

How to use the Virginia.org Website Administration Tool

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To Access the Virginia.org Website Administration Tool:

1. Go to www.virginia.org and click on **Add/Update Your Listings** at the bottom of the page:



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FOR VIRGINIA CITIZEN AND BUSINESS SERVICES VISIT WWW.VIRGINIA.GOV • VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP VISIT WWW.YESVIRGINIA.ORG

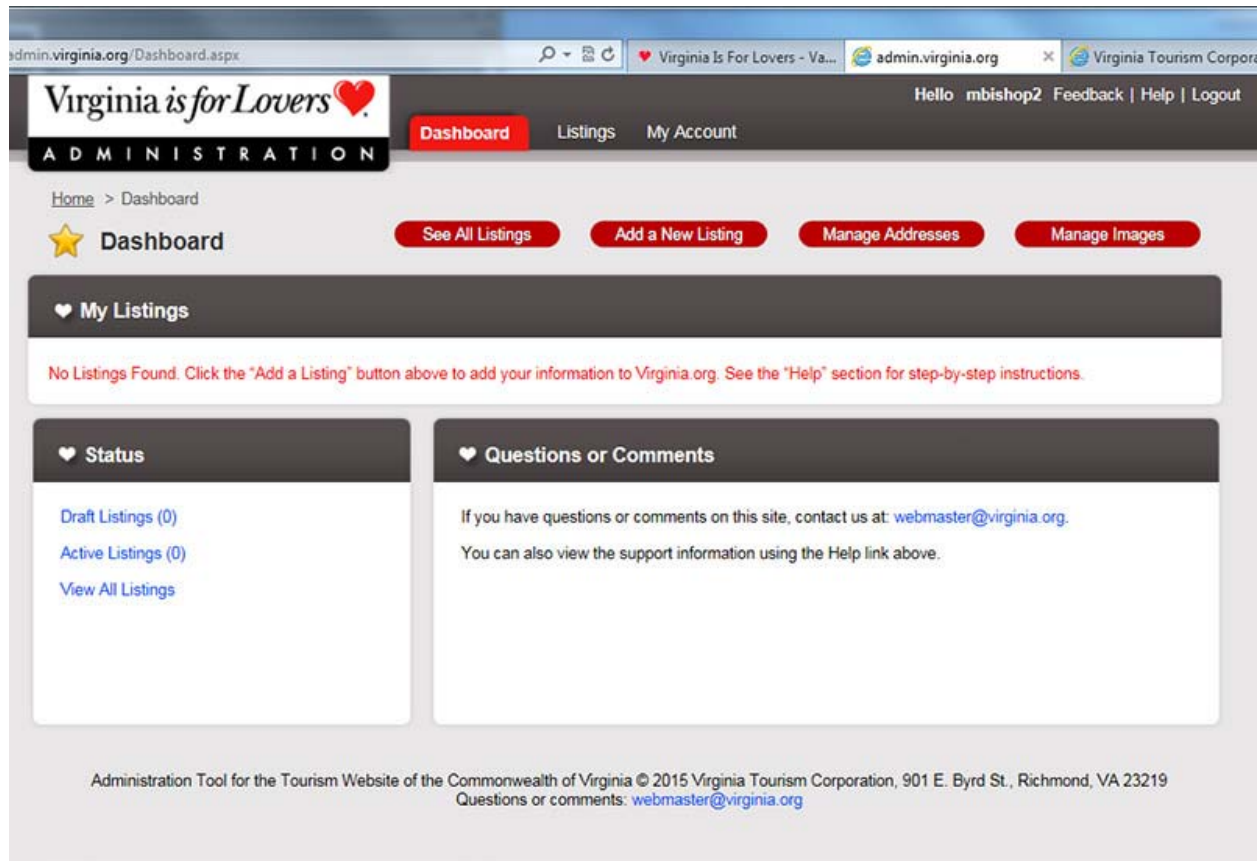
2. A new window will open with the Administration Tool's login / registration page:

A screenshot of the 'Virginia is for Lovers' Administration Tool login and registration page. The header includes the 'Virginia is for Lovers' logo and a navigation bar with 'Log In | Contact Us | Help'. The main content area is divided into two sections: 'Login' on the left and 'Register' on the right. The 'Login' section has a welcome message, a link to the online brochure order form, and a form with fields for 'Username:' and 'Password:'. Below the form are checkboxes for 'Keep me logged in' and a 'Forgot Password?' link, and a red 'Log In' button. The 'Register' section has a message for new users and a red 'Register' button.

