**Directions for reviewing your tourism facility information or entering your tourism facility data on www.iloveny.com**

* Determine if you are already currently listed on ILOVENY.com site:
	+ [Click here to see if you are already listed.](http://www.iloveny.com/things-to-do) You can use the search box on top of the page or go to our search area for attractions and enter a portion of your facility name in the Keyword box.
	+ Once you locate your property, it is easy to request access to update your information and add images, please email ILOVENY@esd.ny.gov to request access.
	+ A login and temporary password will be sent to you.
* If you are not listed, please determine if you are eligible for inclusion:
	+ Any attraction to be considered for inclusion must currently serve more than their local market, drawing visitors from outside a 50 mile radius of the site on a regular basis, and encouraging overnight stays in the area (exclusion applied for 50 mile radius for NYC properties).
	+ Attractions are defined as a site/location that visitors can access and expect to have a safe, fun, interesting, and/or educational experience.
	+ Must be legally operated according to NYS tax, health and local city codes, laws and regulations.
	+ Operating days should be a minimum of 3 days per week, with at least one of the days being on the weekend.
	+ Operating hours should be a minimum of 5 hours per each day open.
	+ A minimum of 50% of the business operation is related to the Attraction Category selected - Select up to two categories.  (If combined with a Stay Category, up to three categories can be selected.) For a complete list of categories for attractions and accommodations, [please click here.](http://www.iloveny.com/cmoreny/submission-criteria)
* If you are eligible for inclusion, please fill out the on-line form [by clicking here](http://www.iloveny.com/cmoreny/new-member-application) or going to: <http://www.iloveny.com/cmoreny>, Once the form is submitted it will go through an approval process. If approved you will receive an email with a login and temporary password.
	+ Begin to provide amenities,
	+ social media and YouTube videos links,
	+ add images,
		- maximum image size is 1920 x 1080 (which is a horizontal size), jpg format, high resolution. Preferred to be at 300 dpi.  Images that are smaller in size are accepted, as long as they are high resolution with a minimum 300 dpi and horizontal format.
* If you do apply but we find that your business does not meet our criteria, you will receive an email notifying you of this decision.