LouisianaTravel.com Data Engine
How to Create an Account and Submit a Listing

>> Welcome to the LouisianaTravel.com Data Engine, the official business & event listing directory for LouisianaTravel.com! See below for a step-by-step process on how to register for an account and submit a listing.
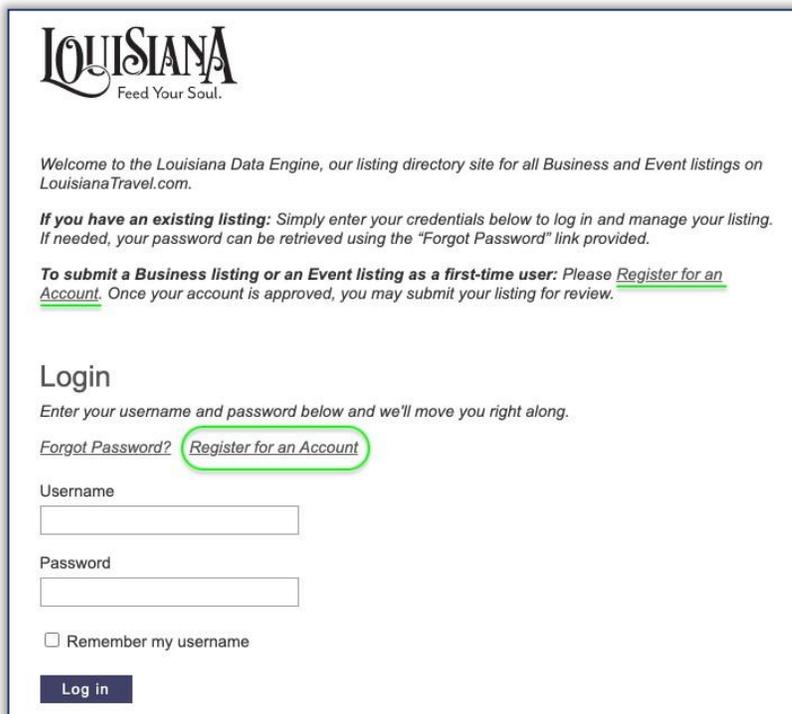
How to Register for an Account

In order to submit a listing for LouisianaTravel.com, you must first register for an account and be approved by our team. This is to help ensure the validity and relevance of all listings submitted.

After your account registration is approved, you will be able to submit your business or event listings for review and approval. From there, you may log in at any time to maintain and update your listings.

1. Visit data.louisianatravel.com

2.   links:
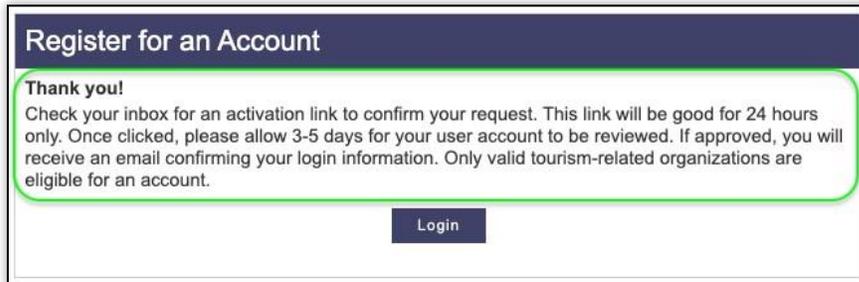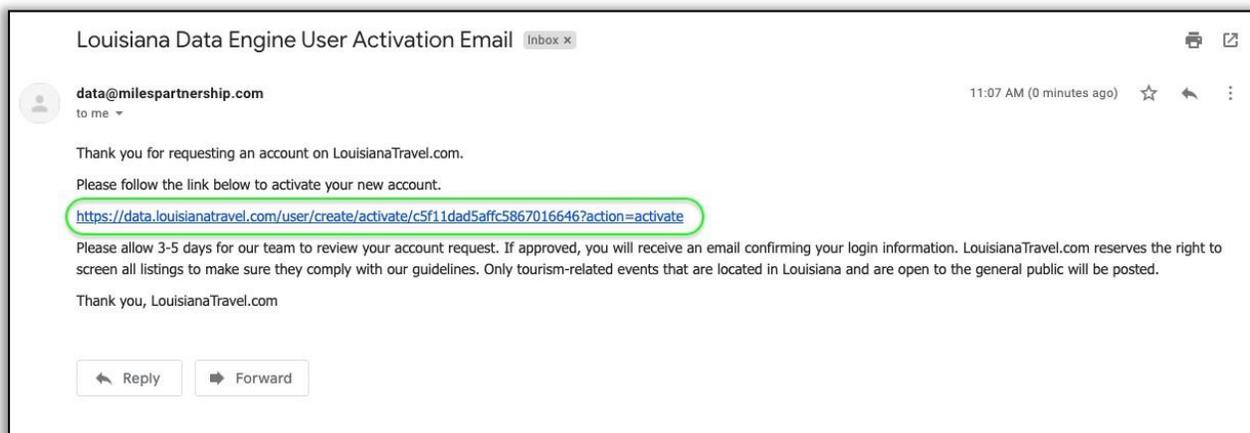
3.   **Save'**. *NOTE: The email address and Password you provide on the form will become your login credentials if you are approved.*

After submitting, you will see this confirmation page:

