How to Edit Your Own Business Listings

Overview

You can log in any time to update business info and descriptions, remove or add photos, view stats, and add videos, events, specials, etc. You can also email help@mannixmarketing.com or give us a call at 518-743-9424 for assistance.
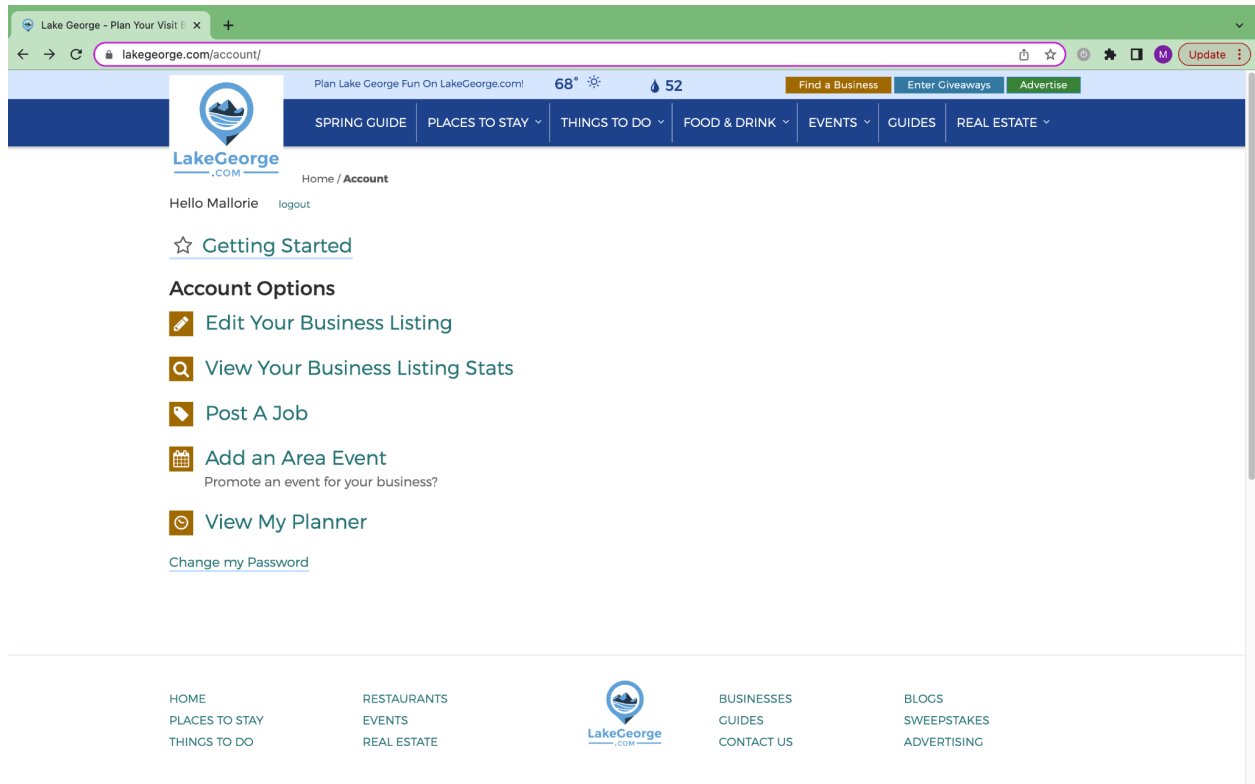
How Do I Log In?

Your username and password will automatically be set up when your listing is created and added to our site. If you cannot remember your password or have trouble logging in, please email help@mannixmarketing.com or give us a call at (518) 743-9424.

