

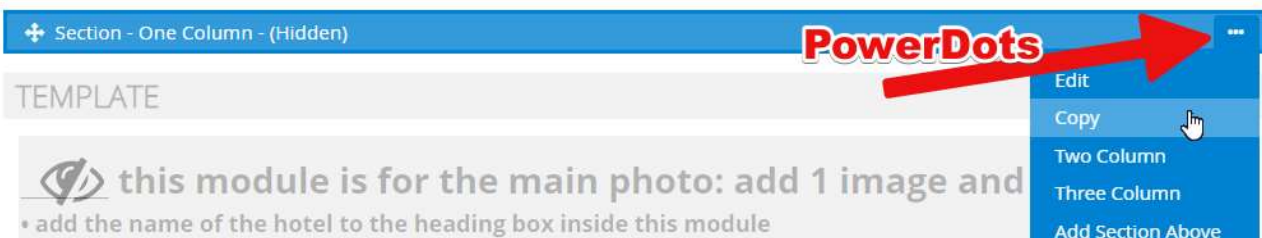


Instructions for adding a new hotel to the 'Stay' page

It's important that the Stay page is updated *before* adding a property to the Manage Hotels page

In Spark, go to **Site Map > Stay > Buena Park Hotels**

1. Scroll down below the intro text on the page and use the PowerDots to copy the hidden *section* named TEMPLATE.



2. On the copy screen, choose 'this page' and uncheck 'hidden after copy'
3. After the page reloads, the copied section will appear with orange borders below the template
4. Save the page – it will reload and the orange will change to blue
5. Click on the new section and remove the heading 'TEMPLATE'
6. Move the new section to the preferred position on the page
 - Drag & drop using the 4-way arrow on the left edge of the Section
 - OR, use the 'Move to > Bottom of page' option from the PowerDots if the section needs to be positioned closer to the bottom of the hotel list. Then drag it up to the desired position.
 - Make sure it's above the section at the bottom which includes the message 'Do not remove or edit the modules below'
7. Follow the directions within each module of the new section to add the hotel images
8. Save the page

Now go to <https://www.visitbuenapark.com/p/stay/manage-hotels> - password = Buenapark100

1. Click ADD HOTEL
2. Check the appropriate Amenities boxes
3. Add FULL URLs in the 'Booking URL', 'Google map link', and 'Website link' fields – (example: <https://www.hilton.com/en/hotels/laxbndt-doubletree-buena-park/>)
4. The Hotel Name needs to match the heading you added to the first module on the Stay page
5. The other fields simply require numbers, or selecting the appropriate option
6. Save

Close any tabs with pages related to Visitbuenapark.com, *then* open a new tab and go to the Stay page on your website. The new hotel will appear in the position you selected!