

# PARTNER EXTRANET & TOOLS

**MADISON**  
GOING > BEYOND > VISIT™  
GREATER MADISON CONVENTION & VISITORS BUREAU

**MADISON**  
GOING > BEYOND > VISIT™

PLANNERS · PARTNERS · MEDIA · ABOUT US



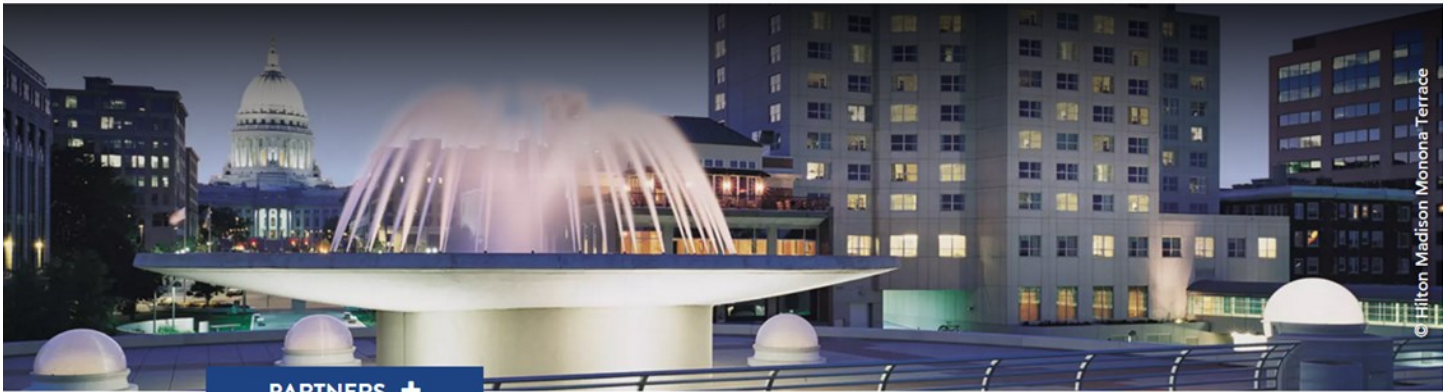
HOTELS

EVENTS

THINGS TO DO

RESTAURANTS

PLAN YOUR TRIP



© Hilton Madison Monona Terrace



## PARTNERS

WELCOME, NEW  
PARTNERS!

As a partner with the GMCVB, you have access to an array of marketing, educational and networking tools to help you tap into the convention and visitor industry.

To ensure your business information is up to date, utilize the Partner Extranet to...

- Edit business listing information
- Manage business contacts
- Customize business amenities
- Record room rental and facility specs
- Add social media platforms

Additionally, log online to access other business building tools including...

- Convention Calendar
- Sales Leads Guide
- Marketing & Sponsorship Opportunities
- Partner-to Partner special offers
- and more!

Follow the instructions in the packet maximize your partnership!

### WEBPAGE

[visitmadison.com/Partners](http://visitmadison.com/Partners)

Click on **PARTNERS +** to expand the drop-down menu

### EXTRANET ACCESS

To access the online resources, you must have a username and password.

The username is your e-mail address. If you do not recall your login information, send a request to [partnership@visitmadison.com](mailto:partnership@visitmadison.com) or select 'Forgot Password' on the log-in page.

### SUPPORT

For support, contact:

Email: [Partnership@visitmadison.com](mailto:Partnership@visitmadison.com)

