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www.mwtcymru.co.uk

How to update your information & images on the Visit Mid Wales and Show me Wales websites

1. Go to www.visitmidwales.co.uk OR www.showmewales.co.uk and click Trade Login in the top right-hand corner.

You don't need separate log-ins for Visit Mid Wales and Show me Wales.

(You *will* have a separate log-in to update your listing on www.visitwales.com – see our separate help sheet/video about this or give us a call).

2. Enter your username and password

If you haven't received your username and password, or you've forgotten your username, please contact us on 01654 702653 or email info@mwtcymru.co.uk

If you've forgotten your password, click the 'Forgotten Password link', enter your email address or username and click 'Submit'.

If you have any problems at this stage, please get in touch.

3. You should now be logged in!

You will see a list of 'products' or 'organisations' linked to your name.

Click on the product or organisation you would like to view/update.

If you think there is a product or organisation missing from this list, or if a product or organisation appears that shouldn't, please contact us.

Q. Why do I have multiple products listed with the same name?

A. This may happen if you have different parts to your business, for example if you have a B&B **and** self-catering accommodation, or a conference venue **and** a restaurant, etc. They will have separate records on the website, so they appear in the correct searches, and you can tailor your text and images to the correct market you're targeting.

Look for the category under the product name, so you know which one you're viewing/updating.

You can change the name of your product so it's clear on the website which one is which. For example, the format we'd like to see is the name of your business, a vertical line, and the type.

Mid Wales Tourism | Bed & Breakfast
Mid Wales Tourism | Self Catering
Please contact us if you're unsure.

When you log-in you'll be able to see all the information / details displaying on your listing.

4. Click 'Actions' in the top right-hand corner.
5. Click 'Edit Product'
6. You're now looking at your **Product Details**. You can amend any information you wish here, **just remember to click 'Save'**.
 - If you don't have a Latitude and Longitude entered already, click on the compass and it will find this for you automatically (based on the postcode). Click 'Save and close.'

Why is this important? Some pages of the website display a map and your product won't be featured on these if you don't have a Latitude and Longitude.

- Map zoom level: select urban.
- Keywords: enter key words associated with your business separated by commas. These will help your listing be found by anyone using the search facility on the websites. For example, self catering, hot tub, your location, etc – any keywords you want to be found for.

7. Descriptions

- Edit your descriptions here and click save.
- Your **Description** displays on your full listing and can have more information (although try to keep it succinct).
- Your **Short** description appears when a visitor is viewing a list of products on the website, when they're deciding whether to click through to your full listing. It should be the key things you want visitors to know (and these things should also be included in your longer description too).
- Road – your driving directions.
- Transport – tell visitors how to get to you via public transport, e.g. your nearest train station.
N.B. some transport information may be merged with your 'Road' directions and you may need to separate this out.

8. Media – this is where you upload images

- Click 'Actions' on the right-hand side and 'Upload new media'
- You will be asked to certify that you hold the media copyright to the images you're uploading. Click ok if you do.
- You can then drop files or click to upload them. Maximum file size 9.8 MB.

- Alt text: add a description of the image.
- If you need to credit anyone for the use of the image, enter this into the Copyright box.
- Once you've uploaded the image/s you can click on them to move them around to change the order. Your first image will be the one to appear on your thumbnail listing, and the largest image to display on your main listing.
- The system will automatically re-size your image/s, but once you've added new images and clicked Save, check your listing on www.visitmidwales.co.uk
- The optimum size for your product images is:
Width: 1220px. Height: 715px.
- Contact us if you'd like any help with images.

9. Classifications

- These are updated by MWT Cymru; we receive grading updates from Visit Wales, but it is a manual process for us to update them. If your new/updated grading award isn't displaying on your listing in a timely manner, please contact us.
- **Facilities**
Click all the facilities that apply to your business, and don't forget to Save. Facilities are important. If we're running a campaign to promote a particular facility, you won't be included if the box isn't ticked. Please only tick those that genuinely apply to your business.
- **Accessibility**
Tick all those boxes that apply to your business and you can add further Accessibility Notes at the bottom.

Once completed, and you've clicked Save, click the Back button at the top left-hand side of the menu to navigate back to the main menu.

10. Openings

- Select your opening dates on the calendar
- You can edit days or remove by clicking on the 3 dots
- You can also add additional opening information in the text box
- Save

11. Depending on your type of business, you may have a tab that says 'Tickets' or one that says 'Rooms'

Tickets

- Click Actions on the right-hand side to 'add unit' – you can then select 'ticket'
- You can add General Pricing details in the text box

Rooms

- Click Actions on the right-hand side to Add a unit
- You can edit the information by clicking on the 3 dots on the right-hand side
- Cap is the maximum number of people who can stay in that room
- Choose your price basis from the drop-down menu
- 'Bookable' Tick if you can book this room online
- Save

12. Links

- Add your social media links and any other external links in this section.
- You don't need to add your website to 'external links' – this should be added under the Product Details section, so it will automatically appear prominently at the top of your web listing).
- External links can be useful to highlight particular pages on your website or other websites, e.g. Guest Reviews / Trip Advisor – just be mindful about diverting visitors to too many external websites where they can become distracted, or view your competition.
- Save

13. More

Special Offers

- Click 'Actions' on the right-hand side and 'Add Special Offer'
- Type your special offer in the text box, followed by:

Please contact [insert your name/name of your business] directly and quote 'Visit Mid Wales' to book this great offer.

- Special offers will display on your web listing, and on the special offers section of the website for additional exposure.
- You can add an image by clicking 'Manage' next to 'Media'
- You can also add an Offer category e.g. Autumn / Christmas – these categories are set up by MWT Cymru. Please contact us if you would like to suggest the addition of a category to the list.
- Save
- Depending on your type of business, you may also see options to add Routes or Group Travel information under the 'More' section. You can leave this part of the system blank for now; it is not currently available on the live sites.

If you need any further help to update your listing on www.visitmidwales.co.uk / www.showmewales.co.uk please contact us on 01654 702653 or email info@mwtcymru.co.uk