

How to get Your Free MyOutIslands.com Listing
Get started at <http://business.myoutislands.com>



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The screenshot shows the 'CONTENT MANAGEMENT SYSTEM' interface. At the top, there's a teal header with 'The Out Islands OF THE BAHAMAS' logo on the left and 'How To | Contact Us | Login' on the right. Below the header, a large teal banner contains the text 'Welcome to MyOutIslands.com information gateway'. Underneath, a paragraph states: 'All users are required to first register using the New User Registration form to the right. Once you have registered, you can return to this page at any time and login using the credentials you specified during the registration process.'

The 'EXISTING USER LOGIN' section has a 'My_Business' input field, a password field with masked characters, a 'Forgot your password? Click here.' link, and a 'LOGIN' button.

The 'NEW USER REGISTRATION' section has a heading and a sub-heading: 'Enter your details below to begin registering your business. If you are registering multiple businesses, please complete a separate registration for each.' It includes a 'Destination' dropdown menu with options: 'Select', 'Abacos', 'Acklins' (checked), 'Andros', 'Berry Islands', 'Bimini', 'Cat Island', 'Crooked Island', 'Eleuthera', 'Exumas', 'Harbour Island', 'Long Island', and 'San Salvador'. Below this are input fields for 'First Name*', 'Last Name*', 'Business Name*', 'Contact Email*', 'Username*', and 'Password*'. A red asterisk indicates that fields marked with an asterisk are required. A 'CONTINUE >>' button is at the bottom.

All users are required to first register using the New User Registration form.

Once you have registered, you can return to this page at any time and login using the credentials you specified during the registration process.

Note that the 'Contact Email' is not the email that will be listed on the website.

STEP 1: SELECT COMPANY TYPE

Hotel Type | Hotel Information | Web Information | Photography | Pricing | Current Specials | Final Review

STEP 1
Select Company Type

Please begin by choosing an accommodation type, then proceed with filling out your business information in the fields provided.

BUSINESS NAME:

Hotel Type

- Select
- Hotels
- All Inclusive Resorts
- Bed & Breakfast
- Fishing Lodges
- Villas
- Resorts

Additional Categories

- Active
- Boutique
- Business
- Contemporary
- Economical
- Family Friendly
- Green
- Historic
- Luxury
- Newly Renovated
- Oceanside
- Relaxing
- Romantic
- Traditional

SAVE & CONTINUE LATER >> | CONTINUE >>

Hotels

You can classify your property as one of four major categories:

- Hotels/Resorts
- All Inclusive Resorts
- Bed and Breakfast
- Fishing Lodges
- Resorts/Villas

Then choose up to 3 of the available additional categories that best describes your business.

STEP 2: COMPANY INFORMATION

STEP 2
Company Information

Address 1

Address 2

Destination

Phone (800) () -

Local Phone

Alternate Phone () -

Fax () -

Business Email
ie "general@mybusiness.com"

Marketing Headline
137 characters remaining.

Description (long)
298 characters remaining.

Description (short)
143 characters remaining.

Resort Highlights

Tip: This section will highlight your key features & amenities. Please, ensure to hit 'enter' after each item. [Click here to see a sample.](#)

GO BACK **SAVE & CONTINUE LATER >>** **CONTINUE >>**

Step 2 is where you will start entering specific information for your listing. This information will be used by visitors of the website to learn more about your business as well as to contact you.

You will have the option to include key features and amenities, in a bulleted list, for your business in the “Resort Highlights” section. Please hit “Enter” to start a new bullet point.

Please note: If at any point, while entering your business information, you wish to save and submit later, click on “Save & Continue Later”. This will allow you to return at any time to edit or add information to your listing.

STEP 3: WEB INFORMATION

Step 3 includes any website or online marketing information you have pertaining to your business.

Website Link: Enter the URL of the website of your business.

Latitude and Longitude: To learn more on how to find your coordinates click on the [teal instructions](#) link.

