DISCOVER
BOATING™

Discover Boating Boat Finder Data Portal

Instructions – Brands/Manufacturers

OVERVIEW

The purpose of this document is to provide training documentation for the Discover Boating Boat Finder Data Portal for Brands and Manufacturers.

Accessing the Data Portal Instructions

1. You will receive a custom URL to access the Data Portal from a member of the NMMA Team
2. Click on the URL to open the portal OR copy and paste the URL into your preferred internet search browser and hit ENTER

3. Upon entry to the portal, you will land on the **Add Boats page**

Add Boats Page

This page displays your Boats you want to include in the Boat Finder. Once on this landing page, you can start adding your new model year boats to the portal. *Please Note: You can add all New Boat Model Year Boats.*
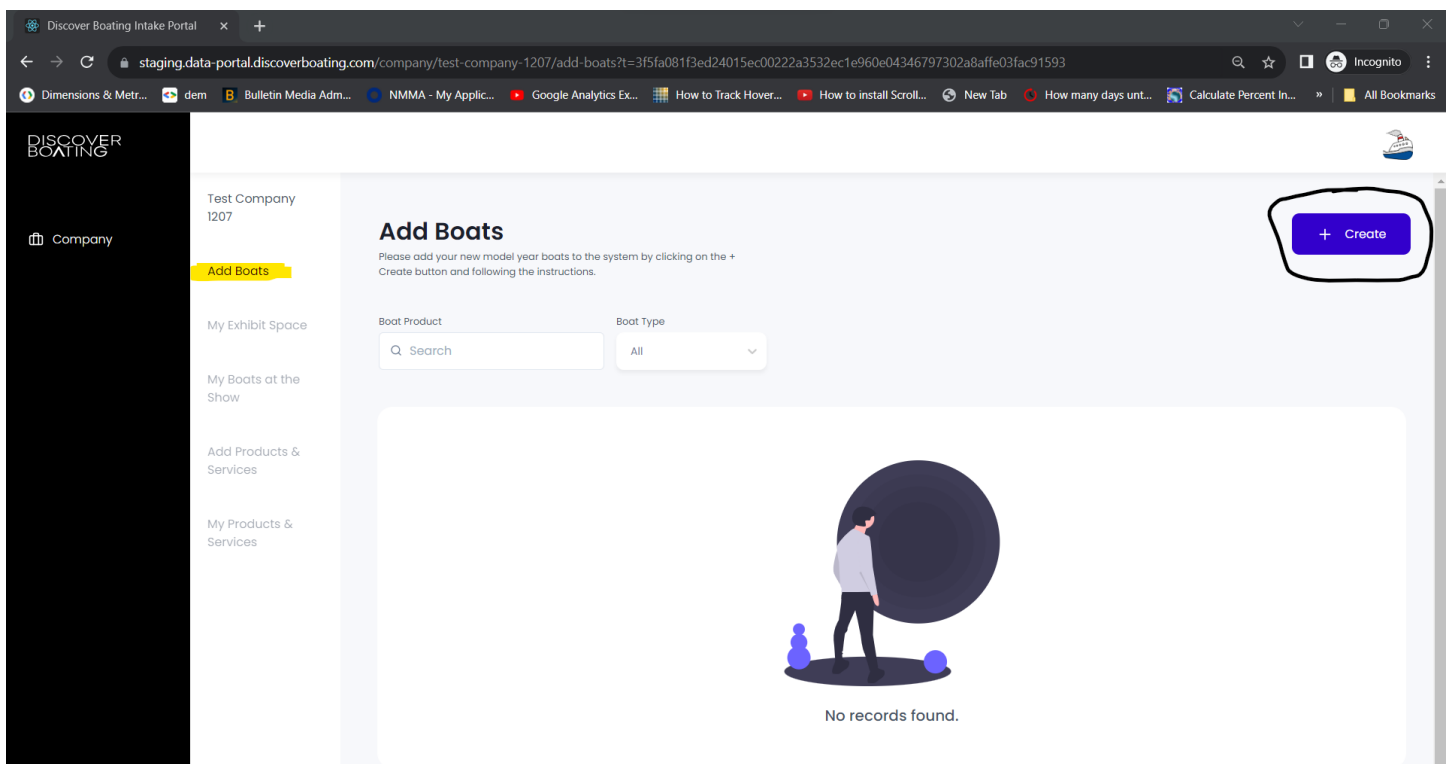
Upon landing on the Add Boats page, you will see a listing view of your Boats that are in the portal. If this is your fist time logging in, no boats will be displayed in the listing.

To start adding your boats, click on the **CREATE** button at the top right side.

