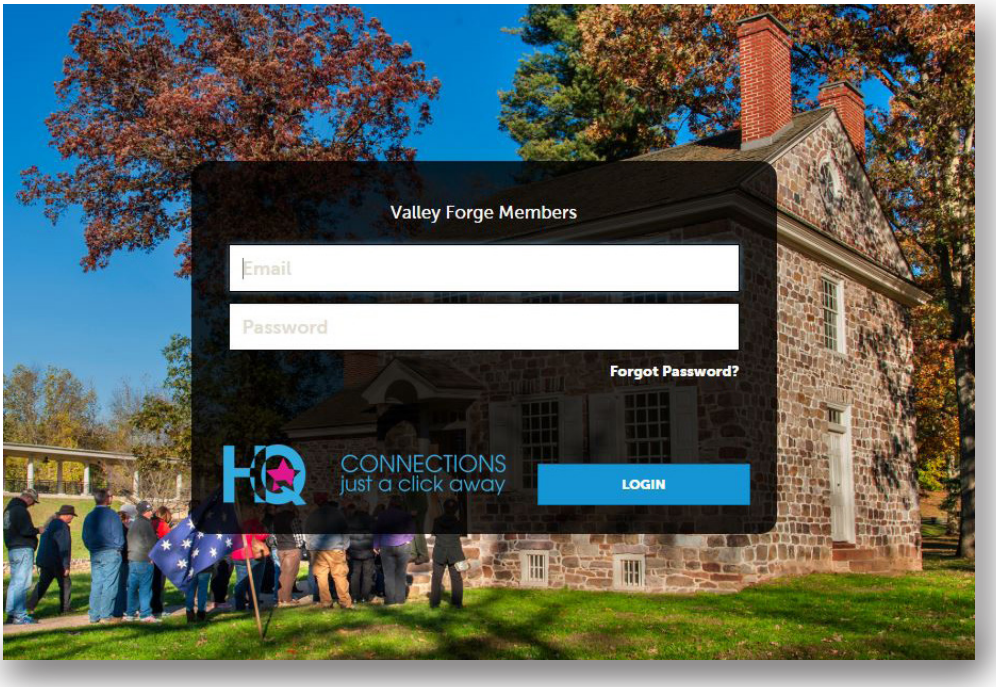
HQ HOW TO

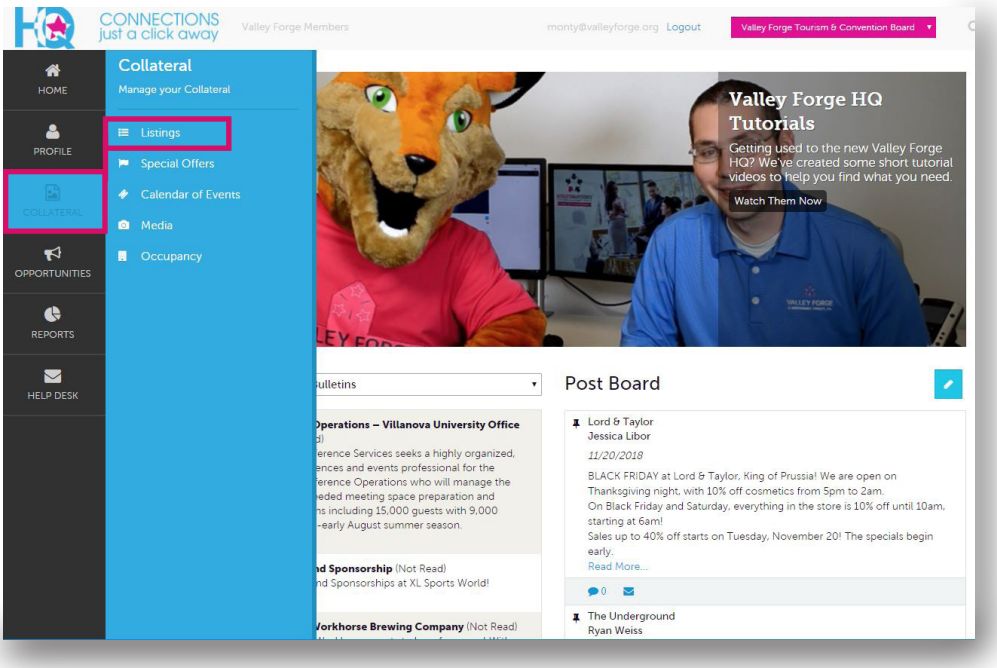
Updating Your Listing in HQ

VALLEY FORGE TOURISM & CONVENTION BOARD

1. Log into HQ at valleyforge.org/hq.



2. Once on the home page, Click Collateral then Listing.



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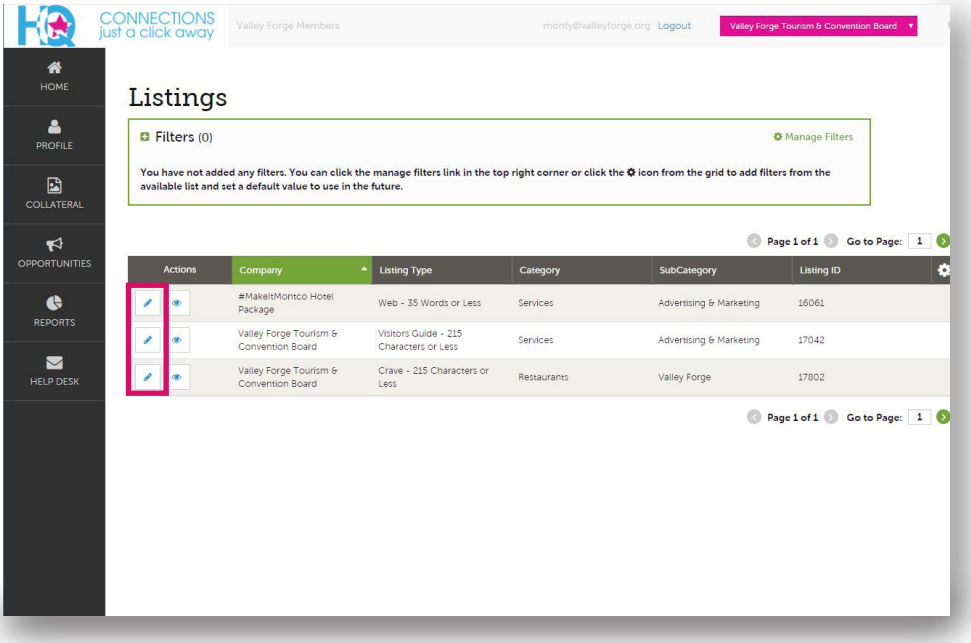
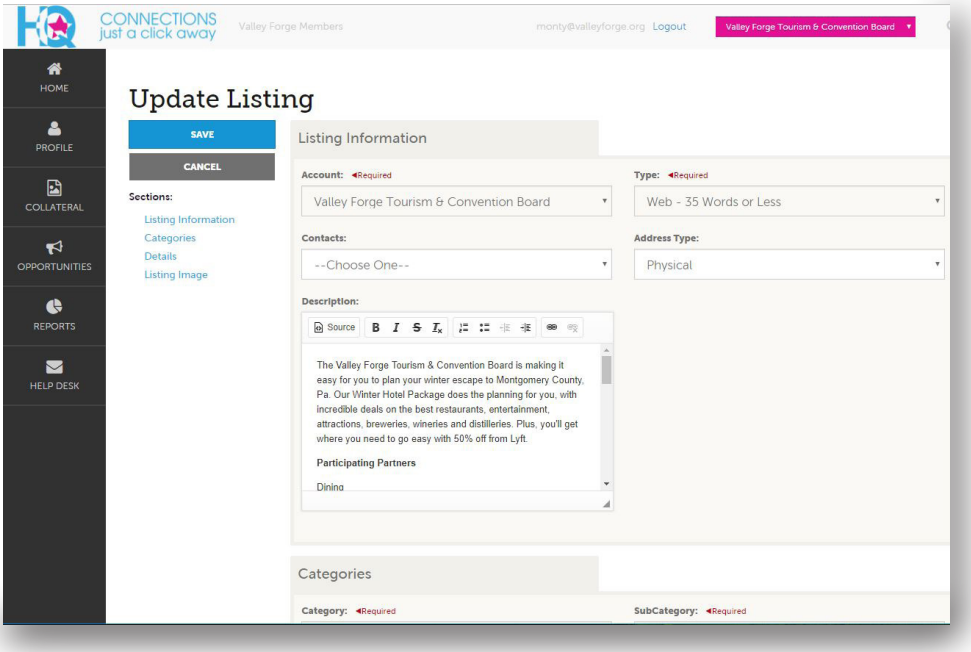
3. Select the blue pencil icon next to the listing you'd like to edit.



- Every member gets a 35-word web listing.
- Every member also gets listed in our Visitors Guide. Due to space limitations, service providers will be listed but will not have a description.
- Certain members will also get a listing in our Crave Dining Guide.
- Please be mindful of the 215 character limitation for our printed guides.

