

Creating and Editing VisitMT Business Listings

Prepared by Brand MT

September 12, 2023

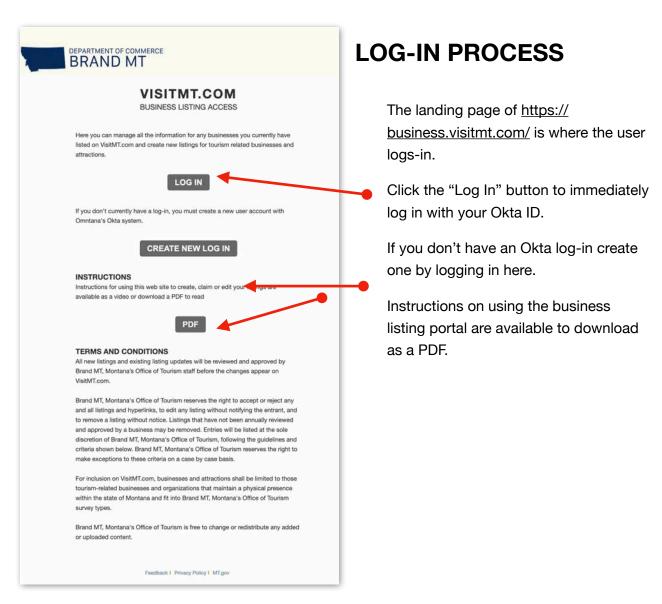
Norm Dwyer

ndwyer@mt.gov

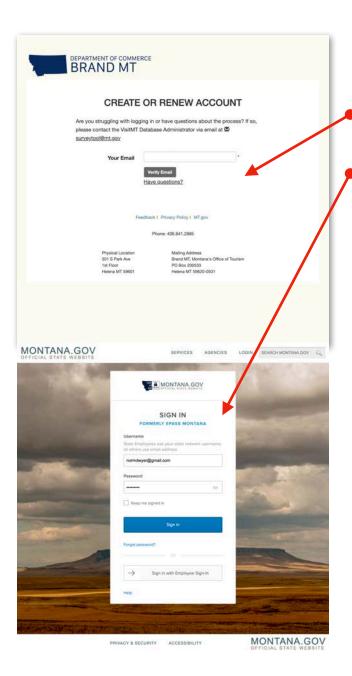
406-841-2885

Business owners, managers and management companies can edit and create new VisitMT tourism business listings using the web portal https://business.visitmt.com.

The site is accessible and optimized for use on mobile phones. The entire process on desktop computers and mobile phones is new and improved. Content has been organized into logical groups optimizing the work flow. Adding photos is much easier to do and understand.



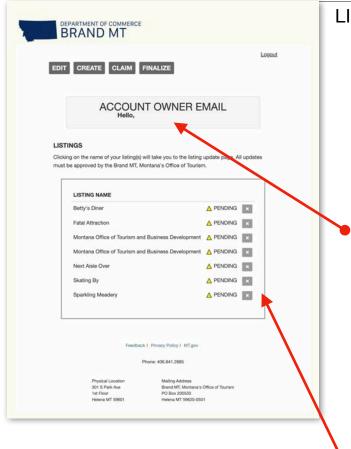
Log-in screen.



After clicking the log-in button the verify screen appears.

Enter the account email address to verify the email is registered with Okta.

If the email exists in the Okta system the Okta log-in screen appears. Enter their email and password to complete log-in.



LISTING HOME PAGE

The home page shows a list of the business properties that the Okta account owns or manages.

At the top of the page are four buttons to access the actions available in the business portal:

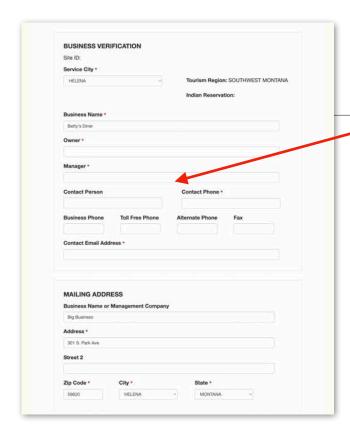
- 1. Edit: make changes to information and photos for the listing
- 2. Create: Create a new listings
- 3. Claim: Claim an existing listing
- 4. Finalize: After claiming a listing the user is sent an email with a unique code to verify the claim. That code is entered on the finalize page.
- List of businesses owned or managed by this account

