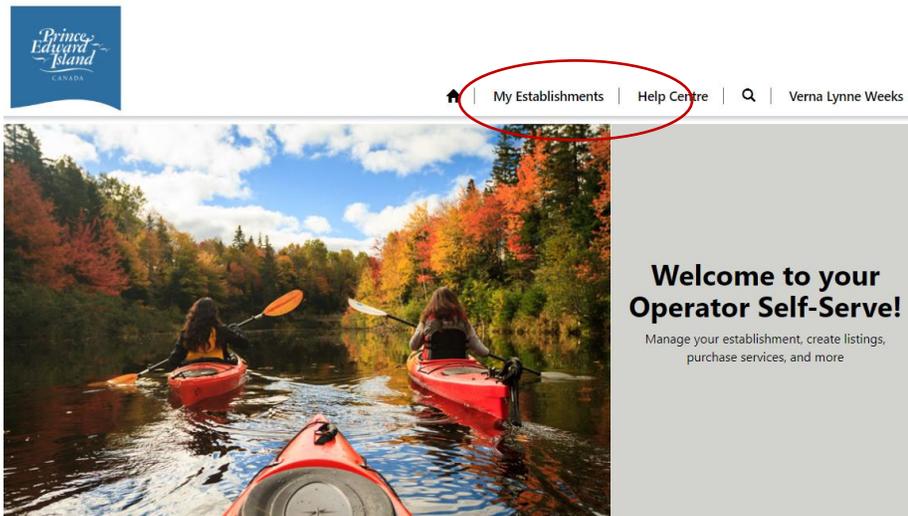


How do I edit a web listing for TourismPEI.com?

In order to edit a web listing, you must first complete the following steps:

- register for a portal account;
 - apply and pay for an ACCOMMODATION license (if applicable); and/or
 - add ESTABLISHMENT information
1. Sign-in to the portal @ www.tourismpeidynamics.com with your email and password.
 2. From the home screen, click MY ESTABLISHMENTS



3. Find your establishment that you want to edit a list for in the My Accommodations or My Other Establishment grids. Click on the ESTABLISHMENT ID to go to your establishment menu options.
4. You will come to the SUMMARY page for your establishment. From the sidebar, click LISTINGS to open up listing options.

Summary

OPERATOR INFORMATION	ESTABLISHMENT INFORMATION
PEI Business Registry Number	Establishment Name
—	Digger's Clam Shack
Ownership Type	Property ID
—	—
Legal Business Name	Property Manager Same as Operator
—	—

- From the listings page, click on the LISTING type you wish to edit. If there are no listings showing, then you need to create a new listing.

Summary	type	(ENGLISH)	REASON	URL FOR RESERVATION	U
Listings	Basic	33 Sunset Drive	Draft	https://www.sunsetcottage.com/Book-Now	ht
	Enhanced	Sunset Lodge	Draft		

- Click EDIT LISTING at the bottom.
- Enter a description of the changes required for the listing and click SUBMIT.
- A staff member will review your requested edits. Any significant changes to copy will be sent to Translation Services.