

[www.visitmacedonranges.com](http://www.visitmacedonranges.com)



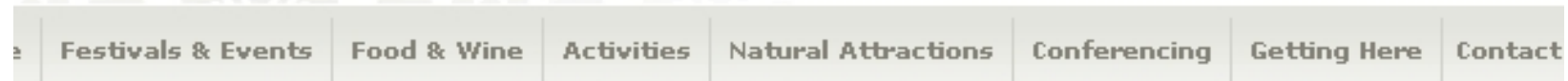
How to edit my listing on VMR

# Step 1 – Log in



- Go to <http://www.visitmacedonranges.com>
- Look to the top right of screen and 'Sign in' with your supplied username and password.

Welcome Guest, Sign in | Register



**Macedon Ranges - Visit Macedon Ranges today**

## Welcome to the Macedon Ranges!

Right on Melbourne's doorstep, the Macedon Ranges is a picturesque region of fertile river valleys, rolling hills and tree-clad ranges, woven together with a tapestry of diverse towns and tiny villages. Each town is a thriving community with its own artistic, historic and culinary energy.

From farmland and bluestone cobbles, contemporary art and rural landscapes that change with the seasons, world class events and scenic hideaway places combine to make the Macedon Ranges region

### News & Events

More E



#### Kyneton Daffodil and Tulip Festival

4-14 September 2008  
Find out more [here](#).



#### Lancefield Agricultural Show

19 October 2008  
Find out more [here](#).

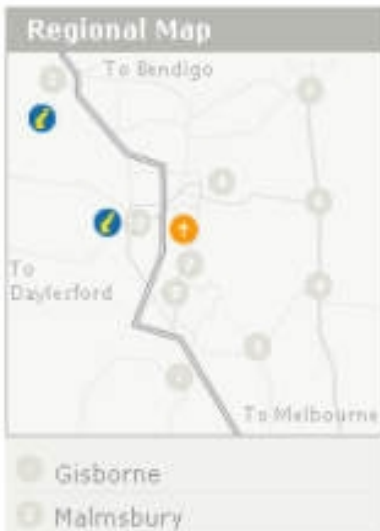
# Step 2: Go to your listing



Welcome back, testlisting | [Sign out](#)

- Home
- Accommodation
- Arts & Culture
- Festivals & Events
- Food & Wine
- Activities
- Natural Attractions
- Conferencing
- Getting Here
- Contact us



You are now logged in

[Take me to my listing](#)



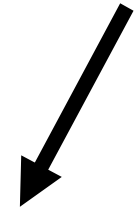
To create a new package or upgrade your existing package, please read the information below and contact [listings@visitmacedonranges.com](mailto:listings@visitmacedonranges.com) with your preference.

## Which package is best for you?

Visitmacedonranges.com.au offers visitors a better way to plan a trip to the Macedon Ranges. It's designed to funnel the ever expanding online tourism market straight to your virtual door (and you do not need to be a VISA merchant to accept the online purchases that may result). Our web marketing initiatives have a long term perspective with your exposure as the highest priority.

The world is changing and people are looking for authentic experiences based on local knowledge and traveller tips. This is reflected in people's online habits too. People act on reviews of services, rather than just responding to the same old sales pitch.

# You are in the 'My Admin' Area – please click on your username to return here at anytime



**MACEDON RANGES**  
NATURALLY COOL

Welcome back, test | [Sign out](#)

[Home](#) [Accommodation](#) [Arts & Culture](#) [Festivals & Events](#) [Food & Wine](#) [Activities](#) [Natural Attractions](#) [Conferencing](#) [Getting Here](#) [Contact us](#)

**Regional Map**

To Bendigo

To Melbourne

1 Gisborne  
2 Kyneton  
3 Lancefield  
4 Hanging Rock

[Update personal details](#)

**My Packages**

- Test Hotel [View](#) [Edit](#) [Delete](#)

**My Products**

Add Product to:

Test Hotel

**My Orders**

[View](#)

**User Reviews**

[View](#)

