# Member Portal Training

Updated December 2017

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# Login

- New url https://parkcity.extranet.simpleviewcrm.com/login/#/login
- If you cannot remember your password or an error message appears please click reset password to immediately receive a temporary password.

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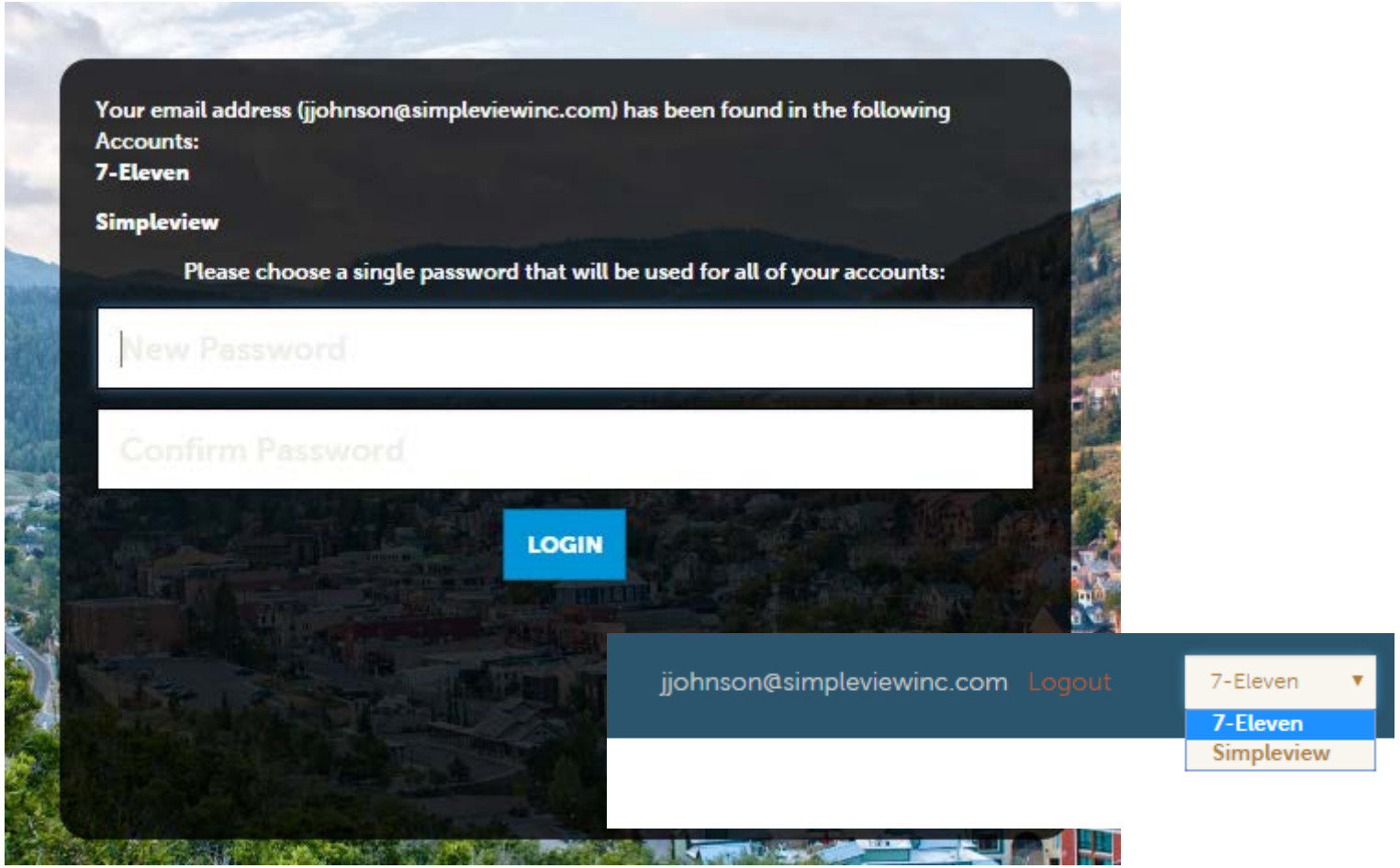
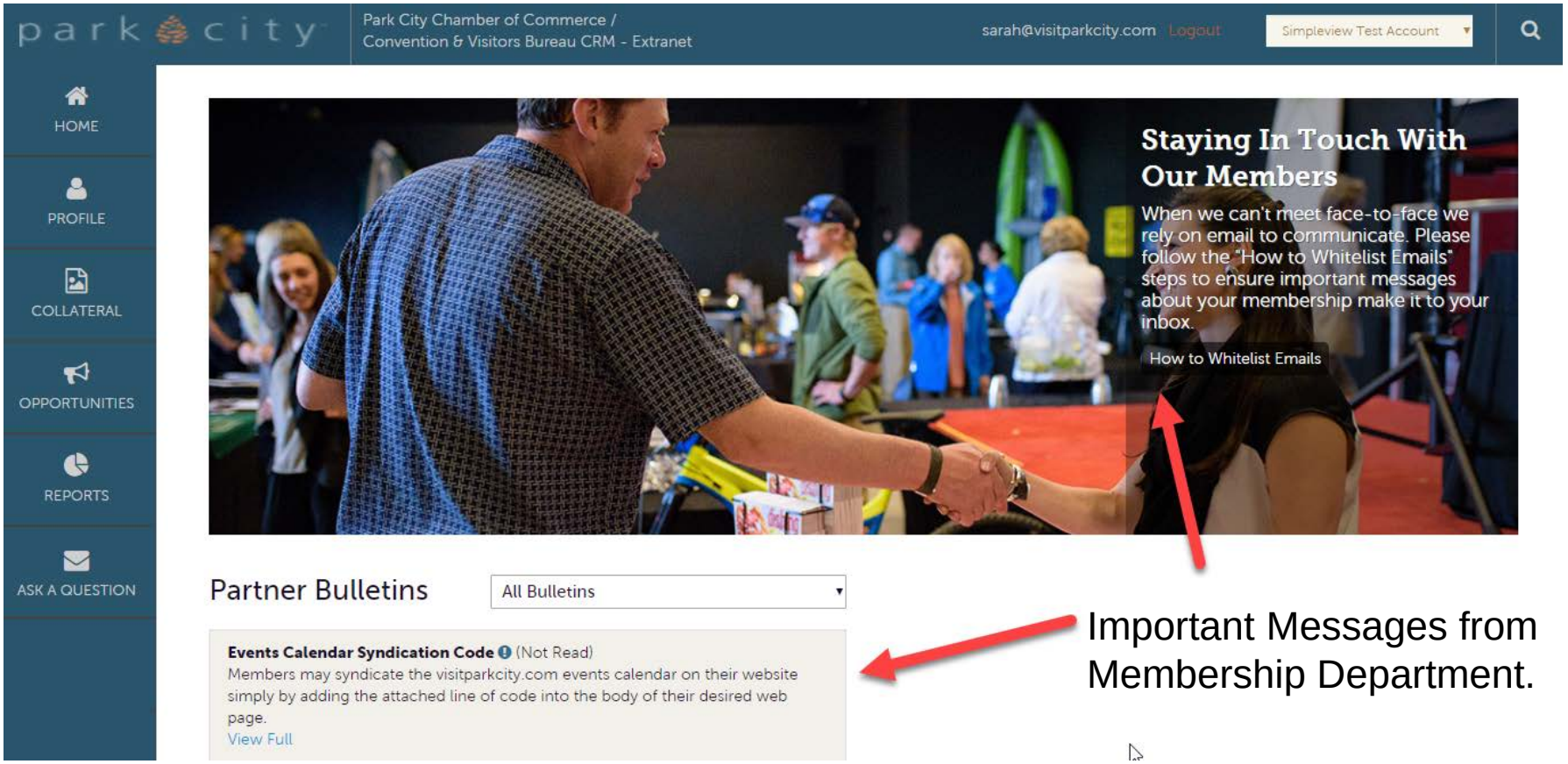
# Universal Login