YouTube Link: If you have a YouTube video about your business, please provide the link here.

Twitter: If you have a Twitter account for your business, enter the URL here.

Facebook: If you have a Facebook page for your business, enter the URL here.

Virtual Tour: Enter your virtual tour URL here.

Hotel Type Hotel Information **Web Information** Photography Pricing Current Specials Final Review

STEP 3
Web Information

Website Link
(URL)
Your Latitude and Longitude coordinates are necessary for displaying your business in our map view. [Click here for instructions](#) on how to find yours.

Latitude
Need help? [Contact us.](#)

Longitude
Don't forget the negative sign in front of the number. Need help? [Contact us.](#)

Youtube Link
(URL)

Twitter
(URL)

Facebook
(URL)

Virtual Tour
(URL)

GO BACK SAVE & CONTINUE LATER >> CONTINUE >>

STEP 4: PHOTOGRAPHY

STEP 4
Photography

Photo Upload Instructions
Use the 'Choose Image' button below to upload photos relating to your business. As you upload your images, a preview of each one will appear in a column on the right side of the page. Once you have multiple images uploaded you can drag the photos to arrange the order they will appear on your listing. You may also delete an image you no longer wish to display by clicking on the 'x' mark next to the corresponding image.

File Requirements
JPG or PNG file type, high resolution, minimum 1400px in width and 800px in height.

1. Drag & Drop Image Here to Upload
Or use Traditional Uploader
SELECT IMAGE

2. Preview & Crop
Click and drag your mouse across the photo below to size your photo to the standard photo dimensions that we will be using on our website. Once you are happy with how the image will be cropped, click on the 'Crop' button to preview your final image. Then, click on the 'Save Image' button to finalize your image upload or click 'Revert' to change your cropped area.

Please upload your image.

3. Order your Images
Drag photos to rearrange the order that photos will appear on your listing. Your first image will be your Default Image.

No photos have been uploaded for this listing. Use the area above to upload and crop your first image.

GO BACK **SAVE & CONTINUE LATER >>** **CONTINUE >>**

Step 4 of the process allows you to upload images to complement your business listing. You have the ability to upload as many as 10 images. At least one image is mandatory.

Click the button on the left that reads 'Choose Image'. This will prompt you to browse your computer for the images of your business that you would like to display on the website.

Another way you can upload your photo is by clicking and dragging the file from your computer right into the dotted line area.

Image Requirements: JPG or PNG file type, minimum 1400px in width and 800 px in height.

STEP 4: PHOTOGRAPHY

Hotel Type Hotel Information Web Information **Photography** Pricing Current Specials Final Review


STEP 4 Photography

Photo Upload Instructions
Use the 'Choose Image' button below to upload photos relating to your business. As you upload your images, a preview of each one will appear in a column on the right side of the page. Once you have multiple images uploaded you can drag the photos to arrange the order they will appear on your listing. You may also delete an image you no longer wish to display by clicking on the 'x' mark next to the corresponding image.

File Requirements
JPG or PNG file type, high resolution, minimum 1400px in width and 800px in height.

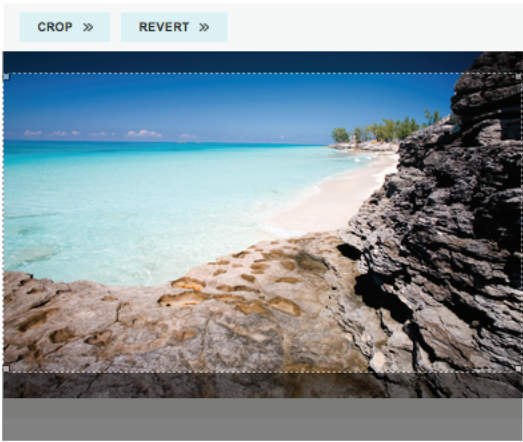
1. Drag & Drop Image Here to Upload

Or use Traditional Uploader

SELECT IMAGE 

2. Preview & Crop
Click and drag your mouse across the photo below to size your photo to the standard photo dimensions that we will be using on our website. Once you are happy with how the image will be cropped, click on the 'Crop' button to preview your final image. Then, click on the 'Save Image' button to finalize your image upload or click 'Revert' to change your cropped area.