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Sections of a Listing

Clicking the Edit button opens the form that contains all the information about the business, divided into sections that will be explained in the following pages. These sections are:

- 1. Business Verification
- 2. Mailing Address
- 3. Location
- 4. Map
- 5. Directions
- 6. Photos
- 7. Business Description
- 8. Social Media Channels
- 9. Trip Advisor
- 10. Hours and Seasons of Operation
- 11. Reservations/Payment/Discounts
- 12. Business Type
- 13. Activities
- 14. Services

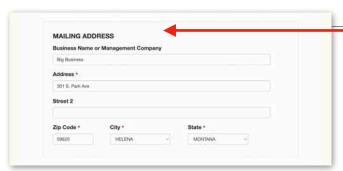


Edit a Listing by Section

Esiness Verification

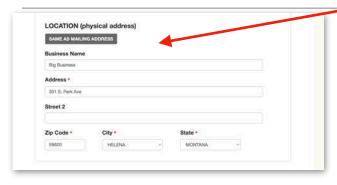
Basic information is entered in this section, including business name, owner or manager, contact person, phone numbers and contact email.

If the business is a lodging facility the LFC tax ID number will be entered in this section. If the business is an outfitter the outfitter license number is entered here.



Mailing Address

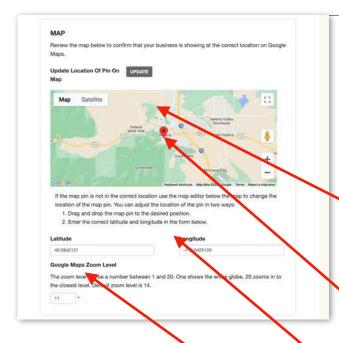
In this section enter the mailing address for the business.



Location

The actual physical location of your business is entered here. If it is the same as the mailing address simply click the button labeled "Same as mailing address" to automatically copy that information.

ALL businesses listed on the VisitMT web site MUST have a physical location within Montana open to the public.



Мар

<u>VisitMT.com</u> uses Google Maps to show the location of the business in the listing.

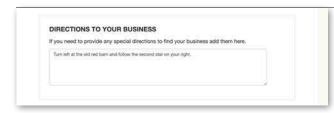
Google Maps is not always completely accurate so three ways to correct a Google Maps error are provided below.

The first option is to click the button labeled "UPDATE." This places a red pin on the map based on the address already entered.

Second, the red pin on the map can be grabbed and moved to the correct location on the map.

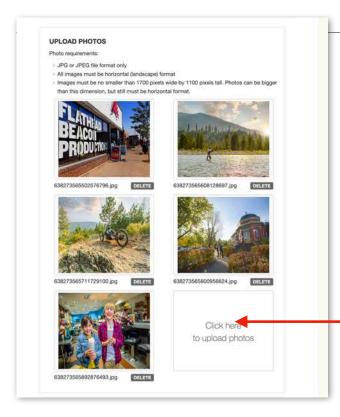
Finally, the exact latitude and longitude for your business can be entered in the fields.

How much of the surrounding area is shown on the map can be adjusted as well. This is done by adjusting the zoom level. Google Maps uses a numeric scale from 1 to 20 to set a zoom level. A zoom level of 1 shows a map of the entire world. A zoom level of 20 zooms in so far it provides no context for where the business is located. It is recommended to leave the zoom at the default setting of 14.



Directions

A field is provided to give specific directions to your property. In Montana sometimes a map just isn't enough.



Upload Photos

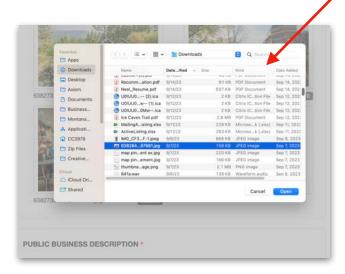
Every business listing on VisitMT is allowed to have 6 photos display on their listing.

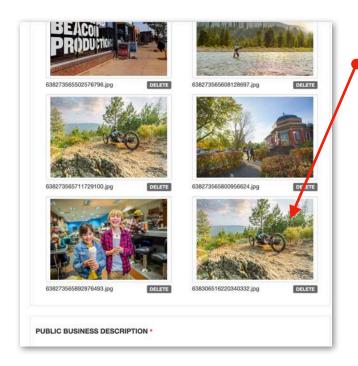
It is STRONGLY RECOMMENDED that photos are added to the listing. The more photos provided the greater the likelihood that the listing will attract customers to your business. A listing without photos simply won't bring results for the business.