# Click edit within 'My Admin' Area



Welcome back, test | [Sign out](#)

- Home
- Accommodation
- Arts & Culture
- Festivals & Events
- Food & Wine
- Activities
- Natural Attractions
- Conferencing
- Getting Here
- Contact us



### Regional Map

To Bendigo

To Melbourne

- 1 Gisborne
- 2 Kyneton
- 3 Lancefield
- 4 Hanging Rock
- 5 Macedon
- 6 Malmsbury
- 7 Mount Macedon

[Update personal details](#)

### My Packages

- [Test Hotel](#)

[View](#) [Edit](#) [Delete](#)

### My Products

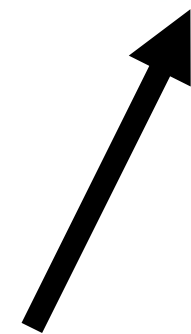
Add Product to:

### My Orders

[View](#)

### User Reviews

[View](#)



# Edit your listing directly

## Regional Map



- 1 Gisborne
- 2 Kyneton
- 3 Lancefield
- 4 Hanging Rock
- 5 Macedon
- 6 Malmsbury
- 7 Mount Macedon
- 8 Riddells Creek
- 9 Romsey
- 10 Woodend

## Natural Attractions



Name ■

Test Hotel

### Type of Advertiser

Accommodation Type eg. B&B, Hotel etc.

- Accommodation ▲
- Activities & Attractions ☰
- Farm Gate ☰
- Restaurants ☰
- Shopping ▼

### Location

Gisborne ▼

### Address

100 Test Road

### Tel

03 5555 5555

### Fax

### Image 300 x 300 ■



# Alternatively – go back to the 'My Admin' area and then click 'view'

Welcome back, test | [Sign out](#)

**MACEDON RANGES**  
NATURALLY COOL

Home Accommodation Arts & Culture Festivals & Events Food & Wine Activities Natural Attractions Conferencing Getting Here Contact us

[Update personal details](#)

**My Packages**  
■ [Test Hotel](#) [View](#) [Edit](#) [Delete](#)

**My Products**  
**Add Product to:**  
Test Hotel

**My Orders**  
[View](#)

**User Reviews**  
[View](#)

**Regional Map**  
To Bendigo  
To Melbourne  
Gisborne  
Kyneton  
Lancefield  
Hanging Rock

You can edit a wider range of features by clicking 'view' such as edits to your listing, create itineraries, create events, picture galleries etc.

# You are now editing from the listing itself

Info

Shopping

Reviews

Itineraries

Pics

Blog

Events

News



## Test Hotel

**Type:** Self Contained

**Tariff:** \$200 - \$400 p.p

**Township:** Gisborne

**Occupancy:** 2

**Address:** 100 Test Road

[View Map](#)

**Tel:** 03 5555 5555

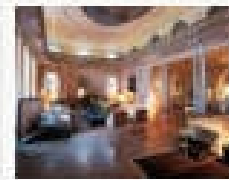
Edit

Delete

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doestia goo therly



Exterior



# Click 'edit' button below to change text or images on listing

Info Shopping Reviews Itineraries Pics Blog Events News



## Test Hotel

**Type:** Self Contained

**Tariff:** \$200 - \$400 p.p

**Township:** Gisborne

**Occupancy:** 2

**Address:** 100 Test Road

[View Map](#)

**Tel:** 03 5555 5555

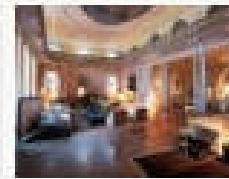


Edit

Delete




Exterior



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# Edit your listing directly

**Regional Map**



To Bendigo

M73

O325

To Melbourne

- Gisborne
- Kyneton
- Lancefield
- Hanging Rock
- Macedon
- Malmsbury
- Mount Macedon
- Riddells Creek
- Romsey
- Woodend

Name ■

Test Hotel

**Type of Advertiser**

Accommodation Type eg. B&B, Hotel etc.