CROP » **REVERT** »



3. Order your Images
Drag photos to rearrange the order that photos will appear on your listing. Your first image will be your Default Image.

No photos have been uploaded for this listing. Use the area above to upload and crop your first image.

GO BACK **SAVE & CONTINUE LATER** » **CONTINUE** »

Once you select an image from your computer that you would like to upload you will see a preview of it on the page so you can confirm it is the correct one.

All images are different sizes and shapes. In order to retain consistency across the website, the photo will be cropped according to a predetermined size. You can use the cropping tool to make sure the part of the image you want to capture is included. Simply move the crop area by dragging it around the photo.

The area that appears lighter or highlighted is the area of the photo that will display. You can enlarge or reduce the crop area in size by dragging the bottom right corner.

Once you are happy with how the image will be cropped, click on the 'Crop' button.

STEP 4: PHOTOGRAPHY

Hotel Type Hotel Information Web Information **Photography** Pricing Current Specials Final Review


STEP 4
Photography

Photo Upload Instructions
Use the 'Choose Image' button below to upload photos relating to your business. As you upload your images, a preview of each one will appear in a column on the right side of the page. Once you have multiple images uploaded you can drag the photos to arrange the order they will appear on your listing. You may also delete an image you no longer wish to display by clicking on the 'x' mark next to the corresponding image.

File Requirements
JPG or PNG file type, high resolution, minimum 1400px in width and 800px in height.


1. Drag & Drop Image Here to Upload

Or use Traditional Uploader

SELECT IMAGE 

2. Preview & Crop
Click and drag your mouse across the photo below to size your photo to the standard photo dimensions that we will be using on our website. Once you are happy with how the image will be cropped, click on the 'Crop' button to preview your final image. Then, click on the 'Save Image' button to finalize your image upload or click 'Revert' to change your cropped area.

REVERT » **SAVE IMAGE** »



