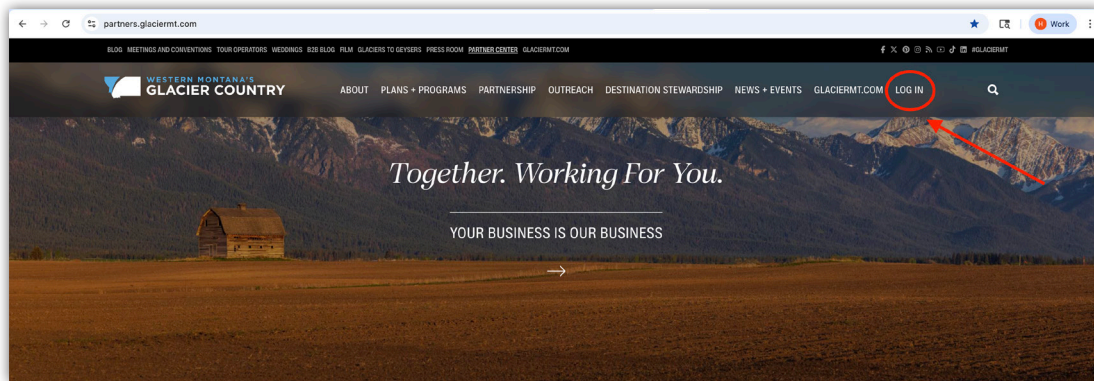


Partner Center – Basic Instructions

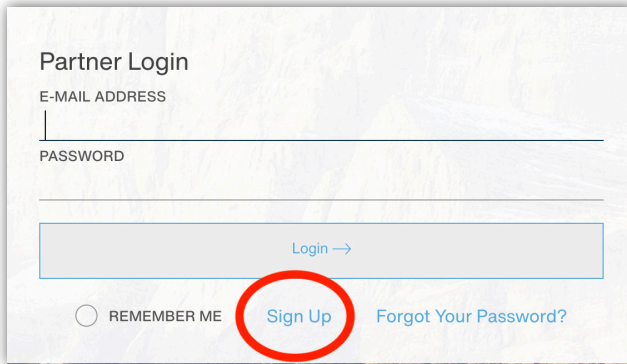
partners.glaciermt.com

How to Create a Partner Center Account

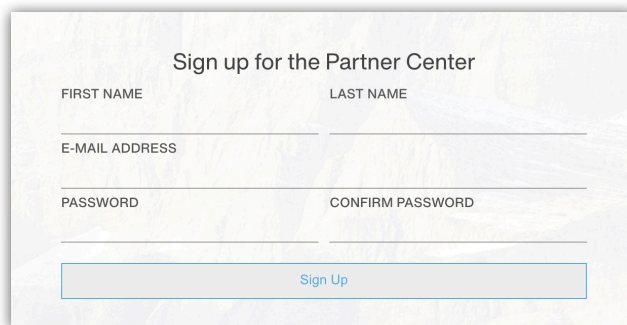
1. In the top navigation, click “LOG IN.”