3. If you are new to the Administration Tool and **do not** have a login, click on the “Register” button on the right to create your own username and password. Fill in all required fields as indicated with an asterisk (*) and any optional fields as applicable. Please note, your User ID must be at least six (6) characters and/or numbers. The User ID and password are case sensitive. Do not use the same password as your User ID. After completing the

form and the CAPTCHA entry at the bottom of the screen, click “Submit Application”. Once your account has been reviewed you will receive an email confirmation from a VTC Administrator saying it is active.

4. **Once your account has been activated, you can login to the Administration Tool.** You must login before you can add or change information on the Virginia.org website. Enter your username (User ID) and password in the designated fields and click “Log In”.
5. You will see the dashboard page within the Administration Tool where you can view listings status, search for your listings, and view your existing listings. From here you can also add a new listing, manage your images and manage addresses.



How to Use Your Dashboard

The Dashboard is where you can see all of your listings at a glance.

Page Functions:

See All Listings – This allows you to see all of your listings.

Add a New Listing – All information on Virginia.org are Listings. Click to add an event, attraction, package etc.

Manage Addresses – Saved addresses can be managed here. You can reuse a saved address in a listing so you don't have to retype the information.

Manage Images – You can remove any images from your library that are no longer needed.

My Listings

They are organized by active, pending, draft, rejected or deactivated. Click the name to preview, edit or deactivate.

Status A snapshot of all your listings in the status mode.

How to Create a New Listing

Click "Add a New Listing" from the Dashboard. There are 5 steps to complete your listing. There is also an advanced option tab to enhance your listing once you have submitted the listing.

Create Listing (Step 1 of 5)

OverviewDetailsDescriptionImagesReview & SubmitAdvanced Options

Listing Details

Listing: unnamed
Status: Unsaved (11:05 AM)
preview

*Organization: Select Organization

*Listing Name:

Listing Venue: For Events, Exhibits, Packages and Deals only.

*Listing Category: Choose the category that best represents your listing.

Attractions

Events & Exhibits

Meetings

Places to Stay

Shopping

Suggested Itinerary

Visitor Information Centers

Dining

Group Tour Businesses

Packages & Deals

Services

Sports Virginia

Tours

Address and Mapping

Please enter the address of your listing in the fields below, or you may choose to select an address from your saved address book.

Select Address

*Street Address: (Do not include venue or company name in address)

*City: *State: VA *Zip:

*Locality: Select One

*Phone (555-555-5555): Phone Description:

Website: Website Name/Description:

Email: Email Description:

Save to Address Book?

Yes, Name:

No Thanks

A map will be displayed as part of your listing on Virginia.org. Click to map the listing location. Ensure that the location indicated on the map below is correct. If the location indicator should be changed simply click and drag the marker to the proper location or change the listing address above.

Show Me the Map

Additional Contact Information

Phone #2 (555-555-5555): Phone #2 Description:

Phone #3 (555-555-5555): Phone #3 Description:

Website #2: Website Name/Description:

Email #2: Email Description:

Fax:

Booking URL:

Save & Finish Later

Next Step >

Overview

1. Provide a listing name. **If an error appears that the listing name is not unique, it means that the listing is already in the database for Virginia.org. Please contact webmaster@virginia.org for help.
2. Select a category. For events, packages and deals you must provide a venue which is below the listing name field.
3. Add the listing address. Please provide a valid street address for mapping purposes. You can save the address for future use by clicking yes for Save to Address Book. This will allow you to use the address in other listings, saving you time in retying the information.
4. Click "Show me the map". This will show the map preview for your address. If the location of the pin on the map is incorrect, you can move the pin to the correct place.
5. Add any additional contact information.
6. Add any of your social media links, ie Twitter, Facebook, Youtube, by selecting the corresponding dropdown.
7. Click Next Step to continue or Save and Finish Later if you want to come back to it.

Details

Category: Depending on the category you choose you will have different options for categories. Choose the appropriate categories.

