

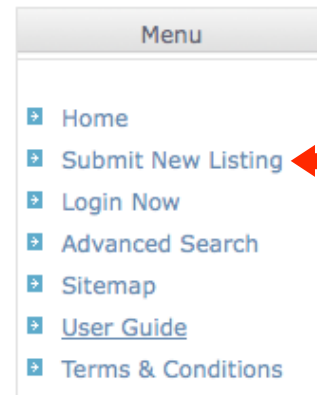
New Mexico Tourism Department Business Listings

The following instructions are for adding your business information to the New Mexico Tourism Department's online business listing directory. Listings are limited to businesses that provide goods or services that are related to tourism in New Mexico. Complete terms and conditions can be found on the tourism website at www.newmexico.org

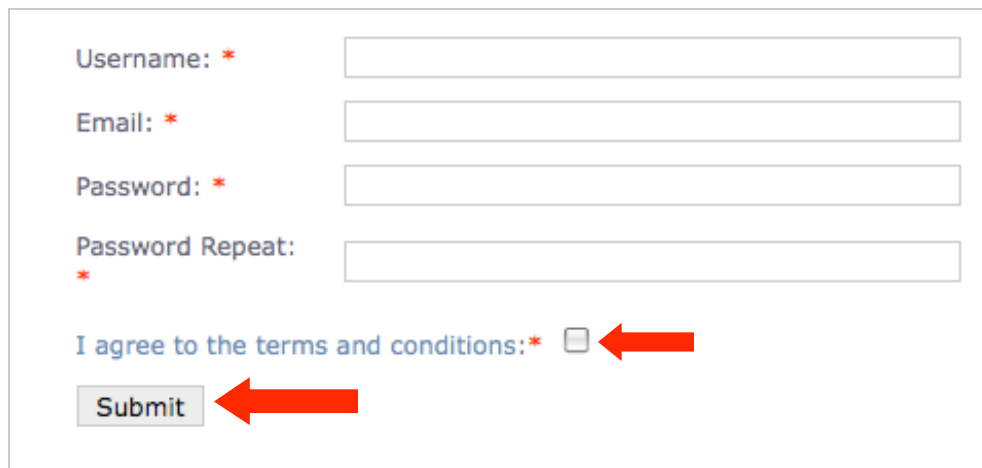
(1) Section One - Getting Started

Go to newmexico.org and create a username and password.

The URL is www.newmexico.org/NM_business_listings (case sensitive). Or click on the [visit the directory](#) link in the right hand column on the home page. You will go to the directory page. **Click on "Submit New Listing"** link in the gray box titled Menu at the upper left corner of the Directory Listing page below the banner.



1. **Create a username** between 8 and 20 characters with no special characters. You can use letters and number.
2. **Supply a valid email address.**
3. **Create a password** with the same criteria as the username and enter twice.
4. **Check the box** that says "I agree to the terms and conditions".
5. Click the **submit button**. **Note: all these steps are required to create your listing.**

A screenshot of a registration form with a white background and a light gray border. The form contains the following fields: 'Username: *' with a text input box; 'Email: *' with a text input box; 'Password: *' with a text input box; 'Password Repeat: *' with a text input box; and 'I agree to the terms and conditions: *' with a checkbox. A red arrow points to the checkbox. Below the checkbox is a 'Submit' button. A red arrow points to the 'Submit' button.

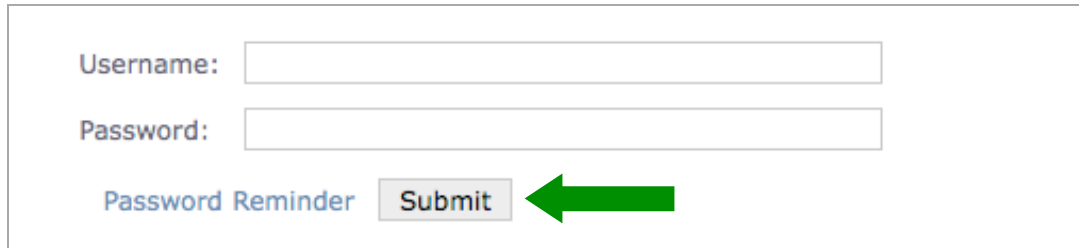
IMPORTANT: A confirmation email will be sent to the email address provided.

