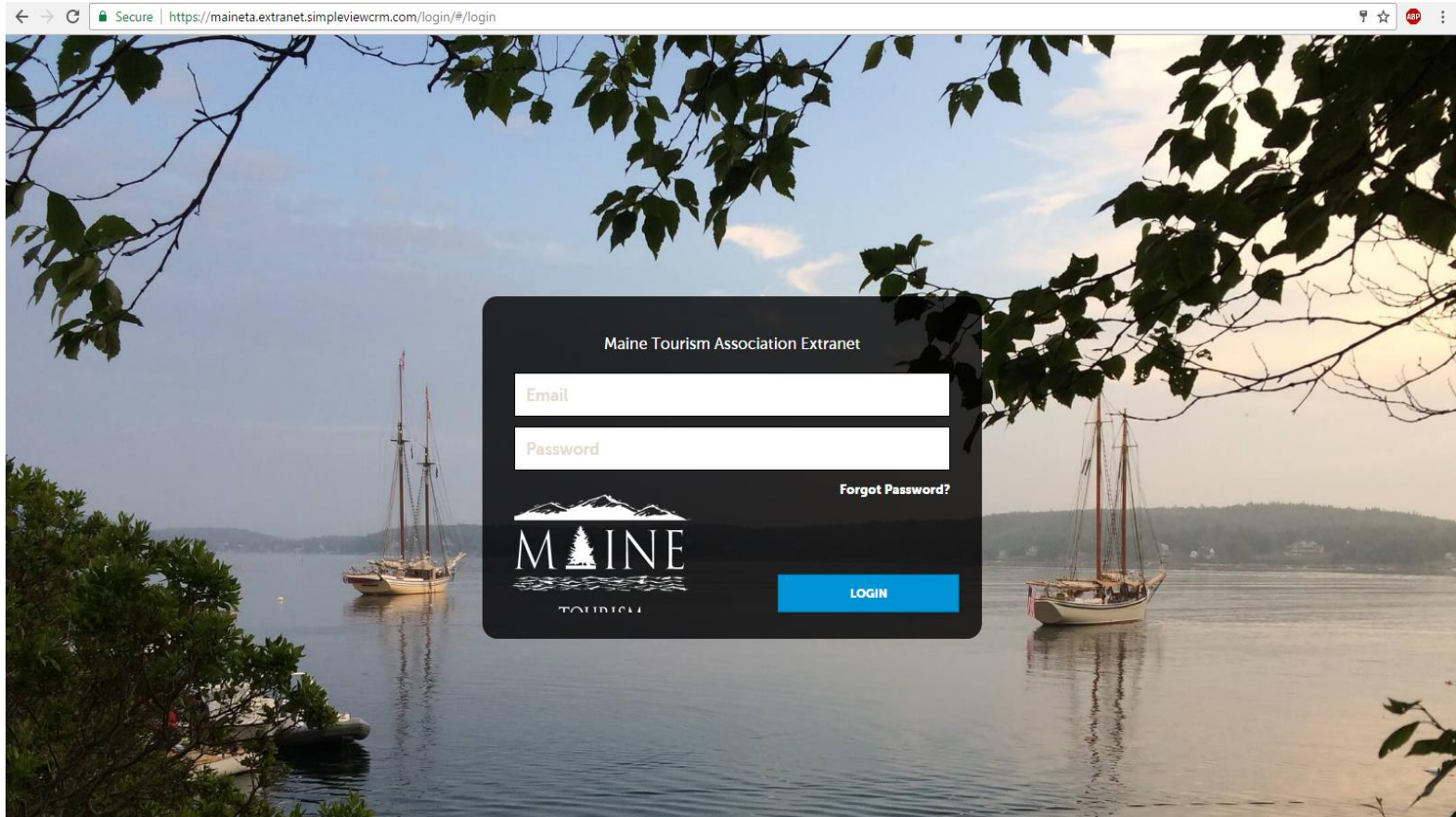




Maine Tourism Association's Member Portal User Instructions



Login Screen



You should be receiving your login and password via email. If you did not receive a login or password please give us a call at 623-0363.



