

EXPLORE GEORGIA EXTRANET: QUICK TIPS

GENERAL

- The extranet performs best in Chrome, but is supported by all browsers. If you encounter issues other browsers, please let us know so we can troubleshoot.
- If several people in your office will be posting to the extranet, use a single login so you all will share the same dashboard.
- Accounts are like file folders in your filing cabinet. They keep things organized in the extranet. Every listing and event must have a corresponding account, and each account could have multiple events and listings. Accounts do not display on the live site.

CREATING OR UPDATING YOUR LISTING

- Make sure you complete all information for each listing, including amenities. To access all of the sections for your listing (categories, description, photos, etc.), look at the left-hand sidebar and click “ExploreGeorgia.org” to open the menu. Information in those sections will be visible to consumers.
- Use complete sentences and avoid using abbreviations in descriptions. Descriptions should read like editorial copy and are intended to inspire travel. Maximize your listing by making the description as compelling as it can be.
- When entering dates, times, and rates, you must add them individually and click “SAVE” at the end. Otherwise, the information will not be saved.
- If an event has occurred in the past and will reoccur, you should update the information from the “expired” list instead of creating a new event.
- In event titles, leave off specific dates or “annual” so you can continue to use the same event listing year after year. You certainly may start the description with “The 2nd Annual Fabulous Festival,” just as an example.
- When entering dates, make sure you enter the date of the event, not the date you are creating the event. The same thing goes for the event name; make sure you enter the name of the event and not your name.

EXPLORE GEORGIA EXTRANET: QUICK TIPS (PAGE 2)

PHOTOGRAPHY

- High-resolution photography is highly encouraged. You can take great photos with a smartphone and upload them. By uploading images, you are representing that you have rights and permissions to use these images, and are giving the Georgia Department of Economic Development rights and permission to display these images in order to promote travel to the destination. We can use those images in other places and help promote your listings or events.
- Photos are stored in each account's photo library and can be added to listings by clicking on "PHOTOS" on the left-hand sidebar. Once you upload photos, you must individually tag each one to assign it to particular listings or events. Photos that are not tagged will remain in your library, but they will not be visible on the live site.

APPROVAL

- All of your new listings and/or updates and edits will be reviewed by Explore Georgia and you will be notified when they are approved.
- Typically, there is a 2- to 3-hour delay between when the information is approved and when it syncs with the live site. If you do not see your changes on the live site, please be patient.

QUESTIONS?

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