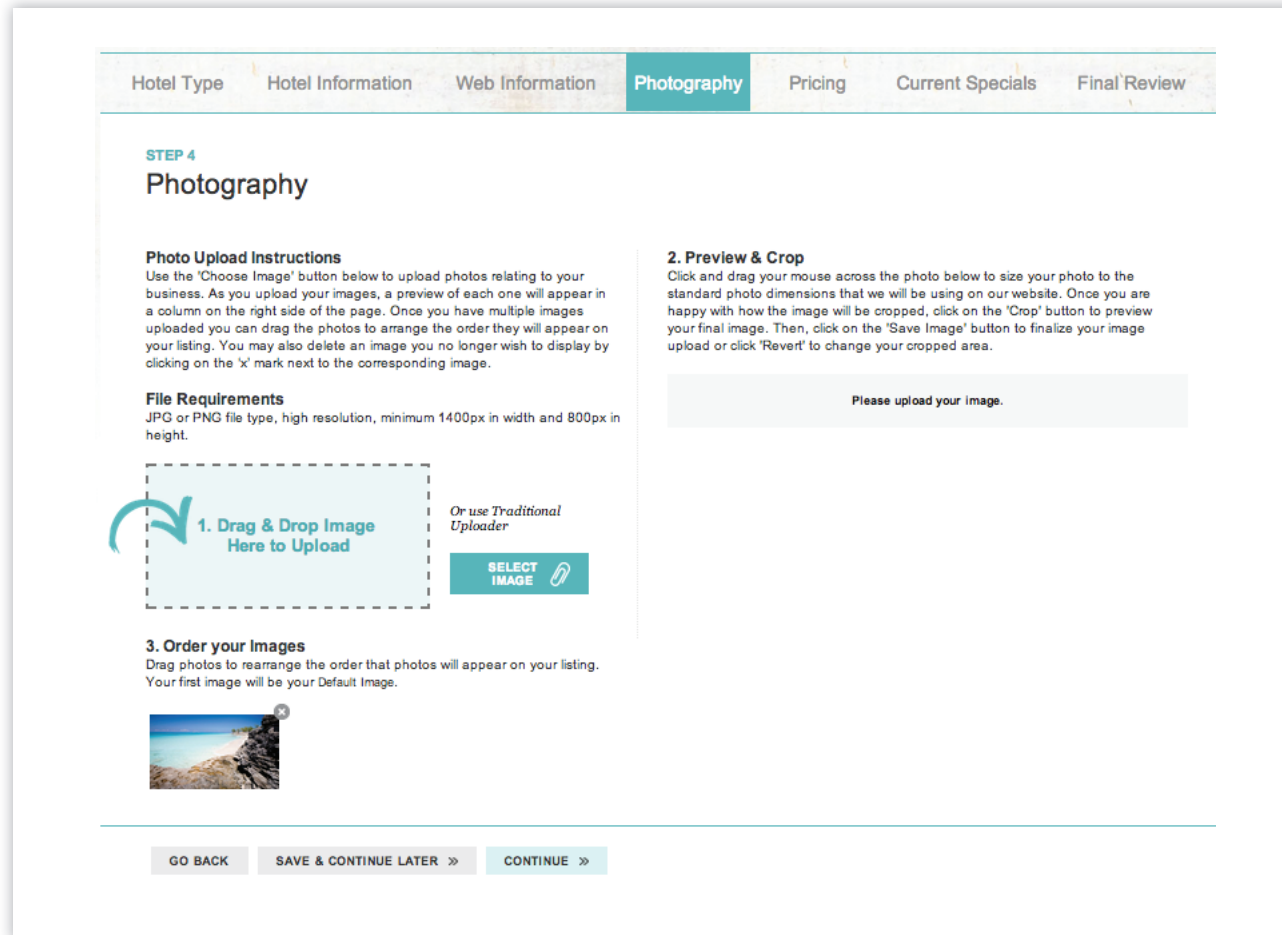
3. Order your Images
Drag photos to rearrange the order that photos will appear on your listing. Your first image will be your Default Image.

No photos have been uploaded for this listing. Use the area above to upload and crop your first image.

GO BACK **SAVE & CONTINUE LATER** » **CONTINUE** »

A preview of the cropped image will show. If you like it, click the blue 'Save Image' button. If you do not like it, you can click 'Revert' and begin again.

STEP 4: PHOTOGRAPHY



As you upload your images, a preview of each one will appear in a row on the bottom the page. Once you have multiple images uploaded you can drag the photos to arrange the order they will appear on your listing.

You may also delete an image you no longer wish to display by clicking on the 'x' mark next to the corresponding image.

STEP 5: PRICING

Hotel Type Hotel Information Web Information Photography **Pricing** Current Specials Final Review

