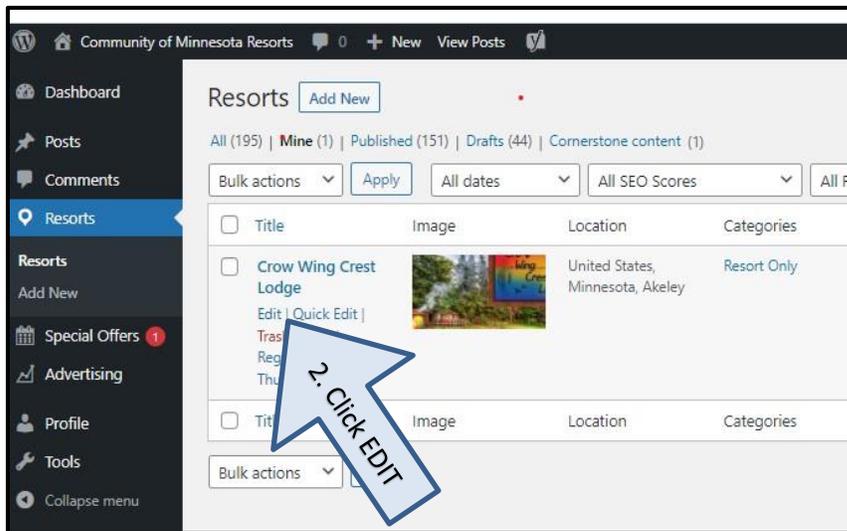
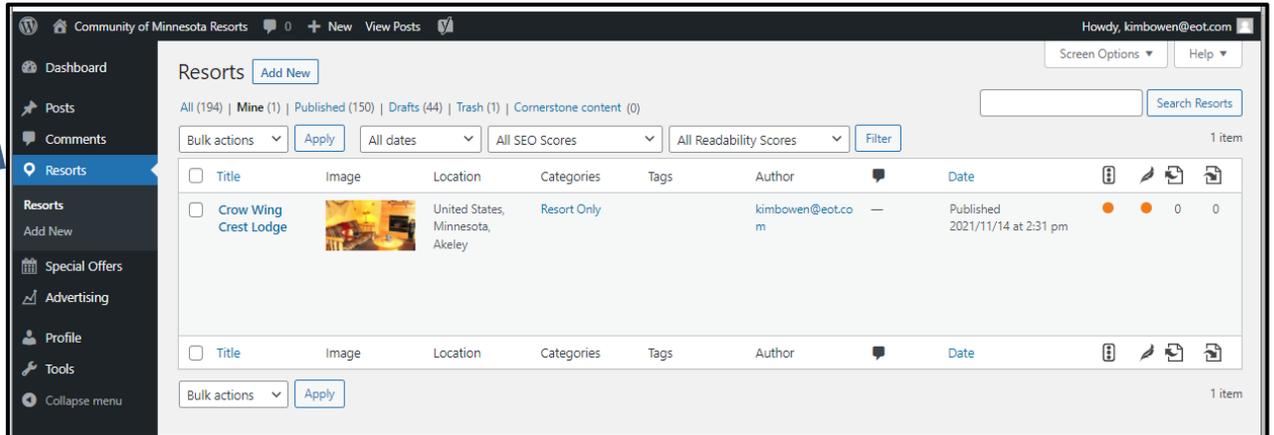


# CMR Website Quick Reference Guide: Edit Your Resort Information



You are able to update much of your resort's information yourself. Once logged in, on click Resorts in the menu. You will see your resort listing. Click on your resort and press enter.

1. Click Resorts



When you hover over your resort name you will see the option to select Edit.

Once you press Edit you will be directed to a screen where you can edit your information. Following are instructions on how and what to edit for your resort.

You can edit:

**Resort Name**

**Amenities**

**Instagram Link**

**Website**

**Email**

**Twitter Link**

**General Information**

**Phone**

**Special Offer**

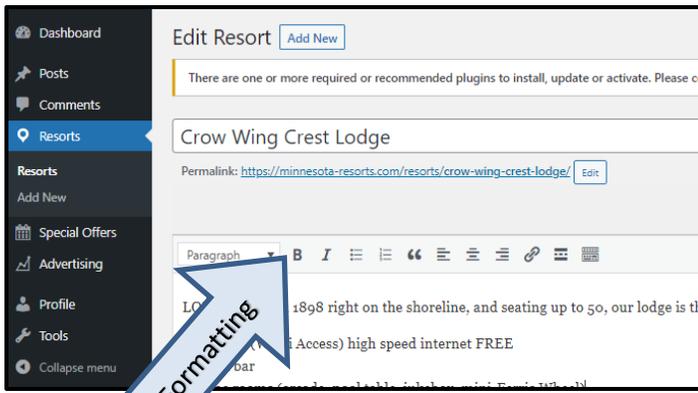
**Address**

**Photos**

**Last Minute Openings** Opt. for a small fee

**Lake**

**Facebook Link**



Use these formatting features as you choose.

