


## RMA Member User Guide

1. Log in to the Richmond.com Business Listing Advertiser Web Application by pointing your browser to the following link: <https://mymarketplaceadmin.travidia.com/?mp=800121>
2. Enter log in credentials. Please note that your Username is your e-mail address (provided to RMA) and your Password is your four or five digit RMA member ID.
3. Click on “My Listings” on the left, beneath **Advertiser Menu**.
4. Select your listing from the business listings selections by clicking on your listing name in red.
5. From here, you will be able to update general information such as your business name, address, phone number, and categories. Update desired information and be sure to click “Save” after making changes.

To add a category, click on the white icon next to “Business Categories.” A new search field will appear. Type in the desired category (for instance restaurant, jewelry...etc) and click the gray ellipses (  ) beside it. Select from the appropriate category from the list supplied. Again, be sure to hit the “Save” button before continuing.

6. To add files to your listing (photos, logos, images); click on the “My Files” link underneath **Advertiser Menu**. Click on the white icon beside “File.” This will add a new row for you to upload an image. You may upload up to 10 additional images (please note that you can only display four at a time on your listing). Images and logos will automatically be re-sized, however it is advisable not to upload extremely large images/logos. Once you have uploaded your image, type in a title for the image so that you will be able to distinguish what it is later. Click “Save”.
7. To display images, website, fax, email, additional phone numbers, description, and hours of operation, select My Listings and select the name of the listing you wish to update. Click the “Enhancements” tab at the top. From here, you will be able to add a description to your listings along with supplemental information (as indicated above). To display images, scroll down to the “4 Photo Set” section and select the images you wish to display from the images that were previously uploaded. You may also give your image a caption. Click “Save.”
8. To view your listing, you can go to the following link and search for you business in the Local Business Directory: <http://directory.inrich.com/VA-Richmond>.
9. Please contact Christie Newman at Richmond.com at 804-649-6388 for more information regarding marketing your business on Richmond.com.