STEP 5
Pricing and Currency

Credit Cards Mastercard Visa Amex Discover

Price (Low) \$ 0.00

Price (High) \$ 0.00

Amenities

<input checked="" type="checkbox"/> 24-hour front desk	<input checked="" type="checkbox"/> Internet
<input checked="" type="checkbox"/> Air-conditioned public areas	<input type="checkbox"/> Kid's Activities
<input checked="" type="checkbox"/> Bar/Lounge	<input type="checkbox"/> Marina
<input type="checkbox"/> Breakfast Available	<input type="checkbox"/> Multilingual staff
<input checked="" type="checkbox"/> Complimentary newspaper	<input type="checkbox"/> Non Air-conditioned Rooms
<input type="checkbox"/> Concierge services	<input checked="" type="checkbox"/> Parking
<input type="checkbox"/> Doorman/Doorwoman	<input type="checkbox"/> Pet Friendly
<input type="checkbox"/> Dry cleaning/laundry service	<input checked="" type="checkbox"/> Pool
<input type="checkbox"/> Eco Tours	<input checked="" type="checkbox"/> Restaurant(s) in hotel
<input checked="" type="checkbox"/> Elevator/lift	<input checked="" type="checkbox"/> Room Service
<input type="checkbox"/> Express check-in	<input checked="" type="checkbox"/> Safe-deposit box
<input type="checkbox"/> Express check-out	<input type="checkbox"/> Smoke-free property
<input type="checkbox"/> Fitness Facilities	<input checked="" type="checkbox"/> Spa

Additional Amenity 1

Additional Amenity 2

Additional Amenity 3

Additional Amenity 4

Number of rooms

Number of floors

GO BACK **SAVE & CONTINUE LATER >>** **CONTINUE >>**

When you reach **Step 5** you can select the different types of credit cards that your business accepts. You will want to check all that apply.

Price (Low) is used to indicate the low end of your price range. Price (High) is used to indicate the high end of your price range.

STEP 6: CURRENT SPECIALS

If your business is running any special offers **Step 6** will allow you to share this information on your listing. These specials will also be displayed in a second designated area on the website.

Specials Headline: Enter an attention grabbing headline regarding your current special.

Specials Link: Enter a URL where visitors can view your special on your website if applicable.

Offer Start Date: Date offer begins

Offer Expiration Date: Date offer ends

Special Description: Use this area to provide a clear explanation or any additional information about your offer.

Be sure to click on 'Add Special' before continuing onto the next step or your special will not be saved.

After clicking 'Add Special' it will appear on the right side of the page and you will have the opportunity to enter another special or Continue onto Step 7.

The screenshot shows a navigation bar with tabs: Hotel Type, Hotel Information, Web Information, Photography, Pricing, **Current Specials**, and Final Review. Below the navigation bar, the page is titled "STEP 6 Current Specials". The form contains the following fields:

- Specials Headline:** A text input field.
- Specials Link:** A text input field.
- Offer Start Date:** A date input field with a tooltip: "These are the dates your special will be displayed on the site. These dates are not visible to the site visitor."
- Offer Expiration Date:** A date input field with a tooltip: "These are the dates your special will be displayed on the site. These dates are not visible to the site visitor."
- Book By Date:** A date input field with a tooltip: "The date your guests must book the offer by."
- Valid Start Date:** A date input field with a tooltip: "These are the Travel Dates or when the offer is available for use by the guest."
- Valid End Date:** A date input field with a tooltip: "These are the Travel Dates or when the offer is available for use by the guest."
- Specials Description:** A large text area with a "400 characters remaining" indicator.

At the bottom of the form, there is an "ADD SPECIAL »" button and a navigation bar with "GO BACK", "SAVE & CONTINUE LATER »", and "CONTINUE »" buttons.

STEP 7: FINAL REVIEW

STEP 7
Final Review

COMPANY TYPE

Business Name

Hotel Type

Additional Categorization (choose up to 3)

- Active
- Boutique
- Business
- Contemporary
- Economical
- Family Friendly
- Green
- Historic
- Luxury
- Newly Renovated
- Oceanside
- Relaxing
- Romantic
- Traditional

