



A Quick Guide to adding your accommodation to the Visit Cornwall.TV web site.

An introduction.

Why is the ability to manage your advertising content important?

It enables you to fine tune your entry, changing the text and images at any time enabling you to promote seasonal breaks, special events allowing you dynamically re-act to market conditions.

You can e.g. experiment by changing the emphasis from short breaks to longer stays or vice versa. At some time change your promotional focus on the shoulder periods and gear your content and images for that market for a period. You might change the link to send visitors to a new part of your web site rather than the home page.

You can do all this in a few moments and change it all again a day , a week or a month later.

All of this and much more is now available using the Visit Cornwall.TV editing and content management system for your accommodation.

The best part of all is that it is that such a powerful service is simple and easy to use.

We are always here and able to help. **You can call us at any time.**

Our Quick Guide.

The following pages with screen shots are the result of our existing users asking questions. We hope we have covered everything and we are confident you will find it very simple and straight forward to take over the full control of your advertising.

Tip! Sort your images and have your text description ready and spell checked before you start.

Any questions call us on 01326 373077.

If anything is not clear please tell us!

Visit Cornwall TV

We turn our visitors into your customers.

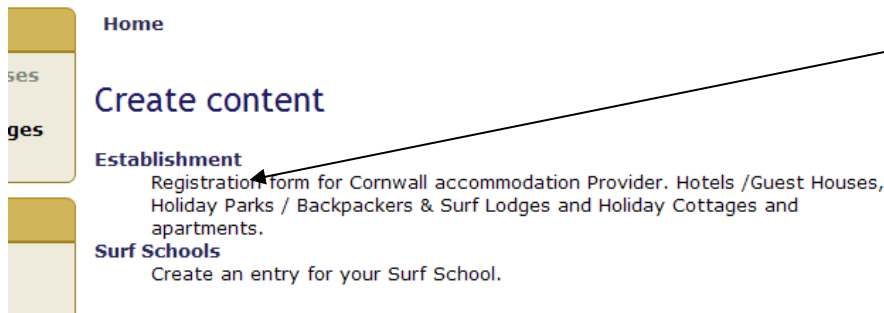
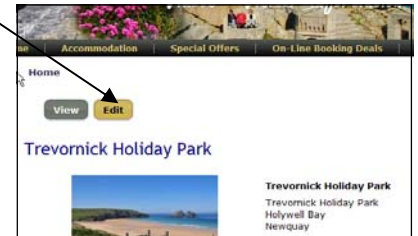
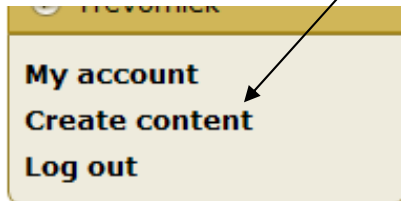


First step is to register on the site. You will be sent an email which you must use to confirm your registration by clicking on the link to authenticate.

As soon as you have logged in you will see a Navigation Menu on the left like the one below. It will be headed with your log in name.

You can click on My Account to change the password to something memorable and personal at any time. To start and create your entry click on **Create content**.

Remember you do not need to get everything right the first time, As soon as your entry is live you will be able to click on the edit button to make any changes. (You need to be logged in) You can change everything you enter with a few clicks just by clicking on the edit button which you will only see on your establishment and only when you are logged in..



Step 2

Click on Establishment which will take to a form where you can enter the name of your establishment, Phone number, fax email etc

Most parts of the form are pretty straightforward. Text boxes to fill in your establishment name, email telephone etc. Some have to be completed the first time you use the form to create the entry. Others you can leave and add to later.

We have taken some screen shots of the parts that we get asked about most in the following pages.

