



**For New Users:
How to Register for an Account
and Create Website Listings**

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How To: Register for a User Account

1. Go to www.VisitFortMyers.com/partner-registration and fill out the form.

Industry Partners Account Registration

Register today!

A partner account lets you manage business listings, events and deals on the Visit Fort Myers website. Registering not only guarantees your message will be seen by thousands of potential visitors, but also ensures that you'll receive future industry related news and communications from Visit Fort Myers. For more information, find our guidelines for website listings [here](#).

First Name *

Last Name *

Business Name *

Email Address *


Password

*

Password strength:

*

Password

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

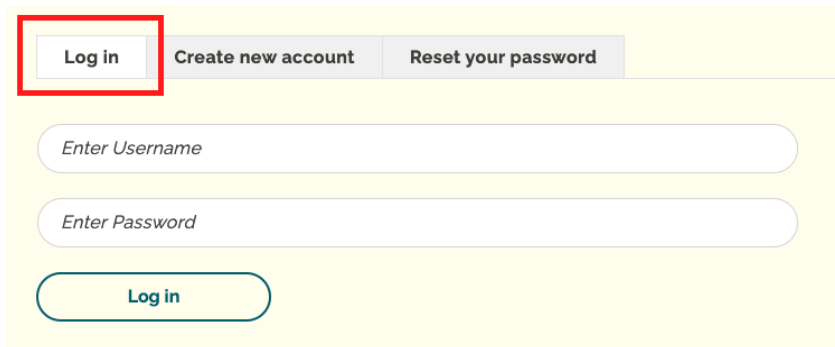
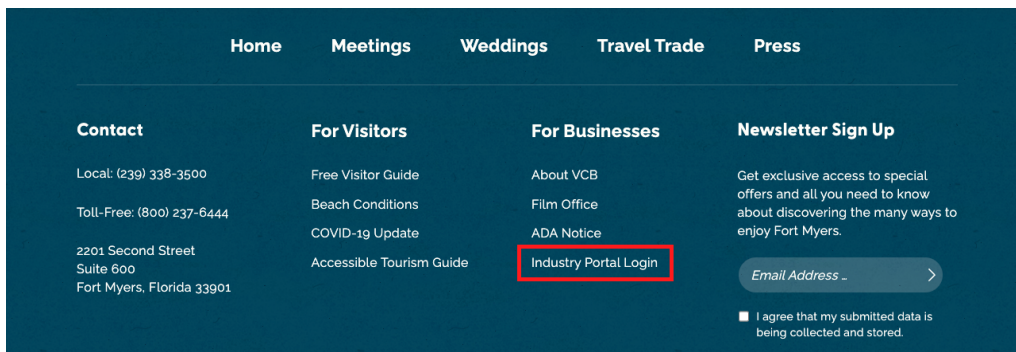
Submit



2. After submitting the form, your request will be submitted to a website administrator for approval. Once an administrator approves your account, you will receive an email notification with your login information and then you may sign in to create and edit your organization’s listings.

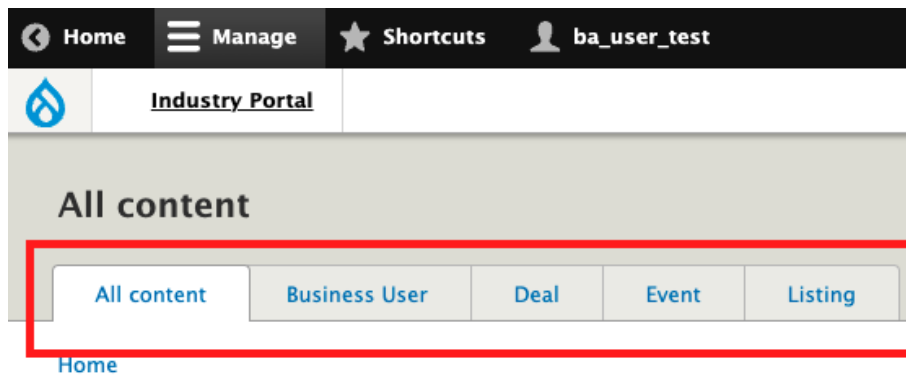
How To: Sign In to Your New Account

1. Go to www.VisitFortMyers.com, scroll to the bottom of the page and select “Industry Portal Login.” Or, go directly to the link www.VisitFortMyers.com/login. Enter your username/email and password and click the “Log In” button.

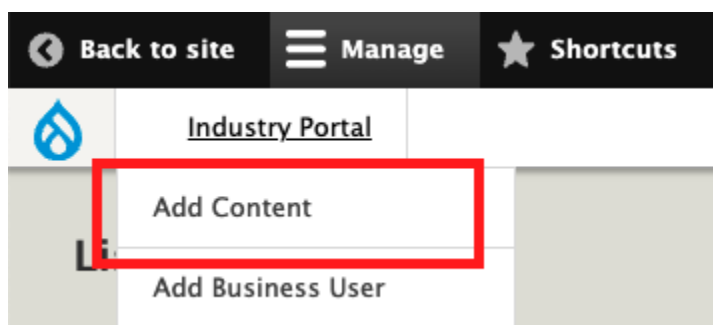


How To: Create a New Listing

1. After logging in, you will be directed to the All Content page that will show all the listings for your organization in one place. You can sort your listings by type by clicking on Deal, Event, or Listing tabs.



To create a new listing, you can hover over the Industry Portal button in the top left corner and click on Add Content.

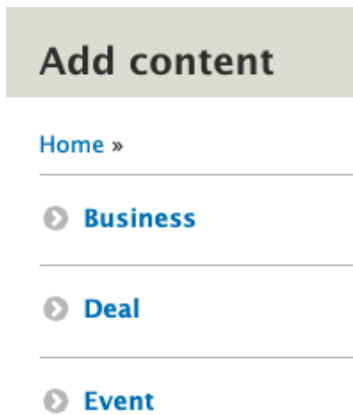


Or, you can click on the blue "+ Add Content" button at the top of the All Content page.



+ Add content

2. Select whether you want to create a new Business, Deal or Event.



3. Then, complete the following tabs screenshotted below, as well as assigning Categories and a Neighborhood at the bottom of the page. Provide as much relevant information as possible. At a minimum, you must fill out the required fields denoted with a red asterisk.

For a Business Listing:

Business Content *
Business Contact Info *
Social Media
Amenities
Meetings
Hours of Operation
Beach Cam

For an Event Listing:

Event Content *
Event Contact Information *
Social Media

For a Deal Listing:



Deal Content *
Deal Contact Info *
Social Media

4. You can save the page as a Draft by selecting this status from the dropdown at the bottom of the page and click Save. This allows you to make edits and come back at a later time before submitting it for publishing. Once your listing is complete and ready to publish, you MUST select "Needs Review" from the dropdown and click Save; this will notify a website administrator that your listing is ready for review and approval.

Current status: Draft

Change to: Needs Review

Once the administrator has reviewed, they will approve and publish your listing. You will receive an email notification. If additional edits need to be made before they can approve the listing, they will provide feedback and it will be assigned back to you. You will also receive an email notification in this instance.

5. If your listing is not approved, you will receive an email with the administrator's feedback and a link to edit the listing. You can view the feedback in the email and also while editing the listing by clicking on the "Revisions" tab. Once your changes have been made, select "Needs Review" from the dropdown again and click Save.



For any questions or requests for assistance, please contact Bryelle Benzing.

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