

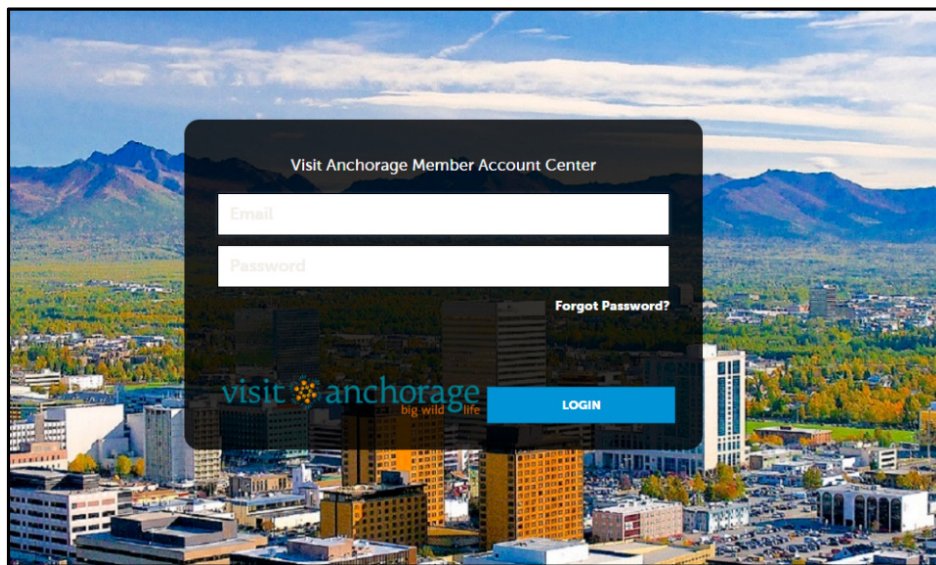


2019 Official Guide to Anchorage Visitor Guide Listing Approval Process

Please review and approve your listing information to print in the 2019 Official Guide to Anchorage by August 15, 2018 via the online Member Account Center.

Log In: <https://www.anchorage.net/members/extranet/>

Enter your email address and password. Click on the "Forgot Password" link if you need to reset your password.



The following instructions cover how to verify your 2019 visitor guide listing only. A link to the full instructions for the Member Account Center are located here: [Full Instructions](#). In addition to verifying your visitor guide listing you can review and edit your Anchorage.net online listing, add photos, travel deals and events. Access the convention calendar, member directory and more.

If you need assistance in the Member Account Center please contact your member representative. They can walk you through the steps.

Angela Arturo
907-257-2374
aarturo@anchorage.net

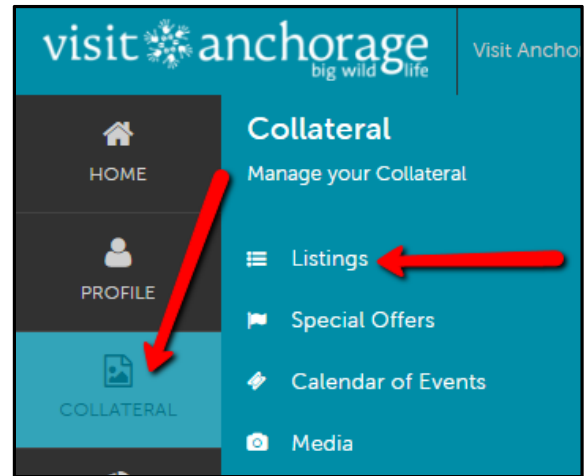
Spiff Chambers
907-257-2321
schambers@anchorage.net

Clare Kreilkamp
907-257-2377
ckreilkamp@anchorage.net



LISTINGS – REVIEW, EDIT, APPROVE AND SAVE

To review your visitor guide listings (text, category and any extra listings you may have) click the Collateral icon and then Listings, you will be presented with your business listings.

Be sure to review and edit, as needed, your **Visitors Guide 50 or 200 Character listing**. This is your main listing. Up to 50 characters are included in your primary category listing in the Official Guide to Anchorage for visitor-related categories. You can add up to 150 characters of text to your primary listing in the guide for \$125. If you would like to add additional text please contact your member rep.



Click the pencil to review, edit and approve your listing.

Actions	Company	Listing Type	Listing Rank	Category	SubCategory	VG Geographic
 	Visit Anchorage	2019 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage

Once you are in the edit mode review all fields for accuracy. All of your listing information to be printed is in this section.

Review Categories: Category, SubCategory, and VG Geographic.

Review Listing Information: Description - when editing your visitor guide listing text do not include company name or contact information, it is automatically included in each business listing. Do not use abbreviations, multiple exclamation points (!), ampersands (&), dashes (-) or slashes (/), or CAPS (unless a proper name). Punctuation and spaces between words count as characters. Visit Anchorage reserves the right to edit.

