

March 2023

Louisiana Extranet

Managing & Updating
Your Listing



Now that you have successfully registered for an account and your listing has been approved for the website, here is a basic “How To” guide for managing your listing and making updates in the Extranet.

1. Log in using your email address and password at extranet.louisianatravel.com. Feel free to use the “Forgot Password” link if you are unsure of your password.
2. From your Dashboard, click on your listing name to go into the listing and make edits:

The screenshot shows the 'Account Dashboard' for 'Julianna Nova'. The left sidebar contains navigation options: DASHBOARD, LISTINGS, EVENTS, PHOTOS, DOCUMENTS, ARTICLES, and MANAGE. The main content area includes a 'Welcome, Julianna!' message, a 'What's New' section with a Louisiana logo, and an 'Activity Log' table. A red arrow points to the 'Listing' header in the Activity Log table, which has a red box around it. The table shows a 'New Biz' listing created by Julianna Nova on Feb 23 2023, 2:40:31 PM.

Listing	Action	Date
New Biz	Created by Julianna Nova	Feb 23 2023, 2:40:31 PM

3. Review and make any necessary updates to the “**Contact Information**” section, which includes business information, address, contact info, website and social media details.

TO EDIT, click the edit (pencil) icon that is to the right of each section, update any new fields, and click **Save**.

Tip: Your location info here determines which LouisianaTravel.com Region and City pages your listing will appear on.

Extranet Tip Sheet: Managing & Updating Listings

The screenshot shows the Louisiana Extranet interface for a user named Julianna Nova. The main content area is titled "New Biz" and contains several sections, each with an "Edit" button (pencil icon):

- Business Information:** Includes fields for Business name (New Biz), Address (111 Test Ave., Baton Rouge, LA 70801), Published under (Baton Rouge), and Other cities served (none).
- Map:** A placeholder message states "Geocoding has not been set, click edit to do so."
- Phones:** Includes fields for Local, Alt. local, Fax, Toll-free US, and Toll-free worldwide, all currently set to "none".
- Emails:** Includes fields for Business and Booking, both currently set to "none".
- Websites:** Includes fields for Business, Booking, Meetings, and Mobile, all currently set to "none".
- Social Media:** A message states "Your listing doesn't have any social media accounts defined yet. Add some by clicking the button in the top-right of this box."

Red arrows in the image point to the "Edit" buttons for the Business Information and Map sections, with the text "Click to edit sections" written between them.

4. Review the “**Categories**” section in the Account Navigation on the left-hand side and make sure the categories accurately reflect your listing. Please do not select categories that do not directly reflect your actual offerings.

TO EDIT, Click the edit (pencil) icon to the right of Selected Categories, choose your categories and hit **Save**.

Tip: Categories determine what pages of the site your listing appears on (ex: businesses with the “Attractions” category will appear on LouisianaTravel.com/attractions)