2. Click “Sign Up.”

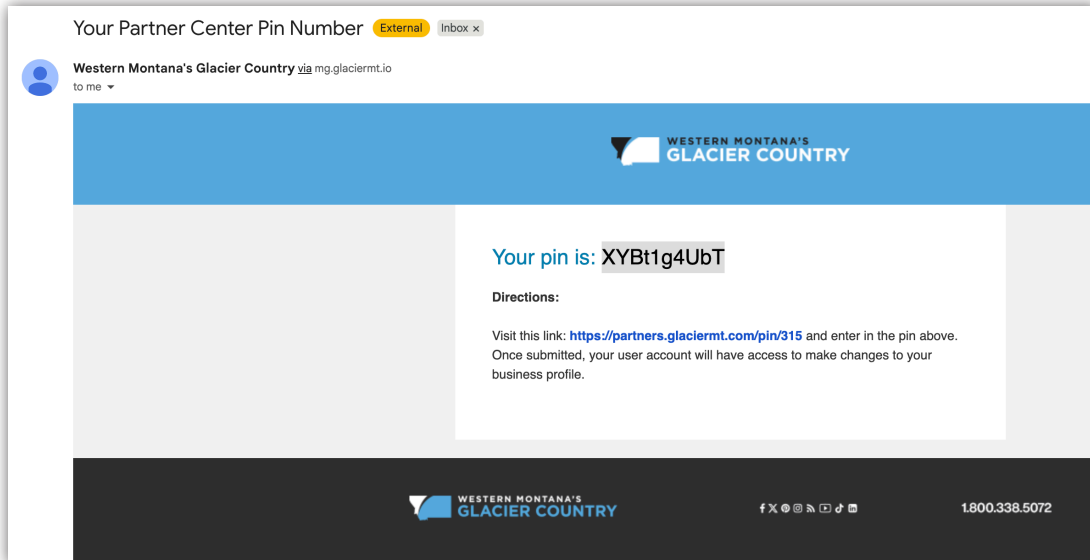
A screenshot of the 'Partner Login' form. The form has a light blue background with a mountain image. It includes fields for 'E-MAIL ADDRESS' and 'PASSWORD'. Below these fields is a 'Login →' button. At the bottom, there is a 'REMEMBER ME' checkbox, a 'Sign Up' link circled in red, and a 'Forgot Your Password?' link.

3. Fill out your information and click “Sign Up.”

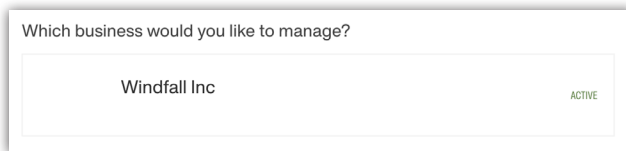
A screenshot of the 'Sign up for the Partner Center' form. The form has a light blue background with a mountain image. It includes fields for 'FIRST NAME', 'LAST NAME', 'E-MAIL ADDRESS', 'PASSWORD', and 'CONFIRM PASSWORD'. At the bottom is a 'Sign Up' button.



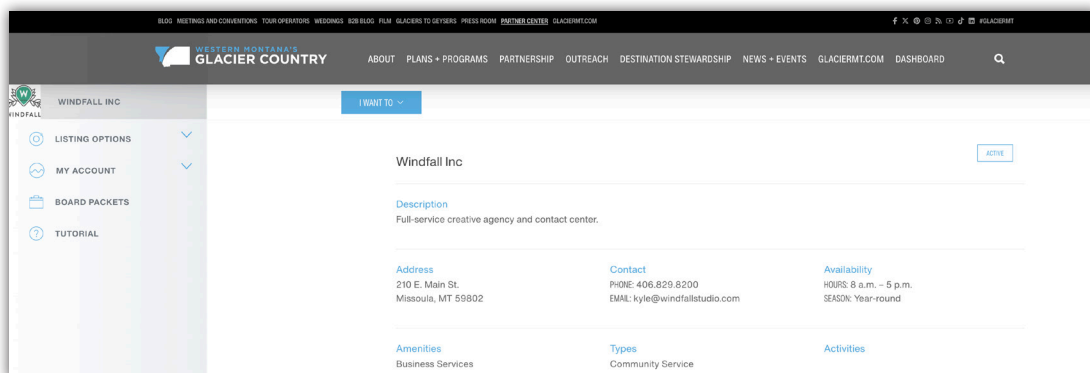
4. You will receive an email from Western Montana's Glacier Country with a pin number and instructions for next steps.



5. Next, you will see the name(s) of the account(s) associated with the email address you logged in with. Click on the account(s) you would like to manage. If you don't see your account name or have a problem with this step (or any other steps), email holly@windfallstudio.com.

