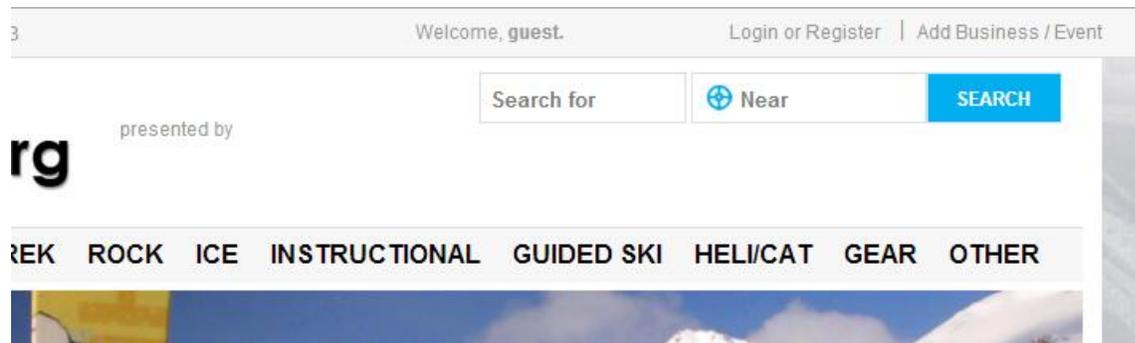




## Editing Your Page:

1) From the mtnguide.org mainpage, click on Login or Register.



2) This time (since you've already registered), type in your email address & password in the "Log In" box on the left. This will reopen the mtnguide.org mainpage where you'll find your name after the "welcome" in the top toolbar.

### Log In

Email \*

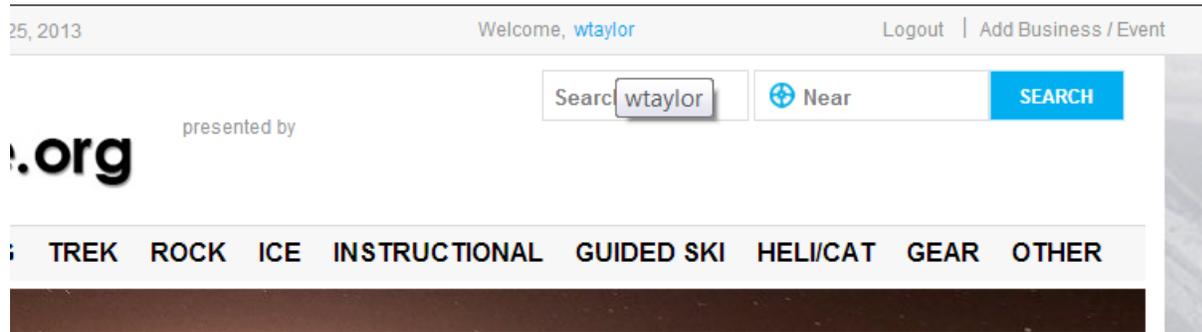
  

Password \*

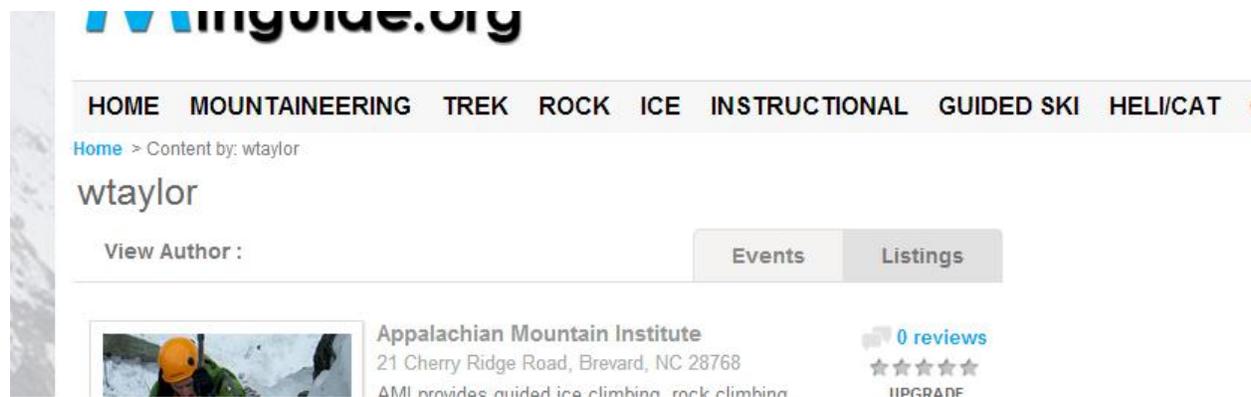
  
 Remember me on this computer  

[SIGN IN](#) [Forgot Password?](#)

3) Click on your name in the top toolbar. This will take you to your created page. The page that holds all of the items you've created on the site. Your business page and any events you've created.