For events, packages and tours: Date & Time

♥ Date & Time

Enter the date (s) for your listing below.
Use Option 1 for a date range. Use Option 2 to select an individual date or multiple dates.

Option #1

Select a date range

Start Date:

End Date:

Start Time:

End Time:

Select..

Select..

Add

Option #2

Select a series of dates and times

February, 2015

Mo Tu We Th Fr Sa Su

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28

2 3 4 5 6 7 8

Start Time:

End Time:

Select..

Select..

Add

Listing Schedule:

♥ Wheelchair Accessibility

There are two options for selecting your dates.

Option #1

Add a start and end date and start and end times for the event. Click Add to add them to the schedule. This option is preferable for events that happen over a longer period of time. You do not have to put in the times if you don't need to.

Option #2

Select a date from the calendar.

You can select each date separately and add the times for each date, for example if the event occurs Oct. 2 from 10am -2pm, select Oct. 2 on the calendar, put in the start and end times and then click Add to Schedule. This is a preferable option if your event happens every week. For example, if your event is every other Friday, select each of the Fridays that is occurs on the calendar and then click Add.

Wheel Chair Accessibility

Select the appropriate check boxes.

Description

Provide a description of your attraction, event, package etc. Remember that it is potential customers/visitors reading this description. Use paragraph returns, bold, bullet lists etc. You can also spell check your description. You have 200 words for your description. The listing summary is important! This description appears with the search results and other places on the website.

The screenshot shows a web form titled "Create Listing (Step 3 of 5)". At the top, there are navigation tabs: "Overview", "Details", "Description" (which is highlighted in red), "Images", "Review & Submit", and "Advanced Options". In the top right corner, a red box displays: "Listing: Mary's test event", "Status: Saved Draft (12:03 PM)", and a "preview" link.

The main content area is divided into two sections, each with a heart icon and a title:

- Detailed Description:** Below the title, it says "Please provide a more complete description of your listing below. This description will appear on your listing page. (Max. 200 words)". The text input area is labeled "*Description" and includes a rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, bulleted list, and numbered list. At the bottom of this section, there is a "Path:" label and a "Words: 0" counter.
- Listing Summary:** Below the title, it says "Please provide a concise summary of your listing below. (Max. 25 words). This summary will be used in search results, maps and other places on the site to provide a quick overview of your listing." The text input area is labeled "*Summary" and also includes a rich text editor toolbar. At the bottom of this section, there is a "Path:" label and a "Words: 0" counter.

At the bottom of the form, there are three red buttons: "< Previous Step", "Save & Finish Later", and "Next Step >".

Images

Images can greatly enhance your listing. You can upload as many images as you wish, you can add up to 9 in a slideshow per listing. **Preferred image size 1600 pixels wide x 800 pixels high.** The main focus of your image should be centered with visual padding around it. The image will resize depending on the screen size that is being used.

Click Browse to find your image on your computer. Click Upload Image. It is automatically added to your image library and your slideshow.

You can select from your image library to add an image to your slideshow. You can rearrange the images in the order to be shown or remove images. Removing an image from your slideshow does not remove it from your image library.

Be sure to add a caption and Alt text to each image.

Listing: draft for text
Status: Saved Draft (10:51 AM)
preview






♥ Your Organization's Image Library

Browse to, select, and upload a new image to Your Organization's Image Library. The maximum image size allowed is 4MB.


Browse...

Upload Image

Or, select from Your Organization's Image Library by clicking on the image(s) below. Scroll over arrows on the right and left to view all available images. Please select up to 9 images for your slide show.



♥ Selected Images

Preview	Caption ?	Alt Text ?	Slideshow Order
	<div></div>	<div></div>	<div>Remove</div>

♥ Agreement

BY SUBMITTING PHOTOGRAPHS AND/OR OTHER MATERIALS (COLLECTIVELY, "MATERIALS") TO THE WEBSITE, YOU HEREBY TRANSFER ALL RIGHTS, TITLE AND INTERESTS IN AND TO THE MATERIALS. IN THE EVENT THAT THE RIGHTS, TITLE AND INTERESTS IN THE MATERIALS CANNOT BE TRANSFERRED, YOU HEREBY GRANT TO VTC AND VTC'S PARTNERS (AS DEFINED BELOW) A PERPETUAL, EXCLUSIVE, WORLDWIDE RIGHT TO USE THE MATERIALS IN ANY AND ALL MEDIA WITHOUT LIMITATION. YOU RELEASE VTC AND THE VTC'S PARTNERS FROM ANY CLAIMS OR LIABILITIES ARISING FROM THE MATERIALS AND WAIVE THE RIGHT TO PURSUE ANY CLAIM AGAINST VTC AND THE VTC'S PARTNERS ARISING OUT OF OR RELATING TO THIS AGREEMENT, THE WEBSITE, AND/OR THE MATERIALS.