You will sign in to your account from the site(s) you advertise on via one of the links below:

- Adirondack.net: https://www.adirondack.net/account/
- Albany.com: https://www.albany.com/account/
- CliftonPark.com: https://www.cliftonpark.com/account/
- GlensFalls.com: https://www.glensfalls.com/account/
- LakeGeorge.com: https://www.lakegeorge.com/account/
- Saratoga.com: https://www.saratoga.com/account/
- Any Wedding Site (ASaratogaWedding.com, LakeGeorgeWeddings.com, ADKWeddings.com, etc.): https://www.asaratogawedding.com/account/

PLEASE NOTE: If you have listings on multiple Mannix Marketing websites, you can access them all under one account. For example, if you have a listing on Albany.com, Saratoga.com, and LakeGeorge.com, you can edit all listings when you log in on Saratoga.com!

1. After you have identified which site(s) you advertise on, go to the link provided above. Enter your login credentials.
2. Once logged in, you can begin editing / modifying your business listing.

How Do I Add, Edit, or Modify My Information, or Submit Events?

1. After you have logged in, click "Edit Your Business Listing." This will bring you to a page showing your microsite(s) and which categories your business is listed under.

LISTING LOCATIONS	DETAILS	MAP & LOCATION	CONTACT INFO	PHOTOS	VIDEO	EVENTS / COUPONS / FOOD & DRINK SPECIALS	STATS	REVIEWS	LEADS

Listing Locations

Your business has multiple listings. Please select which one you would like to edit.

LakeGeorge.com

Select This Business Listing

Manage Events

Listing Reviews Are: ON

Plan the perfect vacation to the Lake George Region by exploring LakeGeorge.com, the ultimate Lake George, NY online travel guide featuring local lodging, restaurants, top things to do, and much more.

This business listing is located on the following website pages:

Adirondack.net > Businesses & Services > Regional Online Guides
Albany.com > Professional & B2B Businesses & Services > Media > Online Guides & Directories
CliftonPark.com > Businesses & Services > Regional Online Guides
GlensFalls.com > Businesses & Services > Regional Online Guides
Saratoga.com > Community > Regional Online Guides
SaratogaRaceTrack.com > Vacation & Fun Guide > Regional Online Guides

Mannix Marketing - Search Engine Optimization & SEO Solutions

Select This Business Listing

Manage Events

Listing Reviews Are: ON

Ranked in the top 25 SEO's, Mannix Marketing provides large enterprise and small business SEO solutions. In Albany, Saratoga, Lake George, the Champlain Valley and Vermont, find search engine optimization expertise for your business!

This business listing is located on the following website pages:

Albany.com > Professional & B2B Businesses & Services > Websites & Internet
CliftonPark.com > Businesses & Services > Marketing & Public Relations Services > Search Engine Marketing & SEO
GlensFalls.com > Businesses & Services > Marketing > Search Engine Marketing & SEO
LakeGeorge.com > Business & Services > Marketing > Search Engine Marketing & SEO

2. Click "Select This Business Listing" next to the listing you wish to edit (*applicable if you have multiple listings*).
3. The "Manage Events" button is a new option that will make it easier if you have multiple business listings where you need to add or manage events for each location.
   a. Scroll to page 9 for further information on adding/managing events.
4. If you click "Select This Business Listing," the next screen will have a series of tabs you are able to edit to enhance your listing. Below are step-by-step instructions for each tab.

Details Tab

This tab allows you to edit your business name, tagline, short company description for the listing page, and a long description that will appear on your microsite.

1. Your "Listing Title" should be your company name.
2. Add a tagline for your business. This should be a short and catchy phrase describing your business. **Example:** *Your online guide to the Lake George region.*
3. Add a short description of your company in 1 or 2 sentences (up to 250 characters). This will be the introductory paragraph that shows up on the directory landing page and will also be the first paragraph on your microsite. This description should sell your business and entice people to want to find out more. **Example:** *Jasper's is a full-service salon located in Saratoga Springs offering massage, facials, hair, nails, make-up, and more.*
4. Add in a long description of your company which will be displayed on your custom microsite. **Tips:** *Include a brief overview of your company, your offerings, and any other information you feel differentiates your business from the competition. Make this description different from the information you have on your website. Although copying and pasting info directly from your website is fast and easy, it doesn't always translate perfectly to your microsite and creates duplicate material, which can be confusing to the search engines. The verbiage should be clear, easy to understand, and have a marketing punch.*

Long Description

5. Click "Save Changes."

Map & Location Tab

This tab is where you add your address which will show your business's location on a map on your microsite.