– If your email is associated with multiple accounts you will be asked to create one master password.



# New Dashboard




Important Messages from Membership Department.

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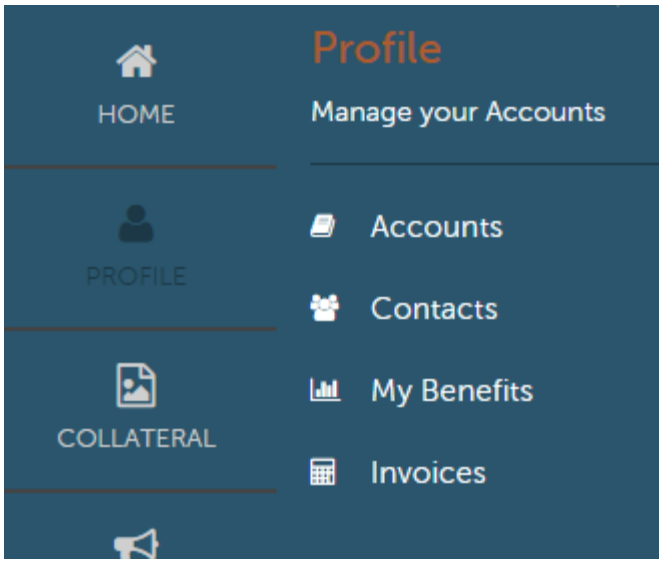
# Profile Menu




- Accounts –
  - Both parent and child accounts. Edit Amenities here.
- Contacts
  - View and make minor edits to account contacts.
- My Benefits
  - Listing and offer views and clicks.
  - In-kind donations and money spent my Chamber with your business (Expenses).
- Invoices
  - Past and Current Invoices.