Click on the link in the email to confirm your request for an account.

This is to verify you are a living person (as opposed to an online robot or web spider). If you do not receive an email within 15 to 20 minutes check your junk or spam box.


(2) Section Two - Build Your Listing

1. Once you are confirmed, **return to the business listing page** on newmexico.org and **type your username and password** into the box that says **log in** and click on the **submit button**.

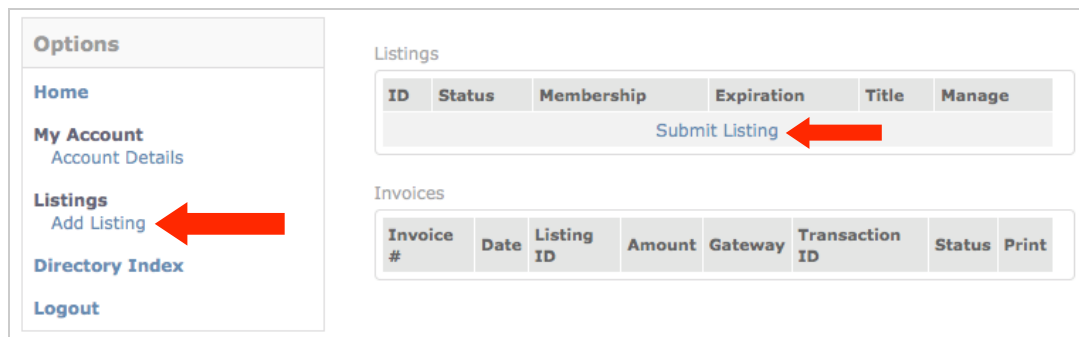


Username:

Password:

[Password Reminder](#) 

2. Once you have successfully logged in you can begin to build your listing. On the first page there will be a **box on the left** with the title **OPTIONS** and on the right a box with two horizontal gray bars. One will have the words “Submit Listing”. There will also be the words “Add Listing” in the in the options box.



Options

- Home
- My Account
 - Account Details
- Listings
 - Add Listing
- Directory Index
- Logout

Listings

ID	Status	Membership	Expiration	Title	Manage
Submit Listing					

Invoices

Invoice #	Date	Listing ID	Amount	Gateway	Transaction ID	Status	Print
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3. **Click on** the words “**Add Listing**” in the box **OR** “**Submit Listing**” on the top bar. You will go to the same page. Here you will begin to add your business information.
4. **Fill out** the fields on the **Submit Listing** page.
5. NMTD only offers free listings so you won’t have to change that item.
6. **Select a category**: for example if you are an artist under Fine Arts choose Studios.
7. **Enter your listing title**. Keep this short - for example: My Studio Name.
8. Below that **enter a short description**. This will appear on the directory page for the selected category. **You are limited to 150 characters including spaces**. Example: My studio in Northern New Mexico.
9. **Enter a longer description (2500 characters including spaces)**. This will appear in the main area of your listing.
10. **Fill out** the other fields and **select a location**; we have preset locations to reflect the state’s six marketing regions. **If you already have a website please be sure to provide a valid address or URL**.
11. If you do not wish to have your phone number displayed you can enter text like “please contact via email”, or “please visit my website” in the phone number field.

- At the very **bottom of the form** is a button to **upload a logo**. The **image needs to be small - 120px by 120px** and must be a **jpeg or a gif**. The default image is a map of New Mexico. If you don't have a logo some other image will do
- Finally **check the box next to: "I agree to the terms and conditions"** and **click the Submit Listing button**.

IMPORTANT: New listings must be approved for content and relevance. Generally, this happens during normal business hours 8am – 5pm, M – F so if a listing is submitted at 5:30pm on Friday it will not be approved until the following Monday or business day, notwithstanding holidays.

