How to Add Events, Tours & Specials via the IGLTA Website

1. Login to your account ([https://www.iglta.org/Sign-In](https://www.iglta.org/Sign-In))
   a. Enter your username or password
   b. Contact membership support if you don’t have access to your account: membership@iglta.org

2. Click “My Account” then “Manage My Account” at the top of the page.

3. Click the “View Listings” button.
4. Select the listing where you want to add an Event, Tour or Special and click the “Open” button.

5. Click the “Tours, Events & Specials” tab.

6. Select the listing type you’d like to add from the list below. The “+Add New…” button will change based on your selection.
   a. Scheduled Tour
   b. Tour Package
   c. Daily/Weekly Tours & Activities
   d. LGBTQ+ Cruise
   e. Event
   f. Special

7. Check the appropriate listing type and then click the button (e.g. “+Add New Event, Add New Tour, etc.”)
8. Once the Event/Tour/Special is added, Click the “Open” button from the list to open and edit.

9. Add the listing information on the various tabs and content sections. Note that tabs marked with a red indicator show that the section is missing required information. This information is needed before you are able to submit the Event/Tour/Special on the website.

10. Be sure to add/update the most important information about your Event/Tour/Special including:
   a. Title (General tab)
   b. Dates (General tab)
   c. Description (General tab)
   d. Price (General tab)
   e. Address (Contact Information tab > Address tab)
   f. Website & Email address (Contact Information tab > Communication tab) – note, you should click the Get Lat/Long from Address button after adding the address.
   g. Photos (Images tab)
**Draft: New Scheduled Tour**

### General

#### Name
- New Scheduled Tour

#### Event Type
- Tour (Scheduled)
- Tour (Daily/Weekly)
- Tour (Cruise)

#### Booking Name
- Booking

#### Booking URL

#### Description
- Enter HTML

### Address

#### Billing Address
- **Street**: Enter Street Address
- **Street (Other)**: Enter Street Address (Other)
- **City**: Enter City
- **Country**: Afghanistan
- **Postal Code**: Enter Zip
- **Directions**: Enter Directions
- **Latitude**: 0
- **Longitude**: 0

#### Physical Address
- **Street**: 1234 NE 2nd St
- **City**: Fort Lauderdale
- **State**: Florida
- **Postal Code**: 33305
- **Directions**: Enter Directions
- **Latitude**: 0
- **Longitude**: 0

### Communications

#### Phone

#### Email

#### Website

### Images

### Categories

### Notifications

### Tours, Events & Specials

### Review

[Find on Map] [Get Lat/Long From Address]

[Cancel] [Delete] [Save] [Save & Submit For Review]
<table>
<thead>
<tr>
<th>General</th>
<th>Contact Information</th>
<th>Images</th>
<th>Categories</th>
<th>Notifications</th>
<th>Tours, Events &amp; Specials</th>
<th>Review</th>
</tr>
</thead>
</table>

### Address

#### PHONE NUMBERS

<table>
<thead>
<tr>
<th>Label</th>
<th>Store Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>Enter Main Phone</td>
</tr>
</tbody>
</table>

#### WEBSITES

<table>
<thead>
<tr>
<th>Label</th>
<th>Store Website URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>Enter Website URL</td>
</tr>
</tbody>
</table>

#### EMAIL ADDRESS

<table>
<thead>
<tr>
<th>Label</th>
<th>Store Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>Enter Email</td>
</tr>
</tbody>
</table>

### Images

Images are uploaded without a default caption. Images will move automatically into the gallery GIF after the upload and verification is complete. To add a caption, hover over the image and click “Edit Information” in the menu. If an image does not move automatically into the gallery, an error occurred or the upload timed out. Refresh the form and try again for those images.

Drag & Drop files or click here to upload.

### Categories

#### Event Categories

- Event Taxonomy
  - Audience
    - All Welcome
    - Bisexual
    - Gay Only
    - Lesbian Only
    - Transgender
  - Event Type
    - Conference
    - Cruises
    - Entertainment
    - Exhibition
    - Festival
    - Pride Events
    - Sports
    - Tours
11. You can click the “Save” button to save your changes. Once you save, you can return at a later time to submit the Event/Tour/Special. Or you can complete the info and submit immediately.

12. Once all information has been input, click the “Save & Submit for Review” button. Please note that if the “Save & Submit for Review” button is not available, it means you need to return to one of the tabs with the red indicator and fill in the missing required information. Your listing will be reviewed by an IGLTA staff member and published upon review. This process can take up to 72 hours.

This button is not available if required info marked in red is not filled out completely.
13. Once the listing is approved and published by IGLTA staff, you can find it on the corresponding website pages: Events, Tours or Specials.