Uploading photos is a simple process. An empty slot for a photos is labeled "Click here to upload photos."

When this is clicked a file browser opens allowing you to find photos on your phone or computer.

(Cont.)





In the file browser select the one you wish to upload and it will appear in the listing's photo gallery.



Public Business Description

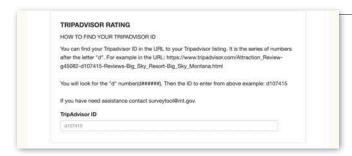
This section features the main information that is shown for the business on VisitMT.com, description, email address and web site address.

A brief description of the business its features and amenities must be provided. Focus on keeping it brief and highlighting features that are unique to your business. I.e. most lodging facilities offer TV, air conditioning and wifi, its not unique if your lodging does as well. These details are captured in a section for amenities that follows.



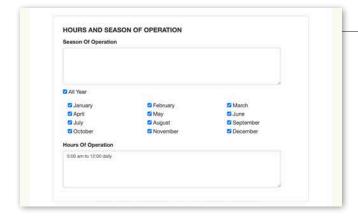
Social Media Channels

A listing can highlight a business' the four top social media platforms; Facebook, Instagram, YouTube and X, formerly known as Twitter.



TripAdvisor Rating

Including your TripAdvisor rating is a great way to provide visitors with confidence and validate a business. Detailed instructions on finding a business' TripAdvisor ID are provided on the web site.



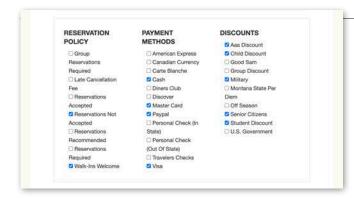
Hours and Seasons of Operation

Write a brief description of the season of operation in the field provided.

Select "All Year" if the business is open year round. If the business is only open seasonally select the months open.

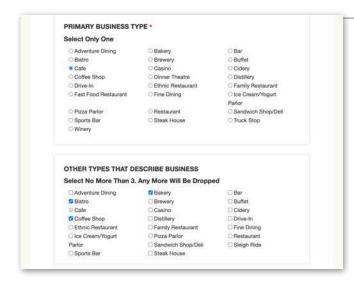
VisitMT's search engine takes this selection into account when people search businesses open during "winter" "summer" or a specific month.

Write a brief description of the days and hours of operation in the field provided.



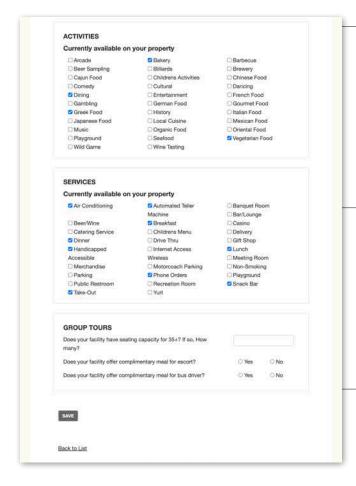
Reservation Policy/Payment Methods/Discounts

Review each of these sections in detail. Check the items that apply to the business. This will help visitors find your business when searching for specific payment and reservation criteria.



Primary Business Type

At the beginning of the process to create a listing the primary business was already selected. This section provides the opportunity to confirm this selection and also to select other business types that might be appropriate. In the example here, "cafe" is the primary site type, so this business will show up when visitors search for "cafe." "Bistro, Coffee Shop and Bakery" are selected as "other" since this cafe fits these criteria as well. These selections provide a larger search "net" making the business show up in a greater range of searches.



Activities

Activities should be chosen judiciously. These help refine search results. Its better to be focused rather than broad in choosing these.

Services

Services selected must be available on the business property. These services should not be provided by off site contractors or other businesses.

Group Tours

The group tours information is an option for lodging and dining facilities that cater to bus tours.

Save

Please review your listing when you reach the end of the form to make sure the information is correct. Click "Save" and the listing is complete.

Addendum A Site Surveys Forms and Site Types

<u>VisitMT.com</u>'s database has 208 different business types and 20 different survey forms to collect the data for them. The following table presents the 208 types in alphabetical order and shows which of the 20 survey forms to use when creating a listing.

