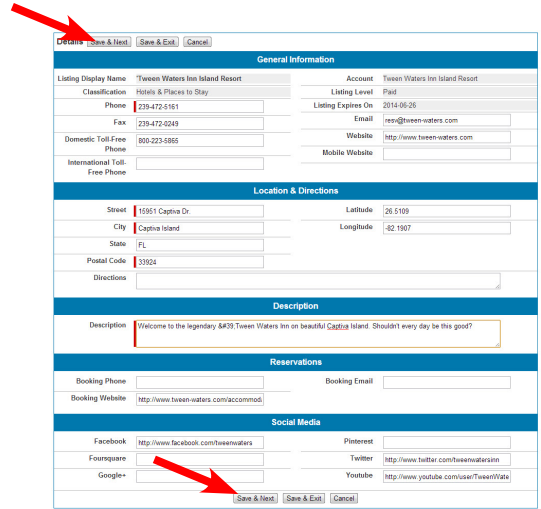

2. Click "**Edit**" next to the listing you want to update.
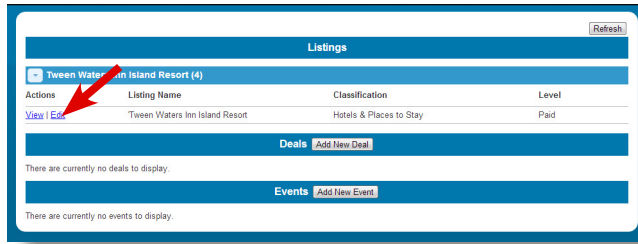
3. Complete each field that is relevant to your listing.

4. At the top or bottom of the page, click "**Save & Next**" to continue.

   Required Fields: All fields with a red line next to them are required for your listing.

4 Cities & Features

1. To remove your listing from appearing in a selected city, simply un-click the box next to that city.

2. To select a feature, click the check box next to the feature. To remove a feature, un-click the check box next to the feature.

3. Click "**Save & Next**" to continue.

   Note: Only select features relevant to your business.

Check the box to add a feature.

Un-check the box to remove a feature.
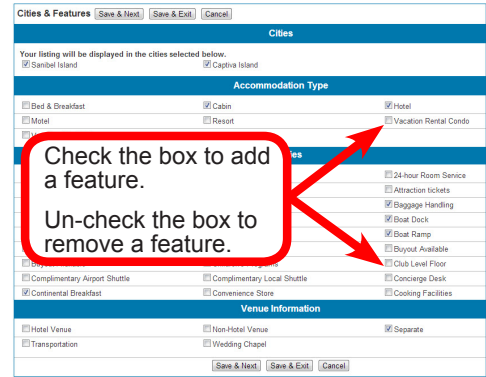
5 Rates

1. To add a new rate, click the "**Add New Rate**" button.
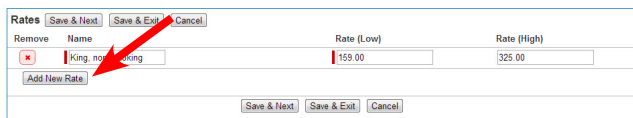
2. Input the name of the rate, the low season rate and the high season rate. Click "**Save & Next**" to continue.
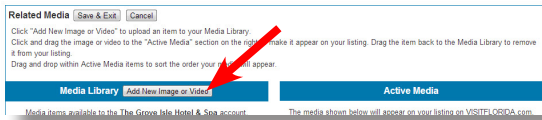
6 Meeting Rooms

1. Click the "**Add New Room**" button.
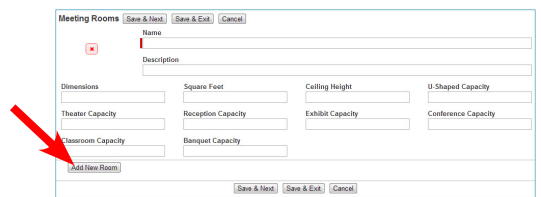
2. Input the name of the meeting room, description, dimensions and seating capacity. Click "**Save & Next**" to continue.