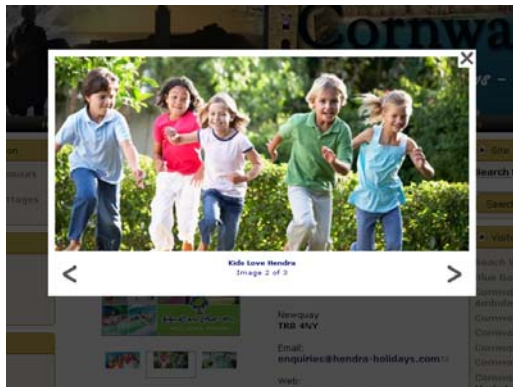
Web site address

This part of form relates to your website address. The Title for your web site is optional. You can enter e.g. My Establishment Name and the text entered will become the visible link to the web site address that you enter in the second box. If you do not enter a title then the web site address you enter in the Website URL field (www. Etc) will become the text that the site visitor sees and is the visible text link.

Web site Title:

Web site URL: *

Enter your web site address must be full address e.g. "http://www.somedomain.co.uk" NOT just the www.somedomain.co.uk



Adding images

One main image and up to 4 more that appear as thumbnails below the main image and will open up in a slide show when clicked.



Main Image

Slide Show Image Thumbnails



Main Image:

Maximum file size: 2 MB
 Allowed extensions: jpg jpeg png gif
 Images larger than 640x480 pixels will be scaled

Upload an image to display on your entry. Please ensure that file you use is no larger than 2 MB to fit.

Click on the Browse button to find the images on your hard drive. Select the one you wish to use then press upload.

Tip.!

Resize your images before uploading. Do not attempt to upload high def images straight from your camera!

Slideshow Images:

Maximum file size: 64 MB
 Allowed extensions: png gif jpg jpeg

Maximum file size: 64 MB
 Allowed extensions: png gif jpg jpeg

Repeat the exercise for the slide show images

Tip.!

Resize your images before uploading. Do not attempt to upload high def images straight from your camera!

Main Image:



Alternate Text:

Enter your Establishment name here
 This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title:

Enter a Title for Image
 The title is used as a tool tip when the user hovers the mouse over the image.

Upload an image to display on your entry. Please ensure that file you use is no bigger than 1 MB. It will be automatically re-sized to fit.

After you have uploaded images you will see a remove button. This will delete the image and return you to an upload and browse enabling you to add a new image.

Image Title & Alt Text

Change the text in the Alt Box and Title box. We recommend for the Main image your establishment name and Location e.g. Moor Hotel Bodmin

You do this for all of the slide show images where we recommend you describe succinctly the image followed by your establishment name.

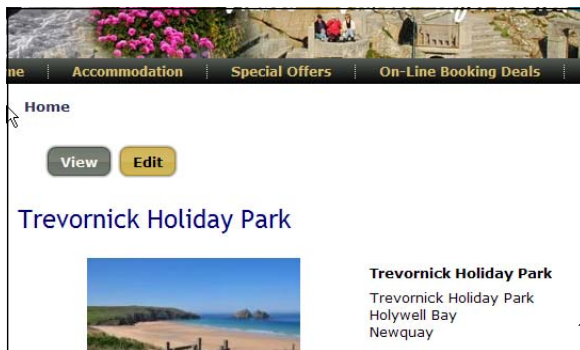
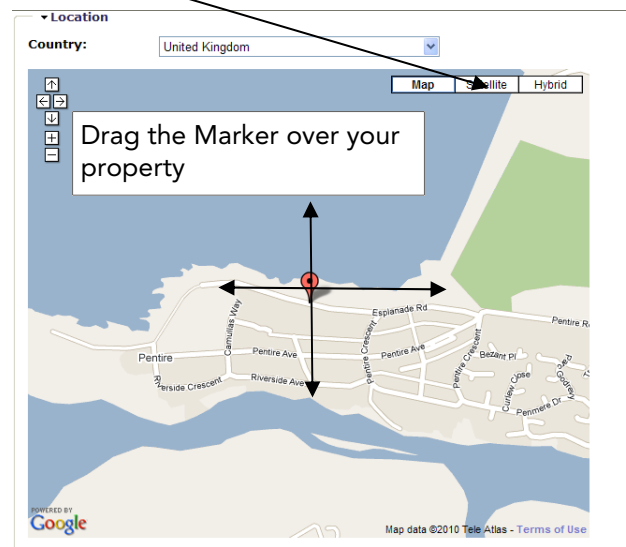
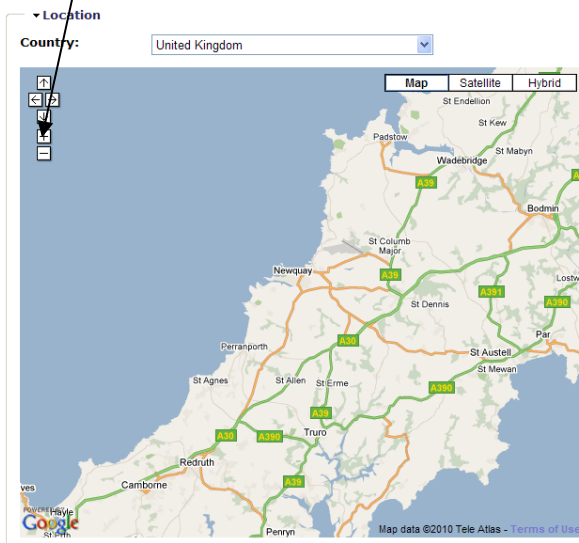
e.g. Twin Bedroom Moor Hotel



