

How To Update Your Listing Description

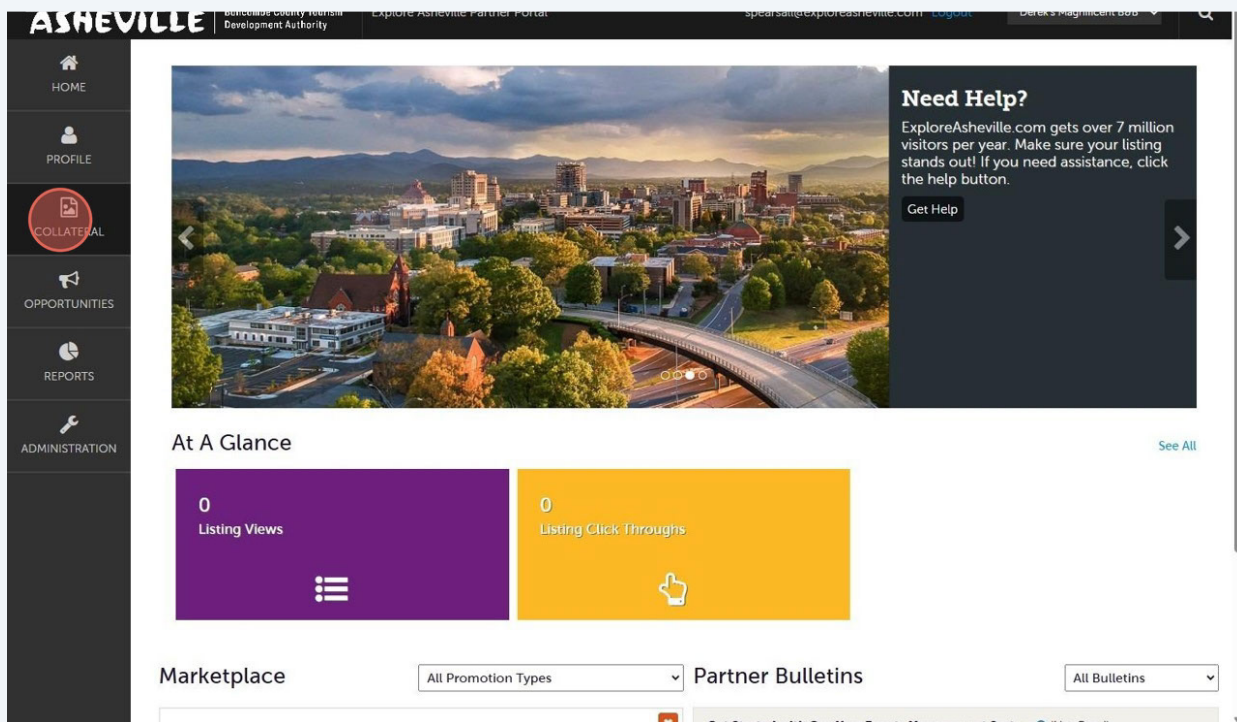
A compelling business description attracts potential visitors and helps them find your listing on ExploreAsheville.com. Keep your content fresh and highlight seasonal offerings to ensure visitors have accurate, engaging information about your business.



GETTING STARTED

- Login to the Partner Portal at <https://asheville.extranet.simpleviewcrm.com/login/>
- Need an account? Contact partnersupport@exploreasheville.com

1 Click **COLLATERAL** in the left menu



2 Click **LISTINGS** in the blue sub-menu

EXPLORE ASHEVILLE

Buncombe County Tourism Development Authority

Explore Asheville Partner Portal

spearsall@exploreasheville.com Logout Derek's Magnificent B&B

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

Collateral

Manage your Collateral

Listings

Special Offers

Calendar of Events

Media

Occupancy

Materials Requests

Need Help?

ExploreAsheville.com gets over 7 million visitors per year. Make sure your listing stands out! If you need assistance, click the help button.

Get Help

See All

0 Listing Click Throughs

3 Click the **pencil icon** next to the listing you'd like to update

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Listings

Filters (0) Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

Page 1 of 1 Go to Page: 1

Actions	Company	Listing Type	Category	SubCategory	Listing ID
	Derek's Magnificent B&B	Website	TEST Category	Test Subcategory	24411

Page 1 of 1 Go to Page: 1

4 Edit your description in the **Description** box

EXPLORE ASHEVILLE POWERED BY Buncombe County Tourism Development Authority Explore Asheville Partner Portal spearsall@exploreasheville.com Logout Derek's Magnificent B&B

Update Listing

SAVE **CANCEL**

Sections:

- Listing Information
- Categories
- Website Notifications
- Listing Image

Account: Required Derek's Magnificent B&B

Type: Required Website

Description: Required

Source **B** **I** **S** **I** **x** **Link** **Image** **Video** **Audio** **Embed**

Come stay at one of the premier B&B's in Asheville. The most comfortable beds you've ever slept in and the most delicious breakfast you've ever eaten - guaranteed! We invite you to stay!

Now accepting fall reservations—use code LEAF for 20% off your stay!

See our website for details!

body p

Keywords:

victorian, cozy, awesome, cool

HINT: Separate multiple keywords with commas.

Hide Address on Website:

☐ YES ☒ NO

i Use bold text, italics, and hyperlinks to make your listing description more engaging. Your description should speak to your unique audience and invite them in!

5 Add relevant **Keywords** to help visitors find your business, separating each word with a comma

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body p

Keywords:

victorian, cozy, awesome, cool, fall, porch, vibe

HINT: Separate multiple keywords with commas.

Hide Address on Website:

☐ YES ☒ NO

i Keywords help improve your listing's rankings in search results on our site.

6 Click the blue **SAVE** button (top left)

EXPLORE ASHEVILLE BUNCOMBE COUNTY Tourism Development Authority Explore Asheville Partner Portal spearsall@exploreasheville.com Logout Derek's Magnificent B&B

Update Listing

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Sections:

- Listing Information
- Categories
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- Listing Image

Listing Information

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Type: Required Website

Description: Required

Source **B I S Ix** **Image** **Link** **Video** **Audio** **Embed** **Code**

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IMPORTANT NOTES



- **Approval Required:** Updates require approval and can take 48–72 hours to appear on the website.
- **Notification:** You'll receive an email when your changes are approved or denied.

NEED HELP?



Contact partnersupport@exploreasheville.com for assistance.