



WEBSITE MANUAL

Leitrim Tourism Network

CIT WEBSITE DESIGN

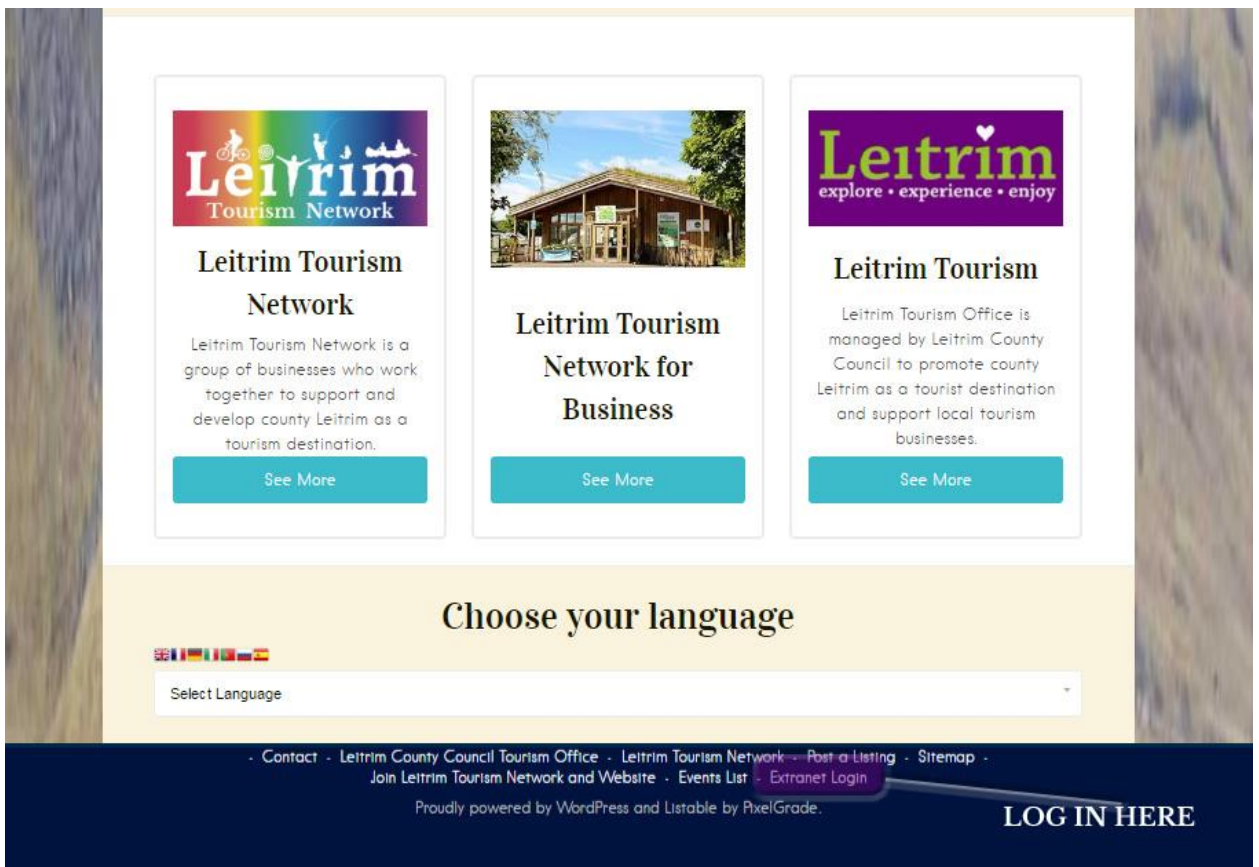
September 1, 2016
Authored by: Kate McCarthy

WEBSITE MANUAL

Leitrim Tourism Network

Log In

The Log In page is reached via the “Extranet Login” link at the bottom of the website.



Use lost password to create new password

Login

Username or Email

Type Username

Password

Use Password

Remember Me

Log In →

Lost your password?