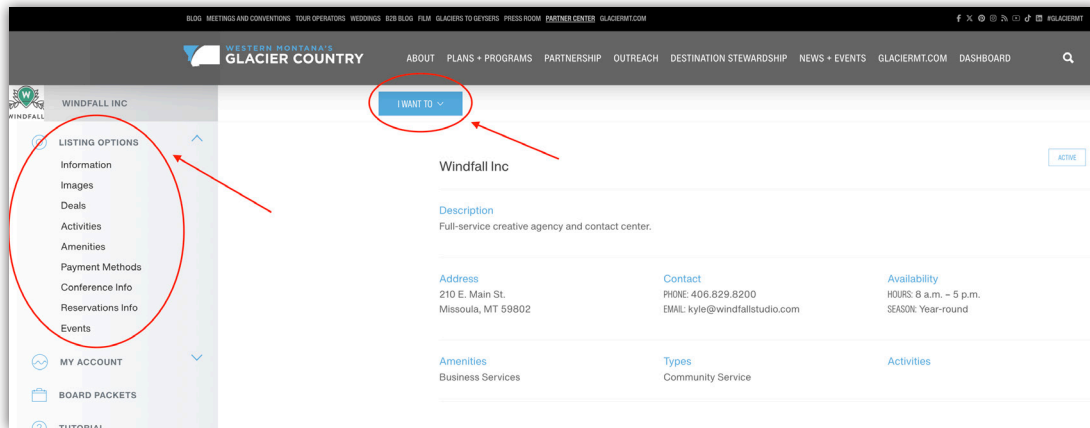


- 5a. Once you have made your selection, the business's website listing information will appear.



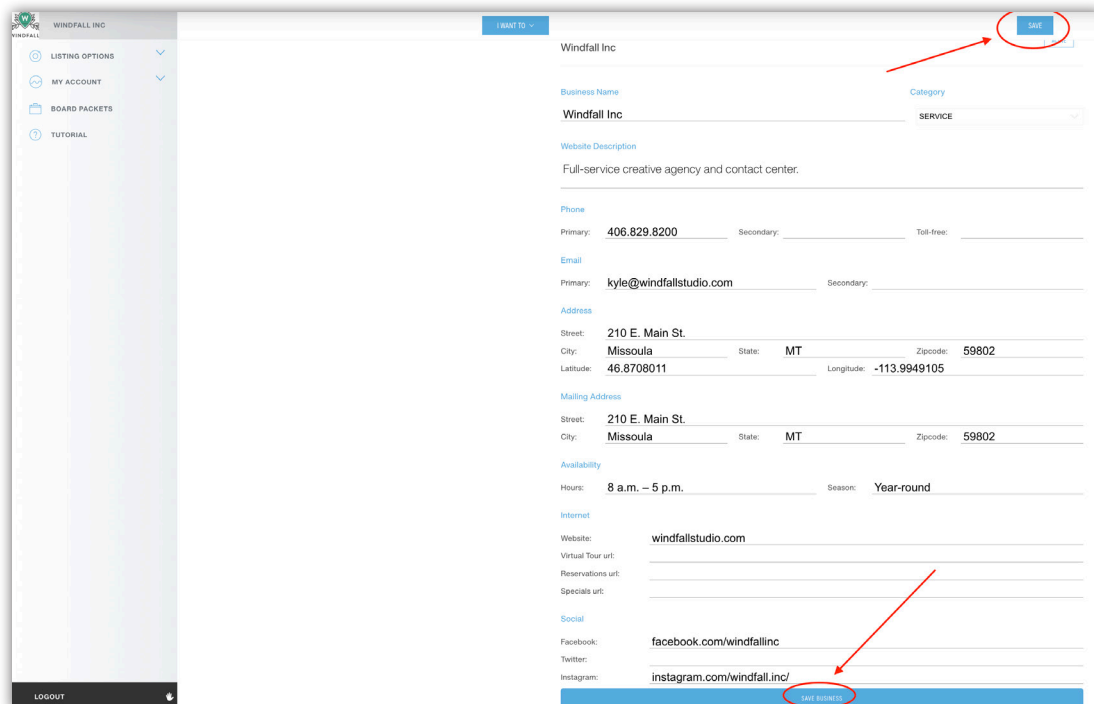
How to Update Your Website Listing(s)

1. Click “LISTING OPTIONS” on the left-hand navigation bar OR the blue “I WANT TO” dropdown menu to update your website listing information, add or delete website listing images, and submit events and deals.



