

Where do we start to set up new accounts?

Log into the Extranet at <https://extranet.exploreminnesota.com>.

To add new users, send a help request.

Does Explore MN have to approve event listings? If so how long does that take? Yes, EMT reviews all event listings within 2 business days.

You reference note pad can you use other word processing? Sure, as long as it's a plain text editor and will not carry over any unusual formatting or special characters, like emojis.

Can they only be YouTube videos, or will you accept Vimeo? Only YouTube videos are accepted at this time.

When will we have access to make updates? You can begin making updates right now, and your changes will be reflected on the new website when it launches in February.

Under Attraction Attributes, why do you only have "can support group of 45 or more"? Why not have an option like "Private dining room for groups" or what have you. Many places have rooms to host groups, but not necessarily 45 or more. Perhaps 15- 30 or so.? Change will be made to this category to indicate "group dining".

When is the new site supposed to launch? Will it be easily accessible via exploreminnesta.com? New site is scheduled to launch February 6. It will use the same URL it's using now: exploreminnesota.com

How do we move pictures around? You can move the order of images by clicking and dragging them in the order you want them to appear.

Do you have to have a caption for every photo? No, captions are not required, but for accessibility reasons for visually impaired people, it's recommended you do have an alt tag describing every image.

Can I set two seasonal hours? Say Summer Hours and Winter Hours? Yes. Click "Add season" again after entering your first season, and you will see another entry appear, then you can add season-specific hours and click "Save."

Can you upload the listing map outline by uploading a KML file or something, or do you need to trace it out in the web app? 99% of listings only need a pin. If your listing is a trail or byway, you must trace it out using the line tool.

A question: If your business doesn't have a set location (is mobile), are you able to create a listing page? Not at this time.

And is there a feature for a business whose open hours vary? If your business's hours vary and do not follow a set pattern, you may use the "Description" field and/or the "Additional Date Information" field under "Amenities" to explain that your hours vary and to check your website for up-to-date information. You are not required to add hours using the structured format.

Is there a recommended number of photos to have? Between 3 and 10 photos is ideal.

Photos: only horizontal? Not vertical? Photos must be a minimum of 640px wide. The slideshow for your listing on the website is horizontally oriented, but it can handle vertical images as well, as long as they are 640px wide. We do recommend the first image in your image gallery be horizontal, however. That will ensure it crops well when appearing in listing results.

Instead of "All Day" for events like your free coffee day, wouldn't you put in the hours you are open instead of all day? Yes, you can do it either way. The system is flexible for what your business does.

Can we enter a range of prices under listings? Example: Camping \$30-\$35? For places to stay, there is an area inside amenities for daily and weekly max and minimum rates, as well as a free text area to add any rates that have a more nuanced structure.

Is Fishing a category under listings? Yes - "Fishing guides & charters" and "ice fishing house rentals" are categories, as well as related categories for boat rentals, outfitters and the like.