Adding Boat Cards to the Data Portal

To appear in Boat Finder, the display appearance is called a Boat Card. There are a few REQUIRED fields that must be filled out to show up as a Boat Card in the Boat Finder tool.

To Add a New Boat, click on the Create button

After you click Create – the Add a Boat form will pop up. *Screenshot after you click on the Create button below*

Please Note: *The creation of these boat entries in the data portal is the first step in being able to display your Boat Cards for consumers to see on the Boat Finder tool. The information you enter in the below data fields will be displayed for consumers within the Boat Card – accurate information is key.*

Instructions for completing the data fields for a Boat Card:

1. **Product Name –** please enter the name of your Boat product. This field is REQUIRED

2. **Source Product Code –** field is for Internal Use Only. This field is for you to enter a Product SKU or Unique Identifier. This field is NOT REQUIRED
3. **Upload Image –** this field allows for the upload of your boat product image. Please only enter up to twenty (20) boat product images in this field. You are able to upload your product images from your local computer file by clicking the "Add file" button or you can drag and drop your product images into the box. Your product images will display with your Boat Card listing on the boat search results page within the Boat Finder website. REQUIRED
   a. **Please Note –** File Format: JPG or PNG with a maximum upload file size of 32MB (the first boat image you upload will be the first or main image that the consumer views)
4. **Boat Type –** please choose only one (1) Boat Type from the Discover Boating Boat Type list dropdown. Selecting the appropriate Boat Type will give consumers the ability to filter their search results and locate by a certain Boat Type REQUIRED
5. **Model Year –** please choose only one (1) Model Year for the boat model you are adding to the portal. REQUIRED
6. **Length –** please enter the Length of your boat model you are adding to the portal in Feet (ft) and Inches (in). REQUIRED
7. **Propulsion Type –** please choose only one (1) Propulsion Type option from the list dropdown. REQUIRED
8. **Certified Flag –** this field will be marked YES if the boat model being added to the portal is NMMA Certified. This field is set by an NMMA Administrator and cannot be changed without contacting boatfinder@nmma.org NOT REQUIRED
9. **Starting Price –** please enter a Starting Price for the boat model being added to the portal. REQUIRED
10. **Brand Listing URL –** Enter the landing page URL for the specific boat products landing page URL as it exists on your Brand website. When user clicks on this link, it will direct them to your website to view more information on that specific boat product model – NOT REQUIRED
11. **Description –** Enter the boat product model description in this field NOT REQUIRED

Once all REQUIRED fields are populated, please click **Submit.**

This will land you back on the listing view of the boats that have been added to the portal. You can review your listing from this view by using the column headers as guides.
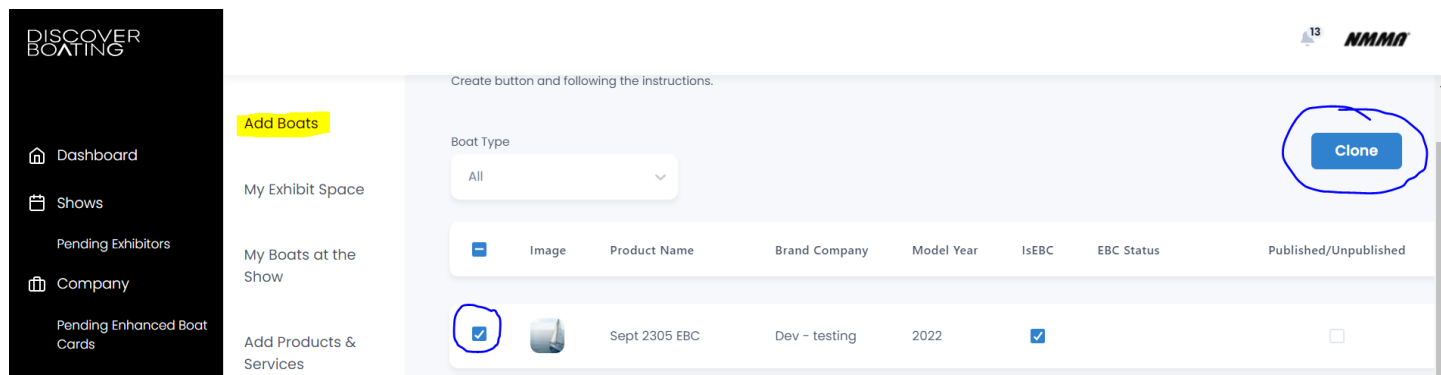
Sample listing view screenshot with a boat model added to the portal
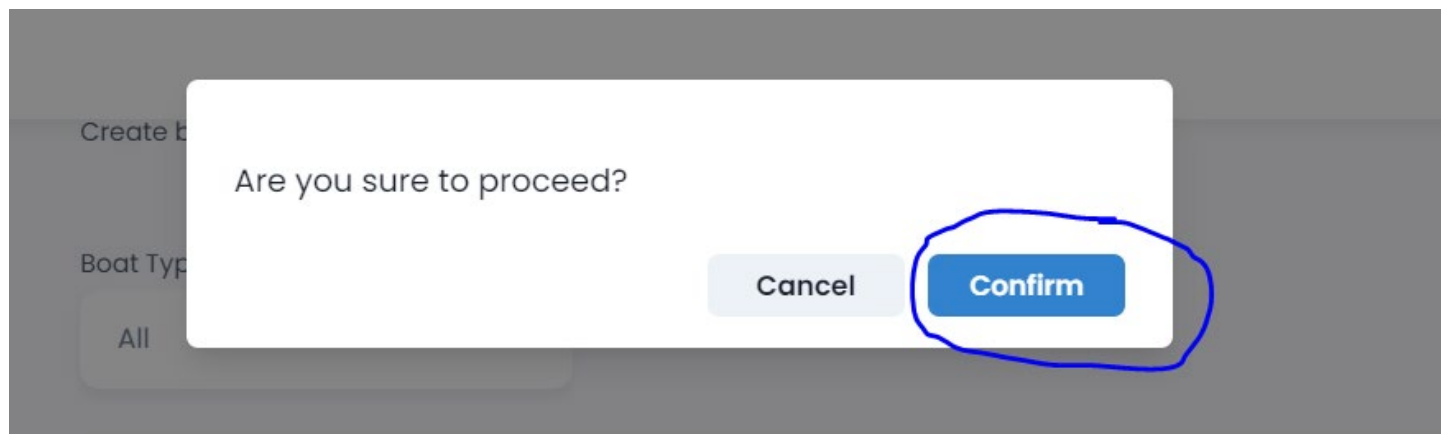
Cloning Boats in the Data Portal