2. Edit your information as needed. Your changes will only apply to your website listing, NOT your Glacier Country Travel Guide listing. Contact your [partnership specialist](#) if you would like to make changes to your travel guide listing. Note that edits to your main account information and your conference information will need to be approved by staff before they go live (up to 5 business days).

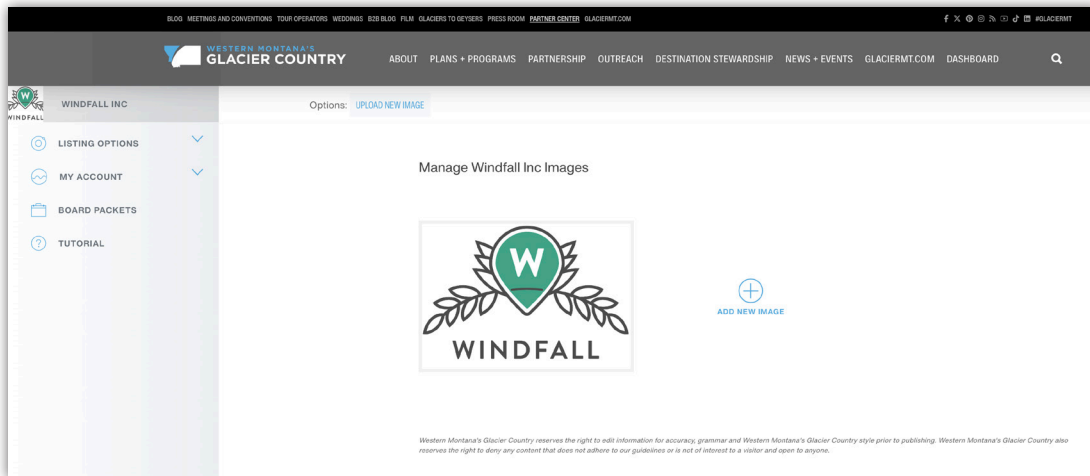
Remember to save your changes by clicking one of the two “SAVE” buttons.



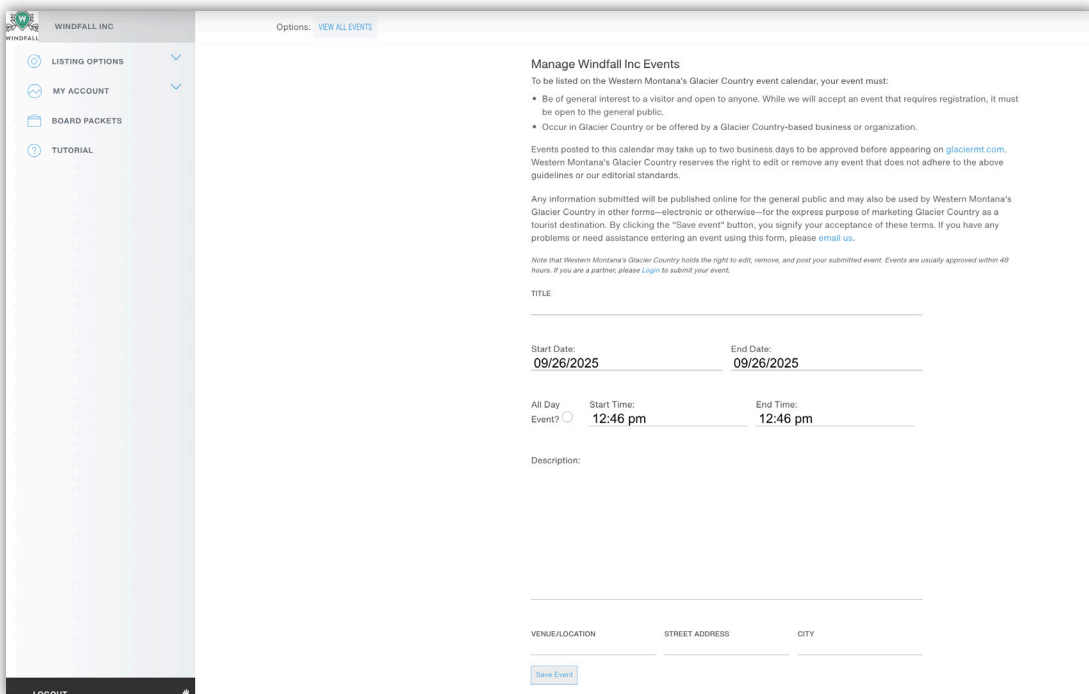
- Click “Images” on the left-hand navigation menu under LISTING OPTIONS to upload or delete website listing photos. Mouse over an image and click the trash can icon to delete the image, or, to add an image, click “ADD NEW IMAGE.”