Site Type (Primary Site Type)	Survey Type (Form)
A.C.E. CAMPGROUND	PUBLIC CAMPGROUND INFORMATION
A.C.E. DAY AREA	PUBLIC FACILITIES INFORMATION
A.C.E. TRAIL	PUBLIC FACILITIES INFORMATION
ADVENTURE DINING	DINING INFORMATION
ADVENTURE TOUR	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
AIR CHARTER	SERVICE BUSINESS SURVEY
AIR TOUR	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
AIRPORT	SERVICE BUSINESS SURVEY
AMUSEMENT	ART CULTURE AND HISTORY
ANTIQUE STORE	SHOPPING INFORMATION
ARCHAEOLOGICAL EXCAVATION	ART CULTURE AND HISTORY
ART GALLERY	ART CULTURE AND HISTORY
ART MUSEUM	ART CULTURE AND HISTORY
ATTRACTION	ATTRACTIONS INFORMATION

ATV TOUR	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
B.L.M. CAMPGROUND	PUBLIC CAMPGROUND INFORMATION
B.L.M. DAY AREA	PUBLIC FACILITIES INFORMATION
B.L.M. RECREATION AREA	PUBLIC FACILITIES INFORMATION
B.L.M. TRAIL	PUBLIC FACILITIES INFORMATION
BACKPACKING/MOUNTAINEERING GUIDE	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
BAKERY	DINING INFORMATION
BAR	DINING INFORMATION
BATTLEFIELD	ART CULTURE AND HISTORY
BED AND BREAKFAST	BED AND BREAKFAST SURVEY
BIKE GUIDE	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
BIKE SHOP	SHOPPING INFORMATION
BISTRO	DINING INFORMATION
BOAT CHARTER	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
BOOK STORE	SHOPPING INFORMATION
BOOKING AGENT	GUIDED RECREATIONAL SERVICES
BOWLING ALLEY	ATTRACTIONS INFORMATION
BREWERY	DINING INFORMATION
BUFFET	DINING INFORMATION
CABIN	VACATION HOMES CONDOS CABINS SURVEY
CAFE	DINING INFORMATION
CAR RENTAL	SERVICE BUSINESS SURVEY
CASINO	DINING INFORMATION
CATTLE DRIVE	WAGON TRAIN CATTLE DRIVE SURVEY
CHALET	HOSTELS HOTSPRINGS LODGES RANCHES AND RESORTS SURVEY
CHAMBER OF COMMERCE	INFORMATION VACATION PLANNING ASSISTANCE SURVEY
CIDERY	ATTRACTIONS INFORMATION
CIDERY	DINING INFORMATION
CITY PARK	ATTRACTIONS INFORMATION
COFFEE SHOP	DINING INFORMATION

CONDOMINIUM	VACATION HOMES CONDOS CABINS SURVEY
CONVENTION AND VISITOR BUREAU	INFORMATION VACATION PLANNING ASSISTANCE SURVEY
CREEK	PUBLIC FACILITIES INFORMATION
CROSS-COUNTRY SKI CENTER	WINTER RECREATION INFORMATION
CROSS-COUNTRY SKI TRAIL	WINTER RECREATION INFORMATION
CULTURAL CENTER	ART CULTURE AND HISTORY
DAM	ATTRACTIONS INFORMATION
DEPARTMENT STORE	SHOPPING INFORMATION
DINNER THEATRE	DINING INFORMATION
DINOSAUR MUSEUM	ART CULTURE AND HISTORY
DISTILLERY	DINING INFORMATION
DOG SLEDDING	WINTER RECREATION INFORMATION
DOWNHILL SKI AREA	Downhill Ski Area
DOWNHILL SKI AREA	WINTER RECREATION INFORMATION
DRIVE-IN	DINING INFORMATION
DUDE RANCH	HOSTELS HOTSPRINGS LODGES RANCHES AND RESORTS SURVEY
ECO TOUR	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
EQUIPMENT RENTAL	SERVICE BUSINESS SURVEY
ETHNIC RESTAURANT	DINING INFORMATION
EVENT	EVENTS CALENDAR
EVENT	WAGON TRAIN CATTLE DRIVE SURVEY
EXTENDED STAY / APARTMENT HOTEL	HOTEL MOTEL SURVEY
EXTENDED STAY / APARTMENT HOTEL	VACATION HOMES CONDOS CABINS SURVEY
FAIRGROUNDS	ATTRACTIONS INFORMATION
FAMILY RESTAURANT	DINING INFORMATION
FARM TOUR	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
FARMERS MARKET	ATTRACTIONS INFORMATION
FAST FOOD RESTAURANT	DINING INFORMATION
FINE DINING	DINING INFORMATION
FISH HATCHERY	PUBLIC FACILITIES INFORMATION