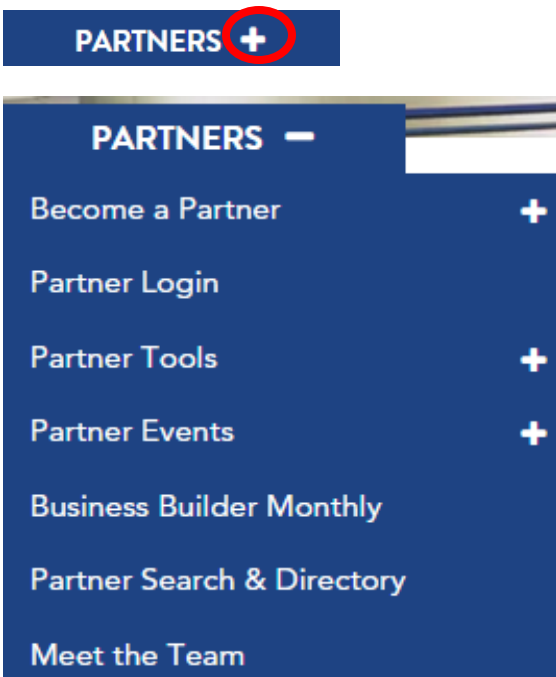
Phone: 608.441.2635

# PARTNER EXTRANET & TOOLS

## EXTRANET LOG IN

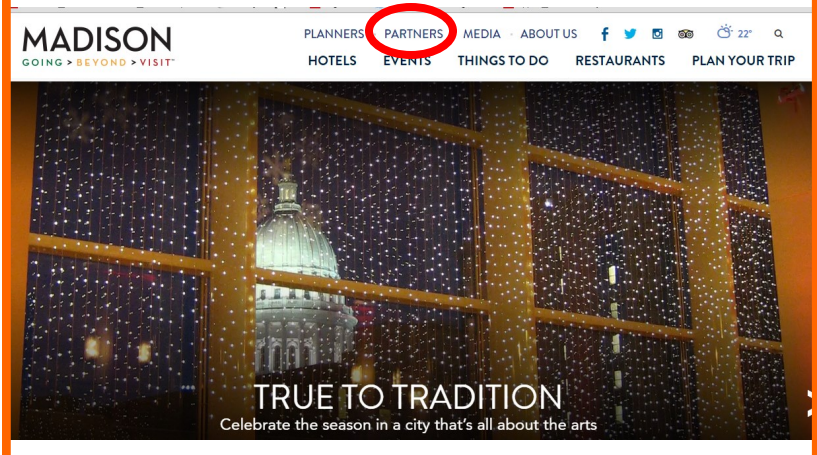
- Edit business listing information
- Manage business contacts
- Customize business amenities
- Record room rental and facility specs
- Add social media platforms

**STEP 3:** Click on the '+' sign next to PARTNERS to expand the menu



**STEP 1:** Visit [www.visitmadison.com](http://www.visitmadison.com)

**STEP 2:** Select PARTNERS on the top of the webpage



**STEP 4:** Select PARTNER LOGIN from the menu. You will be redirected to the Extranet log-in webpage

### Greater Madison Convention & Visitors Bureau - Partnership

**MADISON**  
GOING > BEYOND > VISIT™

Username:

Password:

Remember Username:

[Forgot Password?](#)

Login

## EDIT GENERAL ACCOUNT INFORMATION

Once inside the Extranet you can view and edit your general account information. To edit, select the red EDIT button. Note changes and be sure to SAVE.

**MADISON**  
GOING > BEYOND > VISIT™

[Member Record](#) [Reports](#) [Submit Event](#)

[Partner Bulletins](#)

Account Detail: Greater Madison Convention & Visitors Bureau

Edit

### Account Information

|  |   |
|--|---|
| Account ID: 978  | Status: Active  |
| Account: Greater Madison Convention & Visitors Bureau        | Region: Surrounding   |
| Account (sort): Greater Madison Convention & Visitors Bureau | Email: <a href="mailto:info@visitmadison.com">info@visitmadison.com</a>         |
| Parent:  | Web Site: <a href="http://www.visitmadison.com">http://www.visitmadison.com</a> |
| Formerly:  |   |

### Phone/Fax Numbers

|                          |                     |
|--------------------------|---------------------|
| Primary: (608) 255-2537  | Alternate:          |
| Tollfree: (800) 373-6376 | Fax: (608) 258-4950 |

### Address Information

| Physical Address   | Billing Address  | Shipping Address   |
|--|--|--|
| 615 E. Washington Ave.<br>Madison, WI 53703<br>UNITED STATES | 615 E. Washington Ave.<br>Madison, WI 53703<br>UNITED STATES | 615 E. Washington Ave.<br>Madison, WI 53703<br>UNITED STATES |

### EDIT CONTACTS

- Add new contact:** Select 'Add New Contact' button and enter information
- Edit contact:** Click on the YELLOW PENCIL on the far left to begin your edits
- Remove contact:** Click on the YELLOW PENCIL to edit. Under CONTACT TYPE, select INACTIVE and save

**Additional Fields**

**General**

Partnership Category **Destination Champion** Account Category **Associations/Community Groups**  
Account Sub-Category **Chambers/CVBs** Source Code  
County Loss Date

Contacts Listings Amenities Social Media

Filter: --Any Type--

| Action | Contact ID | Contact Name       | Title  | Email                         | Phone          | Type   |
|--------|------------|--------------------|--|-------------------------------|----------------|--------|
|        | 5198       | Deb Archer         | President & CEO  | archer@visitmadison.com       | (608) 258-4944 | Primar |
|        | 6019       | Diane Morgenthaler | Executive Vice President of Marketing & Strategic Planning | morgenthaler@visitmadison.com | (608) 255-2537 | Primar |
|        | 6888       | Kristin Wensing    | Director of Partnerships                                   | wensing@visitmadison.com      | (608) 441-3954 | Primar |

**Contact Type:** Primary  
--None--  
Primary  
Secondary  
**Inactive**  
Main Dues

### EDIT LISTINGS

Select the LISTINGS tab. Click on the YELLOW PENCIL on the far left to begin your edits. Please allow up to 72 hours for listings to be approved and updated on the website.