Home Screen Navigation

MAINE TOURISM ASSOCIATION
Maine Tourism Association Extranet
tcameron@mainetourism.com Logout
Maine Tourism Association

HOME
PROFILE
COLLATERAL

96th Annual Meeting
The Maine Tourism Association invites you to our Annual Meeting on May 12th at the Jonathan's Ogunquit! This annual event is attended by Maine's most influential tourism leaders.
Register Now

96th Annual Meeting & Awards Luncheon

Partner Bulletins All Bulletins Post Board

Welcome to the new Maine Tourism Association's Member Portal! (Read: 04/19/2017)
Test
[View Full](#)

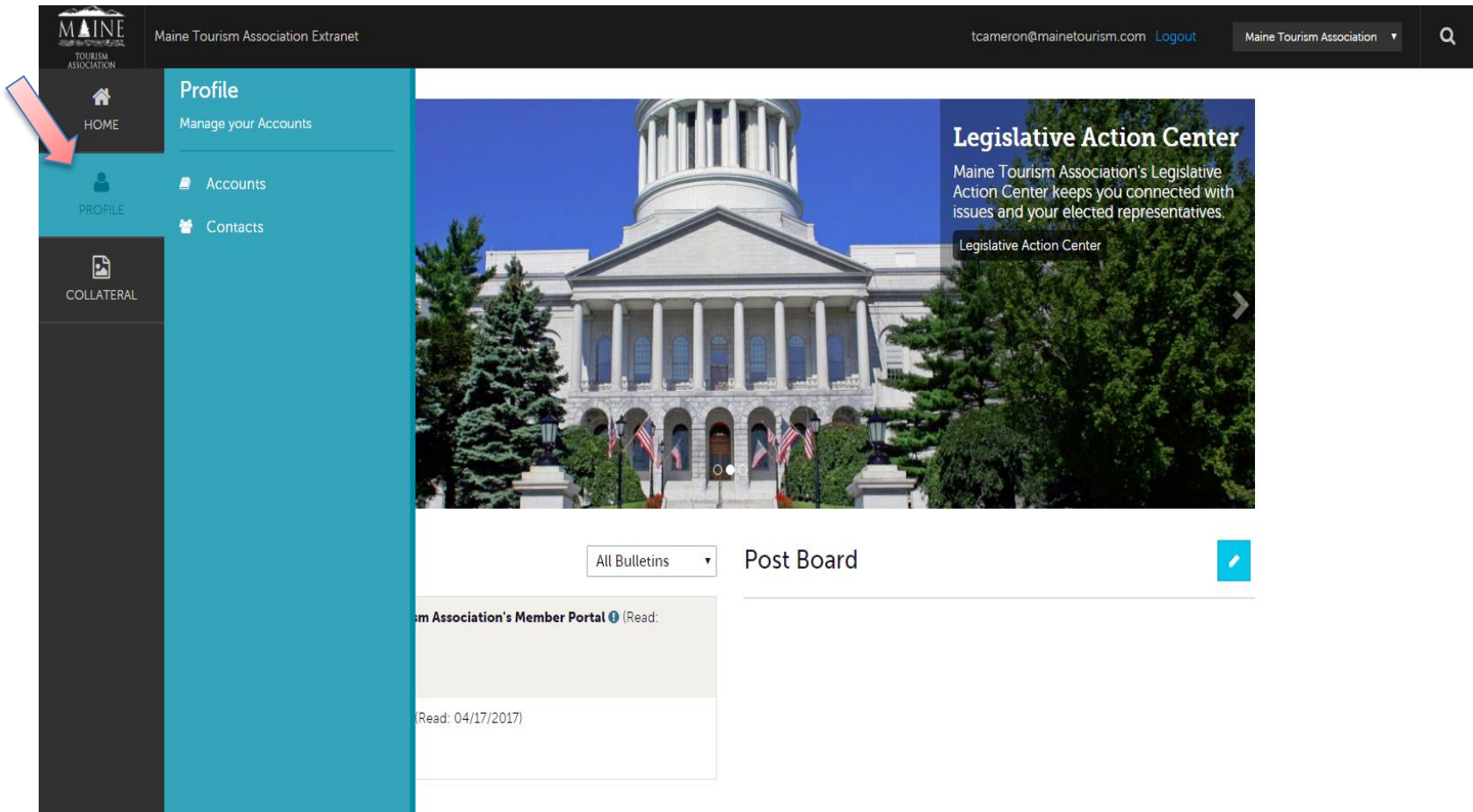
Welcome to the New Extranet! (Read: 04/17/2017)
This is the short text.
[View Full](#)

Partner Bulletins are important notices, documentation, events, etc. posted by Maine Tourism Association. Important bulletins will be marked with a blue and white exclamation mark.

