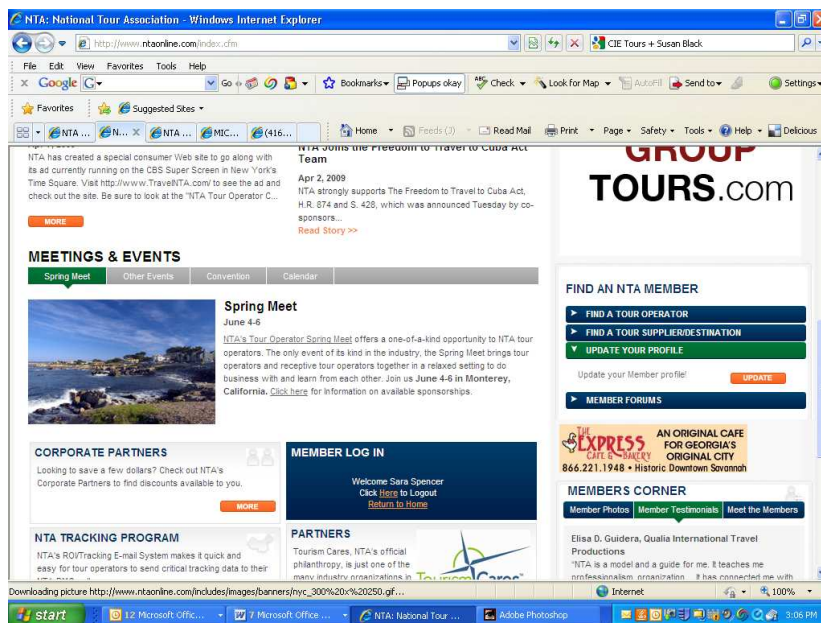


How to Update Your NTA Profile

Updating your profile on NTAOnline.com is quick, easy, and extremely important. Your profile is how potential business partners find you, and for tour operators, it is how a potential traveler may discover you and plan a trip. Recent enhancements enabling you to upload images and your company logo can help you increase your online marketing exposure and offers another way you can highlight your destination, attraction or tour product.

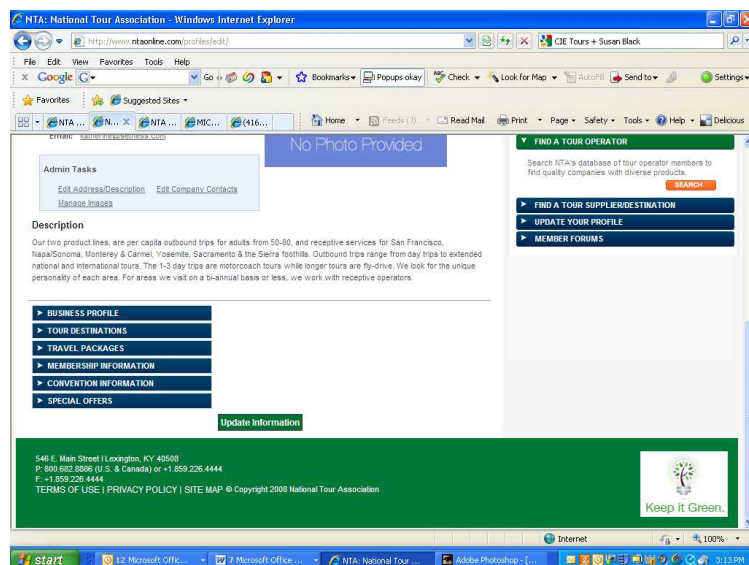
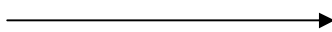
To get started, first log in using your e-mail address and password. The Member Log In box is the blue box that appears in the middle of the NTAOnline.com homepage or on the right-hand side of any interior page.

Next, select "Update Your Profile" from the right-hand side of the page as seen below.



Click Update Your Profile

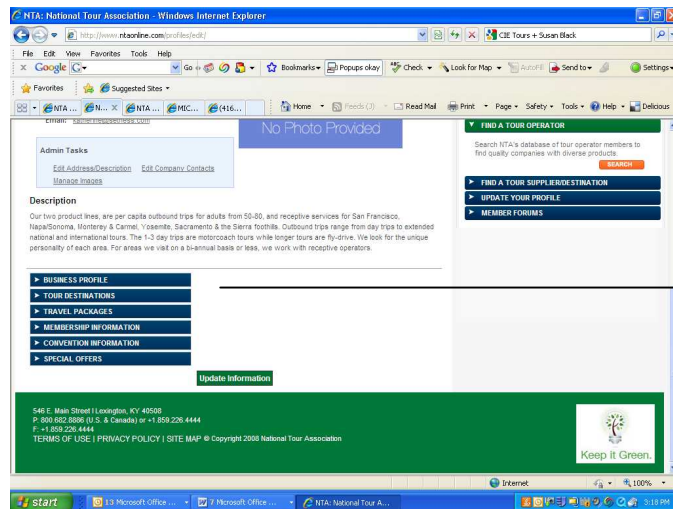
You can edit your company's contact name and description, your company contacts, and your logo and images by selecting the links in the light blue box.



For Tour Operators:

You can select any of the blue tabs to update the following:

Business Profile — For tour operators, this includes your types of customers; if your packages are customized, scheduled or independent; transportation components; packaged length; origin of visitors; restaurant and hotel types you use; inbound programs; business classification; trade memberships and a few other business questions.



Tour Destinations — List the destinations you've visited in the last two years, those you intend to visit, and your top cities

Travel Packages — Check off the types of tours your company offers or would package

Membership Information — This area shows Company ID, membership category and the number of years you've been an NTA member. Only NTA Headquarters can make changes to this section

Convention Information — This area allows you to type in your specific product development goals, which will be used by tour suppliers and DMOs to prepare for the upcoming NTA Annual Convention

For Tour Suppliers:

Business Profile — For suppliers, this includes the amenities you offer, your trade memberships, and hotel ratings

Membership Information — This area shows Company ID, membership category and the number of years you've been an NTA member. Only NTA Headquarters can make changes to this section

Property Listings/Areas Served — If your company has multiple locations, you can list them here

For DMOs:

Membership Information — This area shows Company ID, membership category and the number of years you've been an NTA member. Only NTA Headquarters can make changes to this section

Business Profile — Here you can check off the trade associations your organization is affiliated with

NEW: To upload your company logo and/or pictures, select “Manage Images” in the light blue box. From here, you can follow the directions to add photos. The images can be .gif or .jpeg files and should be RGB files, not CMYK. The system will automatically size your image to fit; however, the ideal size is 226 pixels wide by 175 pixels high. Also, it is usually best to make sure the file is below 300 DPI.

When you are done, be sure to select the green button at the bottom that says “Update Information.”

Please contact your [Member Services Department](#) if you need assistance.

NTA Headquarters
Member Service Department
859.226.4444 | 800.682.8886 (U.S. and Canada)
questions@NTAstaff.com