7 Media Library

1. Click the "**Add New Image or Video**" button.

2. Click the drop down to select which listing to add the image or video to.

3. Click "**Choose File**" and find the image or video on your computer. Click "**open**" to select the file to upload.

4. Input a title, caption, descritpion and contributor for the image or video. Click "**Save**" to go back to the Media Library.

5. You will be redirected to the Media Library page. Click "**Listings**" at the top of the page.
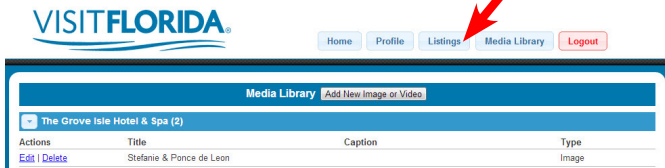
Note: You will need to complete steps 6-9 to activate images and videos to appear on your listing. Uploading them to the Media Library does not display them to your listing.

6. Click "**View**" next to the listing you wish to activate the image or video on.
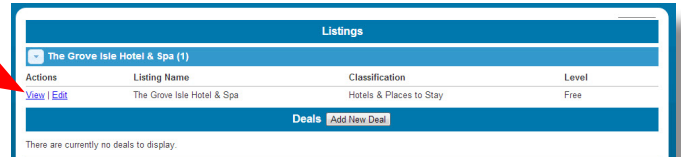
7. At the top of the page, click "**Images & Video**." Then, click "**Manage Related Images & Videos**."
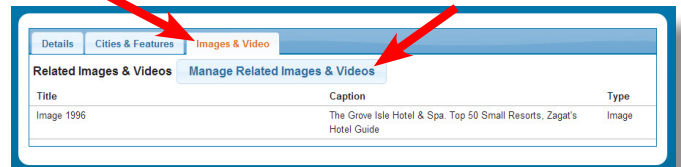
Note: Items appearing on the left side of the page are NOT being displayed on your listing. Only items appearing on the right side of the page are being displayed on your listing.
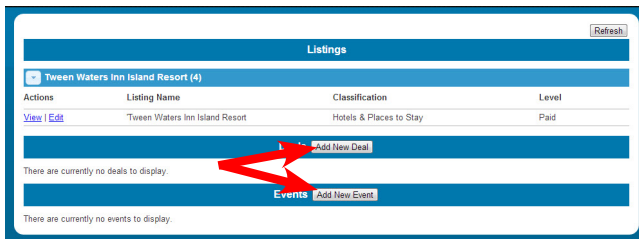
8. Drag the previously uploaded image from the Media Library on the left side into the Active Media section on the right side of the page.
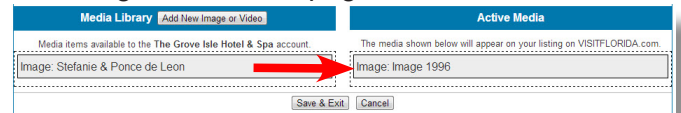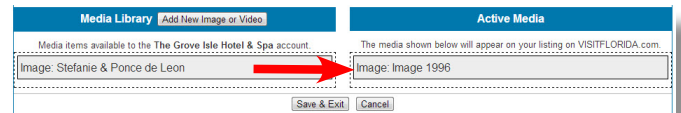

9. Click "*Save & Exit*."

8 Post Deals & Events

1. In the home page of the portal, click "**Add New Deal**" or "**Add New Event**."

2. Complete each field that is relevant to your deal or event. Click "**Save & Next**" to continue.

3. Select features to display your deal or event in the appropriate areas of the website. Click "**Save & Next**" to continue.

4. To activate a previously uploaded image to display with your deal or event, click on the image in the Media Library on the left side of the screen and drag and drop the image the the Active Media section on the right side.

Note: You can activate the same deal to multiple listings.

5. Click the check box next to the listing you want the deal or event to display on.

6. Click "**Save & Exit**" to finish.

**Questions? Call the Industry Hotline at
(877) 435-2872 or email Partner@VISITFLORIDA.org.**