*Click on your name on the mainpage top tool bar after welcome.*



*This is your "created" page. It displays all the pages you've created on mtnguide.org*

4) The "created" page has two tabs - "Listings" (this is your business page) and "Events" (these are the trips/classes/expeditions you've created). Click on "Listings". This will display your "small" listing. Click on it's title and arrive at your business page.



5) Look to the right of the picture slider and click on edit page. Here you'll be able to edit EVERYTHING on your page. Most everything is self explanatory but we would like to show you a few nice tools.

## Enter Listing Details

Business Owner/Associate?  Yes  No

Listing Title

Address

Please enter complete listing address. eg. : 230 Vine Street And locations throughout Old City, Philadelphia, PA 1

[SET ADDRESS ON MAP](#)



Click on "Set Address on Map" and then you can also drag pinpoint to locate the correct address

Google Map View  Default Map  Satellite Map  Hybrid Map

Listing Description

***From the "edit" page you have complete control of the content of your page***

6) Special Offers - This places a title and descriptive of a "Special Offer" on your page and on the mtnguide.org mainpage. Great spot for early season discounts, filling last minute trips with discounted registrations, discounted swag, gear sales, etc...really anything you think may offer a value the viewer may be interested in. This tool does NOT have an end date..so you must remember to remove your special once expired.

Special Offer Title

Enter your offer's title

Special Offers

Note: List out any special offers (optional, eg. mention this page for 10% off your purchase.)

7) Categories and Keywords - Your listing level will determine how many categories you may be displayed in. Level 1's may have 3 categories. Keywords are important. You may type in 200 characters. Use words that represent your services, trips, classes that aren't associated with your business name. This search tool reads the keywords very well. Type word, comma, space, next word etc..(wilderness, first, responder, avalanche, ski, Matterhorn, Denali)

Category \*

Basejumping       Canyoneering       Climbing Gyms       Clubs

Gear       Guided Skiing       Heli & Cat Skiing       Ice Clim

Instructional       Kayak/Raft/Canoe       Lodging       Mountair

Mountaineering       Paragliding       Photography       Rock Cli

Trekking

Select listing category from here. Select atleast one category

Tag Keywords

Tags are short keywords, with no space within.(eg: tag1, tag2, tag3) Up to 200 characters.

8) Next are twelve social media boxes. Copy and paste all your social media options here. Especially important is the RSS box. If you have a blog and an accompanying RSS feed URL, place the RSS feed URL here. Our Feedburner tool will display *real-time* your blog posts on your page and on the mainpage of mtnguide.org under the Dispatches heading.

9) Lastly is the images area. Here you can add/delete and rearrange your photos on your pages slider, add a LOGO if your Level allows and add videos. Slider images are best when sized correctly 620x412. You may left click on an image to move it's order. The 1st photo is your "anchor" photo (the photo that represents your business for all static listings elsewhere on the site). Make it your most compelling photo.

10) The page also allows for 2 or more video thumbnail embeds. There are two boxes open for videos. Paste the URL of the video you'd like displayed in the 1st box. Then tap your TAB key on your keyboard and the video will be named (from the title on YouTube or Vimeo) in the second box. To add additional videos, click Add Video and repeat.

11) Remember to SUBMIT your changes and then UPDATE NOW on the next page to save your changes.

**Add Images :** (You can upload more than one images to create image galle  
(You can upload 5 images with this package - images must be 620x412, no k

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Select Images Select Files



Please drag & drop the images to rearrange the order

Logo Upload Logo must be 100x100, white background, no border  
Select Files

Videos Urls Copy and paste YouTube or Vimeo URL's (no embed codes)  
the video title to the 2nd box. You may edit that title manually  
repeat.

Add Vide

Add video code here, YouTube etc  
(You can upload 2 videos with this package)

Submit Your Listing

Our last (and most important) tutorial will be on how to post events and CLONE them. The trips search tool is the most powerful accessory on the site, but it's not useful unless we have it filled with trips/classes/climbs/etc...We've tried to make it simple, use-friendly and lightening fast to post an event. After you've posted an event you can use it to clone for the next weeks/month/year, just by clicking our clone button and changing the date.

Thanks !