

# LouisianaTravel.com Data Engine

## How to Create an Account and Submit a Listing

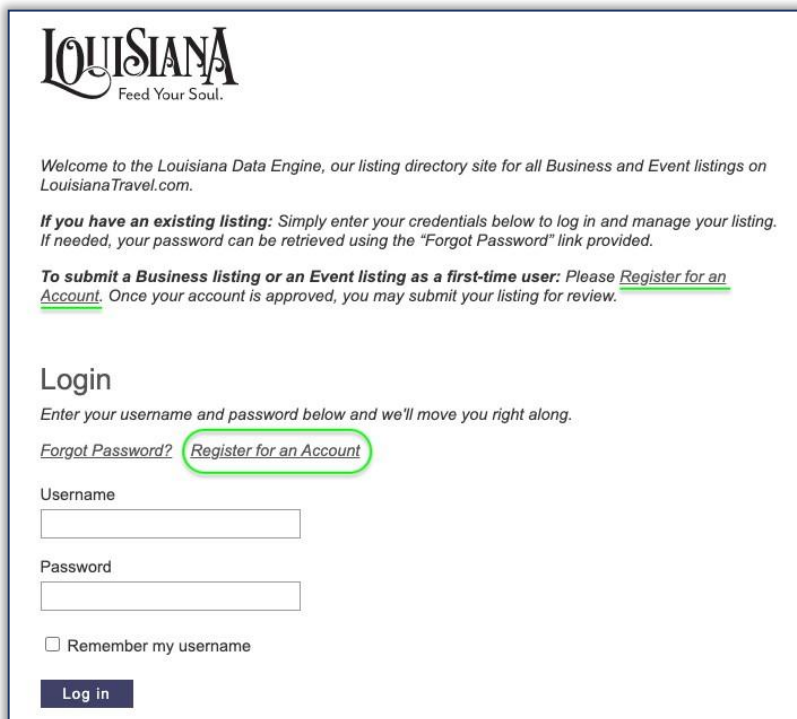
>> Welcome to the LouisianaTravel.com Data Engine, the official business & event listing directory for LouisianaTravel.com! See below for a step-by-step process on how to register for an account and submit a listing.

### 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](http://data.louisianatravel.com)
2. On the Login page, click on one of the “Register for an Account” links:



**LOUISIANA**  
Feed Your Soul.

Welcome to the Louisiana Data Engine, our listing directory site for all Business and Event listings on LouisianaTravel.com.

**If you have an existing listing:** Simply enter your credentials below to log in and manage your listing. If needed, your password can be retrieved using the “Forgot Password” link provided.

**To submit a Business listing or an Event listing as a first-time user:** Please [Register for an Account](#). Once your account is approved, you may submit your listing for review.

### Login

Enter your username and password below and we'll move you right along.

[Forgot Password?](#) [Register for an Account](#)

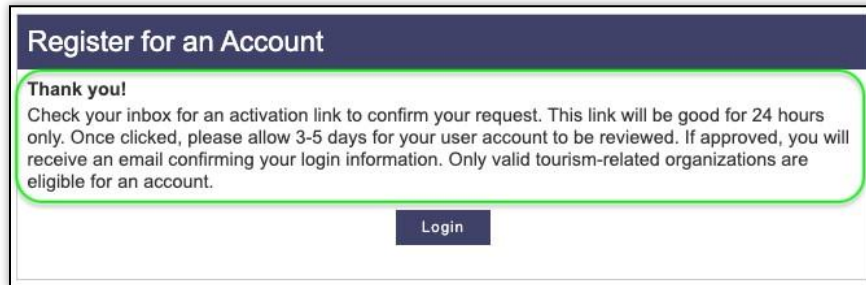
Username

Password

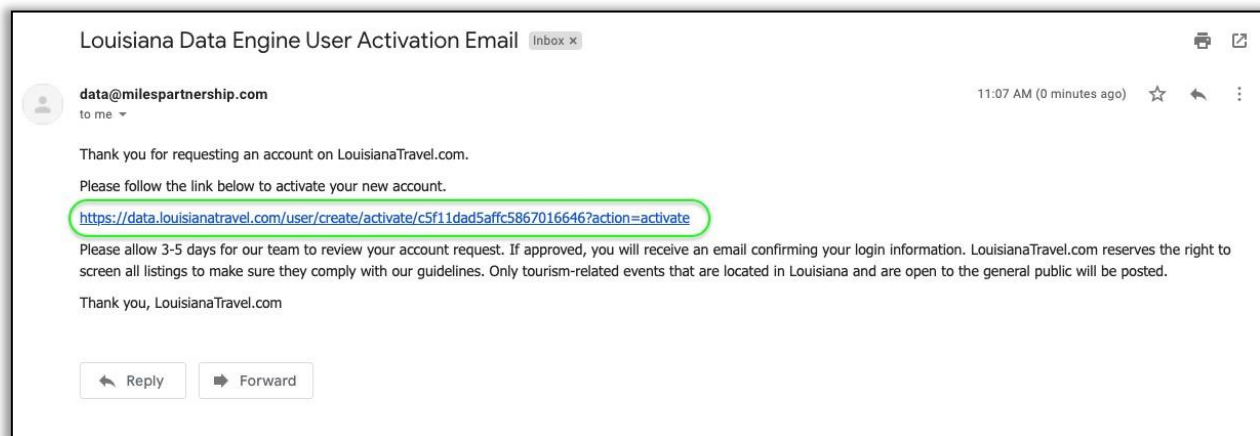
Remember my username

3. Fill out the registration form completely and hit '**Save**'. *NOTE: The email address and Password you provide on the form will become your login credentials if you are approved.*