FISHING ACCESS SITE	PUBLIC FACILITIES INFORMATION
FISHING CHARTER	GUIDED RECREATIONAL SERVICES
FISHING GUIDE	GUIDED RECREATIONAL SERVICES
FISHING LODGE	HOSTELS HOTSPRINGS LODGES RANCHES AND RESORTS SURVEY
FLORIST	SHOPPING INFORMATION
FLY SHOP	SHOPPING INFORMATION
GARDEN	ATTRACTIONS INFORMATION
GEM GALLERY	SHOPPING INFORMATION
GEYSER	PUBLIC FACILITIES INFORMATION
GHOST TOWN	ART CULTURE AND HISTORY
GIFT SHOP	SHOPPING INFORMATION
GLAMPING	PRIVATE CAMPGROUND RV PARK
GUEST RANCH	HOSTELS HOTSPRINGS LODGES RANCHES AND RESORTS SURVEY
HEALTH AND FITNESS	SERVICE BUSINESS SURVEY
HEALTH FOOD STORE	SHOPPING INFORMATION
HELICOPTER TOUR	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
HIKING GUIDE	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
HISTORICAL TOUR	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
HORSE BOARDING	SERVICE BUSINESS SURVEY
HORSEBACK RIDES	GUIDED RECREATIONAL SERVICES
HOSTEL	HOSTELS HOTSPRINGS LODGES RANCHES AND RESORTS SURVEY
HOT SPRINGS POOL	ATTRACTIONS INFORMATION
HOT SPRINGS RESORT	HOSTELS HOTSPRINGS LODGES RANCHES AND RESORTS SURVEY
HOTEL/MOTEL	HOTEL MOTEL SURVEY
HUNTING GUIDE	GUIDED RECREATIONAL SERVICES
HUNTING LODGE	HOSTELS HOTSPRINGS LODGES RANCHES AND RESORTS SURVEY
ICE CREAM/YOGURT PARLOR	DINING INFORMATION
INDIAN NATION	ATTRACTIONS INFORMATION
JEWELRY STORE	SHOPPING INFORMATION

LAKE	PUBLIC FACILITIES INFORMATION
LAKE CRUISE	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
LANDMARK	ATTRACTIONS INFORMATION
LEWIS AND CLARK TOUR GUIDE	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
LIBRARY	ATTRACTIONS INFORMATION
LLAMA TREK	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY
LODGE	HOSTELS HOTSPRINGS LODGES RANCHES AND RESORTS SURVEY
MALL	SHOPPING INFORMATION
MANSION	ART CULTURE AND HISTORY
MARINA	SERVICE BUSINESS SURVEY
MINIATURE GOLF	ATTRACTIONS INFORMATION
MONTANA PRODUCTS	SHOPPING INFORMATION
MONUMENT	ART CULTURE AND HISTORY
MOTORCOACH/BUS	SERVICE BUSINESS SURVEY
MOUNTAIN / MOUNTAIN RANGE	PUBLIC FACILITIES INFORMATION
MOVIE THEATRE	ATTRACTIONS INFORMATION
MUSEUM	ART CULTURE AND HISTORY
NATIONAL FOREST	PUBLIC FACILITIES INFORMATION
NATIONAL FOREST CABIN	PUBLIC FACILITIES INFORMATION
NATIONAL FOREST CAMPGROUND	PUBLIC CAMPGROUND INFORMATION
NATIONAL FOREST DAY AREA	PUBLIC FACILITIES INFORMATION
NATIONAL FOREST PICNIC GROUND	PUBLIC FACILITIES INFORMATION
NATIONAL FOREST TRAIL	PUBLIC FACILITIES INFORMATION
NATIONAL HISTORIC SITE	ART CULTURE AND HISTORY
NATIONAL MONUMENT	ART CULTURE AND HISTORY
NATIONAL PARK	PUBLIC FACILITIES INFORMATION
NATIONAL PARK CAMPGROUND	PUBLIC CAMPGROUND INFORMATION
NATIONAL PARK TRAIL	PUBLIC FACILITIES INFORMATION
NATIONAL RECREATION AREA	PUBLIC FACILITIES INFORMATION
NATURE TOUR	SPECIAL INTEREST RECREATION AND ADVENTURE SURVEY

OUTDOOD COLLOOL	SPECIAL INTEREST RECREATION AND
OUTDOOR SCHOOL	ADVENTURE SURVEY
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