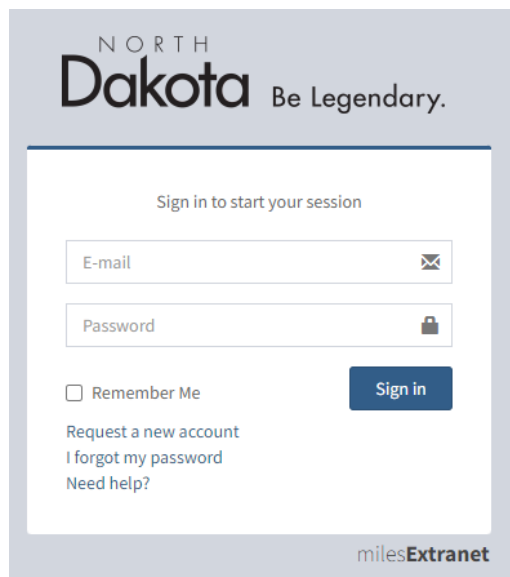


North Dakota Tourism & Marketing Partner Portal Tutorial

Log in at: <https://partners.ndtourism.com/login>



The login form is titled "NORTH Dakota Be Legendary." and "Sign in to start your session". It contains fields for "E-mail" and "Password", a "Remember Me" checkbox, and a "Sign in" button. Below the button are links for "Request a new account", "I forgot my password", and "Need help?". The "milesExtranet" logo is at the bottom right.

Any, and all listings/attractions and event information and changes, will be live on [NDtourism.com](https://ndtourism.com).

If you are new to the system and currently do not have an account, click on “Request a new account”

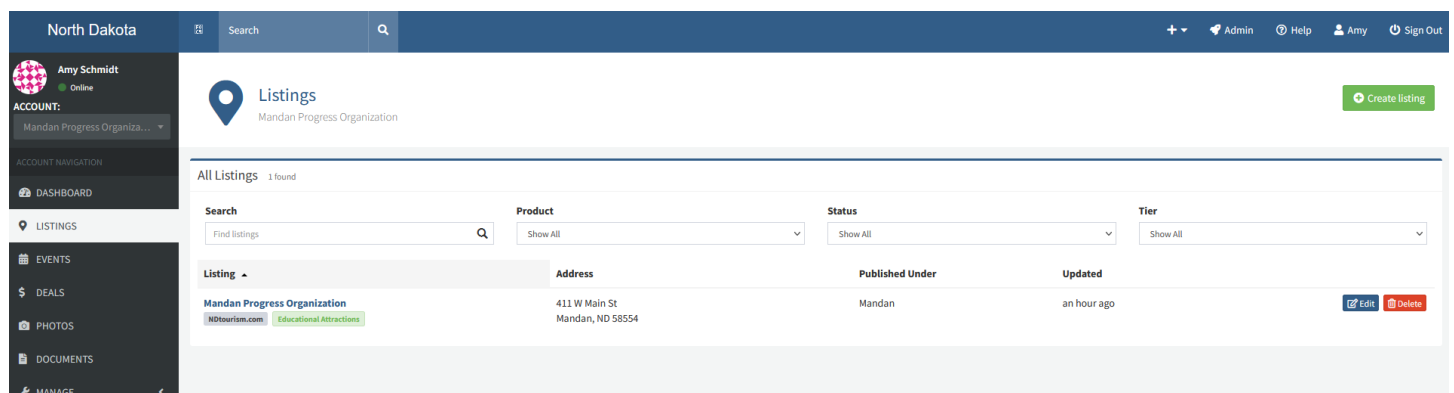
If you have not yet logged into the new Partner Portal system, enter your email address and click on “I forgot my password” – you will be sent a link via your email address to reset your password. (Please check junk/spam mail if you do not receive a reset link).

If you requested an account to get your listing/attraction online, following are the instructions on how to set up your listing/attraction.

