

# Go to VisitAlexandriaVA.com

Scroll to the bottom of the page – find the MEMBERSHIP link in the bottom right-hand side of the page



Click on MEMBERSHIP, then click the down arrow to reveal other page options. Click on MEMBER LOGIN



#### Click FOLLOW THIS LINK



Enter your Username & Password. Your email address is your Username. If you do not know these or need them reset, please email <u>MSasser@VisitAlexVA.com</u>



Once logged in, take a moment to see if there are any new PARTNER BULLETINS you have not read



### To access Listings, Coupons and Images/Logos, click on MEMBER RECORD

🍸 🗅 Alexandria Conventic × 🗮 📩 🍼 🌄 🌾	No. 2 Ma		*** ·*	* 1	
← → C 🗋 extranet.alexandria.simpleviewcrm.com/mem/accts	/index.cfm?clear_rtn=1#tab:1				\$
III Apps 🗅 PIN IT 🗋 Alexandria, Virg 🗋 simpleview, inc 🦂 Alex	kandria Hote 🙏 CMS LOGIN				Other bookmarks
Alexandria Convention and Visitors Associati	on CRM	Welcome, Meredith S	asser - Logged in to: Visit /	Alexandria 🔻	LOCOUT
Member Record Submit Event Partner Bulletins					
	ACCOUNT DETAIL: \	/ISIT ALEXANDRIA			
	Account In	formation			
Account ID: 330		Status: Act	ive		
Account: Visit Alexandria		Region: Old	Town		
Parent:		Web Site: ww	/w.VisitAlexandriaVA.com	n	
Formerly:				_	
	Phone/Fax	Numbers			
Primary: (703) 652-5369		Alternate:			
Toll Free: (800) 388-9199		Fax:			
	Address In	formation			•
Physical Address	Billing #	Address		Shipping Address	
625 N. Washington Street Suite 400 Alexandria, VA 22314 UNITED STATES	, VA UNITED STATES		, VA UNITED STATES		
	Addition	al Fields		_	
	Gen	eral			/
Primary Category Business Support		Green Facility No			
Business Listing Description					
Contacts Listings Web Amenities Benefits Summary Social M	edia				
					A LEAN CONTRACT
					Add New Contact
Filter:Any Type 🔻				K ∢ Pa	je 1 of 1 🕨 🕅 🗘
Action Contact ID Contact Name	Title	Email		Phone	Туре 🔨
Interpretation of the second secon		VFiore@VisitAlexVA.com		(703) 652-5369	Primary
🥒 🛅 1244 Claire Mouledoux		cmouledoux@visitalexva.co	m	(703) 746-3300	Primary
4					

Under ADDITIONAL FIELDS, you will see the tabs for CONTACTS | LISTINGS | WEB, etc. Click on each tab to made edits to the information that appears on the VisitAlexandriaVA.com website. When editing your listings, please ensure that each description matches the specific CATEGORY it appears in. NOTE: Once an edit is made, it comes to our office for proofing/approval. Most changes appear on the live site within two business days

