



ADVENTURES IN LIVING

## Official Idaho Tourism Databases

*Keeping your valuable data current online*

Idaho Tourism provides information to potential travelers on all there is to see and do across the state. We manage databases of Attractions, Events, Lodging Properties and Vacation Packages to help businesses and organizations

provide accurate information and even photos to prospective customers. Information stored at our site [www.updateidaho.com](http://www.updateidaho.com) is supplied to several state and regional web sites. Selected information is used in the Official Idaho Travel Guide and RV Idaho.

We strive to keep over 2,000 entries as current as possible. Changes can be made anytime online but we actively remind everyone to update their information each June. Qualified listings from tourism-related organizations can include Attractions, Events, Communities, Lodging Properties and Vacation Packages. We now obtain outfitter data directly from the Outfitters and Guides Licensing Board but outfitters may utilize the Vacation Packages database.

A few guidelines:

- You must be an owner, employee or volunteer with the organization responsible for the place or event in the listing. Although there are a few exceptions, if you don't work there, it isn't your listing.
- Please use normal capitalization. Don't use quotation marks and exclamation points. This data is used by several organizations in many web sites and publications - we are looking for facts and style consistency.
- Provide information about that single entry - not the whole community. (Likely covered elsewhere.)
- Events must be of some interest to the traveling public. No fundraisers, swap meets, etc.
- Vacation packages must have activity and lodging components. Remember people are seeking a bargain.
- Outfitter information on our site is now obtained directly from the Outfitters & Guides Licensing Board.

To register as a new user:

1. Go to [www.updateidaho.com](http://www.updateidaho.com) and bookmark the site.
2. Create a User Name (email address) and password. Provide your full name and organization. Click *Next*.
3. Search for the listing(s) you need to manage. (Search tip: just enter one key word)
4. When you see your listing, click on it to attach it to your User Name.
5. Repeat that step for every listing that you will be managing.
6. If you are registering and need to enter a new listing, there is a checkbox to mark to get a blank form.
7. Choose *Add New Listing*, then create it section by section, clicking *Save* at the end of each. All data is reviewed by Idaho Tourism staff, who may edit content to fit available space.

To log in as an existing user:

1. Enter User Name and password at [www.updateidaho.com](http://www.updateidaho.com). A password retrieval function is there, too.
2. The Dashboard page will show the listing(s) to which you have access. (More menu items at the top.)
3. Click *Edit* to open up the first editable page.
4. Edit as needed, moving through all sections shown on the right, clicking *Save* at the end of each page. All listing changes are reviewed by Idaho Tourism staff, who may edit content to fit available space.

Take a moment to review your information for accuracy and spelling. After saving, you can go back to make more changes. You can also see how we display the data at [www.visitidaho.org](http://www.visitidaho.org) by using the tabs Go, Do and Stay. There is even a *Report a Problem* feature under the menu item *More*. Information about submitting up to three photos is also on the site. Don't forget the Google map feature - show travelers exactly where you are.

Please note a new feature in the Attractions and Events databases - a checkbox asking if volunteers are needed. If checked, more information about your organization's volunteer needs will be requested and will then be displayed on a new section of our site, [www.visitidaho.org/voluntourism](http://www.visitidaho.org/voluntourism).