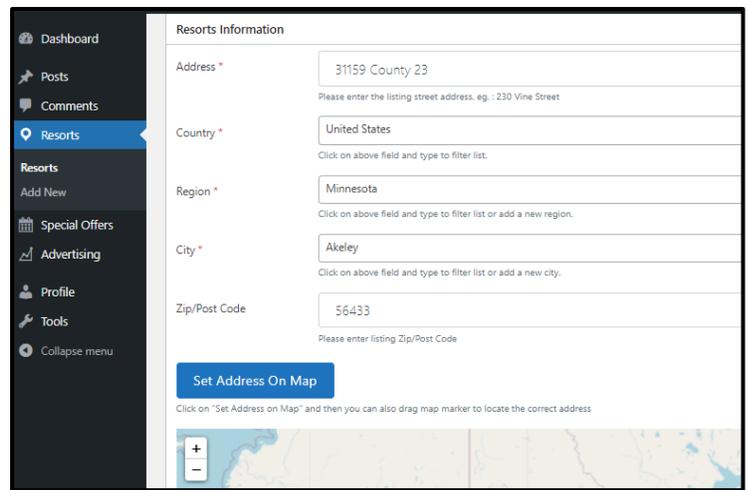
**Resort Name:** Make sure your resort name is accurate.

**General Information:** This is a free-form text area. You can then add information that best describes your resort. (Hint: The first couple sentences should be eye catching because it is the information that potential guests see first.) You can also include links to your website (See directions later in this document)

**Address (Country, State, City, Zip/Post Code):**

This should be the physical address, not a PO Box.

**Set Address on Map:** If it is not in the correct location, you are able to move the location



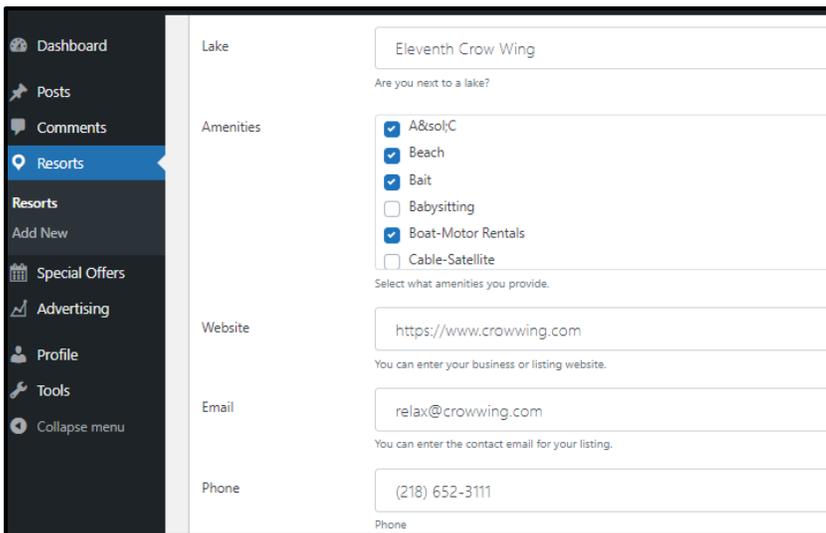
**Lake:** List the lake or body of water your resort is associated with.

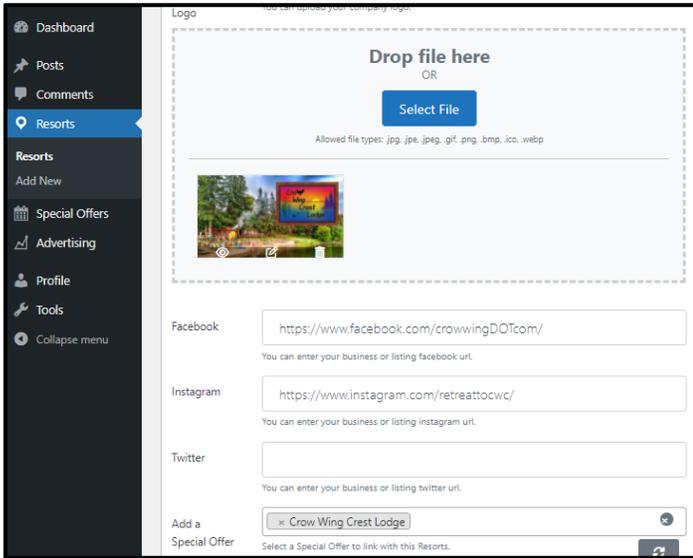
**Amenities:** Select all the amenities that your resort offers. Don't forget to scroll down to be able to select all that apply.

