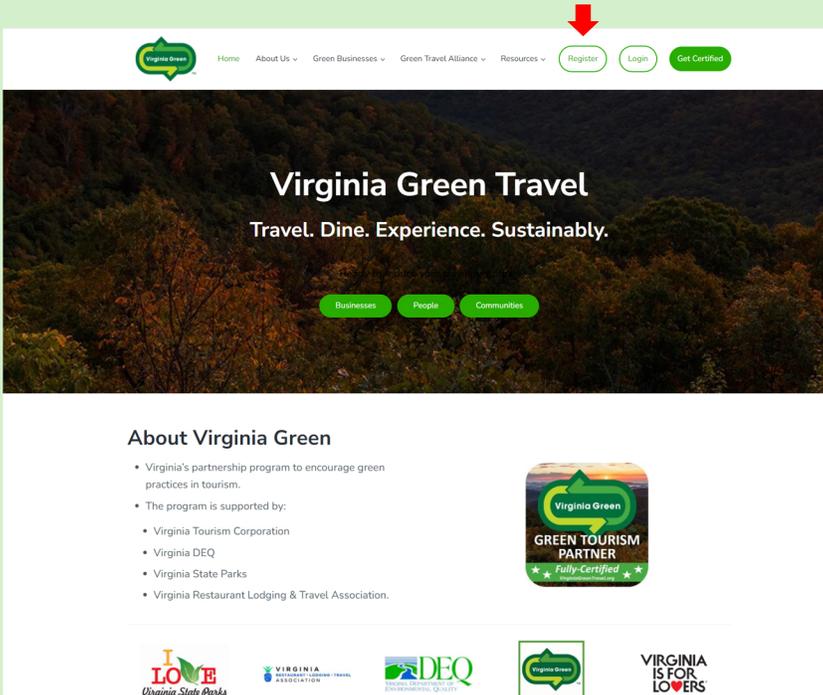


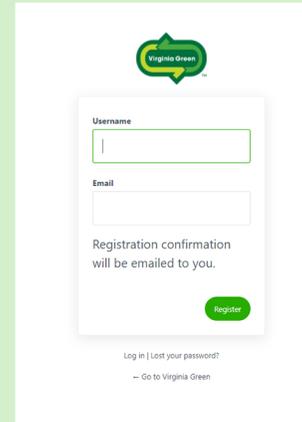
Registering for an Account

In order to submit your listing for review for a Virginia Green Travel Alliance Certification, you must first create an account. You will need to login to your account before submitting or editing an existing listing (once listing is approved).

1. Visit the homepage and click the Register button at the top



2. Create a username to sign-in, also enter the email you would like to receive notifications about your listing in the corresponding fields.



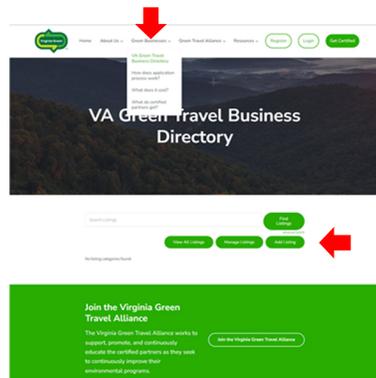
3. After submitting, you'll see this confirmation message. You should look in your email for a link to continue setting up your account with a password.



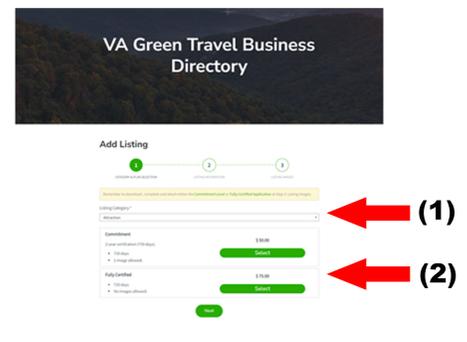
Adding A New Listing for Review

Before adding a listing for review, you must first log in using your username and password created during registration.

1. Navigate to the "VA Green Travel Business Directory" page under the menu's "Green Businesses" link. While signed in, click the "Add Listing" Button



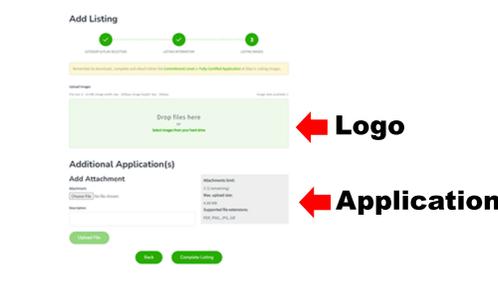
2. You should see the screen below. Here you will (1) select the type of business that you are and (2) whether you are planning to apply for the (a) Commitment level or (b) Fully-Certified level of participation.



3. Continue to fill out additional information pertaining to your listing - seen in step two below.



4. Step three in this listing process is where you will submit either your Commitment or Fully Certified application for review. Please upload a document in a format shown under "supported file extensions".



5. The last step before submitting your listing for approval, is payment. Please complete the payment process before continuing. If for some reason your application cannot be approved, you will be reimbursed.

