



**Member Instruction Manual for**  
Experience Perth Website

# LOG IN

In order to edit your listing on experienceperth.com you will need to login to the Member Portal using the details provided to you by the Experience Perth Team. If you do not know your login details please email [marketing@experienceperth.com](mailto:marketing@experienceperth.com) and the Experience Perth Team will email them to.

To login to the Member Portal:

1. Open the Member Portal Login page - <http://www.experienceperth.com/login>
2. Enter your USERNAME and PASSWORD
3. Click **Submit**

### LOGIN

**Username**

**Password**

Remember me on this computer

**Submit**

# MEMBER PORTAL

From the Member Portal you can view and edit your account details. These are for Experience Perth's reference only and will not be viewed by the public. If you change your password, please let the Experience Perth Team know by emailing [marketing@experienceperth.com](mailto:marketing@experienceperth.com).

From the Member Portal you can view and edit the content of your listing, by clicking your name under **My Listings**. If you have more than one listing, they will all appear here.

## MEMBER PORTAL

**My Listings** [Redacted] Captain Cook Cruises  
[Log out](#)

Type	Name	Status	
Tour	<a href="#">Captain Cook Cruises</a>	Approved	<a href="#">Delete</a>

# EDIT YOUR LISTING

1. Click your business name under **My Listings**.
2. The listing content is divided over several headings which you can go through and edit.

MEMBER PORTAL

## Captain Cook Cruises

Listing Status: **Approved**

General Description Images Location Opening Times Tours Specials

**Type** Tour \*

Select which type best describes your product.

**Order tours by:** None

3. When editing the content, please take note of the instructions below each field and any word limitations associated with your membership level.
4. When you have made your changes, click the **Save** button at the bottom of the page before moving on to the next heading.

## IMAGES

1. Click on the **Images** heading from your Member Portal.
2. Resize your images to the following restrictions before loading to ensure best quality. All listings include a summary image, a logo and images (1 or silver members and 3 for gold members).
  - SUMMARY 115px wide by 155px high
  - LOGO Minimum of 320px wide
  - IMAGES Minimum of 320px wide
3. The first image is the **Summary Image**. This image appears, along with your summary text and location details, in search results. For consistency across the website it is important that this image is resized to 115px wide by 155px high – if you require help doing this please contact the Experience Perth Team at [marketing@experienceperth.com](mailto:marketing@experienceperth.com).

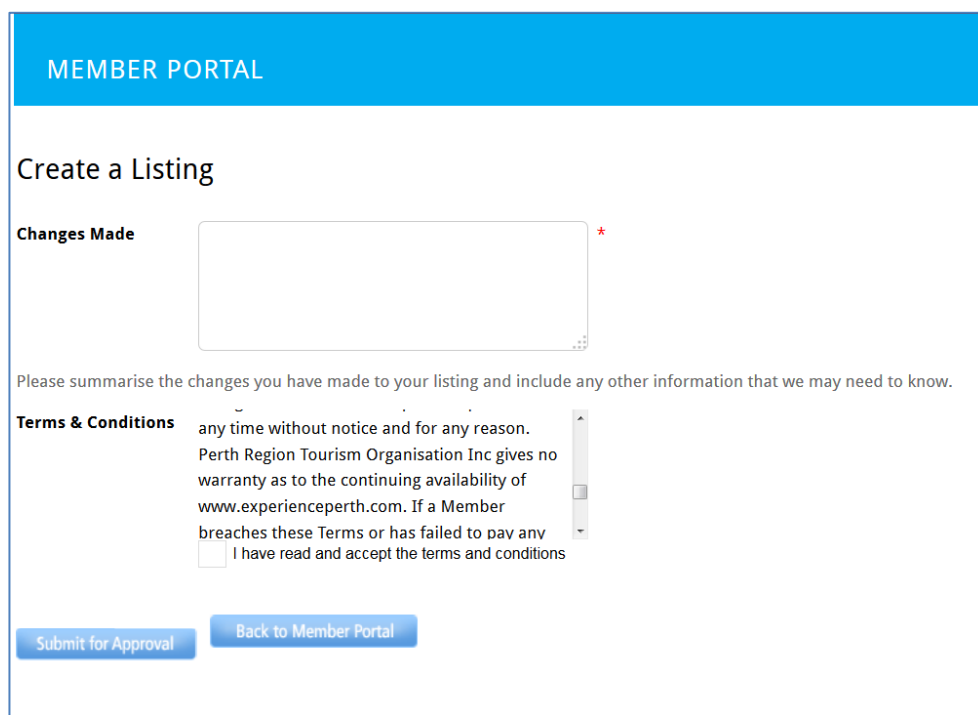
# SUBMIT FOR APPROVAL

All changes to the website must be approved by the Experience Perth Quality Control Team before being published to the live site. Once you have made all your changes and saved them, please follow the below guidelines to submit for approval.

1. Click the **Request Approval** button at the bottom of the page (below the save button)



2. Summarise the changes you have made to your listing and include any other information that the Experience Perth Quality Control Team may need to know when checking your listing.
3. Read and accept the terms and conditions
4. Click **Submit for Approve**

A screenshot of a web form titled "MEMBER PORTAL" and "Create a Listing". The form has a blue header bar with "MEMBER PORTAL" in white. Below the header, the title "Create a Listing" is displayed. There is a section labeled "Changes Made" with a large empty text area and a red asterisk to its right. Below this is a paragraph of instructions: "Please summarise the changes you have made to your listing and include any other information that we may need to know." Underneath is a "Terms & Conditions" section with a scrollable text area containing the text: "any time without notice and for any reason. Perth Region Tourism Organisation Inc gives no warranty as to the continuing availability of www.experienceperth.com. If a Member breaches these Terms or has failed to pay any". Below the text is a checkbox and the text "I have read and accept the terms and conditions". At the bottom of the form are two blue buttons: "Submit for Approval" and "Back to Member Portal".

An email will be sent to [marketing@experienceperth.com](mailto:marketing@experienceperth.com) to let Experience Perth Team know that you have submitted changes to your listing. Please allow up to 7 days for the Experience Perth Team to review your changes and publish them to the site. If there are any issues with your submission Experience Perth Team will contact you.

## LOG OUT

You can log out of the Member Portal any time by clicking **Log Out**, which is located on the right hand side of the page. For any assistance please contact the Experience Perth Team on 9321 9120 or email [marketing@experienceperth.com](mailto:marketing@experienceperth.com). We are happy to make changes to your listing for you.