🍼 🗋 Alexandria Conventic × 🔎 📩 📩		×	8	A Carlor	* *	<b>.*⊖</b> *	
← → C 🗋 extranet.alexandria.simpleviewcrm.c	om/mem/accts/index.cf	m?clear_rtn=1#tab:2					☆ <b>=</b>
🛗 Apps 🗋 PIN IT 🗋 Alexandria, Virg 🗋 simplev	iew, inc 🛛 Alexandria He	ote 🍌 CMS LOGIN					Other bookmark
		Phone/Fax Nur	nbers	Alternation			· · · · · · · · · · · · · · · · · · ·
Toll Free: (800) 388-9199				Alternate: Fax:			
		Address Inforn	nation				
Physical Address		Billing Addre	ss			Shipping Ad	dress
625 N. Washington Street Suite 400 Alexandria, VA 22314 UNITED STATES	, VA UNITED	STATES			, VA UNITED STATES		
		Additional Fi	elds				
		General					
Primary Category Business Support				Green Facility No			
Business Listing Description							
Contacts Listings Web Amenities Benefits Sum	mary Social Media						
Filter: All Listings						И	I Page 1 of 1 ► ► ↓ ↓ ↓
Action Listing ID e 🔨 Category		SubCategory	Rank	Listing			
🔄 🥒 514 🕴 site Business Suppor	t & Visit Alexandria Vendors	Business Support	Default	Visit Alexandria is a vib business and tourism of	rant, growing organi communities.	zation that prides itself	on strong ties to the Alexandria
Edit Listing : site About Alexandria	I.	Economic Development Partners	Default	Visit Alexandria is a no tourism and convention assets.With more th	n-profit membership ns that increase reve	organization supporte enues and promote the	d by the City to generate City of Alexandria and its
🗟 🥜 969 🤉 le Attractions		Alexandria Attractions	Default	Named for Scottish me attraction tickets, map	erchant and city-foun s and gifts. Opendaily	derWilliam Ramsay. St y 9 -8; hours may vary	op by for sightseeingbrochures, seasonally. (Assistance
							✓ Page 1 of 1 > > > ↓ ↓ ↓
1							
Member Record   Submit   Version 3.0, Copyright @2003-2015 simp	Event   Partner Bulletins leview, inc. All rights reserved.					simp	<b>e</b> view <u></u>
extranet.alexandria.simpleviewcrm.com/mem/listings/in	dex.cfm?action=form&lis	tingID=514					•

Under the WEB tab you will find access to COUPONS (Special Offers) and MEDIA (Logos, Images). Coupons appear on the website as SPECIAL OFFERS or HOTEL PACKAGES. Follow the prompts to add these. You must have an image in your media "library" in order to attach an image to your Special Offer. See the instructions below for adding MEDIA. Follow the hint text and be as descriptive as possible. You can add Coupons/Special Offers at any point in the year. If you have a monthly Open House for example, you can add them all at once and use the Calendar function. Coupons are trackable in your Benefits Summary

🎢 🗋 Alexandria Conventic × 👛 * 👘 🔭	St. 100		* 🕫 *	T 🕄 🕺 🖉 T 😴		
← → C 🗋 extranet.alexandria.simpleviewcrm.com/mem/acc	s/index.cfm?clear_rtn=1#tab:4			☆ 〓		
👖 Apps 🗅 PIN IT 🗋 Alexandria, Virg 🗅 simpleview, inc 🦯 Ale	exandria Hote 🍌 CMS LOGIN			🗀 Other bookmarks		
	ACCOUNT DETAIL:	VISIT ALEXANDRIA				
	Account I	nformation				
Account ID: 330		Status: Ac	tive			
Account: Visit Alexandria		Region: Old	1 Town			
Parent:		Web Site: www.VisitAlexandriaVA.com				
Formerly:						
	Phone/Fa	x Numbers				
Primary: (703) 652-5369		Alternate:				
Toll Free: (800) 388-9199		Fax:				
	Address I	nformation				
Physical Address	Billing	Address	Shi	pping Address		
625 N. Washing in Street Suite 400	, VA UNITED STATES		, VA UNITED STATES			
Alexandria, VA 314 UNITED STATE						
	Addition	nal Fields	л			
	Ger	neral				
ary Category Business Support		Green Facility No	,			
Business L g Description						
Contacte Lice Web Amonities Bonofite Summary Social L	India					
Contacts Liston web Amenites benefits Summary Social P	icula					
Coupons media						
$\Delta$				Add New Coupon		
Filt All Coupons 🔻Any Type 🔻				🖌 🔍 Page 1 of 1 🕨 🕅 🗘		
Action Offer Title > Per	ding Rede	em Start Redeem End	Post Start	Post End		
📕 🖉 🖻 🛛 Test Offer 🛛 No						
				K K Page 1 of 1 ▷ N O		
				-		