1. Fill in your business address, city, state, and zip code. ***Note:** For businesses without a physical address, select "Do not show address or Google Map on listing."*

2. If you are having trouble with your Google Map, go to https://itouchmap.com/latlong.html to look up the latitude and longitude coordinates of your business. Put those in the custom latitude and longitude fields.

3. Click "Save Changes."

Contact Info Tab

This tab allows you to add your phone number and email address for inquiries. In addition, a website link must be added by our team. Please contact help@mannixmarketing.com.

1. Add in the email address which you would like inquiries to go to. *For example, help@mannixmarketing.com or mallorie@mannixmarketing.com.*
2. Add in your phone number (please include your area code in your local phone and fax number).
3. Add in your Social Media links, if you wish. **Note:** *We are not currently displaying social media links on microsites.*
4. Click "Save Changes."

Photos Tab

You are allowed to add up to 20 photos.

Notes:
- *The format for images must be .jpg not .jpeg*
- *Resizing photos is not required, however, larger files will take a longer amount of time to upload*

1. Click "Manage Photos."

2. Click "Upload" in the right hand corner, then drag and drop photos into the uploader or click to select files.

3. Once all the photos have been added, you will have the opportunity to drag and crop them using the overlay tool.
4. You will see a list of the photos with a blank photo description field that needs to be filled out for each photo.
5. Next, you will need to check the box that states: "I am the owner of these photos and I accept [PortalName].com's Terms of Use"
6. Then click the green 'Upload' button under the list of photos.

Video Tab

This tab allows you to add an embed code of a video to play on your microsite.

1. If you have your video on YouTube.com or another video service, copy the embed code from that location.
   a. The embed code on YouTube.com can be found directly under the video when you click "Share." There will be a tab that says "Embed," click that.

2. If you have a raw video file, please upload the video to YouTube, Vimeo, Wistia, or another service first so it can produce the embed code for the video.
3. Add the embed code.

4. Click "Save Changes."

Events / Coupons / Specials Tab

This tab allows you to add your specials, coupons, and events to your microsite.

Lodging Specials & Packages, Coupons, Food & Drink Specials

Starting with the specials and coupons sections, you can add coupons, special offers, hot deals, or lodging specials to your microsite. These coupons and hot deals are also fed onto our Coupons and Specials pages. You are allowed to add an unlimited number of coupons and/or specials.

1. Select whether you are promoting a coupon, lodging special, or food and drink special. *Note: Examples of lodging specials are romance package add ons, Sunday night specials, or spa packages. Coupons are for non-lodging offers with % or $ off. For example: Save 10% on your entrance ticket.*
2. From there, you will be able to choose to add a new special or coupon, or view expired or inactive specials and coupons.
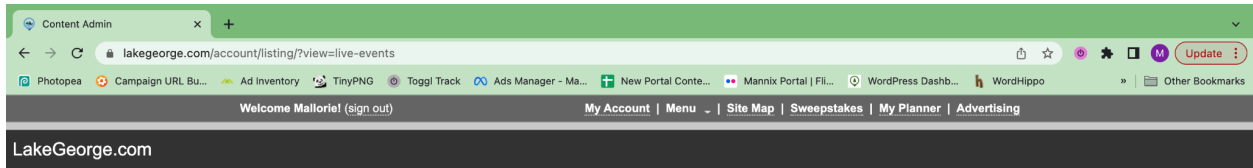3. To add a new special, click "Add Lodging Specials & Package / Add Coupon."

    a. Provide a title. **TIP:** *Make sure the title of your lodging special or coupon is enticing and really explains what your coupon is. For example: "Buy One Get One Free Appetizers" is a stronger call to action than "Appetizer Special."*

    b. Add in details of the promotion.

    c. If there are any disclaimers, please fill in the box. If there are no disclaimers, leave the field blank.

    d. If you advertise on multiple Mannix Marketing sites, select which sites you would like the special to appear on.

    e. Fill in the coupon or special expiration date. If there is no expiration date, leave the field blank.

    f. Click "Save Changes."