☐ I agree.

< Previous Step

Save & Finish Later

Next Step >

You must agree to the Image Agreement. If you do not agree you may not upload the image to the Virginia.org website.

Click Next Step to continue.

Review and Submit

The screenshot shows the 'Create Listing (Step 5 of 5)' interface. At the top, there's a navigation bar with tabs: Overview, Details, Description, Images, **Review & Submit**, and Advanced Options. Below the tabs, a red box displays: 'Listing: Mary's test event', 'Status: Saved Draft (12:20 PM)', and 'preview'. The main section is titled 'Review and Submit Your Listing' with a heart icon. It contains the text: 'Assuming approval of your listing, this shows how it will look on Virginia.org. Please take a moment to confirm the details or click the "Make Edits" button to modify your listing.' Below this text are two red buttons: 'Preview Listing' and 'Confirm and Submit'. At the bottom right, there are two more red buttons: 'I Want to Make Edits' and 'Save & Finish Later'.

You can click “Preview Listing” to see how it will look on the website.

****You must click “Confirm and Submit” in order for the listing to be put into the review queue for VTC staff to approve it for the website.** Until it is Submitted it will appear as being in Draft status.

If you need to make changes you can click “I want to make edits”. Or you can click Save & Finish Later.

After clicking Confirm and Submit you will have the option to go to “Advanced Options” or you can go back to your dashboard by clicking “No Thanks”. The completion score tells you what you can do to enhance your listing to improve the ability for your listing to be shown in search engine results.

The screenshot shows the 'Your Listing Has Been Submitted for Approval' section with a heart icon. It contains the text: 'Your listing has been submitted and will be reviewed within 2 business days. You will be notified by email when the listing has been approved or if we need additional information. Add webmaster@virginia.org to your safe senders list to ensure you receive the email.' Below this is the 'Advanced Options' section, also with a heart icon. It contains the text: 'You can enhance your listing by clicking on the "Go to Advanced Options" button below. A few of the things available:'. To the left of the 'Advanced Options' section, there's a list of suggestions: 'Add keywords to your listing to improve the ability for search engines to find it.', 'Include a YouTube video of your business or event', and 'Link this listing to other related listings that you may already have on Virginia.org'. To the right, there's a 'Completion Score: 80' box. Below the score, there's a list of suggestions: 'Provide more detailed Listing Description (Step 3)', 'Add Keywords to your listing (Advanced Option)', and 'Provide more detailed Listing Description (Step 3)'. At the bottom right, there are two red buttons: 'Go to Advanced Options' and 'No Thanks'.

Advanced Options



Create Listing (Advance Options)

[Overview](#)[Details](#)[Description](#)[Images](#)[Review & Submit](#)[Advanced Options](#)

♥ Help People Find Your Listing

Listing: draft for text
Status: Saved Draft (10:57 AM)
preview

Please provide keywords that relate to your listing. These words will help optimize the exposure your listing gets on Virginia.org. Separate entries with a comma. 5-10 keywords per listing. (For example: concert, bluegrass, festival, music, entertainment)

♥ Attendance

If you know the events daily average attendance from previous year, please check the corresponding box below (only ONE):

- | | | | |
|-------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="radio"/> < 1000 | <input type="radio"/> 1000 to 5000 | <input type="radio"/> 5000 to 10000 | <input type="radio"/> 10000 to 20000 |
| <input type="radio"/> > 20000 | <input type="radio"/> New Event | <input type="radio"/> No Gate | |

♥ Related Listings

For cross promotion on the site, you can link this listing with other, related listings your organization has. For example, a restaurant can be linked to the hotel in which it operates.

[Your Organization's Listings](#)[Listings at the Same Location](#)

♥ Data Share Option

☐ Check here if this listing should **only** be provided back to you through a data-share and **should not** be displayed on Virginia.org.

