

Using the Visit Hermann Partner Portal

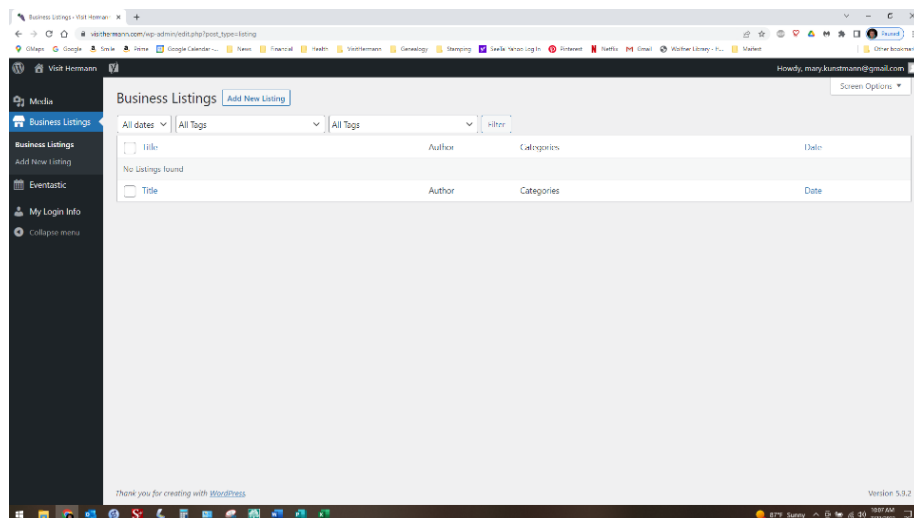
If you have any questions or would like assistance, please contact Rob at Webmaster@VisitHermann.com

The first time

1. Follow the directions in the email you receive from Word Press about resetting your password
2. Log in when invited to do so
3. Save/record the details of your username and password

After the first time

1. Go to VisitHermann.com
2. Go to the bottom of any page so you can see the footer
3. Click the **Partner Portal** link
4. Enter your username and password
5. Save/record the details of your username and password (if you have not already done so)
6. You will see a screen similar to this one with the name of your business listed.



7. From the menu at the left you can:
 - a. See the VisitHermann media library and add new photos to the library
 - b. Edit your business listing information & add photos
Note that not all fields are pertinent to every business. For example, a lodging business will not likely have open/close hours and an attraction will not have amenities or bedrooms/bathrooms. Leave blank what does not apply to your business.
 - c. Add, modify, or delete events & add photos
 - d. Review and edit your Login Info, change your password
8. When you have completed your additions or changes to your business information or events you can
 - a. Save a draft
 - b. Preview your listing or event