

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.

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.

Area Information

Edit Area Information

Area Information | Groups | **Listings**

Area Information Listings - 37 entries

[Add | Remove](#)

<input type="checkbox"/>	Group Name	Name	Phone Number	
<input type="checkbox"/>	Attractions	Brookfield Zoo	630.485.0263	Edit
<input type="checkbox"/>	Attractions	Cantigny Park	630.666.5161	Edit
<input type="checkbox"/>	Attractions	Frank Lloyd Wright Home and Studio	630.848.1976	Edit
<input type="checkbox"/>	Attractions	Graue Mill and Museum	630.655.2090	Edit
<input type="checkbox"/>	Attractions	Morton Arboretum	630.719.2400	Edit
<input type="checkbox"/>	Attractions	Naper Settlement	630.420.6010	Edit
<input type="checkbox"/>	Entertainment	College of DuPage Arts Center	630.958.3100	Edit

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

Content Manager

Create New Area Information Listing

[Attributes](#)

Group *

Listing Name *

Description

Address 1 *

Address 2

City *

State *

Zip *

Phone Number

URL

Email

On Site ☐ Yes ☒ No

[Attachments](#)

Document Title

New Document [Browse](#)

New Picture [Browse](#)

Required information

Submit Cancel

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.

Area Information

Edit Area Information

Area Information Groups Listings

Area Information Listings - 37 entries

Add | Remove

<input type="checkbox"/> Group Name	Name	Phone Number	
<input checked="" type="checkbox"/> Attractions	Brookfield Zoo	630.485.0283	Edit
<input type="checkbox"/> Attractions	Cantigny Park	630.668.5161	Edit