# Under the WEB tab you will also see how to add MEDIA (logos and images)

	onventic ×		she a		🌁 · 🖈 ·	<b>ту *</b>	The second	s eigi
← → C 🗋 e	xtranet.alexandria.simpleviewc	rm.com/mem/accts/index.cfm?clear_rt	n=1#tab:5					\$
📕 Apps 🛛 PIN I	T 🗋 Alexandria, Virg 🗋 sim	pleview, inc 🤌 Alexandria Hote 🙏 Cl	MS LOGIN				<u> </u>	Other bookm
	Formerly:		Web	o site: www.w	ISIGAIEXallullavi	A.COM		
			Phone/Fax Numbers	_	_	-		
	mary: (703) 652-5369		Alter	rnate:				
	Free: (800) 388-9199			Fax:				
_			Address Information	_	_		_	<u>م</u>
625 N Washingt	Physical Address		Billing Address	V		Shipping Addres	is	
Suite 400 Alexandria, VA 2 UNITED STATES	231	UNITED STATES		ÚN	TTED STATES			
			Additional Fields					
			General					
Pri	me ory Business Support		Green Fa	acility No				
Business List	ing D ription							
Contacts Listing	gs Web Amenities Benefits	Summary Social Media						
Coupons Med	ia							
	<u></u>					New Log	o/Image N	ew YouTube
Filter: All Type				_	_		Page 1 of 1	.  ► →   Ø
Action	Title 🔺	Filename		Created By	Created	Last Updated By	Last Updated	Sort Order
	Corporate Logo	ACVA-Logo1.png	EXTRAORDINARY	User: Meree	dith 01-13-2012	2 User: Meredith Sasser	06-27-2014	0
			Alexandria	Sasser				
			Alexandria	Sasser	_	14 4	Page 1 of 1	► N  Φ

Please note:

- For images, there are recommended sizes listed, please follow these specifications. In addition, the system will not accept any image file with special characters (&-\*, etc.)
- The only file formats used should be .jpg or .png
- You may have several Images but only one Logo
- A good, clear TITLE is highly recommended as is using the LOGO DESCRIPTION field. These are beneficial to those searching online
- You can select as many checkboxes under ADD TO LISTING(S) as you'd like; this tells the system which listings to add that particular image to. You can select specific images to only appear on specific listings.

🎽 🗋 Alexandria Conventic 🗙 📲		
← → C 🗋 extranet.alexan	dria.simpleviewcrm.com/mem/accts/index.cfm?clear_rtn=1#tab:5	☆ 〓
🔛 Apps 🗋 PIN IT 🗋 Alexandri	ia, Virg 🗋 simpleview, inc 🤺 Alexandria Hote 🙏 CMS LOGIN	🗀 Other bookmarks
Member Record Submit E	ivent Partner Bulletins	•
	New Logo/Image	
	MEDIA, NEW MEDIA FOD VICIT ALEVANDOTA	
Account ID:	MEDIA: NEW MEDIA FOR VISIT ALEXANDRIA	
Account: 1	Save Save & New Media Close	
Account (sort): ' Parent:	Colored fields are required.	
Formerly:	Media Information	
	Type: Logo 🔻	
Primary:	Title:	
Ton Free:	Upload Logo: Choose File No file chosen *Suggested Logo size 760 x 536	
Dhuri	Logo Description	
625 N. Washington Street		
Suite 400 Alexandria VA 22314		
UNITED STATES	Add To Listing(s)	
	🔲 Visit Alexandria (Website: Business Support & Visit Alexandria Vendors: Business Support) - ListingID: 514	
	Visit Alexandria (Website: About Alexandria: Economic Development Partners) - ListingID: 1925	
Primary Category		
Business Listing Description	Save Save & New Media Close	
Contacts Listings Web Am		
Coupons Media		
		/ Logo/Image New YouTube
Eiter		
Action Type Title A		Last Updated Sort Order
🖉 🥒 🗶 Logo Corporate		asser 06-27-2014 0
	(Alexandria)	×
		•
		• • • • • • • • • • • • • • • • • • •

