

## WisconsinCampgrounds.com

To view the Member Only section

- Visit wisconsincampgrounds.com
- Click on the "Members" Tab
- Use the following login info
  - User: member
  - Password: born2camp
  - Please note\* Do not create a new contact, password, or user. The WACO office will be alerted. We use one login for all members

If you want to change any info on your WisconsinCampgrounds.com listing

- Please contact the WACO office with changes
- If you want to update your photos, please send them to [lori@seversonandassociates.com](mailto:lori@seversonandassociates.com) with no more than 4 photos.

## WisconsinCampingRentals.com

If you want to change any info on your listing

- Please contact the WACO office with changes
- If you want to update your photos, please send them to [lori@seversonandassociates.com](mailto:lori@seversonandassociates.com) with no more than 4 photos.

## ARVC.org

To login to the members section on arvc.org

- The homepage of arvc.org will have the member login bar at the top.
- User: Your user number can be accessed by contacting ARVC or WACO office.
- Password: arvc
  - Once you sign in, you are able to change the password, but ARVC and WACO will NOT be alerted of the change to help if you should forget the password.

## GoCampingAmerica.com

To login to the park owner section

- The homepage of gocampingamerica.com will have the "Park Owner Login" option at the top of the bar. Click here to login
- User: Your user number can be accessed by contacting ARVC or WACO office.
  - This is the same number as your arvc login
- Password: arvc

## Editing an Existing Place Listing - for the Travel Guide

\*\*\*If no changes or additions need to be made. PLEASE still "Submit for Approval" to refresh the record.

To manage your listing, basically you will:

- Login at [www.travelwisconsin.com/admin](http://www.travelwisconsin.com/admin)
- Enter your user name and password
- "My Listings" will show you the Place(s) assigned to you
- Or click "Places" in the left menu,
  1. click "Show Filters" in the upper right
  2. type or paste the Name of the record in the "Name" field
  3. click "Filter"
  4. click "Things to Do" tab (initially this takes you to the Places to Stay tab)
- Click the Edit Icon (pencil) in the Action column to Edit the record
- When finished editing, click the Save and Continue
- Click Preview to view your updates (this opens in a new window)
- Click Submit for Approval

When a record is edited and Submitted for Approval, Tourism staff will review your update before posting live.

**NOTE: \*\* Asterisks sections are required.**

### Summary field

1. Summary Field - this will be the primary description for users of TravelWisconsin.com. Use "key words" to describe what makes this destination unique. Text will appear as you have entered it. Do not repeat information already entered in a specific field. Do not use all capital letters, review for grammar and spelling.
2. Location name
3. Address/pin location
  - a. If pin is not in the correct location, drag and drop to correct location.
4. Phone number(s)
5. E-mail address and website address (not required, but recommended)
6. Social media fields linking users directly to your social media page.

Select "Details" tab at the top of the page.

7. Primary Category: This is the category your listing will appear in on [www.travelwisconsin.com](http://www.travelwisconsin.com). To edit the categories this record is in, click the plus sign (+) in front of the category to view the sub-categories. Click or unclick the appropriate primary and/or additional categories. \*\* The Primary Category chosen will be the first or top category appearing on the Details page. Only ONE Primary category is allowed - select the most appropriate primary category. The categories appearing below the Primary category are the Additional categories this record has been placed in.