Contacts **Listings** Amenities Social Media

Filter: All Listings --Any Type--

| Action | Listing ID | Type              | Category                      |
|--------|------------|-------------------|-------------------------------|
|        | 180198     | Internet Listings | Associations/Community Groups |
|        | 177065     | Visitors Guide    | Associations/Community Groups |

### ADD SOCIAL MEDIA LINKS

Select the SOCIAL MEDIA tab. Enter social media URLs in the open fields and select 'Update' to save the entered information.

Contacts Listings Amenities **Social Media**

**Social Media for Partnership**

Facebook URL  
Instagram URL  
LinkedIn URL  
Pinterest URL  
Twitter UserId  
Vine URL  
YouTube Username  
Snapchat UserId

**Update**

## EDIT AMENITIES

There are four sub-tabs under Amenities: **General**, Accommodations, Venue, Meeting Facilities  
Select the appropriate tab and click EDIT AMENITIES to update information

**GENERAL:** Days/Hours, Credit Cards Accepted, Bag Stuffer List.

Contacts Listings Amenities Social Media

**General** Accommodations Venue Meeting Facilities

Amenities For General

**Edit Amenities**

**General**

Admission Charged: Dining Price Range:  
Days/Hours:

**Cards Accepted**

American Express: **No** Master Card: **No**  
Discover: **No** Visa: **No**

**Bag Stuffer**

Bag Stuffer Contact: **Test** Bag Stuffer E-mail: [Test@visitmadison.com](mailto:Test@visitmadison.com)  
Bag Stuffer Offer: **Test Test**

**Edit Amenities**

**ACCOMMODATIONS:** ONLY COMPLETE if you are an accommodations partner

Contacts Listings Amenities Social Media

General **Accommodations** Venue Meeting Facilities

Amenities For Accommodations

**Edit Amenities**

**Shuttle Information**

Shuttle Hours: Cost of Shuttle:  
Distance Shuttle will Travel:  
Number and Size of Shuttle:

**Accommodations**

Number of rooms: Porter/Bellman: **No**  
Shuttle Services: **No** Price Range (per night):  
Business Services: **No** On-Site Dining: **No**  
Cable: **No** Room Service: **No**  
Complimentary Breakfast: **No** Sauna: **No**

**VENUE:** Onsite parking, Wheelchair Accessible, Meals Served, Wi-Fi, etc.

County: Loss Date:

Contacts Listings Amenities Social Media

General Accommodations **Venue** Meeting Facilities

Amenities For Venue

**Edit Amenities**

**Amenities**

|  |                                   |
|--|-----------------------------------|
| A/V Equipment Onsite: <b>Yes</b>       | Restaurant/Bar: <b>No</b>         |
| Banquet Facility: <b>Yes</b>           | Smoking Area Available: <b>No</b> |
| Bed & Breakfast: <b>No</b>             | Sports Venue: <b>No</b>           |
| Can Bring in Own Food: <b>Yes</b>      | Theater: <b>No</b>                |
| Can Close for Private Party: <b>No</b> | Wheelchair Accessible: <b>Yes</b> |
| Conference Facility: <b>No</b>         | Breakfast: <b>No</b>              |
| Hotel: <b>No</b>                       | Lunch: <b>No</b>                  |
| Museum/Gallery: <b>No</b>              | Dinner: <b>No</b>                 |
| Non-smoking Available: <b>Yes</b>      | Brunch: <b>No</b>                 |
| Off-site Catering: <b>No</b>           | Late-Night Dining: <b>No</b>      |
| Onsite Catering: <b>No</b>             | Private Dining: <b>No</b>         |
| Onsite Parking: <b>Yes</b>             | Kid-Friendly Fare: <b>No</b>      |
| Outdoor Space Available: <b>No</b>     | Outdoor Seating: <b>No</b>        |
| Outdoor Venue/Park: <b>No</b>          | Waterfront Dining: <b>No</b>      |
| Permanent Stage: <b>No</b>             | Complimentary Parking: <b>No</b>  |
| Private Club: <b>No</b>                | Valet Parking: <b>No</b>          |
| Private Room: <b>No</b>                | ADA Compatibility: <b>No</b>      |

