Product Showcase

Instructions for Adding Products

Go to:	http://showcase.airlines.org
Click "Sign-In":	Enter email address/password
Click:	"Add a Product"

Web Page Title and Description Fields (Screen 1) – Please follow these steps carefully.

Title	Use your product name here as the URL for your new web page.
Description	**Leave blank.**
URL Name	**Leave blank. This field will be auto-populated.**
Page layout	Use default - "ATA Product Page Layout".
Click	Create

General Product Information (Screen 2)
This is the information that will be displayed on the Product Showcase for each product you establish. All fields are mandatory with the exception of Address 2 and State. All fields are searched when a visitor performs a keyword search on Product Showcase.

Title	Enter your product name as you would like it displayed.
Product Description	Enter your long product description for the product.
Product Description (Short)	Enter a 255 character description for abbreviated search results.
Product Image	**Important:** Although this field is optional, only products with images are featured on the homepage. Follow online instructions to add your product logo. Limit width to 190 pixels and limit height to 130 pixels.
Product Types	Select one or more.
Product Categories	Add one or more.
Product Specifications	Select one or more.
Product Company	Select the company to associate with this product.
Product Address 1	Enter address.
Product Address 2	This field is optional.
Product City	Enter city.
Product State/Province	This field is optional.
Product Zip and Country	Enter zip and country.
Product Contact Full Name	Enter full name of contact for this product.
Product Contact Phone	Enter phone number.
Product Contact e-Mail	Enter e-mail address.
Product Website	Enter URL (e.g., www.yourcompany.com/productlandingpage)

Two Remaining Steps

Step 1 – Save and review
- Click "Save and Close" from the top/left header and you will be presented with the product landing-page as it will be displayed in Product Showcase.

Step 2 – Check In
- If you are satisfied how your product appears, click "Page" at the top of screen and "Check In" to push your product page to public view. The process is completed.
- If you are not satisfied, click "Site Actions", then "Edit Page" to make corrections, then follow steps above.