**Website:** This will link directly to your resort's website.

**Email:** List the email that you want potential guests to use.

**Phone Number:** List the phone number that you want guests to use.





**Logo:** The Logo photo is the main photo that guests will see on the CMR website.

**Social Media (Facebook, Instagram, Twitter):** Include the link for each social media platform that you use for your resort. If you don't have an account, leave it blank. (Hint: To get the correct link, log into the platform and copy the entire URL on the top and paste it in the correct field on the CMR website.)

**Add a Special Offer** See Specials Information regarding this feature.

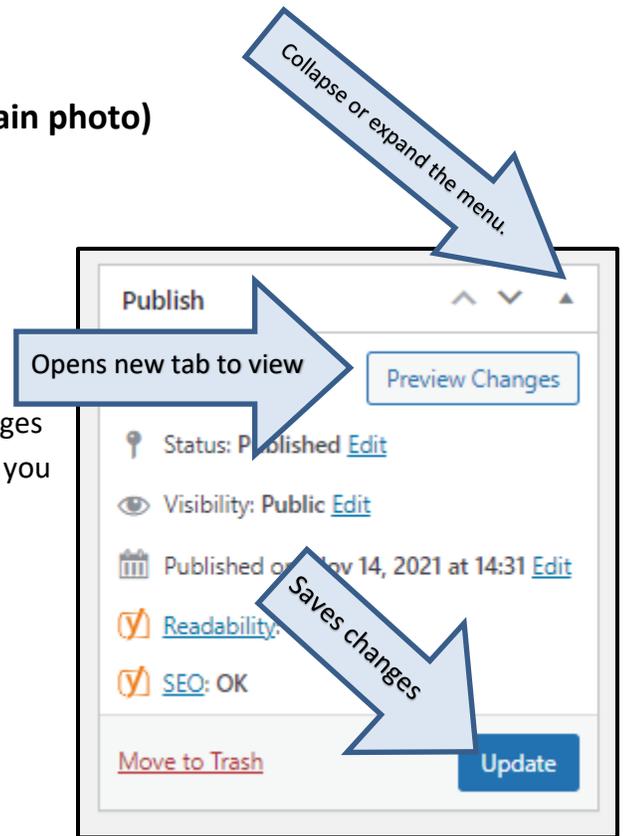
See following pages to update or change your logo (main photo) and other photos.

### Don't forget to Update!

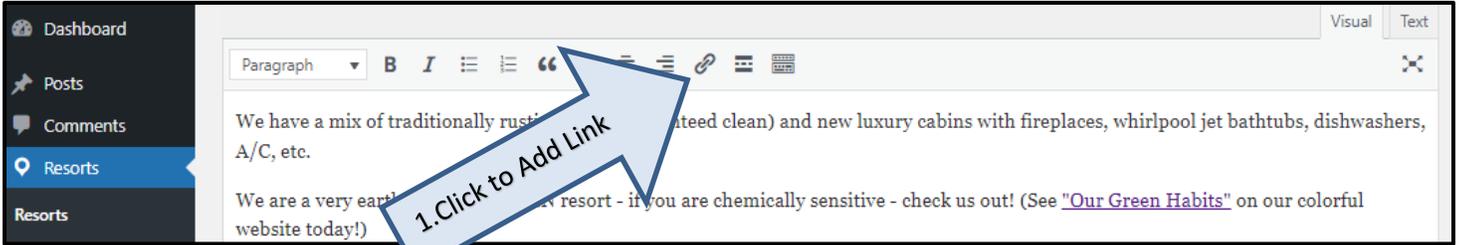
This box is on the top right side of the page.

Once you are OK with your changes you can either Preview Changes or Update. If you click Preview Changes, a new tab will open and you can see what it looks like. But then go back to select Update.

Hint: If you click Preview Changes, don't forget to then go back to Update.  
 Hint: Do not click the other options in this box. **Only** use Preview Changes or Update.



# How to Add a Link



Optional: You can add a link to your general information area, if you choose. **Hint: You can add a link directly to your resort's home page, to a specific page or to your Social Media Accounts**

1. Select the words you wish to add the link to. This example is Our Green Habits. Then click the Link Icon



2. Type (or cut and paste) the URL for the website page you want the link to be directed to

3. Click Apply (blue arrow)



- 4. To open link in new tab. Click Edit
- 5. Click the Link Options (Wheel)
- 6. Click the box titled Open Link in a New Tab.