4. Complete Listing Information.

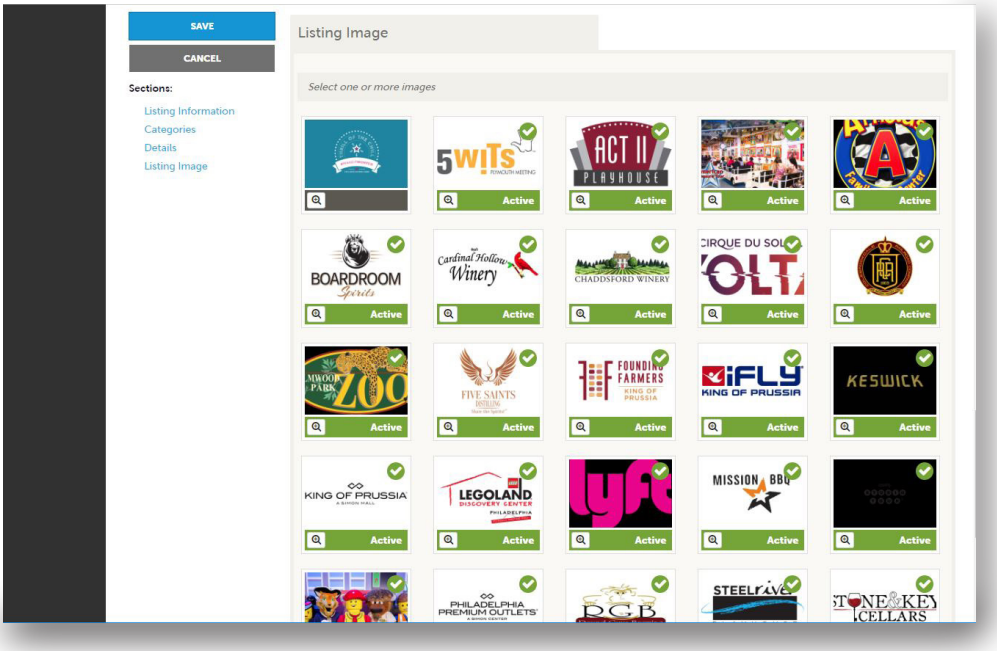


- Be sure to complete all required fields.

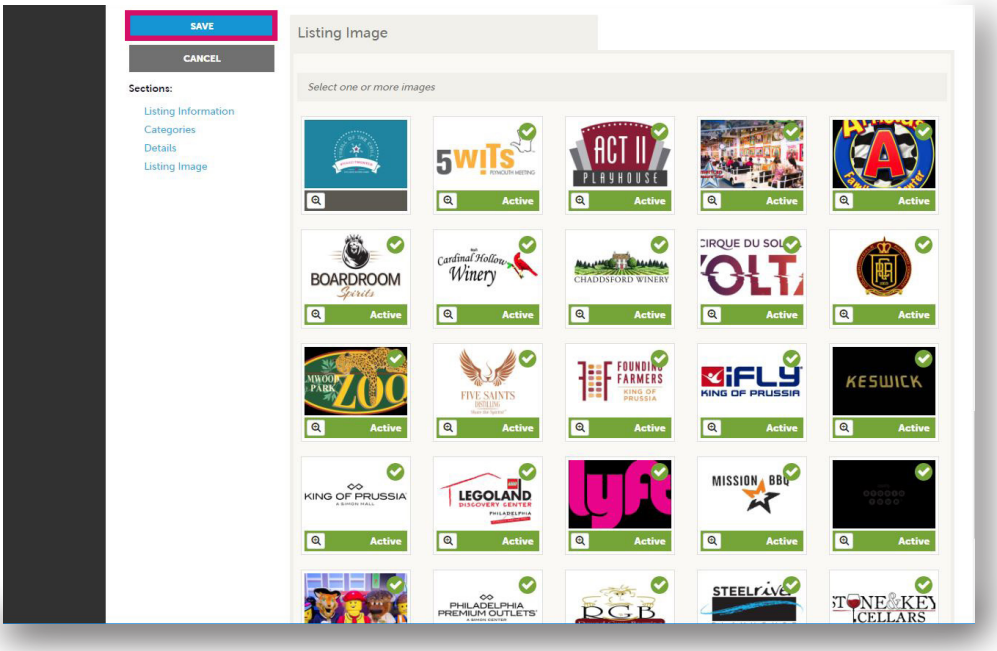
5. The Categories and Details Sections will be prepopulated. If you notice any errors, please let us know.

6. Select Listing Image.

- Photos can be selected for 35-word web listings ONLY.
- Please note that images would first need to be uploaded to your Media Gallery. Please see HQ How To: Add Photos instructions for more information.
- To select images, simply click on the image. A check mark will appear in the upper righthand corner of the image once it has been selected.



7. Hit SAVE.



Please contact Katie Otto, Event Services and Membership Coordinator, if you are in need of any assistance at otto@valleyforge.org.