Post Board allows a user to communicate with other properties. Clicking on the caption bubble icon allows a user to reply to a post. There is also an email icon for contacting the poster via email.



Home Screen Navigation (cont'd)



Clicking the **Member Profile** icon displays a property's information, such as contacts, phone numbers and addresses.



Home Screen Navigation (cont'd)

The screenshot shows the main navigation menu on the left side of the website. The menu is divided into three sections: HOME, PROFILE, and COLLATERAL. The COLLATERAL section is highlighted in teal and contains the following items: Listings, Special Offers, Calendar of Events, Media, and Materials Requests. A red arrow points to the COLLATERAL icon in the menu. The main content area features a large banner image of the Maine State Capitol building with the text "Legislative Action Center" and a description: "Maine Tourism Association's Legislative Action Center keeps you connected with issues and your elected representatives." Below the banner is a "Post Board" section with a dropdown menu set to "All Bulletins" and a blue "Post" button. A notification for "Maine Tourism Association's Member Portal" is visible at the bottom left of the page.

Clicking the **Collateral** icon, displays options for your website listing, special offers, calendar of events, media (i.e. images), occupancy data, and material requests from Maine Tourism Association.



Manage Profile - Accounts

The screenshot displays the 'Accounts' management interface. On the left, a dark sidebar contains navigation links: 'HOME' (home icon), 'PROFILE' (person icon), and 'COLLATERAL' (document icon). A red arrow points to the 'PROFILE' link. The main content area is titled 'Accounts' and features a filter section with 'Filters (0)', a 'Status is one of:' dropdown menu set to 'CHOOSE', and an 'APPLY FILTERS' button. Below the filter section is a table with one row for 'Maine Tourism Association'. The table has columns for 'Actions' and 'Account'. The 'Actions' column contains icons for edit (pencil), view (eyeball), and a dropdown menu. The 'Account' column contains the name 'Maine Tourism Association'. A dropdown menu is open under the edit icon, showing 'Manage Amenities' and 'Manage Meeting Space'. The page also includes pagination controls at the bottom right, showing 'Page 1 of 1' and 'Go to Page: 1'.

After you click the **Profile** icon and then **Accounts**, you will be presented with your account name and various actions you can perform. (If you see multiple account names, this is due to your property being associated with another property) The pencil icon will allow you to edit your property information. By clicking the eyeball icon, you can view your property information. The down arrow icon will allow you to view and edit your amenities and meeting space information.



Manage Profile – Accounts (cont'd)

HOME

PROFILE

COLLATERAL

Update Account

SAVE

CANCEL

Sections:

- Account Information
- Phone Information
- Address Information
- Social Media
- General

Account Information

Account: Maine Tourism Association

Region: *Required Statewide Orgs

Website: http://www.maintourism.com

Email:

Phone Information


Primary: Ext

Alternate: Ext

Toll Free:

Fax: Ext

Address Information

Physical Address 

Address 1 327 Water St

When you view or edit your property information, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing the account, the top left will display an Edit button. If you are editing the account, the top left will display a Save button. You must click the Save button before changes are applied!



Manage Profile - Contacts

Contacts

Filters (0) Manage Filters

Account is one of: Contact Type is:

Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type
<input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="clone"/>	Angel Berry	Simpleview Hotel and Conference Center		aberry@simpleviewinc.com	Primary
<input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="clone"/>	Alena Chaika	Simpleview Hotel and Conference Center		achaika@simpleviewinc.com	Secondary

After you click the **Profile** icon and then **Contacts**, you will be presented with a list of all the contacts associated with your property. On this page you can Add, Edit, View, or Clone (i.e. duplicate) a contact.

IMPORTANT NOTE: If a contact has left your property it is your responsibility to notify Maine Tourism Association and/or change their contact type to “Inactive”.



Collateral - Listings

Listings

+ Filters (0) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

ADD LISTING

Page 1 of 1 Go to Page: 1

Actions	Company	Listing Type	Category	Subcategory	Listing ID	
	Simpleview Hotel and Conference Center	Website	Accommodations	Luxury Resorts	41983	

Page 1 of 1 Go to Page: 1

After you click the **Collateral icon** and then **Listings**, you will be presented with your property's listings. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information. You can also create a new listing by clicking the Add Listing button.