If you already have a listing you would like to update, add photos, amenities, links, events, etc. to, you can follow the instructions below for assistance.

If you requested an account to add events, see the instructions on how to add events farther along in this document.

If you already have an account, once you log in, click “Listings” to access your listing/attraction



The dashboard shows the user's profile (Amy Schmidt, Online) and a sidebar with navigation options: ACCOUNT, ACCOUNT NAVIGATION, DASHBOARD, LISTINGS, EVENTS, DEALS, PHOTOS, DOCUMENTS, and MANAGE. The main content area is titled "Listings" and shows a table of listings for the "Mandan Progress Organization".

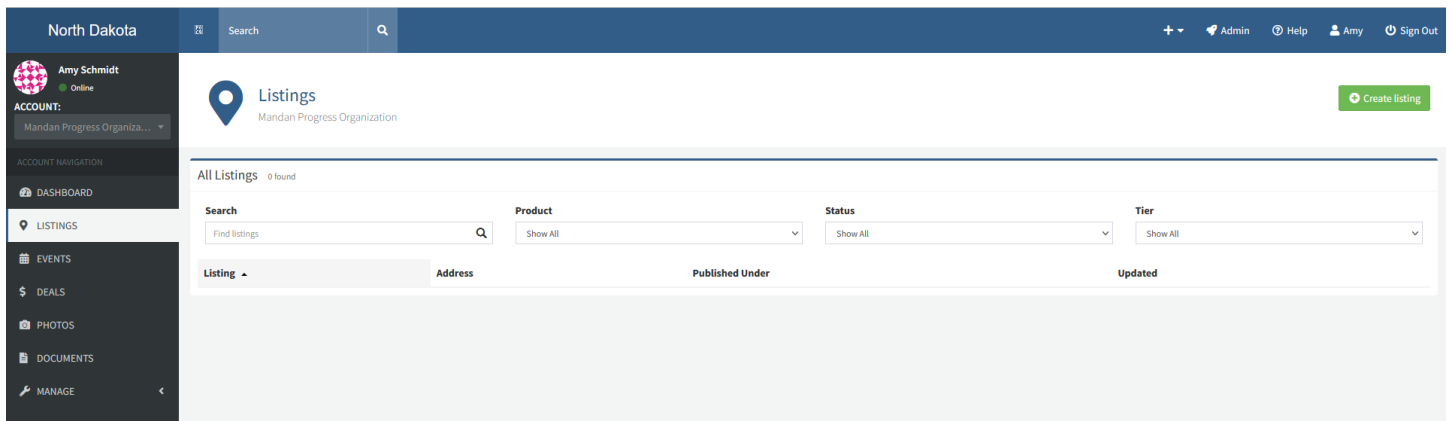
Search	Product	Status	Tier
Find listings	Show All	Show All	Show All

Listing	Address	Published Under	Updated
Mandan Progress Organization ndtourism.com Educational Attractions	411 W Main St Mandan, ND 58554	Mandan	an hour ago

Then click on the listing(s) you would like to update.

If you need to create your listing/attraction

Once an account has been set up, log in, click on “Listings” in the left navigation bar, then click on the green “Create Listing” button.



On the Create Listing screen, fill in the appropriate information. To fill in the Address Line 1, click on the green “Pick” drop down and click on the account address, or you can enter it manually.

This screenshot shows the 'Create Listing' form. It includes a disclaimer at the top. The form is divided into several sections: Business Information (with fields for Business Name, Address Line 1, City, State, and Postal Code), Hours (with a dropdown for the day and time slots), Rates (with a table for Name, Rate, and an Add Rate button), and a section for categories (with checkboxes for Agritourism, Breweries, Distilleries, Farm to Table, Farmers Markets, Farms & Ranches, U-Pick, and Wineries). There is also a 'Publish under' dropdown and a 'Pick' button for the address line.

Once you have all the information filled in, click on the blue “Create” button at the bottom.

