Listings

Content Manager > Area Information > Listings Tab

Listings:

Adding a Listing:

Note:

- In order to add a listing, a **Group** (i.e. Hotels, Restaurants, etc.) must first be created. Refer back to Adding a Group for more information on creating groups.

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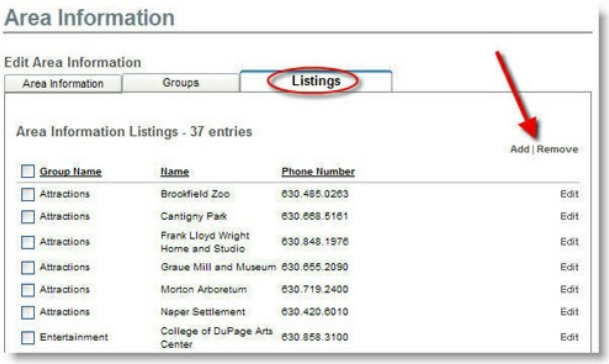
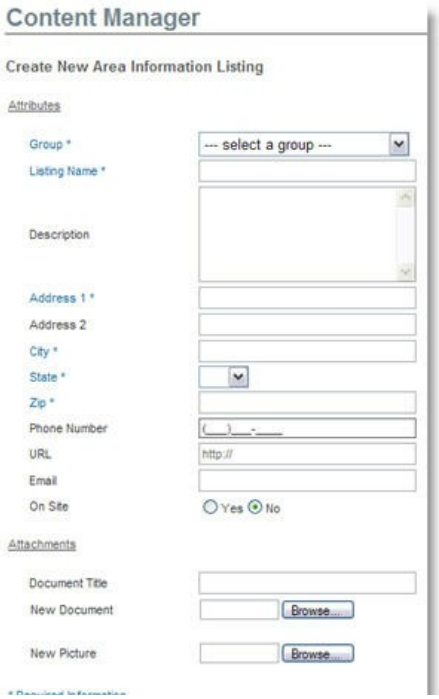
1. Go to **Content Manager** > **Area Information**.
2. Click on the **Listings** tab. Here, you are able to view the active listings.
3. Click on **Add** on the top right.

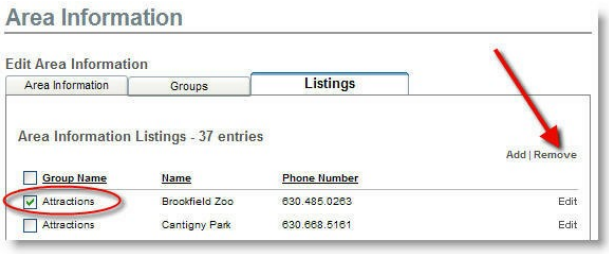


4. Fill in the necessary information.
5. Once filled out, click on **Submit** at the bottom of the page.



Editing a Listing:

1. Go to **Content Manager** > **Area Information**.
2. Click on the **Listings** tab.
3. To edit an existing listing, click on the **Edit** link to the right of the listing.
4. Make the desired changes.
5. Click on **Submit** once finished.

Removing a Listing:

1. Go to **Content Manager** > **Area Information**.
2. Click on the **Listings** tab.
3. To remove an existing listing, select the desired listing(s).
4. Click on **Remove** on the top right. The listing will no longer be seen on the list.