← Back to Leitrim Tourism Network

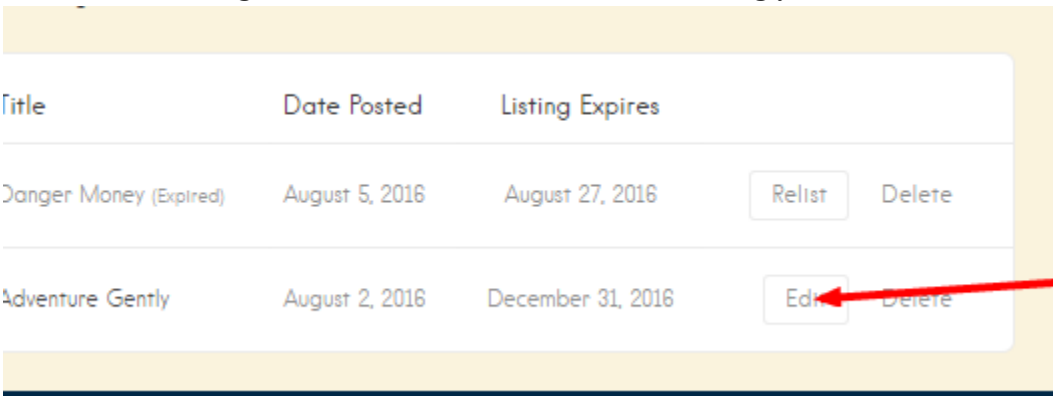
Add or Edit Listing

When you are logged in you can see additional menu item on the top bar menu



You can see your existing listings and edit them.

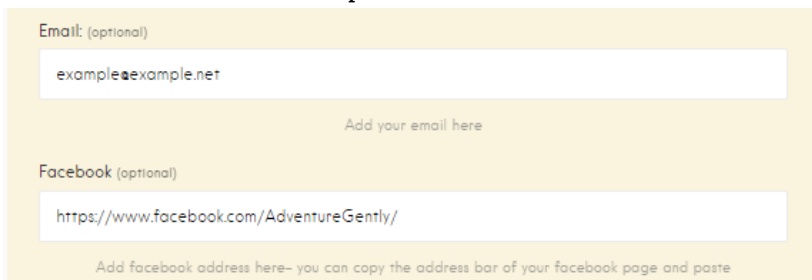
Go to Your Listings > and then select EDIT on the listing you wish to edit



To add a new listing you can select either Add Listing link



In the Add or Edit Listing page FILL IN the relevant fields.
Some fields are marked optional