Events

This tab also allows you to add events to your microsite. Your event will appear on the regional portal that aligns with your business location.

You also have the option to sponsor an event so that it is displayed on all of our highly trafficked events calendars from the Adirondacks to Albany. To learn more about having a sponsored event in the events calendar, please contact Valleri@mannixmarketing.com.

1. Click "Add Event."

2. Add an image for your event. ***Note:*** *We strongly encourage all events to have a photo. If you don't have one, there is an option to click and select an image from our stock photo gallery, which you are free to use.*
3. Submit your event information with a start and end date.
4. Add in as much information about the event as possible for maximum impact.
5. Select the categories which most apply to your event.
6. Check your event details for accuracy.

7. Submit your event.

If you have any questions on events, please email events@mannixmarketing.com.

Stats Tab

This tab allows you to view and print your microsite's stats.

Reviews Tab

This tab allows you to view any reviews you may have received and allows you to reply to the review.

Leads Tab

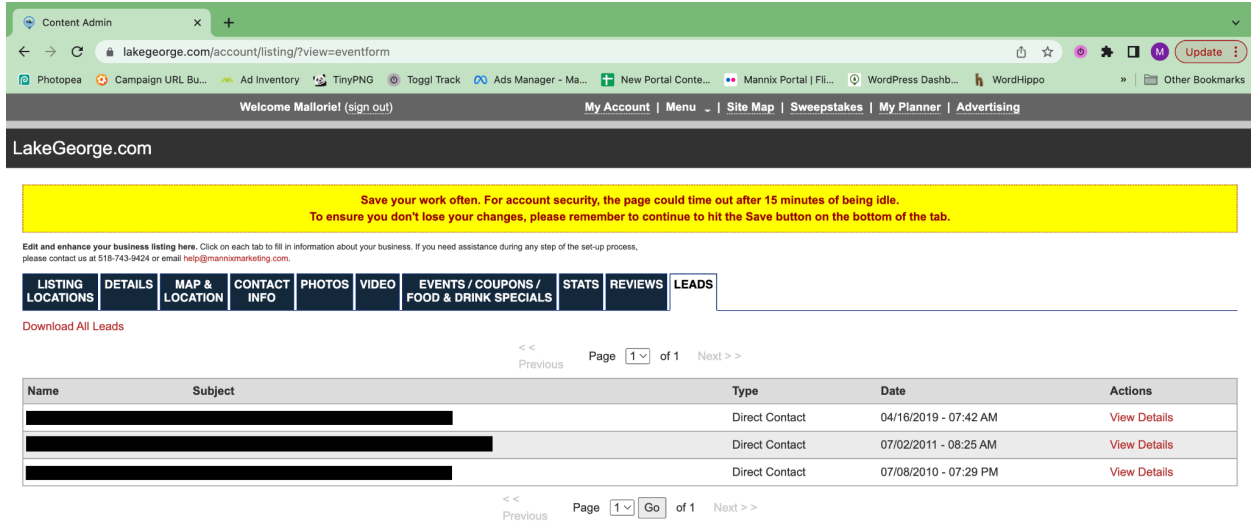This tab allows you to view any individuals who have filled out the contact us form on your microsite. Please note: if you did not set an inquiry email address, you will not receive these.

Need additional help or can't find what you're looking for? Please email help@mannixmarketing.com or give us a call at 518-743-9424.

Thank you for choosing to work with Mannix Marketing. We appreciate your business and look forward to helping you achieve online success!