This screenshot shows the bottom of the 'Create Listing' form. It features a green bar indicating '119 characters entered (the maximum allowed limit is 5000)'. At the bottom right, there are two buttons: a 'Cancel' button and a blue 'Create' button.

The newly created listing will show up on your screen.

To update your listing/attraction (or event) phone number(s), email(s), websites, social media sites, amenities, photos, documents, and deals

North Dakota

Search

Amy Schmidt Online

ACCOUNT: Mandan Progress Organization

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Mandan Progress Organization

Contact Information

Mandan Progress Organization was successfully added to your listings.

Business Information

Business name Mandan Progress Organization

Address 411 W Main St
Mandan, ND 58554

Published under Mandan

Map

City First Bank North Dakota

Lords & Ladies

Station West Bar & Grill Grill • \$\$

Dykshoorn Park

Fort Abraham Lincoln Foundation

BL 94

Papa Murphy's Take 'N' Bake Pizza • \$

BNSF M

Phones

Local none

Alt. local none

Fax none

Toll-free US none

Toll-free worldwide none

Emails

Business none

Booking none

Websites

Business none

Booking none

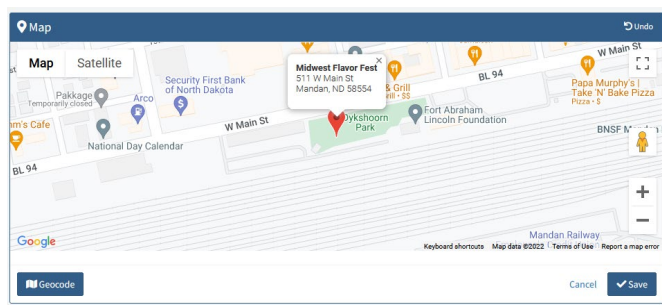
Meetings none

Mobile none

Social Media

Your listing doesn't have any social media accounts defined yet. Add some by clicking the button in the top-right of this box.

To add your Map geocoding or move your location pin, click on the pencil icon “Edit” button in the “Map” section.



If the pin is in the correct location, go ahead and hit “Save” if not, you can move it by clicking on the red pin drop and dragging it to the correct spot. Or select the blue “Geocode” button and it will automatically place it for you. When it is in the right location, click “Save.”

To add and update phone numbers, emails, websites and social media sites, click the pencil icon that says “Edit”

Update the applicable field(s), then click “Save”

Phones

Local

(701) 751-2983

Alt. local

Fax

Toll-free US

Toll-free worldwide

Cancel Save

Emails

Business none


Booking none

Websites

Business none

Repeat the same steps for emails, websites and social media sites. Please verify that your social media information you entered is correct. **Once added and saved, click on the “Verify” button below each site to make sure it is correct.**

Social Media



Facebook

mandanprogressorganization

Verify

It is very important to add all of your listing/attraction amenities.
To do so, click on “Amenities” in the left navigation bar. Then click on the pencil icon “Edit” at the top right.

North Dakota

Search

Admin Help Amy Sign Out

Amy Schmidt

Online

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Mandan Progress Organiza...

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Mandan Progress Organization

Amenities

Amenities

You have selected 0 of 38 possible amenities. Click the edit button to select or remove amenities.

From here you can choose all the applicable amenities for your listing/attraction:

North Dakota

Search

Admin Help Amy Sign Out

Amy Schmidt

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Mandan Progress Organization