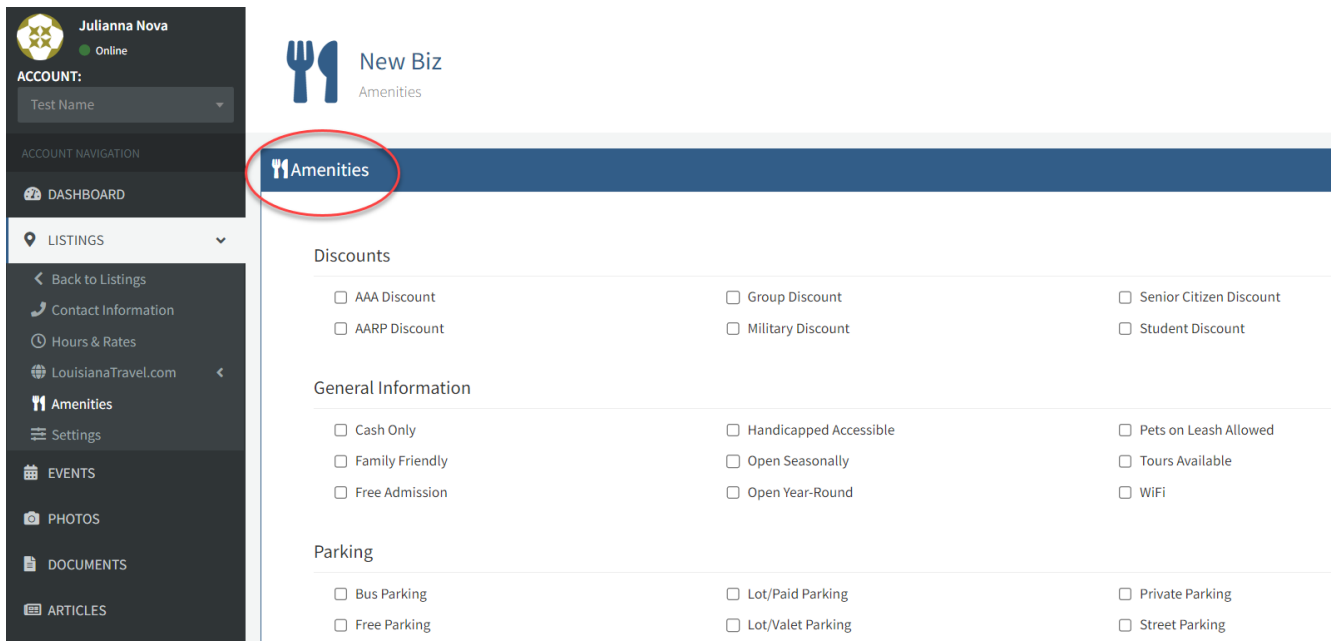
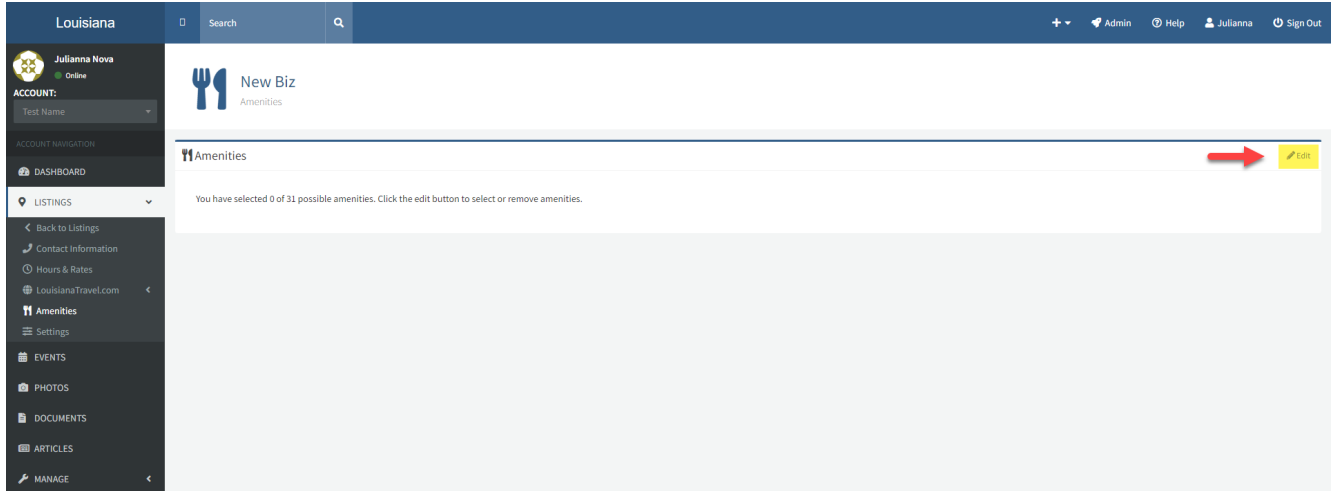
All changes to categories are reviewed and approved by our staff prior to publishing.