BENEFITS SUMMARY shows you how many times your listings have been viewed, how many clicks to YOUR website came from VisitAlexandriaVA.com as well as how many times someone clicked to make Reservations on the OPEN TABLE icon, if applicable

🎢 🗅 Alexandria Conventic 🗙 🖊 🎽 📩			🌆 • ¥ •® •	📲 💽 🦾 🖓 🐨 🖉
← → C 🗋 extranet.alexandria.simpleviewcrm	.com/mem/accts/index.cfm?clear_rtn=1#tab:16			☆ 〓
🏭 Apps 🗅 PIN IT 🕒 Alexandria, Virg 🗋 simple	eview, inc 🤺 Alexandria Hote 🍌 CMS LOGIN			Cther bookmarks
Account (sort): Visit Alexandria (for	merly ACVA)	Email:		
Parent:		Web Site: www.Vis	itAlexandriaVA.com	
Formerly:				
	Phone/F	ax Numbers		
Primary: (703) 652-5369		Alternate:		
Toll Free: (800) 388-91		Fax:		
	Address	Information		<u>د</u>
Physical Address	Billin	g Address	Shipping Add	ress
625 N. Washington Street Suite 400 Alexandria, VA 22314 UNITED STATES	, VA UNITED STATES	, VA UNIT	ED STATES	
	Additio	onal Fields		
	G	eneral		
Primary Category Business Supp Business Listing Description Contacts Listings Web Amenities Benefits Su	mmary Social Media	Green Facility No		
Inkind/Expense Inkind/Expense Received Lea	ds Services Web Site Coupon Hits Fams,	Site Inspections		
Start Date: July 🔻 2015 🔻 End Dat	e: July V 2015 V Refresh			
	- Website/Business Support & Visi	t Alexandria Vendors/Business Support		
Listing Views:		,		0
Reservation Click-thrus:				0
Listing Click-thrus:				0
This listing has been viewed 1999 times since Novemb	er 1, 2008			
Total Views are 1,999.				
Total Clicks are 338.				
	- Website/About Alexandria	Economic Development Partners		
Listing views:				35
Listing Click thrus:				0
This listing has been viewed 2827 times since January	12 2012			0
This isong has been viewed 2057 cirres since sundary	13, 2012			

# SOCIAL MEDIA - please use these fields to enter your Social Media outlets

🍼 🗅 Alexandria Conventic × 🔎 📩 📩	* <b>*</b> * * * *	the state of the s		* 🕫 *	
🗲 🤿 C 🗋 extranet.alexandria.simp	pleviewcrm.com/mem/accts,	/index.cfm?action=detail#tab:19			☆ 〓
👯 Apps 🗅 PIN IT 🗋 Alexandria, Virg	🗅 simpleview, inc 🥖 Alex	andria Hote 🙏 CMS LOGIN			🗀 Other bookmarks
Formerly:					
	_	Phone/Fax	Numbers	_	
Primary: (703) 65	52-5369		Alternate:		
Ton Free: (800) 58	88-9199	Address Tof	FdX.		
Physical Addre	255	Address III	dross	Shinnir	
625 N. Washington Street Suite 400 Alexandria, VA 22314 UNITED STATES		, VA UNITED STATES	urc33	, VA UNITED STATES	
	_	Additiona	Fields		
		Gene	al		P
Primary Category Business	s Support		Green Facility N	D	
Business Listing Description	$\checkmark$				
Contacts Listings Web Amenities E	Benefits Summary Social Me	dia			
		Upda	te		
		Social Media for M	ember/Partner		
Facebook URL					
Instagram URL					
Pinterest URL					
Twitter URL					
Twitter Username					
YouTube Username					
		Upda	te		
4					

