Visit Outer Hebrides Listing Login Guide

1. Login here: https://extranet-scotlandregions.newmindets.net/App/Extranet/Login.aspx

(please contact us if you don't have login details)

2. You will see your property/businesses listed. Click link.

3. Click on **ACTIONS** (top right) and click on **EDIT PRODUCT**

4. **PRODUCT DETAILS** – most of this will be set up, but please check (particularly location pointer on latitude longitude button which will show on map)

5. **DESCRIPTIONS** – add long description into the default description box and the short description into the short description box. **Note: that the new description will not appear on the listing until we approve it**

6. **MEDIA** – add images here. Please ensure the images are in the right dimensions and cropped to 1220 pixels wide and 715 pixels high. Please add in Alt text description of the image

7. **FACILITIES** - tick all facilities that apply

9. **ROOMS** – add price here (Guide). If you have Max and Min price, click three dots on the right and click on **EDIT PRICES** and add max and min prices in the relevant opening times – NB the higher price should mirror the guide price for it to show correctly

10. **LATE AVAILABILITY AND SPECIAL OFFERS**. To add late availability and or special offers. Click **Actions** (top right), add **SPECIAL OFFER**. Then add **OFFER CATEGORIES** (Late Availability, Accommodation Special Offers, See and Do Special Offers or Food and Drink Special Offers). You can then add a description of the special offers and or late availability to the description. There is 200 character (around 40 words) word limit. To delete the special offer, click on 3 dots above the description on the right and click delete.

Special Offers are available to **Silver, Gold and Platinum members**. All members can post late availability.

Please remember to remove offers/late availability once it is no longer valid.

Use the Top Tips for your Visit Outer Hebrides Listing to make the most of your listing and you can also and you can also find lots more helpful tips to improve your listing here: https://www.visitouterhebrides.co.uk/industry/join-us/listings

If you would like to change/add Social Media feeds/TripAdvisor/Videos, let us know and we will add for you.

We will get an alert to approve the listing and to check the listing is ok, we will then send you a link to your listing for you to approve.

If you want to view changes on our website add **?nocache=1** to the end of your listing url and this will refresh your listing and show any changes.