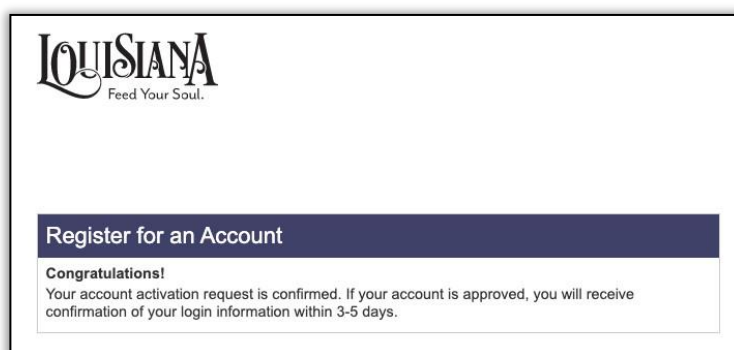
After submitting, you will see this confirmation page:



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

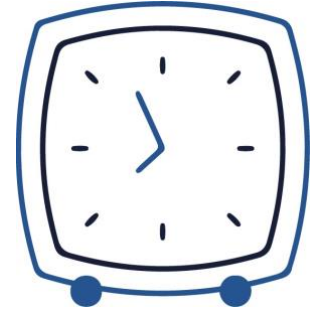


After clicking on the link, this is the confirmation page you will see:

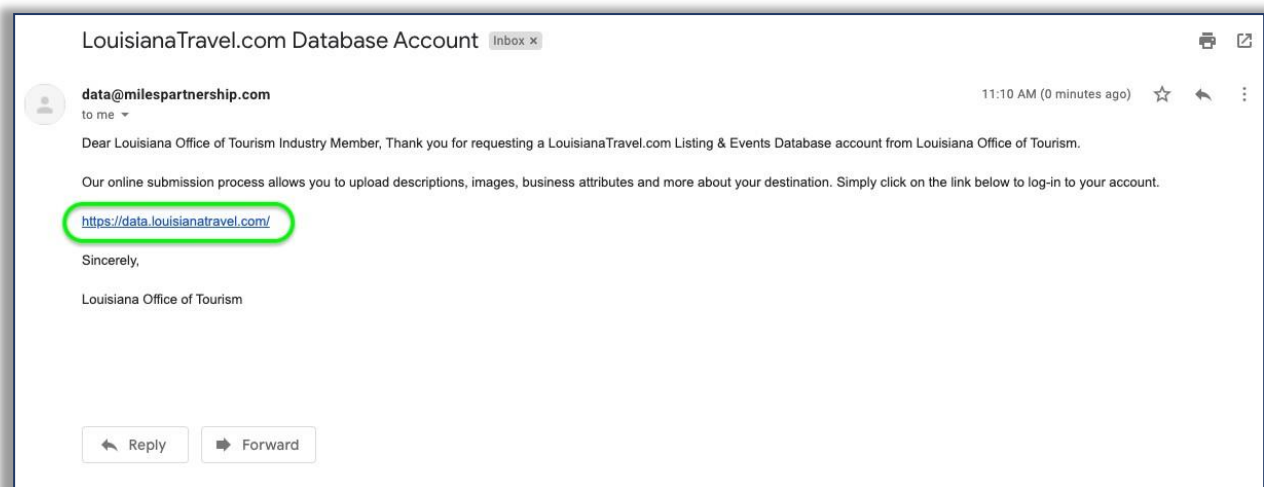


5. **Wait for an approval email.** We typically review and approve/deny registration requests within 36 hours, but it could take 3-5 days.

*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:



7. On our [login page](#), **enter the credentials you provided in Step 3** to login 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](http://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:

The screenshot shows the user's dashboard with the Louisiana logo and tagline 'Feed Your Soul.' in the top left. In the top right, it says 'Welcome Ashley!' with links for '(change password)', 'Log Out', and 'Need Help?'. Below the header is a dark blue bar labeled 'Ashley's Dashboard'. The main content area features a search bar and filters for Product (All), Category (All), and City (All). A 'Search' button and checkboxes for 'Active Only' and 'Exclude Events' are present. Below the search area, it says 'No results found.' On the right side, there is a 'Tools' sidebar with a 'Listings' section containing 'Add New Event' and 'Add New Listing' links, and a 'My Account' section with a 'Manage Profile' link. The 'Add New Event' and 'Add New Listing' links are circled in green.

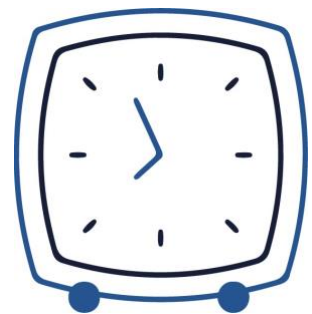
2. Fill out the submission form completely and hit **‘Save’**.

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.

To return to the Dashboard, simply click the “**Return to Dashboard**” button 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.



>> Once your listing has been officially “approved” by the Louisiana Office of 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, please don't hesitate to contact Cynthia Hazell at [cynthia.hazell@milespartnership.com](mailto:cynthia.hazell@milespartnership.com)