



FLBBA Website Member Administration Instructions

Please print these instructions. It is your responsibility to take possession of your listing and keep it up to date with text and pictures.

1. Go to www.flbba.com and scroll to the bottom of the page and click on **Members Login**.
2. Enter your username and password. Your username is the name of your B&B as it is listed on the current FLBBA website (excluding an apostrophe- i.e. *Fintons* NOT *Finton's*). Your password is the main word in your name i.e. *Abner* (these both contain upper and lower case and are case and space sensitive.)
Then click **Submit**.
3. Click the **edit** link on the right hand side of the page.
4. Enter/edit the text in the **Description** box including your rates. As a point of interest you should enter information containing keywords that would be valuable in a search to find your B&B.
5. **Nearest Town** can be the town you are in or the nearest destination. (i.e. if you are in *RockStream* the nearest town might be *Watkins Glen*.) This is important because you will show up in both searches.
6. Enter the **Nearest Lake**.
7. Enter your **URL** (this is your website address.) Be sure to include <http://www>. ..etc.
8. Enter your **Contact** information.
9. Check the **Amenities** boxes that pertain to your B&B.
10. Scroll to the bottom and click **Submit**. *This is very important to save your changes.*

To add photos:

1. Scroll back to the top of the page and click the **Images** tab.
2. Click the **Add an Image** link.
3. Choose your B&B **listing** from the dropdown box. *This is very important to assign the image to your B&B.*
4. Click the **Browse** button.
5. Choose a photo from a file on your computer. (This is just like attaching a file to an email.)
Files should not be too large as they will take a long time to upload and a long time for a guest to view the picture once it is selected for enlargement.
6. Name the picture as something you'll recognize in the **Description** box.
7. Click **Submit**.
8. Add more photos (up to 6) by going back to step 13.
9. Be sure to set one of the pictures as **Main**. This image should be "signature picture" representative of your B&B.

Last Minute Availability

If you wish to participate in “Last Minute Availability”, you need to place a check mark in the small box after: **Show Last Minute Availability on FLBBA.org**

Then set the number of rooms available for each day. You receive an email reminder each Sunday morning to update this listing. The purpose of this page is to fill rooms at the last minute. If you have a room you want to fill or had a last minute cancellation, it makes it easier for us to help each other and remain on the FLBBA site to do so. Be sure to scroll to the bottom of the page and click Submit. **If you do not update your availability after receiving 2 email reminders, your last minute availability will be removed and not show until you log in and recheck the box.**

Special Event Availability

If you wish to participate in Special Event Availability, you need to place a check mark in the box next to: **show event availability**. Then place a check next to all the events that you wish to show availability. This only needs to be done once until your B & B is completely booked. When your Inn becomes booked for any of these event dates, log in and remove the check from the listing next to that event.

You can get help by clicking on the support link at the top of the member admin page.

Write down

Username: _____

Password: _____

www.flbba.com • support@flbba.com
585-657-4681 Lynda for support