Amenities

Amenities

Undo

Accessibility

☐ Accessible Entrance

☐ Audio Tour Options

☐ Autism Certification

☐ Dirt/Crushed

☐ Hearing Loop

☐ Partially Paved

☐ Passenger Drop-off/Pick-up

☐ Paved

☐ Service Animals Allowed

☐ Wheelchair-accessible

☐ Wheelchair-accessible Elevator

☐ Wheelchair-accessible Parking

☐ Wheelchair-accessible Restrooms

☐ Wheelchair-accessible Seating

Activities

☐ Instruction Available

☐ Self-guided Tours

Availability

☐ By Appointment Only

☐ Open Year 'Round

☐ Seasonal

Facility Amenities

☐ EV Charging Station

☐ Historic Marker

☐ WIFI Available

General Information

☐ Family-Friendly

☐ Free Admission

☐ Pet-Friendly

Location

☐ Airport

☐ Countryside

☐ Downtown

☐ Historic District

☐ Interstate

☐ Lakefront

☐ Riverfront

Once you have your amenities selected, click on “Save” at the bottom.

Parking

☐ Bus/Motorcoach Parking Off Site

☐ Paid Parking

☐ Street Parking

☐ Bus/Motorcoach Parking On Site

☒ Parking Lot

☐ Valet Parking

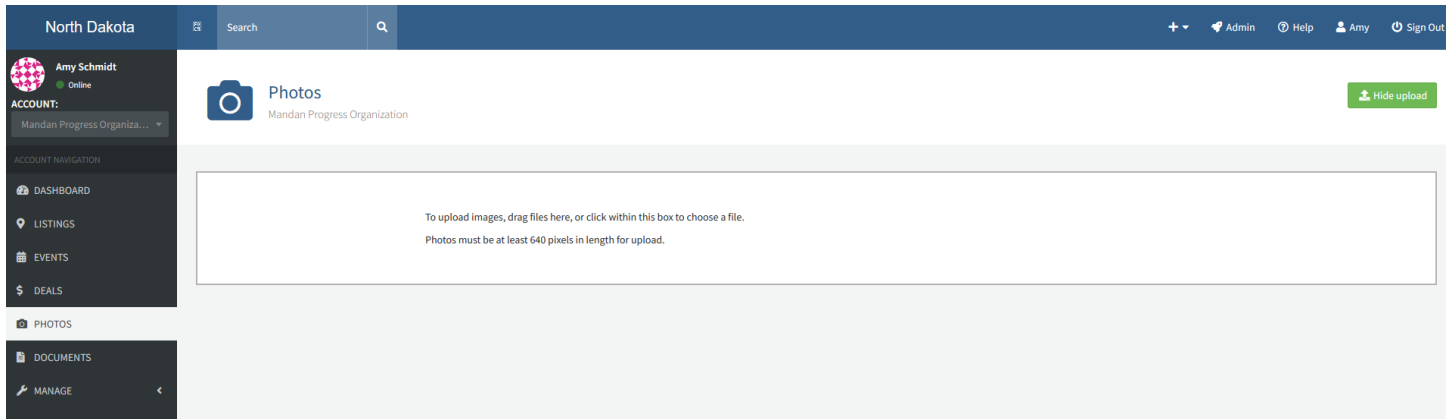
Cancel

Save

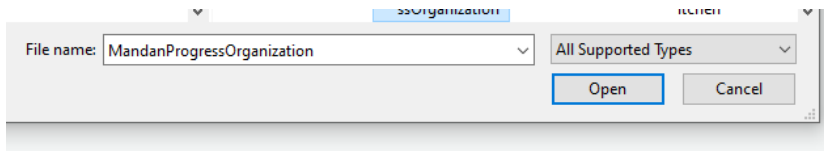
To add a photo

You will want to click on the “Photo” link in the left navigation bar, then click inside the white upload photo box area.