Your image must be less than 1MB in order for it to save; if not, you will receive an error message. Images are automatically cropped to fit a template, so your image may display differently than your original photo. Landscape-oriented images work best with the template.

If you want an image to be the first image displayed, you can mouse over the uploaded image and click “PRIMARY IMAGE.”



- To add an event listing to <https://glaciermt.com/events>, click “Events” under LISTING OPTIONS in the left-hand navigation menu. Then click “ADD NEW EVENT,” and you will be taken to the following screen where you can add your event information. Note that events will need to be approved by staff before they go live (up to 5 business days).



Options: [VIEW ALL EVENTS](#)

Manage Windfall Inc Events

To be listed on the Western Montana's Glacier Country event calendar, your event must:

- Be of general interest to a visitor and open to anyone. While we will accept an event that requires registration, it must be open to the general public.
- Occur in Glacier Country or be offered by a Glacier Country-based business or organization.

Events posted to this calendar may take up to two business days to be approved before appearing on glaciermt.com. Western Montana's Glacier Country reserves the right to edit or remove any event that does not adhere to the above guidelines or our editorial standards.

Any information submitted will be published online for the general public and may also be used by Western Montana's Glacier Country in other forms—electronic or otherwise—for the express purpose of marketing Glacier Country as a tourist destination. By clicking the “Save event” button, you signify your acceptance of these terms. If you have any problems or need assistance entering an event using this form, please [email us](#).

Note that Western Montana's Glacier Country holds the right to edit, remove, and post your submitted event. Events are usually approved within 48 hours. If you are a partner, please [login](#) to submit your event.

TITLE

Start Date: End Date:

All Day ☐ Start Time: End Time:

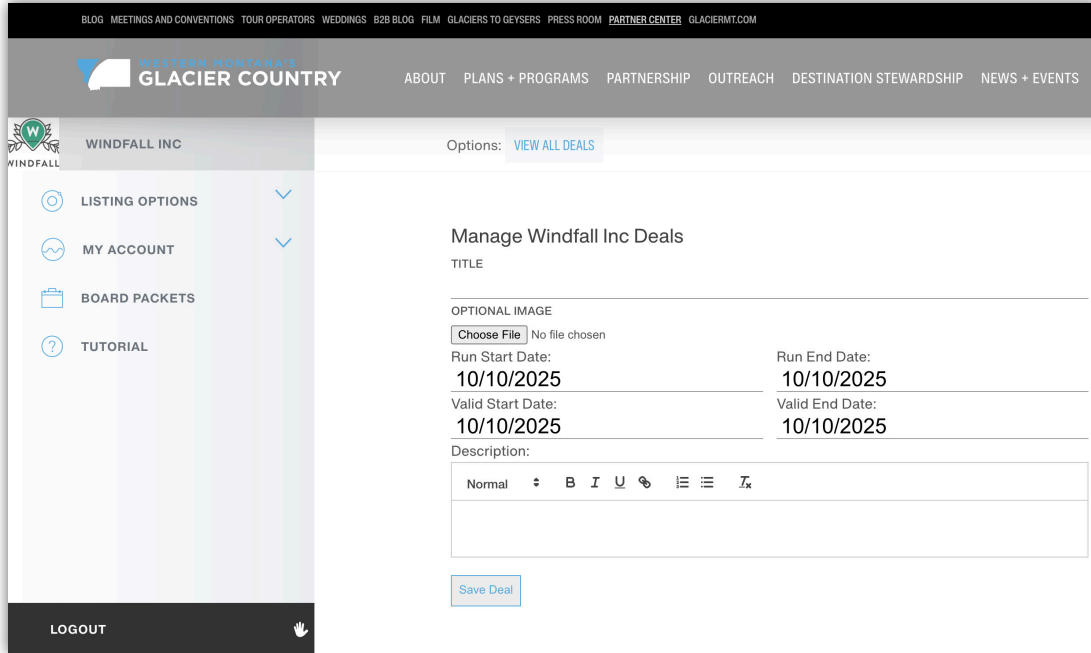
Description:

VENUE/LOCATION STREET ADDRESS CITY

[Save Event](#)

LOGOUT

- To add a deal your business is offering to <https://glaciermt.com/deals>, click “Deals” under LISTING OPTIONS in the left-hand navigation menu. Then click “ADD NEW DEAL,” and you will be taken to the following screen where you can add your deal information.



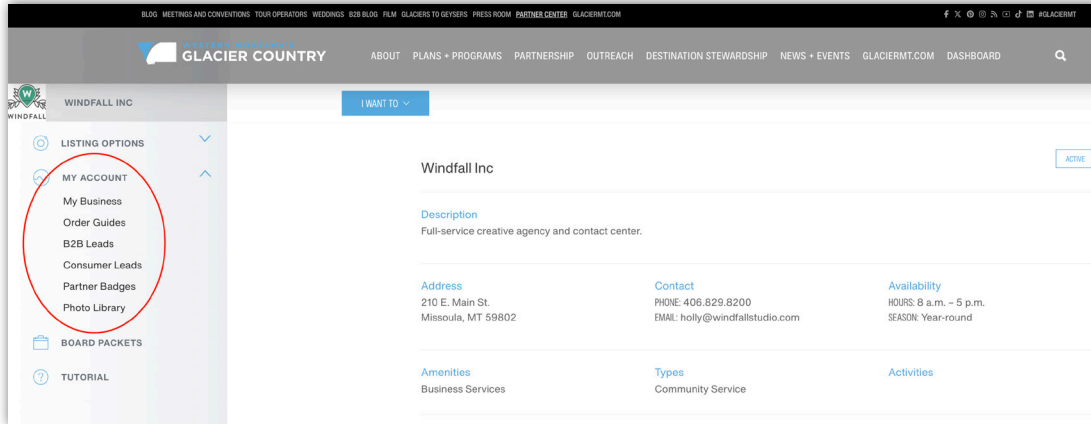
The screenshot shows the 'Manage Windfall Inc Deals' form. The left-hand navigation menu is open, showing 'LISTING OPTIONS' selected. The form fields are as follows:

- Options:** [VIEW ALL DEALS](#)
- Manage Windfall Inc Deals**
- TITLE**
- OPTIONAL IMAGE**: [Choose File](#) | No file chosen
- Run Start Date**: 10/10/2025
- Run End Date**: 10/10/2025
- Valid Start Date**: 10/10/2025
- Valid End Date**: 10/10/2025
- Description**:

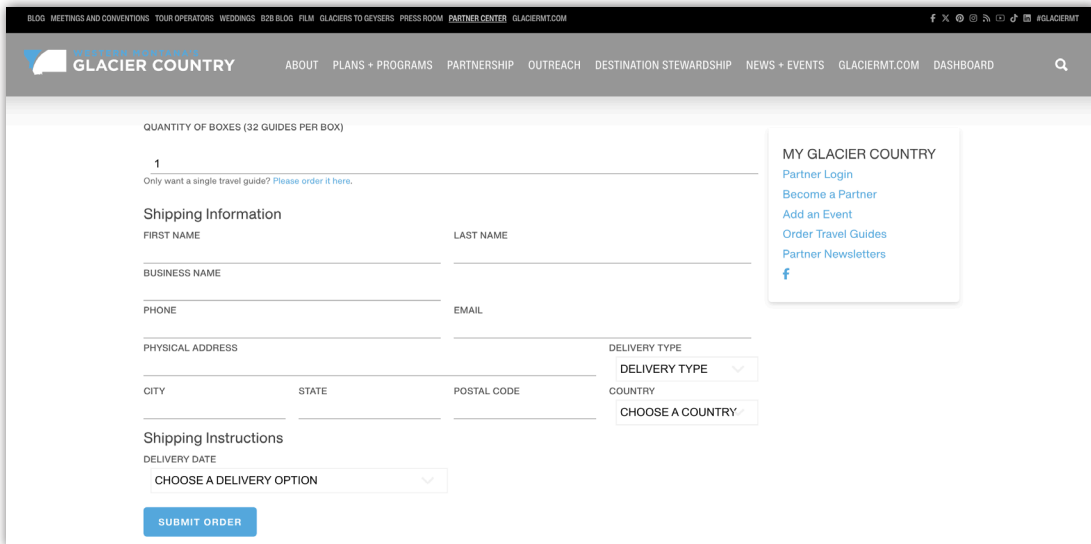
Normal **B** **I** **U**    
- Save Deal** button
- LOGOUT** button

How to Manage Your Account

1. Under “MY ACCOUNT” on the left-hand navigation bar, you can order guides, request leads, download partner badges and log in to the photo library.



2. Click “Order Guides” under MY ACCOUNT to have Glacier Country travel guides shipped to your location free of charge.



The screenshot shows the Glacier Country Partner Center 'Order Guides' form. The form includes fields for shipping information (First Name, Last Name, Business Name, Phone, Email, Physical Address, City, State, Postal Code) and delivery type. A sidebar on the right contains links for 'MY GLACIER COUNTRY' (Partner Login, Become a Partner, Add an Event, Order Travel Guides, Partner Newsletters) and a Facebook icon. The 'SUBMIT ORDER' button is at the bottom.

- Click “B2B Leads” under MY ACCOUNT for free access to business-to-business leads from travel trade shows.

2025 Leads

IPW 2025

- [2025 IPW Trade Show Report](#)
- Western Montana's Glacier Country Leads ([2025 IPW Lead Notes](#))
- *Review the lead notes and if there are particular companies you would like to follow up with email our Director of Sales, Debbie Picard, and she will contact the company with your request.*

CVENT Connect 2025

- [2025 CVENT Connect Trade Show Report](#)
- Western Montana's Glacier Country Leads ([2025 CVENT Connect Lead Notes](#), [2025 CVENT Connect Contacts - Excel Format](#))

International Inbound Tour Association (IITA) 2025

- [2025 IITA Trade Show Report](#)
- Western Montana's Glacier Country Leads ([2025 IITA Lead Notes](#))
- *Due to privacy laws, please review the lead notes, and if there are companies you would like to follow up with, email our Director of Sales, Debbie Picard, and she will contact the company with your request.*

American Bus Association (ABA) Marketplace 2025

- [2025 ABA Trade Show Report](#)
- Western Montana's Glacier Country Leads ([2025 ABA Lead Notes](#), [2025 ABA Contacts - Excel Format](#))

Go West 2025

- [2025 Go West Trade Show Report](#)
- Western Montana's Glacier Country Leads ([2025 Go West Lead Notes](#))
- *Due to privacy laws, please review the lead notes, and if there are companies you would like to follow up with, email our Director of Sales, Debbie Picard, and she will contact the company with your request.*

MY GLACIER COUNTRY

[Partner Login](#)

[Become a Partner](#)

[Add an Event](#)

[Order Travel Guides](#)

[Partner Newsletters](#)



- Click “Consumer Leads” under MY ACCOUNT, and fill out the form to request low-cost consumer leads.

Partners can purchase qualified consumer leads from the 200,000+ consumer leads we generate each year. Each lead costs \$.10, and you can either request a certain number of leads or request a dollar amount worth of leads.