IMPORTANT NOTE: Any edits or adding of listings will require approval from Maine Tourism Association. Upon saving your updates, they will be notified of your changes/additions.



Collateral – Listings (cont'd)

Update Listing

SAVE

CANCEL

Sections:

- Listing Information
- Categories
- Details
- Website Notifications
- Listing Image
- Social Media
- General

Listing Information

Account: ◀Required
Simpleview Hotel and Conference Center

Type: ◀Required
Website

Contact:
Alena Chaika

Address Type:
Physical

Listing Description:
Testing GEO-Coding Test test test

When you view, edit, or add a listing, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing a listing, the top left will display an Edit button. If you are editing a listing, the top left will display a Save button. You must click the Save button before changes are applied!

IMPORTANT NOTE: Any edits or adding of listings will require approval from Maine Tourism Association. Upon saving your updates, they will be notified of your changes/additions.



Collateral – Special Offers

Offers

+ Filters (0) Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

ADD OFFER

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending	
	20% Off Rooms Sunday through Thursday Nights	08/01/2015	08/31/2015	08/01/2015	08/31/2015	No	

Page 1 of 1 Go to Page: 1

After you click the **Collateral** icon and then **Special Offers**, you will be presented with your property's offers. The pencil icon will allow you to edit an existing offer. By clicking the eyeball icon, you can view the existing offer. The clone icon will allow you to duplicate an offer. You can also create a new offer by clicking the **Add Offer** button.



Collateral – Special Offers (cont'd)

Update Offer

SAVE

CANCEL

Sections:

- Offer Information
- Offer Image
- Offer Dates
- Offer Categories
- Offer Listings
- General

Offer Information

Account: Required

Simpleview Hotel and Conference Center

Offer Title: Required

20% Off Rooms Sunday through Thursday Nights

Offer Link:

www.simpleviewinc.com

Offer Text:

Get 20% Off Rooms Sunday through Thursday Nights in the month of August!

Offer Image

Offer Image:

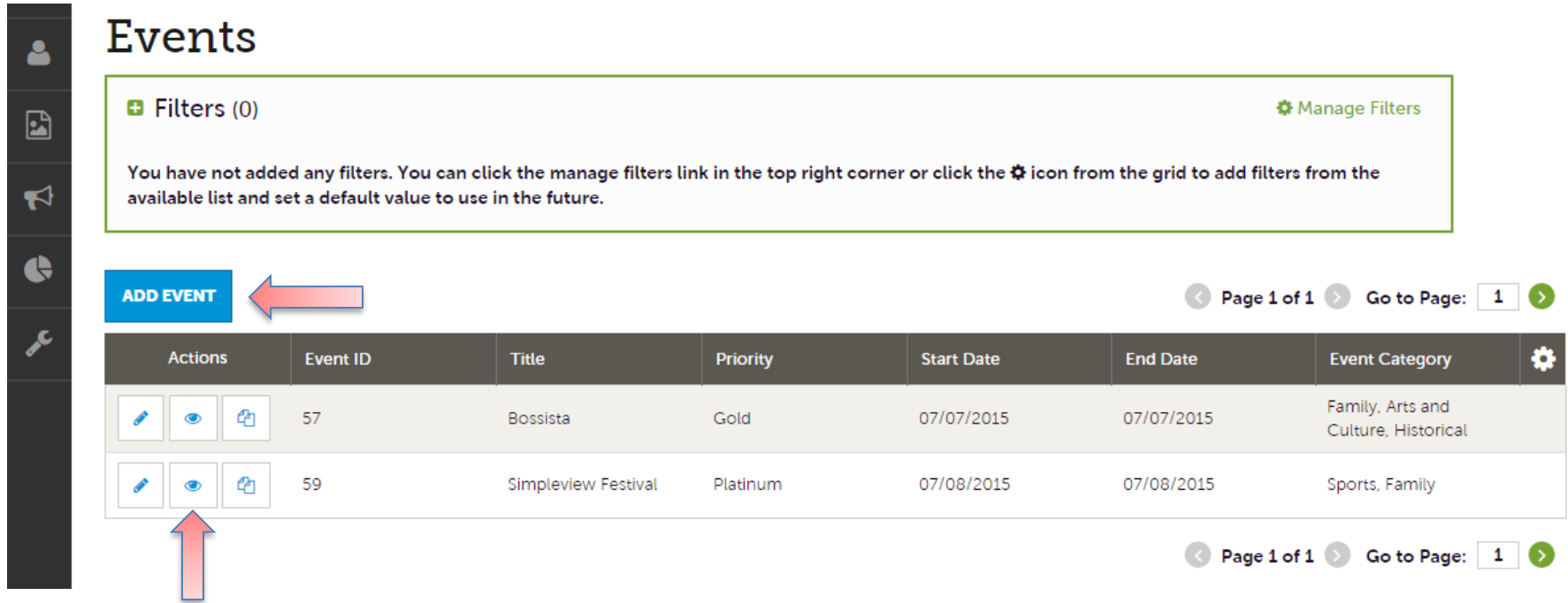
Hotel (images2.jpg)

