

How to Add, Edit, or Delete a Listing on the Location/Resource Library

How to Create a New Location or Resource Library Listing

- 1 Visit filmsantaclarita.com
- 2 Hover over the "For Filmmakers" tab along the top. Click on either "Location Library" or "Resource Library."
- 3 Click "Add Listing" on the right side of the page.
- 4 Select a category for your listing. Then click "Next."
- 5 Fill in the information fields. Then click "Next."
- 6 Upload images by either dragging and dropping them or by selecting them from your hard drive. We allow a maximum of 5 images.
- 7 Confirm you are not a robot. Then click "Complete Listing."
- 8 You should receive confirmation that your submission has been received.
- 9 Once your listing has been reviewed and approved by Film Office admin, it will be published and searchable on the Location/Resource Library.

How to Edit or Delete an Existing Listing

For listings created after 3/1/2024:

- 1 Visit filmsantaclarita.com
- 2 Hover over the "For Filmmakers" tab, then click on either "Location Library" or "Resource Library."
- 3 Locate your listing by using the search bar or browsing by category.
- 4 Once you have your listing open, click "Edit" under the orange title.
- 5 You will need to use an access key. On the right side, click on "Request access key."
- 6 Enter the same email address used to create the listing. Click "Continue."
- 7 An access key should have been sent to your email. Copy the access key from the email (it will be long). You can save this access key for future use.
- 8 Click on "Return to previous page."

- 9 Enter your email and access key. Click "Use Access Key."
- 10 You can edit the listing category. If satisfied with the category, click "Next."
- 11 You can now edit all information fields for your listing. Once completed, click "Next."
- 12 You can now add new images and delete or rearrange existing images. Once completed, confirm you are not a robot. Then click "Complete Listing."
- 13 You should receive confirmation that your submission has been received.
- 14 Each time you edit your listing, it will be reviewed by Film Office admin before it is approved and re-published to the library.

For listings created before 3/1/2024:

Please email film@santa-clarita.com for assistance with editing or deleting a listing

***To have your listing deleted, please email film@santa-clarita.com.**

Need Assistance?

Email: film@santa-clarita.com

Visit: filmsantaclarita.com

