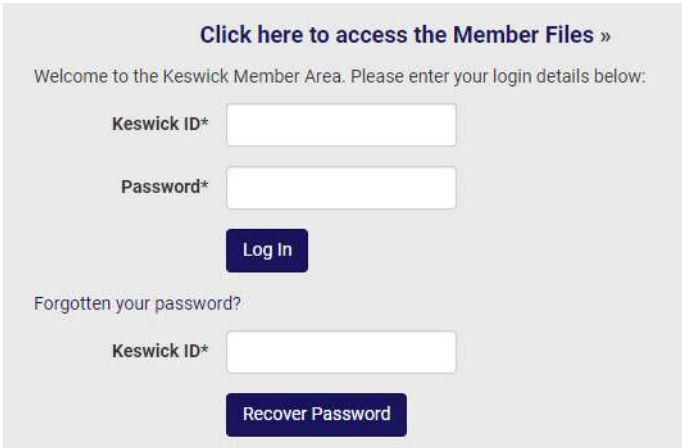


## Updating Your Website Entry

All accommodation members and business members with an enhanced entry can update their KTA website entry online.

If you would like to amend the text and photos on the page go to <http://www.keswick.org/members>

Log into your entry using the log in details provided by KTA. If you need a reminder of them please contact the KTA office.



The screenshot shows a login interface for the Keswick Member Area. At the top, there is a link: "Click here to access the Member Files »". Below this, a welcome message reads: "Welcome to the Keswick Member Area. Please enter your login details below:". The login section contains two input fields: "Keswick ID\*" and "Password\*", each followed by a blue "Log In" button. Below the login section, there is a link: "Forgotten your password?". This link is followed by another "Keswick ID\*" input field and a blue "Recover Password" button.

*Edit my text* – you can either amend your text, type in new text or copy and paste text in from elsewhere. You can have unlimited text on your entry.

*Edit my photos* – you can upload up to 20 photos in jpg format. Landscape images work best on the website. Images should be at least 1000 pixels wide. Smaller images may look blurry or stretched. The first photo you display will be the one used as your thumbnail entry.

*Edit my video* – You can add a You-Tube video to your webpage by copying and pasting the web address into the box.

*Special Offers and Late Availability* – you can add up to 2 entries in each category with a maximum duration of 14 days to keep the website up to date. The first line will be your business name, and this will automatically link through to your website entry. Below this the title and intro text will be displayed on the web page. The offer text is displayed when 'Read More' is clicked. Please note that a Special Offer must include a monetary or percentage offer or a free add on such as an extra night's stay.