The screenshot shows the Louisiana Extranet interface for a user named Julianna Nova. The main content area is titled "New Biz" and contains a section for "Selected Categories" with an "Edit" button (pencil icon) to its right. The categories are listed under three headings:

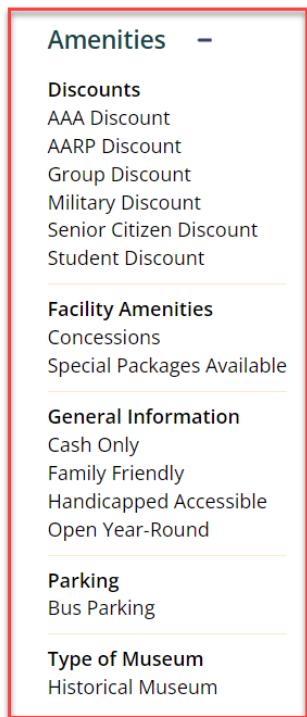
- Attractions:** Family Fun, Museums
- Culture:** Museums
- History & Heritage:** Museums

A red arrow points to the "Edit" button for the Selected Categories section.

5. Update and add Amenities in the “Amenities” section:



Tip: In the actual published version of your listing on LouisianaTravel.com, these selections will appear in the bottom section of your profile:



Contact

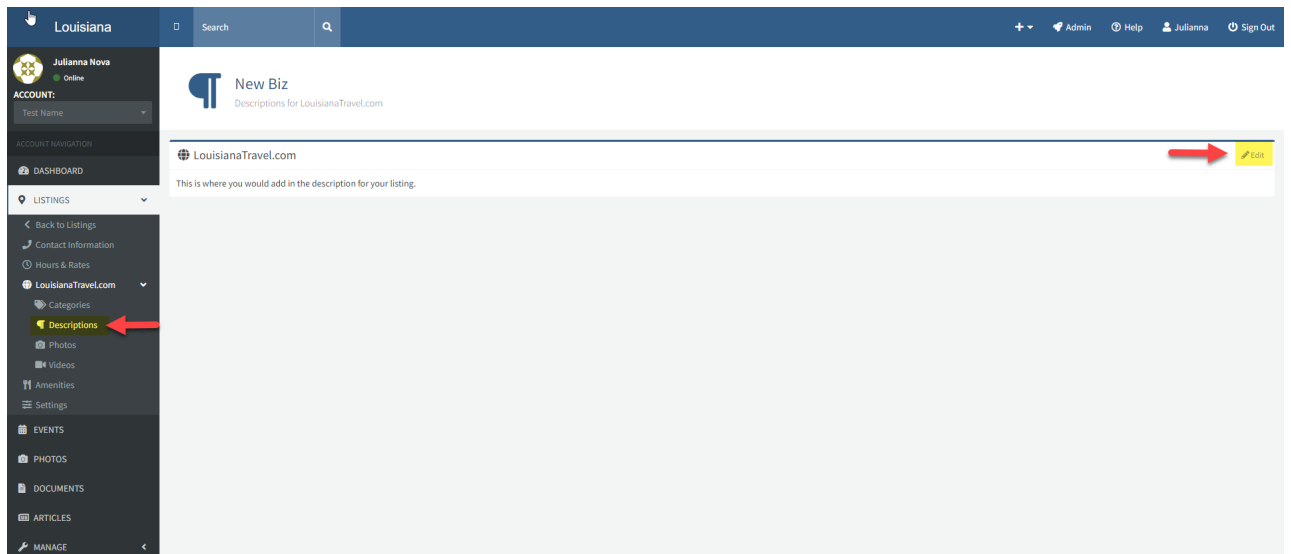
Phone:

Email:

Social



6. Update your Description in the “**Descriptions**” section to tell readers who you are and what you do:



Tip: Avoid repeating information already listed in other sections of the listing, such as business details or social links. In your description provide copy that is interesting, engaging and makes your company/experience special to draw people in and make them want to learn more.