To SUBMIT AN EVENT – use the tab at the top of the page next to Member Record

🎽 🗅 Alexandria Conventic 🗙 👚 📩		** **	• • • • • • • • • • • • • • • • • • •
← → C 🗋 extranet.alexandria.sir	mpleviewcrm.com/mem/calendar/index.cfm?clear_	rtn=1	☆ 〓
🔡 Apps 🗋 PIN IT 🗋 Alexandria, Virg	🗋 simpleview, inc 🤺 Alexandria Hote 🙏 CM	S LOGIN	🗀 Other bookmarks
Alexandria Convention ar	nd Visitors Association CRM	Welcome, Meredith Sasser - Logged in	to: Visit Alexandria T
Member Record Submit Event	Partner Bulletins		
$\wedge$	EVEN	TS - CURRENTLY 0 IN VIEW	
4 2		Add New Event	
Filter: All Events 🔻/	T	Add New Event	K 🔍 Page 1 of 0   🕨 📕 💭
	Starts With: A   B   C   D   E   F   G   I	IIJKLMNOPQRSTUVWXYZOther All	
Action Event ID Title Typ	De Account Start Date End Date Location	n Category Description	
Number of Results: 25 V	THERE ARE NO	MATCHING RECORDS FOR THIS VIEW.	Μ 4   Page <u>1</u> of 0   ► Ν   Φ
Member Red Version 3.0, Copyright	cord   Submit Event   Partner Bulletins ©2003-2015 simpleview, inc. All rights reserved.		simpleview 🙏
4			

From there, follow the prompts on the screen. NOTES:

- Use the Ctrl key to select multiple Event Categories
- Follow the Image guidelines listed. As with Listing images, special characters and certain files are not accepted and .jpg and .png files work best
- Once submitted, an event can take up to two business days to post please plan accordingly
- You can post events throughout the year at any point if you have an Annual event in December, you can post it in March or as soon as you know the date. THE EARLIER YOU POST THE BETTER!
- Images are not required but highly suggested

Alexandria Conventic ×	**************************************	Sec. 1	· + · •	
← → C 🗋 extranet.alexa	ndria.simpleviewcrm.com/mem/calendar/index.cfm?action=form			☆ =
🗰 Apps 🗅 PIN IT 🗅 Alexand	dria, Virg 🗅 simpleview, inc 🤺 Alexandria Hote 🝌 CMS LOGIN			Dther bookmarks
Alexandria Conventi	ion and Visitors Association CRM	Welcome, Me	redith Sasser - Logged in to: Visit Alexandria 🔻	LOGOUT
Member Record Submit	Event Partner Bulletins			
	EVENT:	NEW EVENT		
	Save	Cancel		
	Colored fie	lds are required.		
	Event I	nformation		
Title:		Contact:	Meredith Sasser	
Host Organization Listing:		Priority:	Choose One	
Host Organization Name:	Visit Alexandria	Select a Venue: Connects to your website listing	Choose One	•
Event Category: Select all that apply	African American Heritage Arts Festival Cass/Workshop Civil War Cullmary Dance 4-Legged Friends Great Date Ideas History & Heritage	Location:	Visit Alexandria	
Event Admission:		Address 1:	625 N. Washington Street	
Email:		Address 2:	Suite 400	
Phone:		Address 3:		
Event Website:	http://www.simpleviewinc.com	City:	Alexandria	
Start Time:	04:00 PM	State:	VA	
End Time:	08:00 PM	Zip:	Alexandria	
Event Times:	e.g. 3PM on Tuesdays and 12PM on Thursdays			
4				•

The last Tuesday of the month is blocked out for Member training. Please email Meredith Sasser, <u>MSasser@VisitAlexVA.com</u> to set up your appointment.

Thank you! -Meredith

Meredith Kirkpatrick Sasser Membership & Promotions Manager