♥ YouTube Video

Your listing can include a video hosted by YouTube. Simply paste the URL for the YouTube video below:
[Where do I find the URL for my YouTube video?](#)

Video URL:

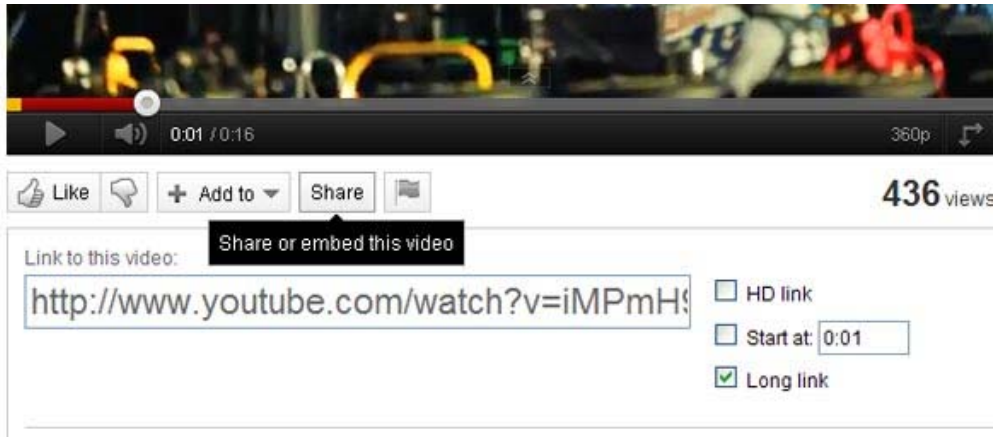
[Confirm and Submit](#)

Add keywords to help with search engine marketing. Add a word and a comma after each word.

If this listing is an event you can select the Attendance. This is for VTC research only.


If you have other listings on the site you can connect them together by checking the listing. The related listings will appear with the listing on the site.

If you have a YouTube video you can add the embed code in the field provided. The video will then appear as an additional link on the listing.



VIRGINIA IS FOR LOVERS WELCOME THINGS TO DO EVENTS PLACES TO STAY DEALS STORE MAPS Q


HISTORIC SITES
MONTICELLO -- HOME OF THOMAS JEFFERSON





ADDRESS
931 Thomas Jefferson Parkway
Charlottesville, VA 22902

PHONE
434-964-9680 (Reservations)

CITY
Charlottesville



 **EMAIL US**

 **VISIT SITE**


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0


0


0


0

 Share

 Tweet

 Share

 Pinterest

 Email


No other home in the United States more accurately reflects the personality of its owner than Monticello. Monticello is the autobiographical masterpiece of Thomas Jefferson—designed and redesigned and built and rebuilt for more than forty years—and its gardens were a botanic showpiece, a source of food, and an experimental laboratory of ornamental and useful plants from around the world.

Guided tours of the house are offered daily throughout the year; outdoor gardens and plantation tours are offered daily April–October. Children under 5 are free. Reduced rates for adult and student groups are available.


HOURS. Hours vary throughout the year; visit www.monticello.org for detailed information on Monticello's operating hours.

Monticello is on Route 53 (Thomas Jefferson Parkway) in Albemarle County, near Interstate 64 Exit 121, approximately 5 miles from downtown Charlottesville and the University of


WHAT'S HOT



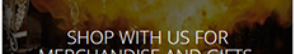
FEATURE 03/14/15
20+ VIRGINIA STATE PARK FESTIVALS & EVENTS FOR FAMILY FUN



SUMMER 03/14/15
10 SUMMER VACATION IDEAS FOR FAMILIES



PLACES TO STAY 03/15/15
10 VIRGINIA B&Bs FOR YOUR NEXT SMALL MEETING, RETREAT OR REUNION



SHOP WITH US FOR MERCHANDISE AND GIFTS

Find Existing Listings

Click Listings at the top of the page. Here you can search for your listings by the fields provided.