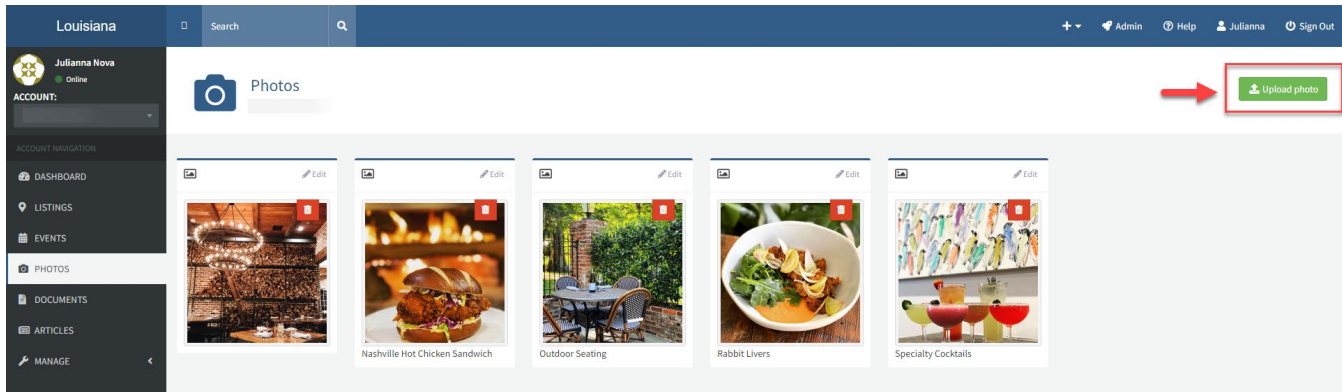
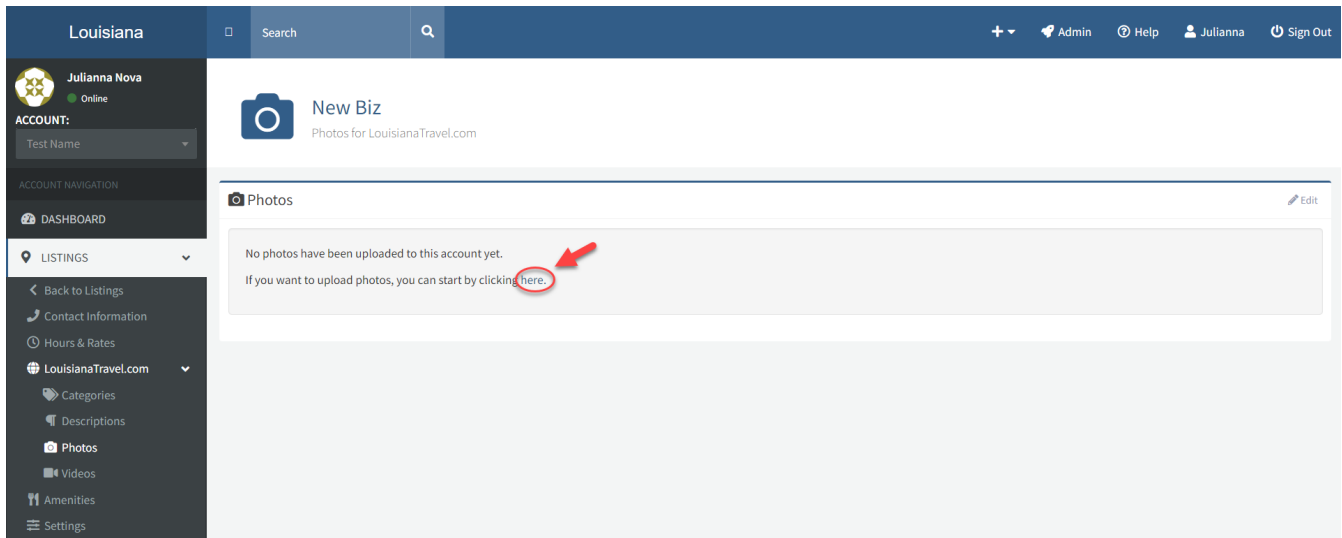
Make sure to hit the “**Save**” button when you’re done updating the description to save all your changes.