When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing an offer, the button in the top left will say Edit. If you are editing an offer, the top left will display a Save button. You must click the Save button before changes are applied! As with listings, you have the ability to attach images to your offers.

IMPORTANT NOTE: Any edits or adding of offers will require approval from Maine Tourism Association. Upon saving your updates, they will be notified of your changes/adds.




Collateral – Calendar of Events










Events

+ Filters (0) Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the  icon from the grid to add filters from the available list and set a default value to use in the future.

ADD EVENT Page 1 of 1 Go to Page: 1

Actions	Event ID	Title	Priority	Start Date	End Date	Event Category	
  	57	Bossista	Gold	07/07/2015	07/07/2015	Family, Arts and Culture, Historical	
  	59	Simpleview Festival	Platinum	07/08/2015	07/08/2015	Sports, Family	

Page 1 of 1 Go to Page: 1

After you click the **Collateral** icon and then **Calendar of Events**, you will be presented with your property's events. The pencil icon will allow you to edit an existing event. By clicking the eyeball icon, you can view the existing event. The clone icon will allow you to duplicate an event. You can also create a new event by clicking the **Add Event** button.



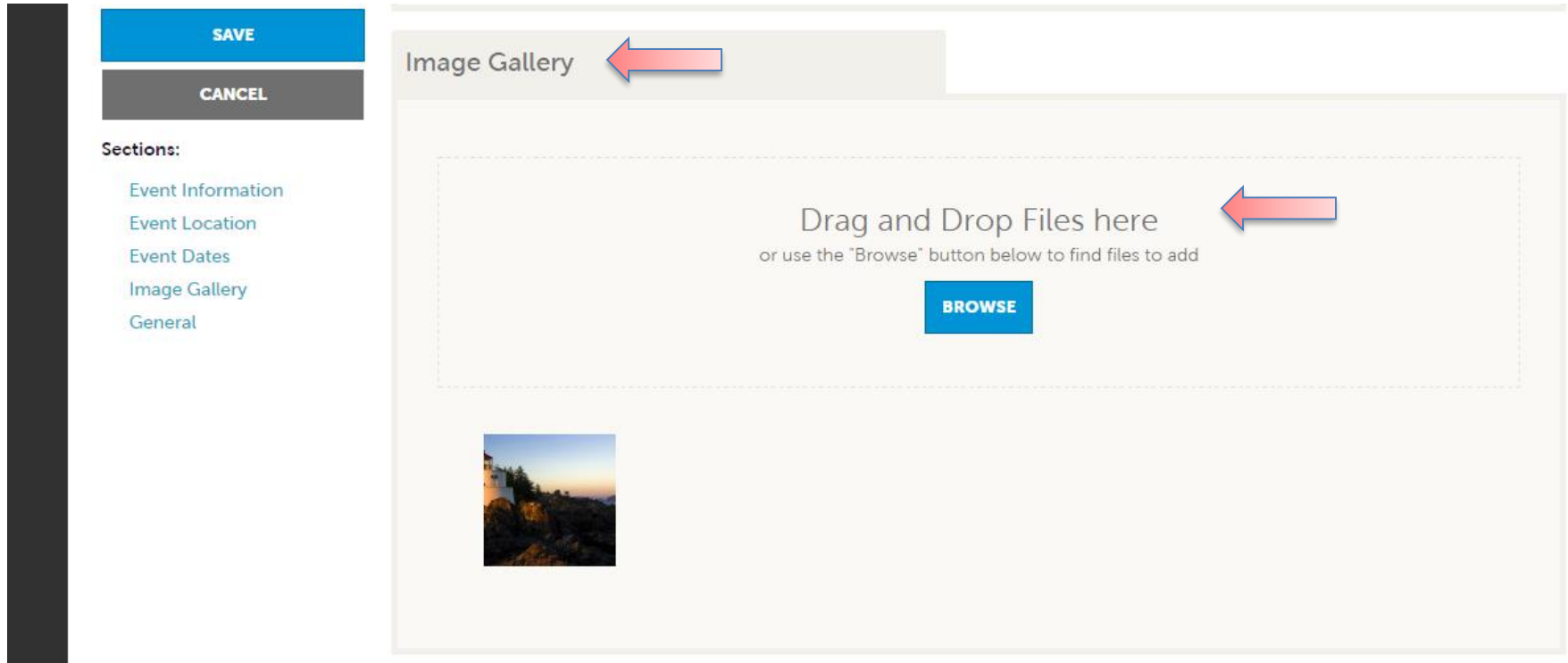
Collateral – Special Calendar of Events (cont'd)