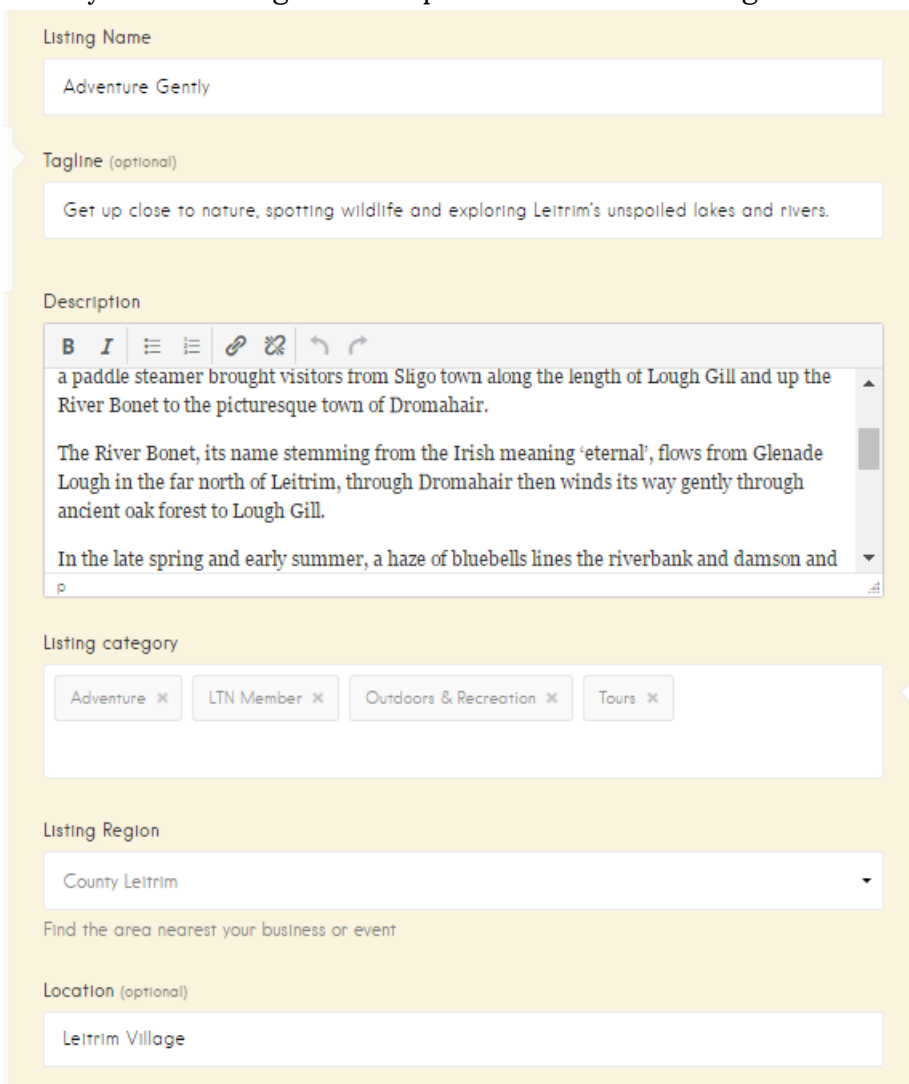


Email: (optional)
example@example.net
Add your email here

Facebook (optional)
https://www.facebook.com/AdventureGently/
Add facebook address here- you can copy the address bar of your facebook page and paste

The core information – Title, Description, Tagline, Category, Region and Location – must be completed and you won't be able to preview the page until these are completed.

NB: If you are adding an Event put the dates in the “Tagline” field



Listing Name
Adventure Gently

Tagline (optional)
Get up close to nature, spotting wildlife and exploring Leitrim's unspoiled lakes and rivers.

Description
a paddle steamer brought visitors from Sligo town along the length of Lough Gill and up the River Bonet to the picturesque town of Dromahair.
The River Bonet, its name stemming from the Irish meaning 'eternal', flows from Glenade Lough in the far north of Leitrim, through Dromahair then winds its way gently through ancient oak forest to Lough Gill.
In the late spring and early summer, a haze of bluebells lines the riverbank and damson and

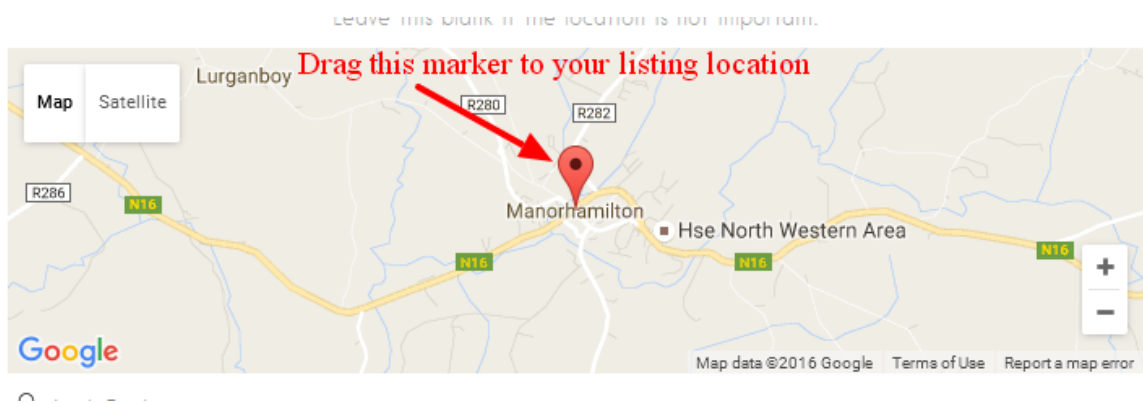
Listing category
Adventure x LTN Member x Outdoors & Recreation x Tours x

Listing Region
County Leitrim
Find the area nearest your business or event

Location (optional)
Leitrim Village

Location:

Add the address or drag the marker on the map to the correct position.



Listing category:

The Listing Category you select will determine how your listing will be found. You can add more than one but you need to add one at a time. It is especially important to add “Event” category to an event and “Special offer” category for a special offer to ensure they appear on the correct areas.

The Listing Region field is also important - add your nearest village or area. Location - don't use if using latitude and longitude values - see above.

Listing category

Adventure × LTN Member × Outdoors & Recreation × Tours ×

Listing Region

County Leitrim

Find the area nearest your business or event

Location (optional)

Leitrim Village

Leave this blank if the location is not important.

Images

Ideally 3 images should be added and they should be 500px high and 96 DPI. If you have doubts you can ask us to upload your images.

Save the Edits

For a new listing you can PREVIEW it using the bar at the bottom and then SUBMIT for approval by an administrator. For an EDIT LISTING you save the changes using the bottom bar.

Twitter username (optional)

Leave blank if you don't have a business or event twitter account

Preview

After previewing, if you are happy with the listing then select the Submit button on the bottom right of the page or you can return to edit again.

Testing 2

Get up close to nature, spotting wildlife and exploring Leitrim's unspoiled lakes and rivers.

00353 (0) 851 821 547

www.adventuregentlyireland.com

Testing

