Vermont Inn and
Bed & Breakfast Association

Part 1 - Creating your profile page on
VermontWaytoStay.com

Congratulations on becoming a member of VIBBA. Now it's time to create your profile on the Vermont Way to Stay website. Keep these instructions handy for easy reference:

- Go to www.vermontwaytostay.com/for-innkeepers to complete the **New Member Data Upload Form**
- Username: fill in your inn's name. You'll use this name to sign into your account from this point forward. User names, once created, cannot be changed.
- Enter your first and last name
- Nickname: enter your inn's name or shortened version of it
- Create a password and confirm it
- Inn name: entered as you would like it to appear
- Enter number of guest rooms at your property
- Profile Image: browse the photos on your computer and find an image that represents your property well in thumbnail and medium size. The software will automatically size the picture for the thumbnail.
- Region: are you considered to be in the North, Central, or Southern part of the state?
- Amenities: check all that apply
- Fill in the rest of the boxes as indicated with physical address, zip code, etc.
- Teaser: enter just a few words to entice someone to open your page. These words will appear under your inn's image when searched by town, region, name, or city.
- Bio Description: This is the lengthy description of your property detailing all that you wish to speak about. For now, just enter a few highlights. You'll be able to go back into your account to complete this part in full and add hyperlinks, **bolds**, underlines, *italics*, etc.
- Submit: press the submit button to load the data. Your data will be forwarded for verification and your page will be activated within a day or two.

Part 2 - Updating your profile page on
VermontWaytoStay.com

Now that your initial profile has been created, you can go in anytime to make changes and additions and update photos.

Go to the **Login Box** in the left sidebar of the "**for innkeepers" page**. Enter your User Name and Password.

- After you log in, a gray bar will appear along the top of the page. On the right side of the gray bar, you should see the words *"HOWDY, your inn name".*
- Click on Howdy and your profile page will open.
- Most of the information is already completed; but now you can upload photos and complete the bio description of your property using the text editor. You may also change your password here.
- Scroll down to the center of the page to find the picture gallery. Here is where you will load **up to 5 photos** that will run across the top of your profile listing.
- Browse your computer for great images of your inn, dining, and area. Select them and hit the upload button. It might take a couple of minutes for each image to load. Make sure that your images are **horizontal** and measure **680x350 pixels**. Microsoft Office Picture Manager is a great tool for resizing and cropping photos before loading them to your profile.
- Scroll down to the Biographical description to complete the update. This editor tool works the same as most blog tools.
- Once you are complete, scroll to the bottom of the page to **submit updates**.

If you have any questions about what your page could look like, please go to Rabbit Hill Inn's page on the VWTS site. It will contain just about all of the elements that are possible. We can also troubleshoot if you send an email to website@vermontwaytostay.com. Be sure to include your phone number as we may try calling you.