Setting your Google Map.

This is optional if you do not use the map to locate your establishment then no map will appear. The appears at the bottom of your entry.

First zoom in around the are where you are located. Get as close as you think you can then click to place a marker. If you are sure it is in the correct place that is it. Do no more. If you are not quite sure a good tip is to switch to satellite view and zoom in again. When you see your roof drag the marker over it and you are done!



Tip !

You can change this or any of the information in the future by clicking on the edit that you will see following the publishing of your entry.

This Edit button takes you back to your editing and creation control form so do not worry about getting it right first time. Once published every time you save changes you will see them immediately. If you need to change it again just click on the Edit button again to make any amendments.



Choose the Publishing Plan that suits you (with or without the Special Offers Publishing Service). You can add this later if you are not sure.

Press Save, this will save your entry but **not yet publish it on the site.**



Your entry has now been saved and is ready for publication. You only need to pay for it to go live on the site where you can edit it using these same controls at any time.

Checkout

▼ Order items

Item	Price
Publish "sdgsdfsdhgsdh" for £125.00 to publish for 1 Year	£125.00
Subtotal: £125.00	
Total: £125.00	

Checkout

A Page will confirm the cost and term etc.

▼ Discount Coupon

Coupon code:

Below is the Coupon Code entry. If you have one of our valuable, rare, and sought after discount codes enter it here!

Press Pay Now and you will be taken to PayPal's secure server to make payment/



Payment screen.

You **do NOT** need a PayPal account you can pay by Credit Card.

Pay with Credit Card or Log In

[Learn more](#) about PayPal - the safer, easier way to pay.
[Enter your billing information](#)

Country:

First Name:

Last Name:

Credit Card Number:

Payment Type: VISA MasterCard American Express DISCOVER

Expiration Date: / CSC: [What's this?](#)

Billing Address Line 1:

Billing Address Line 2: (optional)

City:

State:

ZIP code:

Already have a PayPal account?

Please log in

Email:

Password:

[Forgot email address or password?](#)

Telephone Payment

If you would prefer to pay by Credit Card on the telephone then call us on **01326 373077**.

Same applies if you wish to pay by Cheque. Your entry is saved and safe!

It will not be lost ! it simply will not go live on the site until you have paid.

As soon as you have paid the entry will be live on the site and available for further editing checking and amendment. When you are returned to the site look for your entry in the listing. You will see a Edit/View Tab at the top of your entry. Click on Edit and you are back in the editing control form where you can change an image, move the map, change the text. From now on you when you press Save you will see your changes immediately.

Call us on 01326 373077 if you need any help or have any questions.