The screenshot shows the 'ADMINISTRATION' section of the 'Virginia is for Lovers' website. The top navigation bar includes 'Dashboard', 'Listings' (highlighted in red), and 'My Account'. Below the navigation bar, the breadcrumb trail reads 'Home > Search Listings'. The main heading is 'Search Listings' with a magnifying glass icon. A sub-heading 'Find a Listing' is followed by a red button 'Add a New Listing'. The search form includes several fields: 'Listing Name/Keyword', 'Last Name', 'Schedule From', 'Category' (set to 'All'), 'City', 'Schedule To', 'Status' (a dropdown menu with options like 'Pending and Updated', 'All (except deactivated)', 'Pending', 'Draft', 'Updated', 'Active', 'Deactivated', 'On Hold', 'Rejected', 'Flagged', and 'Expired'), 'Create From', 'Create To', 'Region' (set to 'All'), and 'Organization' (set to 'All'). A red 'Search' button is at the bottom right. The page also shows a 'Listings' section header.

Edit an Existing Listing

Click on the Listing name from your Dashboard or Listings search. Click Edit.

The screenshot shows the 'Listing View' page. It features a location pin icon and the title 'Listing View'. Below the title, there are three red buttons: 'Preview', 'Edit', and 'Deactivate'.

You then go through the steps as above or you can click the appropriate header to jump right to that step.

The screenshot shows the 'Create Listing (Step 1 of 5)' page. It features a progress bar with six tabs: 'Overview' (highlighted in red), 'Details', 'Description', 'Images', 'Review & Submit', and 'Advanced Options'.

Change a Listing Status

You can deactivate a listing if it will no longer be needed on Virginia.org. See the image above.

How to View and Edit Your Profile

Click on My Account at the top of the page. You can update the information on the page at any time or change your password as necessary.

Virginia is for Lovers ADMINISTRATION

Dashboard Listings My Account

Home > My Account

Account Information

View and update your account information below.

*First Name: cvb

*Last Name: user

*Email Address: cvb@cvb.com

Alternate Email Address:

*Phone #: (804) 666 - 6543

*Organization/Company: CVB International

Your Title: CVB

*Business Profile: CVB/DMO

*Address: 6632 cvb drive

Address2:

*City: Richmond

*State: VA

*ZIP Code: 23245

*User ID: oboob

Change Password

Save Changes

Your Organization's Users:

The following are users who also have the ability to manage your organization's listings.

Select Organization: CVB International (Full Access)

User Name	User ID	Level Of Access	Email Address	Last Activity
Admin1 User1	admin1	Full	dmcborde@romworka.com	3/11/2011

Save Changes

Administration Tool for the Tourism Website of the Commonwealth of Virginia © 2011 Virginia Tourism Corporation, 901 E. Byrd St, Richmond, VA 23219
Questions or comments: webmaster@virginia.org

Adding Meeting Room Specifications for the Virginia.org/Meetings/ Quick Venue Finder.

Your meeting facility must be listed on Virginia.org - <http://www.virginia.org/directory/meetings/> - before you can add your meeting specifications. See Add a New Listing above if your facility is not listed. If your property is a hotel, you will need to add a separate listing for Meeting facilities.

If you have your meeting facility already listed on the site or your listing has been approved, simply click the name of the listing from your Dashboard.

You will see a new button for "Add Room Specs"

Listing View

Preview Edit Deactivate Add Rooms Specs


Listing Name: test meeting

Date Submitted: 2/25/2015 11:52 AM

Organization: VTC Electronic Marketing: MB

Owner: mbishop2

You will see a new form. This is the information that will appear with the [Quick Venue Finder](#).

Virginia is for Lovers

Hello mbishop Feedback | Help | Logout

ADMINISTRATION

Dashboard Listings Users Collections My Account

Meeting Venue

♥ Venue Details

General

Property Name:

Venue Type:

Contact Details

Contact Name:

Contact Title:

Contact Email:

DMO:

Website:

Phone Number:

Toll Free Phone:

Fax Number:

Mailing Address

Street:

City:

State:

Zip Code:

Rooms

Guest Rooms:

Suites:

Airport

Airport Name:

Miles From Airport:

Put in the contact information for your meeting planner or sales director.