How many leads would you like to receive?

NAME	EMAIL
MINIMUM	MAXIMUM

What is your budget range?

MINIMUM	MAXIMUM

Comments

SUBMIT

MY GLACIER COUNTRY

[Partner Login](#)

[Become a Partner](#)

[Add an Event](#)

[Order Travel Guides](#)

[Partner Newsletters](#)



- Click “Partner Badges” under MY ACCOUNT to download a Western Montana’s Glacier Country logo to place on your website.

Choose the right badge layout and color to complement your webpage design. Western Montana's Glacier Country has many options to meet your needs.



```
<a href='http://www.glaciermt.com?ref=257' target='_blank'><img src='https://partners.glaciermt.com/assets/img/partner-
```



```
<a href='http://www.glaciermt.com?ref=257' target='_blank'><img src='https://partners.glaciermt.com/assets/img/partner-
```



```
<a href='http://www.glaciermt.com?ref=257' target='_blank'><img src='https://partners.glaciermt.com/assets/img/partner-
```



```
<a href='http://www.glaciermt.com?ref=257' target='_blank'><img src='https://partners.glaciermt.com/assets/img/partner-
```



```
<a href='http://www.glaciermt.com?ref=257' target='_blank'><img src='https://partners.glaciermt.com/assets/img/partner-
```



```
<a href='http://www.glaciermt.com?ref=257' target='_blank'><img src='https://partners.glaciermt.com/assets/img/partner-
```

- Click “Photo Library” under MY ACCOUNT to access regional photos you can download and use in your marketing materials.

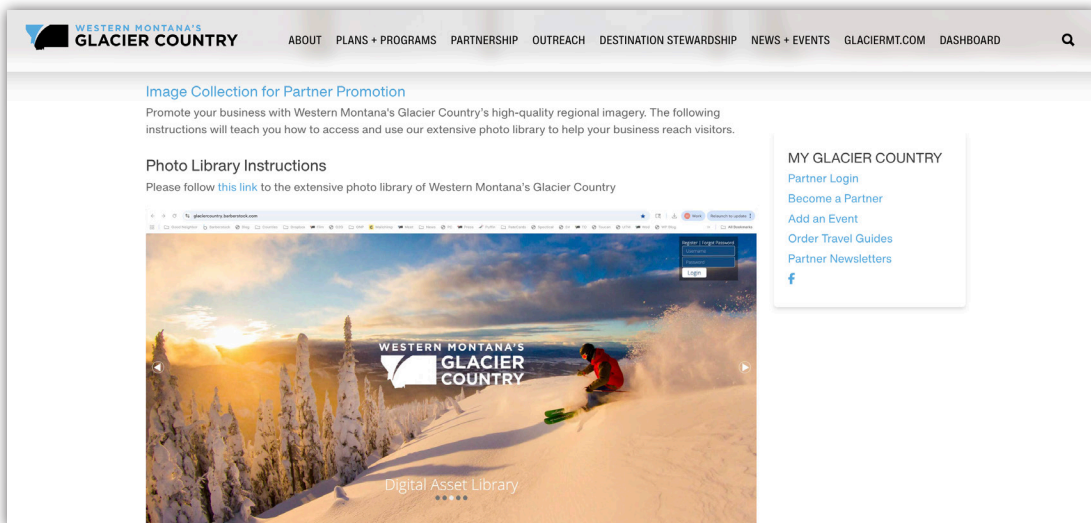


Image Collection for Partner Promotion

Promote your business with Western Montana's Glacier Country's high-quality regional imagery. The following instructions will teach you how to access and use our extensive photo library to help your business reach visitors.

Photo Library Instructions

Please follow [this link](#) to the extensive photo library of Western Montana's Glacier Country

MY GLACIER COUNTRY

- [Partner Login](#)
- [Become a Partner](#)
- [Add an Event](#)
- [Order Travel Guides](#)
- [Partner Newsletters](#)

Digital Asset Library

7. To log out of the Partner Center, click “LOG OUT” at the bottom left of your screen.

