

# Images/Logos/Videos for DMOs/Parent Accounts

Images, logos and videos may be added to your TravelKS.com listings. **Unique and interesting images make your listing(s) stand out from the rest!**

All account images are stored in the Web -> Media tab within the Member Record. The Media tab displays all images with a summary of information including the image type, title, and file name, a preview of the image, who created the image, the date the image was uploaded/created, and who updated the image last with a Last Updated date stamp. The Sort Order column can be used to determine display order both in CRM and on your website.

- To edit an image, click the pencil icon to the left of the image.
- To delete an image, click the red "X" to the left of the image.
- To add a new media file, click on the appropriate button on the top right side of the grid. (Ex: New Logo/Image)



Action	Type	Title	Filename	Created By	Created	Last Updated By	Last Updated	Sort Order	Move
	Logo	simpleview logo	SV_trident.jpg	User: Kevin Bate	10/12/2010	User: Kevin Bate	10/12/2010	0	
	Image	Trust Fall	simpleview-trust.png	User: Kevin Bate	10/12/2010	User: Kevin Bate	10/12/2010	1	

Multiple media types can be added to your Media tab.

The Media tab supports several different file types including .jpg, .jpeg and .gif, as well as IPIX and YouTube.

## Uploading Media

Go to the appropriate Child Account's Member Record by choosing the account from the dropdown menu in the upper right of the screen.

The process of uploading images and other media varies depending on the type of media you are uploading.

- To upload a logo or image, click the New Logo/Image button.
- To upload an IPIX file, click New IPIX.
- To link to a YouTube video, click New YouTube.

The media form will display with the following fields:

**Type** - If you are uploading an image or logo, select the type of image you want to upload. Logos are the image displayed on the listing when listed with multiple other properties, such as on a search result page. Images are displayed within the listing detail page on the website. If you are uploading another form of media (IPIX or YouTube) the Type field will be automatically completed and will not be editable.

**Title** - Add a title to assist with organization.

**Upload Logo/Image/IPIX/YouTube** - Click the Browse button to locate the file you wish to upload. Select the image and click Open. If you uploaded a logo or image, a preview will display under the Current Image section. If adding a YouTube video, you will paste the YouTube link.

**Add to Listing(s)** - Select which listing(s) you would like to attach the image, logo or video to.

When all fields have been completed, you will be able to save the Media record by clicking Save. You can also click Save & New Media to save this logo/image and refresh the New Media form, or click Close to cancel your changes.

The screenshot shows a web form titled "New Logo/Image" for "MEDIA: NEW MEDIA FOR EL QUARTELEJO MUSEUM". At the top right, it says "Welcome, Jennifer Turner - Logged in to:". Below the title are three buttons: "Save", "Save & New Media", and "Close". A red message "Colored fields are required." is displayed. The form is divided into sections: "Media Information" with fields for "Type" (set to "Logo"), "Title" (empty), and "Upload Logo:" (with a "Choose File" button and "No file chosen" text); "Add To Listing(s)" with a checked checkbox for "El Quartejejo Museum (Website: History & Heritage: Museums) - ListingID: 2232" and another red "Colored fields are required." message. At the bottom are the same three buttons: "Save", "Save & New Media", and "Close".

The screenshot shows a web form titled "New YouTube" for "MEDIA: NEW MEDIA FOR EL QUARTELEJO MUSEUM". At the top right, it says "Welcome, Jennifer Turner - Logged in to:". Below the title are three buttons: "Save", "Save & New Media", and "Close". A red message "Colored fields are required." is displayed. The form is divided into sections: "Media Information" with fields for "Type" (set to "YouTube"), "Title" (empty), and "YouTube Link:" (empty); "Add To Listing(s)" with a checked checkbox for "El Quartejejo Museum (Website: History & Heritage: Museums) - ListingID: 2232" and another red "Colored fields are required." message. At the bottom are the same three buttons: "Save", "Save & New Media", and "Close".