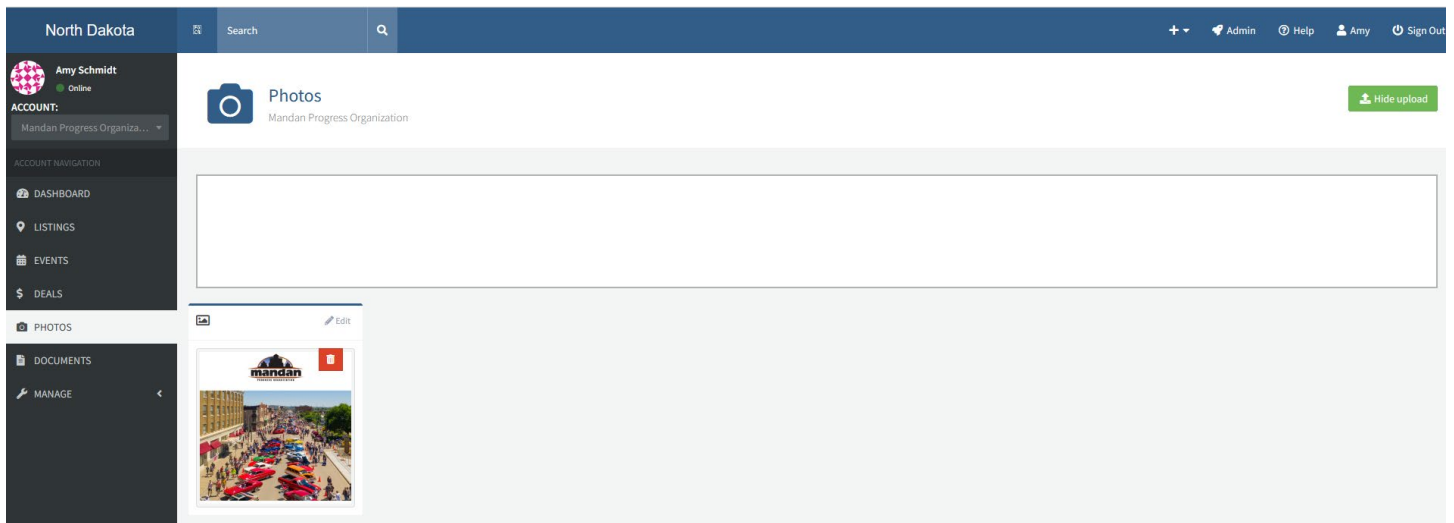
(Please note, photos should be landscaped, not vertical, and need to be at least 640 pixels wide. If the photo is taller than wider (vertical) it will rotate sideways and will not display correctly on our website. Also, when sending photo files from your phone, choose the “medium” file size).



This will bring up your saved files, find the file you are looking for and select it and click “open” at the bottom.



Your images will appear in the Photos section. *(To remove photos, click the red garbage can icon to delete).*



You will need to add captions to your new photo and assign it to your listing.

To do so, click the pencil icon that says “Edit” in the top corner of the image. In the top box where it says “Photo Information” click the pencil “Edit” icon again to add your captions and alt text (this can be the same for both the caption and the alt text fields, just a brief description of what it is), once you are done entering your text, click “Save.”

Photo Information Undo

Caption
Mandan Progress Organization logo and the Buggies and Blues show

Alt Text
Mandan Progress Organization logo and the Buggies and Blues show

Cancel Save

Once you have your photo captioned and alt text added, you will need to assign the photo to your listing (and/or event if adding to a specific event).

In the box that says “Assigned Listings” click the pencil icon, then click the drop-down box where it says “Select a listing” you will see your listing name appear, click on that, then hit the “Save” button.

Assigned Listings Undo

Product	Listing	
NDtourism.com	Mandan Progress Organization	Remove

NDtourism.com - Mandan Progress Organization

Cancel Save

If you had added event(s), you will also see “Assigned Events” use this option to assign your photo(s) to your event(s).

To see that your photo is assigned to your listing, click on “Listings” in the left navigation bar, click on your listing in blue bold font, then click the “NDtourism.com” dropdown arrow in the left navigation bar then click on “Photos.” All photos on this page have been assigned to your listing and will show up on NDtourism.com.

North Dakota Search Admin Help Amy Sign Out

Mandan Progress Organization
Photos for NDtourism.com

Photos Edit

Mandan Progress Organization logo and the Buggies and Blues show

To add documents to your listing, repeat this same process as uploading a photo.