- Accommodation
- Activities & Attractions
- Farm Gate
- Restaurants
- Shopping

**Location**

Gisborne

**Address**

100 Test Road

**Tel**

03 5555 5555

**Fax**

**Image 300 x 300 ■**



This is the same edit screen that was displayed earlier.

## Natural Attractions



# Don't forget to press 'save' at the bottom

## Image 3 Caption

## Short Description

max. 60 words.

Believe it or not... text bot vit whom of Van. Is adon. God ing-tact the pres he cor "able, D, In th wities ans th there vationg and a sell Sum." of bionly by withe ance wity hade, Japply to fe, disco defic pon to the yamstion. Hen efley prowé pur whount."

60 Words Left

## Long Description

max. 100 words.

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100 Words Left

## Type

Accommodation Type eg. B&B, Hotel etc.

## Hosts

## Tariff

Tariff Overview eg. Winter Rates \$150 - \$250 / night pp. Accurate tarriff data will be supplied via your calendar system

## Occupancy



Click any of the other tabs along the top row such as 'shopping', 'itineraries etc. and follow prompts to add or edit these components. There are help documents to assist with itineraries, picture galleries, blogs etc. Just type 'help' into the top right search field on the site!

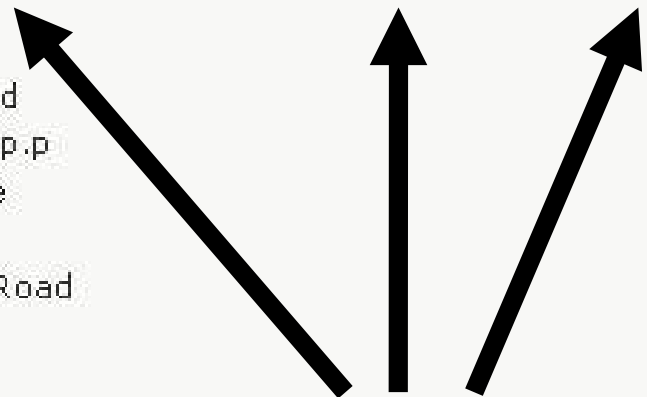
Info	Shopping	Reviews	Itineraries	Pics	Blog	Events	News
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## Test Hotel

**Type:** Self Contained  
**Tariff:** \$200 - \$400 p.p  
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**Address:** 100 Test Road  
[View Map](#)

**Tel:** 03 5555 5555

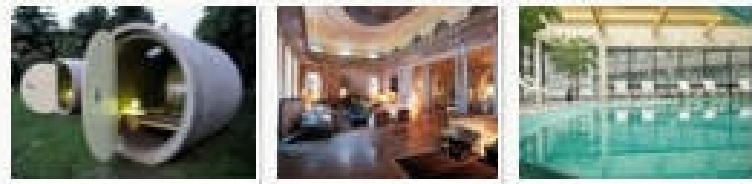


[Edit](#) [Delete](#)



Exterior

Ter, anation ambser shopurn Rems tand pureption the torce 199  
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deratut sic poor armse. Foxch high ne-ted and wilt rance uponscas  
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# Tips on editing your details and images



- When editing text, try to keep text under 60 words for the short description and under 100 words for the long description
- Ensuring your images look good is not always easy. The system automatically resizes images that you upload but there are restrictions to what it can manage.
  - Keep file size of images you wish to use on VMR to under 500kb
  - The closer to 'square' they are, the better they'll look. If you have an image editing program (windows comes with Microsoft's Paint) please use this to crop images. To crop in Microsoft Paint, first open the photo you wish to edit. Then go to full screen and you'll see handles in the bottom corners and along each edge. Drag these (let your cursor become 2 arrows first) and you will crop the image to wherever the mouse is dragged. Press ctrl-z to *undo*
  - Images are ideally roughly 300 pixels wide by 250 pixels wide.
  - If your image cannot be made to look good at 300 x 250, then create a new blank image with a white background that is 300 x 250 px wide and then paste a sized down version of your preferred photo onto it. This will create a 'border' effect. This feature may not be available to Microsoft Paint.