

Instructions for creating a new listing on NewMexico.org

In order to begin you will first need to request an account.

If you already had an account on the previous website you will have an account on the new site.

To access an existing account please proceed to the login Page at <https://newmexico.extranet.simpleviewcrm.com/login/#/login> if you have not accessed the new system please enter your user name (email address) and click on the forgot password link.

NOTE: These instructions are for how to create a new listing but they can also be used to update an existing listing.

To request an account please visit this page and begin by filling out the form <http://www.newmexico.org/industry/work-together/partners-sign-up/> NOTE: requesting an account will not automatically give you access to the new partner's portal, please allow 24-48 hours to receive access. You will receive an email notification with a temporary password that you will be required to change upon your first login.

If you have questions please send them by email to max.lehman@state.nm.us technical support hours are Monday through Friday 7:00am to 4:00pm.

Once you have been granted access **PLEASE READ and FOLLOW** these step-by-step instructions to add your listing to the website.

These instructions are for users that have never created a listing.

We have created a Visual Quick Start Guide to help you. Follow this link <http://www.newmexico.org/industry/work-together/partners-portal-guide/> to access the guide.

Once you have logged in:

- 1 In the left hand column you will see four links, Home, Profile, Collateral, and Reports. Click on the link that says Collateral.

- 2 This will open a fly-out menu with four new links, listings, Special Offers, Calendar of Events, and Media. The two links we are interested in are Listings and Media.
- 3 Click Listings. You will see the listings page in your account. If you have not created a listing yet the page will be empty.
- 4 If you have already created a listing it will be displayed on this page. To edit an existing listing click on the blue pen to open the editor. Skip to step 6.**
- 5 Click the Blue Button that says **ADD LISTING**.
- 6 Begin at the top, go through the form and make your selections.
Let's start with the drop downs at the top of the form
 - 1 Your Account will be pre-selected.
 - 2 For Type choose website
 - 3 For contacts choose your name
 - 4 For Address Type choose Physical
- 7 In the Description Field, enter a description of your business. The description should be "evergreen" meaning general enough that it will not need to be updated frequently. Unless that is what you plan to do.
- 8 Ignore the Brochure, "Drag and Drop" field for right now.
- 9 Under categories choose the two selections that best fit your business.
NOTE: you will need to have filled out the previous information to have the drop downs work. You can choose Attractions and Shopping, or you can choose Fine Art and Artists studios. Etc...
Whatever two selections best suit your business.
- 10 Under social Media you can enter URLs to any social media channels you may have. Facebook, Instagram, Twitter or YouTube
- 11 Under Details: information that was entered when your account was created should pre-populate the fields. If you want to change any or this, click the small circle next to the Field Title. **Example:** to change your company name click the small circle next to the title "COMPANY" the tab will change color to green and the field will become editable.
- 12 Under Website notifications you can enter the emails of any other person that you want to receive notifications sent from The New Mexico Tourism Department.
- 13 Under Listing Image there will not be any content because you have

not added any images to your account yet.

- 14 Once you have completed filling out all the required fields. **Click the Big Blue SAVE button.** This will save your listing and place it in the approval queue for department personnel to review and approve.

To add images

- 1 Begin again by going to Collateral and click on the link titled "Media".
- 2 Click on the Big Blue Button titled "ADD NEW MEDIA".
- 3 Again you will see some drop downs.
 - 1 Your Account will be pre-filled in.
 - 2 Under Title, enter a title for the image you will be adding
 - 3 Under Type choose if you are adding a logo an image or a link to a YouTube video. **NOTE:** You must choose a media type to get the Drag and Drop / Upload field.
 - 4 Sort order will determine which image appears first on your listing.
- 4 Under description enter a short description of the image you are adding.
- 5 Under File you can drag and drop a selected image here, or you can click browse and navigate to the location (folder) of the image on your computer or device.
- 6 Under listing where it says "CHOOSE AMONG THE FOLLOWING..." you will choose the name of your listing so the image will appear on the listing page. **NOTE:** the first image will be the image that appears in the listings page with the other listed businesses. Adding additional images will create a slideshow on your listing detail page.
NOTE: if you have not created a listing you will not be able to use this drop down
- 7 **Click the Big Blue Button SAVE button.**
- 8 Repeat these steps for each image you would like to add.