To create a deal for your account, click on “Deals” in the left navigation bar, enter your applicable information and then hit the green “Create” button at the bottom right.

Once your Deal is created, you will need to click on the pencil “Edit” icon in “Assigned Listings” to add this Deal to your listing or click on the pencil “Edit” icon in “Assigned Events” to add this to your event. Then click “Save.”

North Dakota

Search

Amy Schmidt Online

ACCOUNT: Mandan Progress Organiza...

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Back to Deals

Deal Details

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Deals

Mandan Progress Organization

Demonstration was successfully added to your deals.

Deal Information

Title Demonstration

Phone (701) 123-4567

Email demonstrating@gmail.com

Website https://www.mandanprogress.com/

Deal Text Demonstrating adding a Deal

Deal Categories No deal categories selected

Date Information

Valid Dates August 23, 2022 - August 23, 2022

Display Dates August 23, 2022 - August 23, 2022

Photo

No photo selected.

Delete Deal

Click here to unlock the delete button.

Assigned Listings

No listings assigned.

Assigned Events

No events assigned.

To add an Event

If you have events to add, click on “Events” in the left navigation bar.

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Amy Schmidt Online

ACCOUNT: Mandan Progress Organiza...

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Events

Mandan Progress Organization

Create Event

Calendar List Expired

< > today

August 2022

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13

Then click the green “Create Event” button on the top right. The steps are very similar to adding a listing – fill in the event information in the text fields.

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Search

Admin Help Amy Sign Out

Amy Schmidt

Online

ACCOUNT:

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Create Event

Mandan Progress Organization

Disclaimer

North Dakota reserves the sole right to approve/edit/reject any listing submission and to consider them for use in our publications.

Event Information

Event Name *

Venue Name *

Address Line 1 *

Pick +

Address Line 2

City

State *

Postal Code

Publish under *

Select a city

NDtourism.com

I think I should be listed under these categories: *

Events

☐ Concerts & Live Music
 ☐ Exhibits & Displays
 ☐ Festivals & Fairs

Event Dates

No event dates entered. This event may not be published without dates.

08/23/2022 - 08/23/2022

☒ All Day
 ☐ Every Day

+ Add Date

Rates

Name

Rate

+ Add Rate

To add the event dates, enter the date in the field, and deselect “All Day” to add specific hours.

Event Dates

No event dates entered. This event may not be published without dates.

08/26/2022 - 08/26/2022

☐ All Day
 ☒ Every Day

Hours:

12:00 PM

to

10:00 PM

10

:

00

PM

+ Add Date

Then click on the green “+Add Date” button, repeat this step by clicking on “+Add More Dates” if there are multiple dates with specific times to add.

Event Dates

Dates	Recurrence	Times	
8/26/2022		12:00 PM to 10:00 PM	
8/27/2022		10:00 AM to 10:00 PM	
+ Add More Dates			

Once all the event information is entered, click on the blue “Create” button to the right on the bottom.

Once your event is created, you can go ahead and add the event phone numbers, emails, websites, social sites, amenities, and photos through the same steps as adding them to a listing (instructions above).

North Dakota

Search

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Amy Schmidt

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Midwest Flavor Fest

Event Information

Midwest Flavor Fest was successfully added to your events.

Event Information

Event name

Venue Name

Address

Published under

Midwest Flavor Fest

Dykhshoorn Park

511 W Main St
Mandan, ND 58554

Mandan

Map

Geocoding has not been set, click edit to do so.

Phones

Local

Alt. local

Fax

Toll-free US

Toll-free worldwide

none

none

none

none

none

Emails

Business

Booking

none

none

Event URLs

Event URL

Ticket URL

Meetings

Mobile

none

none

none

none

Social Media

Your listing doesn't have any social media accounts defined yet. Add some by clicking the button in the top-right of this box.