All changes to descriptions are reviewed and approved by our staff prior to publishing.

7. Add photos to your listing in the “Photos” section:

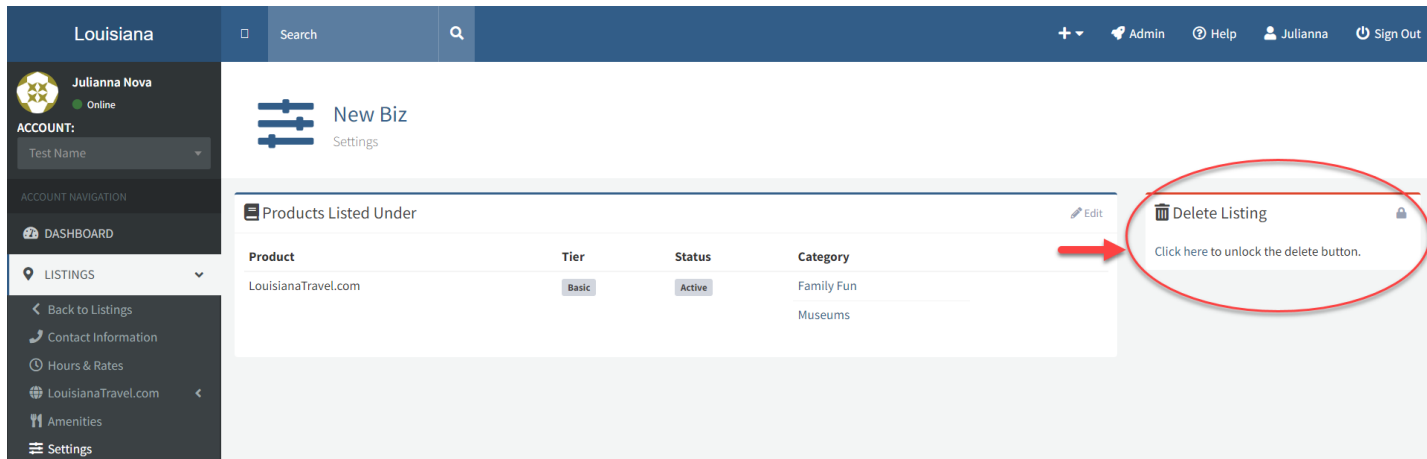
Choose engaging, attention-grabbing images. Photos must be landscape orientation, larger than 640 x 480, no larger than 15MB, .jpg or .png format only. Click on the [here](#) link to upload photos or on the green “upload photo” button on the upper right hand corner to add to your existing library of photos.

Tip: Add captions to each photo to help provide some context for viewers.



How to Delete a Listing

1. Log in using your email address and password at extranet.louisianatravel.com. Feel free to use the “Forgot Password” link if you are unsure of your password.
2. From your Dashboard, click on your listing.
3. Click on the link under “**Delete Listing**” in the upper right corner to unlock the delete button.
4. A popup window will confirm deletion with the following message: “Once you delete a listing, there is no going back. **It will be deleted forever.** Please be certain.”
5. Click “**Delete this listing**”



Return to Dashboard

All done? Simply click the “Dashboard” button in the upper-left corner of the page to go back to your main Dashboard at any time.

Options from the Dashboard:

- Manage your other listings
- Submit new business or event listings
- Update your account information
- Log out

Final/General Notes

- Any changes you make to your listings may take up to 24-48 hours to appear on the site.
- Any listings submitted to be deleted will take up to 3-5 business days to be removed from the site.