Review Details: This section lists your business contact information. Click the circle to make any edits. Up to two phone numbers will print in the visitor guide; Primary and Toll-Free or Primary and Alternate.

A screenshot of the 'Details' section for a listing. It shows a 'COMPANY' field with a radio button and the text 'Visit Anchorage'. Below it is a 'WEBSITE' field with a checked radio button and the URL 'https://www.Anchorage.net'. Red arrows point to the radio buttons in both fields. A note at the top says 'Click the circle to make edits as needed.'

Review General: Confirm Handicap Accessibility and Season of Operation. Confirm Handicap Accessible and Seasons of Operation on your Visitor Guide 50 or 200 character listing only. These choices will apply to any extra visitor guide listings you may have.

After reviewing and editing, if needed, **toggle to YES at 2019 Visitor Guide Listing Approved.** If you did not edit anything you still need to toggle to YES to approve as-is; then **SAVE (top left).**

2019 Visitor Guide Listing Approved:

YES **NO**

Toggle to "yes" after reviewing: even if there are no changes. Click Save at the top left of form when done.

Update Listing

SAVE **CANCEL**

IMPORTANT NOTE: Any edits of listings will require approval from Visit Anchorage. Upon saving your updates, Visit Anchorage will be notified of your changes/additions.

You will also need to confirm any **extra listings**. If you currently have additional listings they will be listed (Collateral; Listings). These listings will have a "Listing Rank" of Visitors Guide Extra Listing. Please verify each to run again in 2019. Click the edit button to review/approve each extra listing.

Actions	Company	Listing Type	Listing Rank	Category	SubCategory	VG Geographic
 	Visit Anchorage	2019 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage
 	Visit Anchorage	2019 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Visitor Information	Statewide

There isn't much to edit on an extra listing. You are mainly reviewing the extra listing's Category, Subcategory and Geographic area. Extra listings appear in the visitor guide as reference listings (to your main listing) in their designated category and geographic area and include your business name, website, season of operation graphic and handicap accessible graphic if applicable. Your business name, website, season of operation graphic and handicap accessible graphic are pulled from your main listing; do not edit on the extra listing.

After reviewing scroll to the very bottom and toggle to **YES at 2019 Visitor Guide Listing Approved;** then **SAVE (top left).**

2019 Visitor Guide Listing Approved:

YES **NO**

Toggle to "yes" after reviewing: even if there are no changes. Click Save at the top left of form when done.

Update Listing

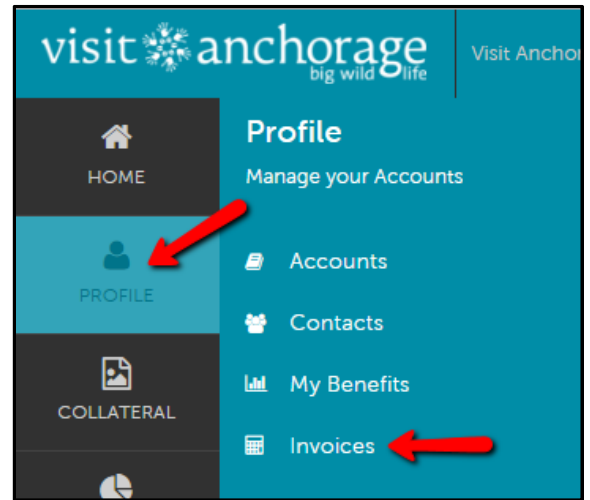
SAVE **CANCEL**



You can purchase additional listings in different categories or geographic areas for \$100 each. Visitors will then find your business under different categories or areas in the printed Official Guide and online. Contact your member rep to add additional listings.

INVOICES – PAY ONLINE OR PRINT AND MAIL PAYMENT

If you have additional text or extra listings click **PROFILE**; then **Invoices to pay via the Member Account Center or print the invoice and return with a check. Payment due by 8/31/18.**

To view the details of the invoice you can either click the eyeball icon or print. To pay an invoice, click the eyeball icon to first view the invoice; then click Pay Now. If you prefer, you can print the invoice and return payment via check. Clicking the Pay Now button will take you to a secure page to pay using a credit card, much like any online payment portal on the internet.



VISIT ANCHORAGE		PAY ACCOUNT BALANCE \$225.00					
Actions	Invoice ID	Account	Type	Invoice Date	Invoice Amount	Paid Amount	Balance Due
 	8207	Visit Anchorage	Membership	06/12/2018	\$225.00	\$0.00	\$225.00

Invoices

RETURN
PRINT INVOICE
PAY NOW ←

Sections:
[Recipient Details](#)
[Invoice Details](#)
[Item Details](#)

Recipient Details

Recipient Company: Visit Anchorage
Recipient Fullname: Angela Arturo
Recipient Title: Membership & Advertising Sales Director
Recipient Email: aarturo@anchorage.net

Invoice Details

For members with multiple businesses, use the drop-down at the top right corner to switch accounts. Be sure to review all listings on all accounts.