The screenshot shows a web interface for configuring a calendar event. On the left is a sidebar with a blue 'SAVE' button and a grey 'CANCEL' button. Below these are the sections: Event Information, Event Location, Event Dates, Image Gallery, and General. The main area is titled 'Weekly Recurrence Options' and has five tabs: 'One Day', 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' tab is selected and highlighted in green, with a red arrow pointing to it. Below the tabs, there is a green bar with the text 'Every 1 Week(s) on MONDAY, TUESDAY, WEDNESDAY'. A red arrow points to the days 'MONDAY, TUESDAY, WEDNESDAY'. Below this is the 'Recurrence End' section, which has three options: 'No End Date', 'End after 0 occurrences', and 'End on 09/30/2015'. Two red arrows point to the 'End after 0 occurrences' and 'End on 09/30/2015' options.

The Calendar of Events has a recurrence model built in. You can make your event a one-time event, daily, weekly, monthly, or yearly. If it is not a one day event, you can choose your recurring days of the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At the bottom of the recurrence section, you can choose to end your event after a certain number of occurrences or on a specified date.



Collateral – Special Calendar of Events (cont'd)



The screenshot shows a user interface for managing an event. On the left, there is a sidebar with a dark vertical bar. At the top of the sidebar are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below these is a 'Sections:' menu with the following items: 'Event Information', 'Event Location', 'Event Dates', 'Image Gallery' (which is highlighted), and 'General'. The main content area is titled 'Image Gallery' and features a large dashed rectangular box. Inside this box, the text reads 'Drag and Drop Files here' followed by 'or use the "Browse" button below to find files to add'. A blue 'BROWSE' button is positioned below the text. A small thumbnail image of a sunset over a body of water is located at the bottom left of the main content area. Two red arrows are overlaid on the image: one points to the 'Image Gallery' title, and the other points to the dashed drop zone.

As with Listings and Special Offers you can add images to your event. Adding images to an event is a little different though. In the Image Gallery section on the event, you can drag and drop an image or click the Browse button to search your computer for an image.



