



# HOW TO ENTER YOUR INVENTORY ON NMMA BOAT SHOW WEB SITE

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## LOGIN INFORMATION

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<http://admin.channelblade.com>

username: \_\_\_\_\_

password: \_\_\_\_\_

## INVENTORY CONTROL PANEL (ICP)

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You will be able to enter the inventory that will be at the show and display it on the on the NMMA Boat Show website.

- ▲ Login
- ▲ Click on the **INVENTORY** folder
- ▲ Click on the **Inventory Control Panel**

## ADDING INVENTORY

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- ▲ Click on Add New, Add Used or Add Brokerage Inventory
  - ▲ Some boat lines may have brochure data, which means some of these fields will be populated for you and the boat will have all of the electronic brochure information including specs, options, photo gallery and more!
- ▲ Fill in the Required Fields
  - ▲ Type – new, used or brokerage
  - ▲ Model Year
  - ▲ Manufacturer
    - If you do not see manufacturer listed, click **Other** and you will see the whole list of boat manufacturers.
      - If you still don't see it listed, call or email Channel Blade Support – 866-233-8314 or [askus@channelblade.com](mailto:askus@channelblade.com)
  - ▲ Product line
  - ▲ Model Name
  - ▲ Stock Number
    - Must be unique
    - If you don't have one, you can make them up as long as they are unique
  - ▲ Status
  - ▲ Length
- ▲ Save

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**CHANNEL BLADE**  
TECHNOLOGIES

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## EDITING INVENTORY

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- ▲ Click on View Inventory
- ▲ All Inventory is listed in a list box
  - ▲ You can search Inventory or scroll through the boats in the list.
- ▲ Select a boat from the list and you will see the details for that stock number.
- ▲ Most fields are links
  - ▲ Click on a link, make changes and click Update
- ▲ **Activate/show your inventory on the NMMA website**
  - ▲ **Click on the Certification link (Not Certified)**
  - ▲ **Check the NMMA Shows that this boat will be participating in (Tampa Boat Show, Norwalk Boat Show, etc). Select all boat shows where this boat will be participating at)**
- ▲ Add a photo, if one is not showing from the electronic brochure (Please note: If we have e-brochures from manufacturers, you will be able to select an image from a gallery of images. If we do not have images, you will need to upload the image yourself.)
  - ▲ **Every boat must have at least one picture to show on the website!**
  - ▲ Ideal size is 640x480 pixels, 72 DPI
  - ▲ Click Manage Photos
  - ▲ Browse to your computer and find the photos you want to add
    - You can only select one at a time
  - ▲ Click Add
    - You can Browse and Add as many times as you want
  - ▲ Once all images are added, Click Upload
    - You can change the sequence of the images by changing the sequence numbers
  - ▲ Close the Manage Photos window
- ▲ Repeat as needed

\*\*Boats added and changes made may not show up on the NMMA website(s) until the next day.



## THINGS YOU SHOULD KNOW ABOUT ADDING INVENTORY TO NMMA SHOW WEBSITES

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### ADJUST SETTINGS

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Follow instructions on login page (Bulleted list below login area).

- ▲ Only before first login - settings should be saved for subsequent logins.

### INVENTORY CONTROL PANEL (ICP)

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- ▲ **To activate/show your inventory on the NMMA website** you must add the show(s) using the Certification link
  - ▲ Click on Certification link (Not Certified) and select the shows that the boat will participate in.
- ▲ Boats must have at least one photo to show on the website. If we have e-brochures from manufacturers, you will be able to select an image from a gallery of images. If we do not have images, you will need to upload the image yourself.
  - ▲ Optimal size is 640x480 pixels, 72 DPI
  - ▲ Must be less than 5MB
  - ▲ Take pictures with a neutral background, like the side of your building
    - [www.picnik.com](http://www.picnik.com) is a free website that allows you to crop, resize and edit images.
- ▲ It may take up to 24 hours for boats to show on the NMMA website
- ▲ Some brands may have brochure data available
  - ▲ Brochure data includes specs, options, photo gallery and more
  - ▲ Specs, options, etc can be added manually too