

# Creating, Claiming, And Managing Your Tripadvisor Account

## 1. Creating a Tripadvisor Account

Before you can add or claim a business on Tripadvisor, you need to create a Tripadvisor account. This is a really easy process particularly if you have a Facebook or a Google account.

A. Open your web browser and go to [tripadvisor.com](http://tripadvisor.com). On the top right of the page click “Sign In” and a dialogue box showing “Continue with Google,” “Continue with Facebook,” or “Continue with Email” will appear.

B. After selecting which method you would use to set-up the account, click that button and then look for the link that tells you to sign-up or create account.

C. Follow the prompts and verification methods to get your account.

## 2. Searching and Claiming Your Business

A. Once you have logged in to your Tripadvisor account, search for your business in the search bar indicated with a magnifying glass. If your business does show up, you’ll want to select it to start claiming your page. Skip to Step 4.

B. As you start entering the letters, Tripadvisor begins to pull up various matching destinations as you type. The more information, the less options will be shown. If your business already exists within Tripadvisor, click on the business that is yours waiting to be claimed.

C. Next to the name of the business, click on the link that asks you “Is this your business” and another dialogue box will pop up in the center of your screen. Complete the information indicating your role in the business (i.e Owner, General Manager, etc). You need to have permissions to claim a business.

D. Once all the appropriate fields are completed, hit “continue” and options will pop-up to further authenticate the person claiming the business is authorized to do so.

## 3. Managing Your Tripadvisor Account

Now that you have claimed the Tripadvisor account, the link next to the business name will say “Manage This Listing.” You have options to upload photos, add hours of operations, describe your facility, and check reviews about your business. Describe your photos and pictures in fun and lively ways that will connect with your customers. Enjoy your new marketing platform and watch your business grow!

### Tripadvisor App

The Tripadvisor app is a free mobile app that helps you manage your business listing from your smartphone or tablet. The app allows you to quickly respond to customers, update your profile information, add pictures and more while on-the-go.

Download Links for Android and Apple smartphones.

Google Play Store link - [play.google.com/store/apps/details?id=com.tripadvisor.tripadvisor&hl=en\\_US](https://play.google.com/store/apps/details?id=com.tripadvisor.tripadvisor&hl=en_US)

Apple App Store link - [apps.apple.com/us/app/tripadvisor-hotels-vacation/id284876795](https://apps.apple.com/us/app/tripadvisor-hotels-vacation/id284876795)

### Other Links

[uaex.edu/createbridges](http://uaex.edu/createbridges)

[uaex.edu/createbridgesresources](http://uaex.edu/createbridgesresources)

[createbridgesar@gmail.com](mailto:createbridgesar@gmail.com)