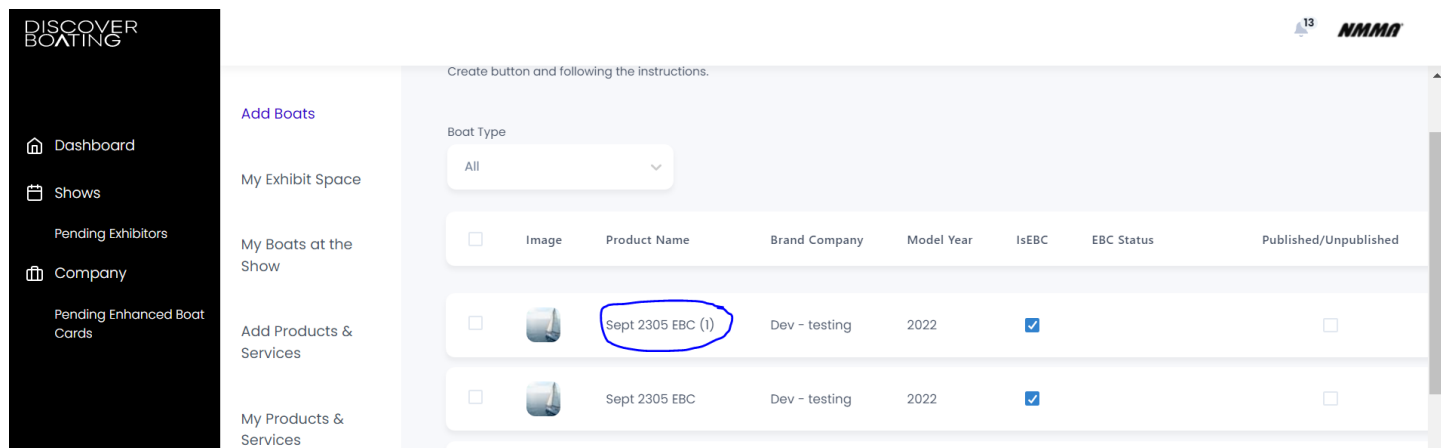There is a Clone feature that will create a clone or copy of an already existing boat in the portal.

To clone a boat, first click on the **Add Boats** screen. Second, select the checkbox to th left of the boat listing you would like to clone. After you select the checkbox, click on the Clone button in the upper right

The system will ask you if you would like to proceed. Click Confirm

There will now be a cloned version of the already existing boat appear on the page. You will notice the cloned boat because it will have (1) at the end of the boat name.

To edit the cloned boat, click on the listing and it will open up the modal. Adjust/edit the necessary fields following the above rules for Add Boats page. Upon completion of your edits, click Update.