COMPANY INFORMATION

Address 1

Address 2

Destination

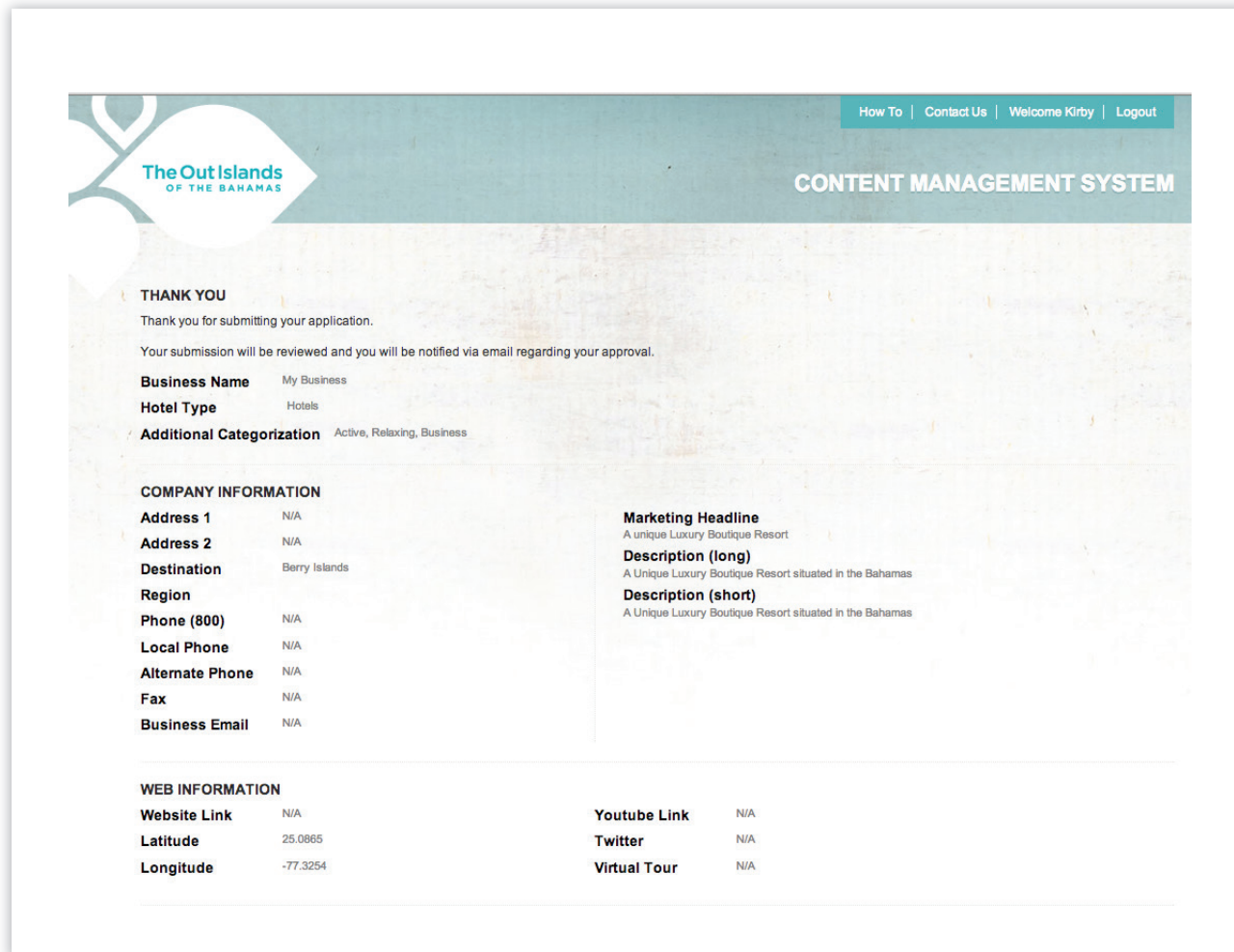
Marketing Headline

Description (long)

155 characters remaining.

The final review page is your opportunity to make sure all the information has been entered correctly. On this page you can:

- Save and Finish Later
- Edit any part of your information
- Submit for Approval



On the confirmation page you will get a final summary of all information entered plus you will be able to preview your listing.

Please note, you will be unable to add or edit your details until an administrator has accepted/denied your submission. After approval you may come back at any time to add or edit your details and re-submit.

You will receive an email at the address you entered when you registered alerting you of your listing's status.