♥ Services

Audio Visual: ☐ In house ☐ Contract

Internet Access: ☐ Wireless ☐ Wired

Video Conferencing: ☐ In house ☐ Contract

☐ Accessible

Number of Restaurants on Site:

Languages Spoken:

Amenities and Services:

<input type="checkbox"/> Airport Shuttle	<input type="checkbox"/> Bar/Lounge	<input type="checkbox"/> Bellman services
<input type="checkbox"/> Business Center	<input type="checkbox"/> Catering on-site	<input type="checkbox"/> Concierge
<input type="checkbox"/> Elevators	<input type="checkbox"/> Elevators/Inside Corridors	<input type="checkbox"/> Entertainment
<input type="checkbox"/> Exercise Facilities	<input type="checkbox"/> Gift shop/shopping	<input type="checkbox"/> Golf within 3 miles
<input type="checkbox"/> Indoor Pool	<input type="checkbox"/> Off-site catering	<input type="checkbox"/> Outdoor Pool
<input type="checkbox"/> Restaurant on Premises	<input type="checkbox"/> Spa	<input type="checkbox"/> Suites
<input type="checkbox"/> Tennis on-site		

Other Services:

♥ Image

Current Image:



Upload New Image:

Note: Image will be uploaded when the form is saved or submitted.

♥ Meeting Rooms

[Add Meeting Room](#)

There are no rooms associated with this meeting venue.

Total Venue Square Feet: ☐ Automatically calculate the total square feet

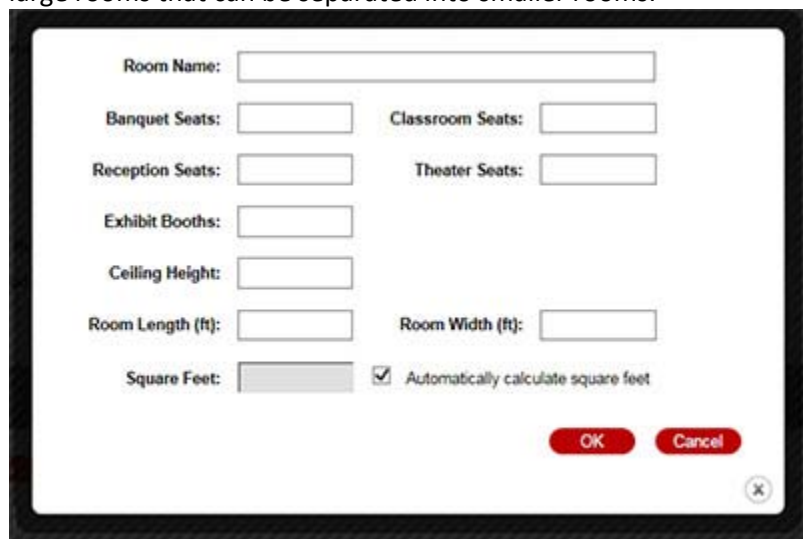
[Save and Back to Listing](#)

[Save](#)

[Submit](#)

To add the room specifications, click Add Meeting Room.

A new form will appear. Fill in the information for your meeting room. You will need to click “Add Meeting Room” for each room you have. You can uncheck the box for calculating the square feet if you want to put it in manually. The system will automatically calculate the square feet of all your rooms unless you specify it not to. This is important for large rooms that can be separated into smaller rooms.



Room Name:

Banquet Seats: Classroom Seats:

Reception Seats: Theater Seats:

Exhibit Booths:

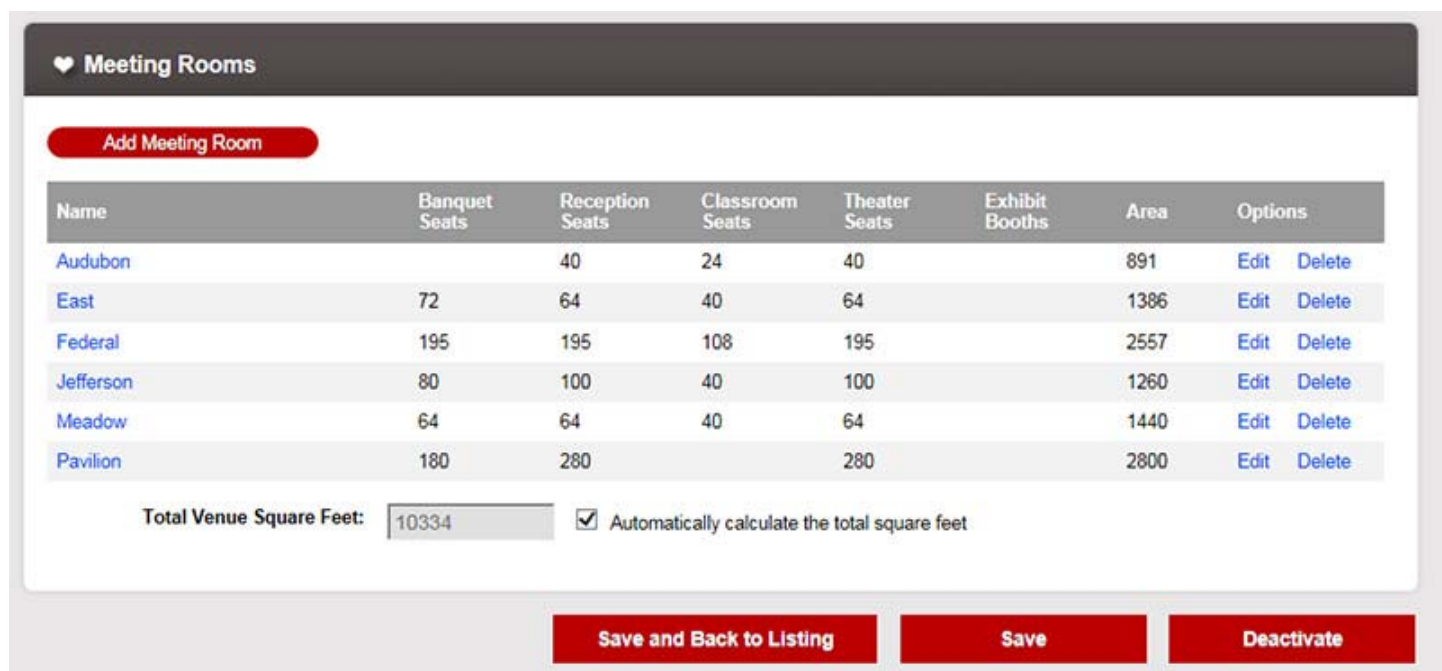
Ceiling Height:

Room Length (ft): Room Width (ft):

Square Feet: ☒ Automatically calculate square feet

Once you have all your room specs in the form the rooms will appear like below. You can edit the rooms or delete them. Be sure to calculate the total room space if you don't click the “Automatically calculate the total square feet” button.

You can then Save the information or Save and Go Back to the Listing. **You must click “Submit”** in order for your facility and your room specs to appear on the Quick Venue Finder.



♥ Meeting Rooms

Name	Banquet Seats	Reception Seats	Classroom Seats	Theater Seats	Exhibit Booths	Area	Options
Audubon		40	24	40		891	Edit Delete
East	72	64	40	64		1386	Edit Delete
Federal	195	195	108	195		2557	Edit Delete
Jefferson	80	100	40	100		1260	Edit Delete
Meadow	64	64	40	64		1440	Edit Delete
Pavilion	180	280		280		2800	Edit Delete

Total Venue Square Feet: ☒ Automatically calculate the total square feet

Once your meeting rooms are all listed in the forms, you can edit them by click “Edit Room Specs” from the listing preview screen.

How to become Virginia Green Certified

Join The Commonwealth's Campaign to Promote Environmentally-Friendly Practices in Virginia's Tourism Industry. Click the links below to get more information.



[What is Virginia Green?](#)

[How to Join Virginia Green Lodging](#)

[How to be a Virginia Green Attraction](#)

[How to be a Virginia Green Restaurant](#)

[How to be a Virginia Green Winery or Brewery](#)

[How to be a Virginia Green Conference/Convention Center](#)

[Green Event Planning](#)

[How to be a Virginia Green travel organization / partner](#)

Virginia Green is run through a partnership among the Virginia Department of Environmental Quality (DEQ), the Virginia Tourism Corporation (VTC), and the Virginia Hospitality and Travel Association (VHTA). The program seeks to reduce the environmental impacts of the tourism industry and raise environmental awareness.

DEQ currently manages the application process and provides participant assistance, recognition, and maintenance of the Virginia Green website. As part of [Virginia is for Lovers website](#), VTC hosts an online database that allows consumers to search for accommodations, restaurants, and conference facilities that participate in Virginia Green. Additionally, VTC and VHTA both work to market Virginia Green to the hospitality and tourism industry.