4. Check your email (and possibly Spam box) for an automated email from data@milespartnership.com. Within the email will be a link to activate your account. **Click on this link (or paste it into your browser)**:
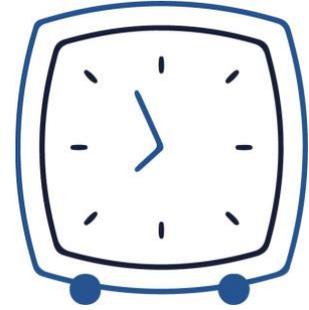

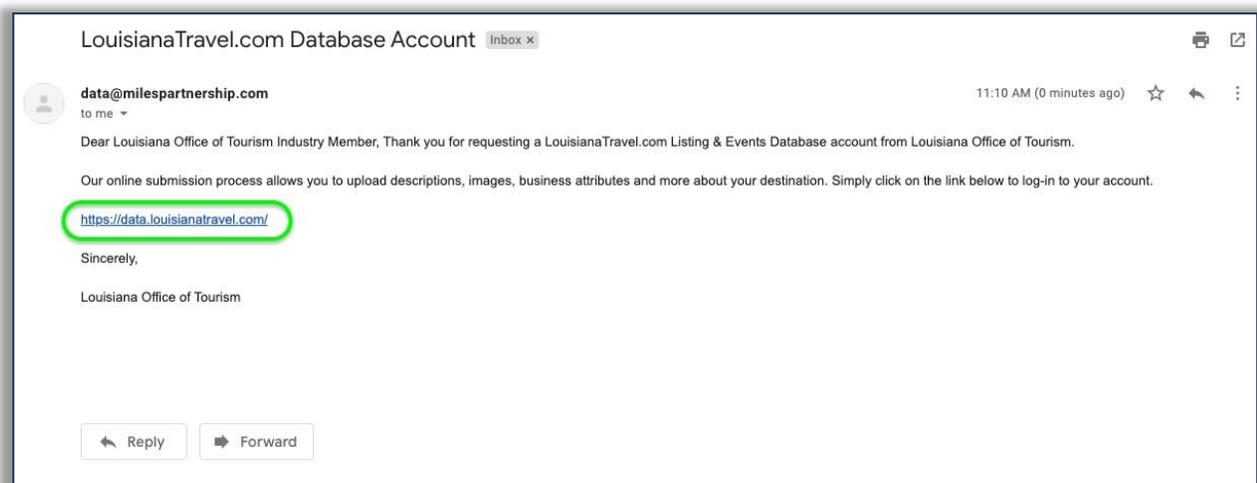After clicking on the link, this is the confirmation page you will see:

5. **Wait for an approval email**. We typically review and approve/deny registration requests within 36 hours, but it could take 3-5 days.

   LouisianaTravel.com reserves the right to screen all submissions to make sure they comply with our guidelines. Only businesses & events relevant to Louisiana tourism will be accepted.

6. Receive **official approval email** and **click the link** to go to the login page:

LouisianaTravel.com Database Account Inbox ×

data@milespartnership.com   11:10 AM (0 minutes ago)
to me ▾

Dear Louisiana Office of Tourism Industry Member, Thank you for requesting a LouisianaTravel.com Listing & Events Database account from Louisiana Office of Tourism.

Our online submission process allows you to upload descriptions, images, business attributes and more about your destination. Simply click on the link below to log-in to your account.

https://data.louisianatravel.com/

Sincerely,

Louisiana Office of Tourism

↩ Reply   ➡ Forward

7. On our login page, **enter the credentials you provided in Step 3** to log in to your account.

>> NEXT UP: How to submit your listing

How to Submit a Listing

Once your account is approved and you have **logged in**, you may submit your business or event listing for review.

All listing submissions are reviewed by the Louisiana Office of Tourism (LOT) and approved or denied based on their relevance LouisianaTravel.com and its visitors. LOT reserves the right to refuse any listing that does not meet its acceptance criteria.

1. After logging in at data.louisianatravel.com, you will be taken to your **Dashboard**. To add a Business or Event listing, click on the appropriate **"Add New"** link in the **Tools section** on the right-hand side:

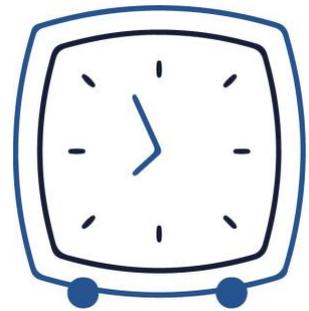2. Fill out the submission form completely and hit **Save'**.

3. You will immediately be taken directly to your listing page, where you can **add additional information** into your listing such as hours, amenities, and photos.

Return to Dashboard

in the upper-right corner of the screen.

*NOTE: your listing will still be **subject to review and approval** before it is published, so we'd suggest waiting to add photos and additional info until after receiving approval.*

4. Await an email from us confirming whether the listing has been approved to be published on LouisianaTravel.com. You can expect to receive confirmation within 5 business days of submitting your listing.

>>
Tourism, it will appear on LouisianaTravel.com within **24 hours** after receiving the approval email.

>> Feel free to **log in** at any time to **make updates** to your listing or to add new photos and information!

>> To make edits to your listing, simply click on the **listing name** from your Dashboard view.

If you have any issues or questions,   Michelle Johnson at
michelle.johnson@milespartnership.com