**General**

Wi-Fi: **No**  
Comments:  
Hours:

## EDIT AMENITIES

**MEETING FACILITIES:** Complete if you have space available for meeting and events.

**STEP 1:** Start by adding individual rooms/spaces available and click ADD NEW ROOM  
Fill in total square footage and capacity limits by room layouts  
Continue to ADD NEW ROOM for each available space

**STEP 2:** Once individual rooms have been added, complete fields in top portion to note the total number of rooms, total sq. footage and note the size of the largest room (in sq. ft.). Click UPDATE to save.

**STEP 2**

**STEP 1**

**Add New Room**

| Action | Room ID | Room Name                             | Square Feet | Theater | Classroom | Banquet | Reception |
|--------|---------|---------------------------------------|-------------|---------|-----------|---------|-----------|
|        | 646     | Alternative Sports Alley              | 1500.00     |         |           |         | 124       |
|        | 648     | Concession Area                       | 1600.00     | 100     | 60        | 50      | 140       |
|        | 645     | Field Area #1                         | 14400.00    | 850     | 600       | 700     | 850       |
|        | 647     | Indoor Playground                     | 1200.00     |         |           |         | 50        |
|        | 649     | Meeting Room                          | 235.00      |         | 10        | 10      |           |
|        | 1163    | Meeting Room #2                       | 235.00      |         | 10        | 10      |           |
|        | 652     | Outside Event Deck (Partially Tented) | 2400.00     |         |           | 150     | 71        |
|        | 650     | Outside Fields                        | 39600.00    | 5000    |           | 2000    | 4000      |
|        | 651     | Outside Patio                         | 2450.00     | 150     |           | 150     | 350       |



## ADDITIONAL BUSINESS BUILDING TOOLS

- Convention Calendar
- Sales Leads Guide
- Marketing & Sponsorship Opportunities
- Partner-to Partner special offers

## SALES LEADS GUIDE

To access, click on PARTNER BULLETINS, and select SALES LEADS GUIDE from the list. Follow the link in the bulletin to access the online guide.

**Partner Bulletins**

Recent Messages

**Marketing & Sponsorship Opportunities (Not Read)**

Discover details about some of the opportunities offered to our partners, i marketing plan with convention and event attendees—as well as the local b

[Click HERE to access MARKETING & SPONSORSHIP OPPORTUNITIES](#)

If you have questions about these or other sponsorship opportunities, ple

**more >>**

**Sales Leads Guide (Read: 12-18-2015)**

As an accommodations or convention and event services partner, you hav event leads.

[Click HERE to access the ONLINE LEADS GUIDE](#)

**more >>**

## CONVENTION CALENDAR

To access the convention calendar, click the REPORTS on the top of the Extranet. Select the CONVENTION CALENDAR link below. If you do not see REPORTS as an option, contact [partnership@visitmadison.com](mailto:partnership@visitmadison.com).

**MADISON**  
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Member Record **Reports**

Partner Bulletins

Reports

**Bureau Reports**

Accounts

**CONVENTION CALENDAR**  
Convention Calendar Report

## MARKETING & SPONSORSHIP OPPORTUNITIES

To access, click on PARTNER BULLETINS, and select MARKETING & SPONSORSHIP OPPORTUNITIES from the list. Click on the link in the bulletin to access Marketing & Sponsorship Opportunities

**Marketing & Sponsorship Opportunities (Not Read)**

Discover details about some of the opportunities offered to our partners, i marketing plan with convention and event attendees—as well as the local b

[Click HERE to access MARKETING & SPONSORSHIP OPPORTUNITIES](#)

If you have questions about these or other sponsorship opportunities, ple

**more >>**

## PARTNER TO PARTNER OFFERS

To access, click on PARTNER BULLETINS, and select PARTNER TO PARTNER OFFERS from the list. Click on the link in the bulletin to access special offers.

**Partner Bulletin**

**Partner to Partner Offers**

12/17/2015

**PARTNER TO PARTNER OFFERS**

One of the perks of being a partner is the chance to offer special pricr peers. Trying your services likely leads to recommendations for visitor: we can say thank you for your partnership!

[View current offers HERE](#)

By extending your own special offers, you can market your business tc creating a strong community--and a thriving local economy. Simply [su](#) section, as well as publish it in our Partner E-News.