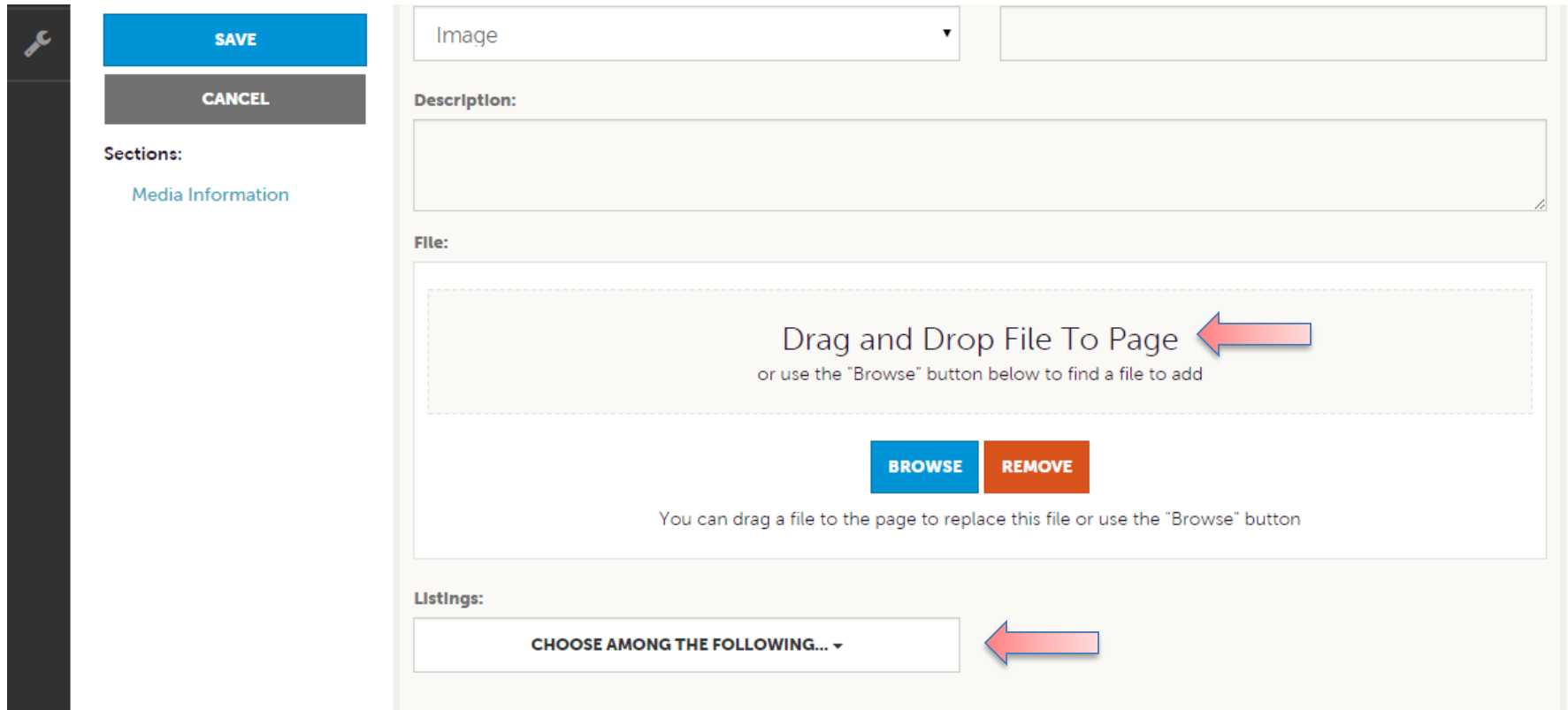
Collateral – Media

The screenshot displays the Media management interface. On the left is a dark sidebar with icons for user profile, media, notifications, analytics, and settings. The main content area is titled 'Media' and contains a filters section with a 'Filters (0)' header, a 'Manage Filters' link, and a 'CHOOSE' dropdown menu. Below the filters is an 'APPLY FILTERS' button. A blue 'ADD NEW MEDIA' button is highlighted with a red arrow. To the right of this button is a pagination control showing 'Page 1 of 1' and 'Go to Page: 1'. Below the pagination is a table with columns for 'Actions', 'Title', and 'Image'. The table contains one row with the title 'Hotel' and an image of a city at night. The 'Actions' column for this row contains three icons: a pencil (edit), a red 'x' (delete), and a clone icon (duplicate). A red arrow points to these icons.

After you click the **Collateral** icon and then **Media**, you will be presented with your property's images available for use on listings and special offers. The pencil icon will allow you to edit an existing image. By clicking the red x icon, you can delete an existing image. The clone icon will allow you to duplicate an image. You can add new media by clicking the **Add New Media** icon.



Collateral – Media (Cont'd)



The screenshot displays a user interface for managing media. On the left, a vertical sidebar contains a wrench icon and two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below these is a 'Sections:' label and a link for 'Media Information'. The main content area is a form with the following sections:

- Image:** A dropdown menu currently set to 'Image' and an empty text input field.
- Description:** A large, empty text area for entering a description.
- File:** A large dashed box containing the text 'Drag and Drop File To Page' with a red arrow pointing left, and 'or use the "Browse" button below to find a file to add'. Below this box are two buttons: a blue 'BROWSE' button and an orange 'REMOVE' button. Underneath the buttons is the text 'You can drag a file to the page to replace this file or use the "Browse" button'.
- Listings:** A dropdown menu with the text 'CHOOSE AMONG THE FOLLOWING...' and a red arrow pointing left.

As with Calendar of Events you can browse your hard drive or drag and drop an image. Once you upload a new image or edit an existing one you can attach the image to one or multiple listings by selecting the Listings pull down menu.