(3) Section Three - Add Images or Documents or Edit Your Listing

Once the listing is input and you have received email approval you will then be able to log into your account and add images or documents or make changes to your live listing.

- Go to the home page** for business listings and **log in** using your username and password.
- You will now see the box on the left but the two gray bars will have changed. **The top bar should now say "listings" and show the name of your listing**

ID	Status	Membership	Expiration	Title	Manage
18	Active	Free	Never	My Listing	View/Edit Delete

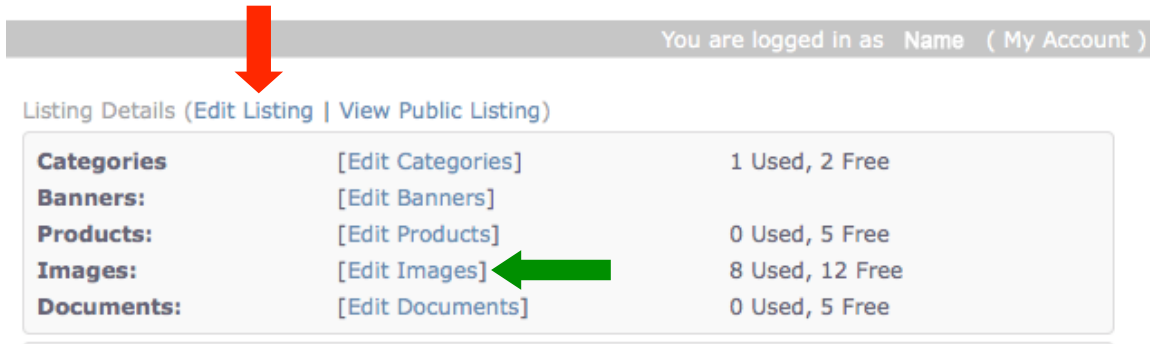
Invoice #	Date	Listing ID	Amount	Gateway	Transaction ID	Status	Print
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- Click on View /Edit**. Don't delete unless that is your intention.

4. You will now be on the edit-listing page. The first thing you will see is the **edit menu** and you will also see a preview of your listing below. **To edit** your listing **click on** the link named **“Edit Listing”** above the gray bar at the top of the page and you will **go to the page with editable text fields**.

Within the gray bar are other options like edit categories, edit banners, etc... Below the edit menu is the preview of your listing.

If you want to add or edit images or documents, click on the corresponding link.
The procedure is the same for both.



You are logged in as Name (My Account)

Listing Details ([Edit Listing](#) | [View Public Listing](#))

Categories	[Edit Categories]	1 Used, 2 Free
Banners:	[Edit Banners]	
Products:	[Edit Products]	0 Used, 5 Free
Images:	[Edit Images]	8 Used, 12 Free
Documents:	[Edit Documents]	0 Used, 5 Free

5. Once you are on the page to upload images, fill out the form. **Enter an image title** (required), **a short description** and then **use the browse button to find your image on your computer**.
6. There are size limits, **Images must be appx 640 by 480 pixels in either dimension and 72 dpi.** The file size needs to be small too. If the image is too large it will not show up. This is a fairly common error and goes away once the images are the right size. **Documents must be in Word or PDF format and must remain under 5 megabytes.**
7. **Click Add.** You can add up to 20 images and up to 5 documents. You can also delete images/docs and upload new ones if you want to change them.

(4) Section Four - Important Information

Please Note:

The kind of computer you are using can affect how easy this process will be. Internet Explorer on a PC works as well as does Safari on a Mac. Firefox will also work on either computer 90% of the time. However users have reported issues with this browser. Your connection speed can also determine how well this works. ***The New Mexico Tourism Department webteam has attempted to test this application in as many scenarios as possible but we cannot be held responsible for any particular combination of operating systems and web browsers.*** For the most part, if you are experiencing an issue creating your listing, switching browsers may resolve the issue.

Because this is a free subscription, available support is dependent upon staff availability and workload. Every effort to resolve an issue will be made. We appreciate your patience.

For additional information or assistance please email the webmaster at:
max.lehman@state.nm.us