# Account Edits

- Editable account information includes
  - Website: be as specific as possible
  - Email: use a biz email not a personal email. If you do not have an general email like info@ please leave this field blank.
  - Physical Address: Extremely important for Google Maps
  - Social Media accounts
    - *Please add the entire url for each social media account. For example, enter https://www.facebook.com/VisitParkCity and the Facebook icon will appear on your listings.*

# Account Details

EDIT

RETURN

Sections:

- Account Information
- Address Information
- Phone Information
- General
- Invoices
- Image Gallery
- Social Media

Related Details:

- Manage Amenities
- Manage Meeting Space

## Account Information

| | |
|---|---|
| Account ID | 7656 |
| Status | Active |
| Account | Simple Adventures |
| Extranet Parent | Simpleview |
| Email | |
| Website | https://www.simpleviewinc.com/adventure |

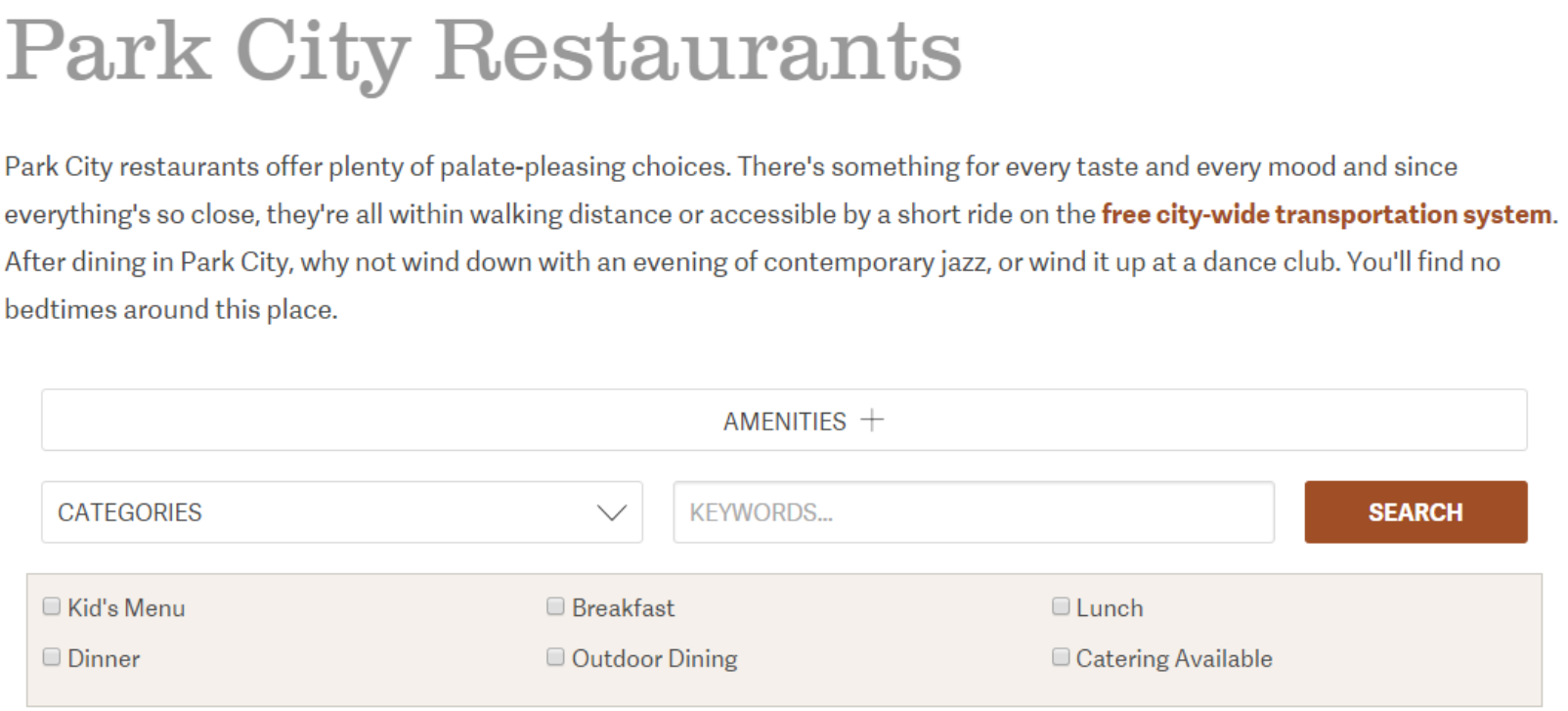
## Address Information

*The Physical Address is used by Google Maps to direct customers to your business.*

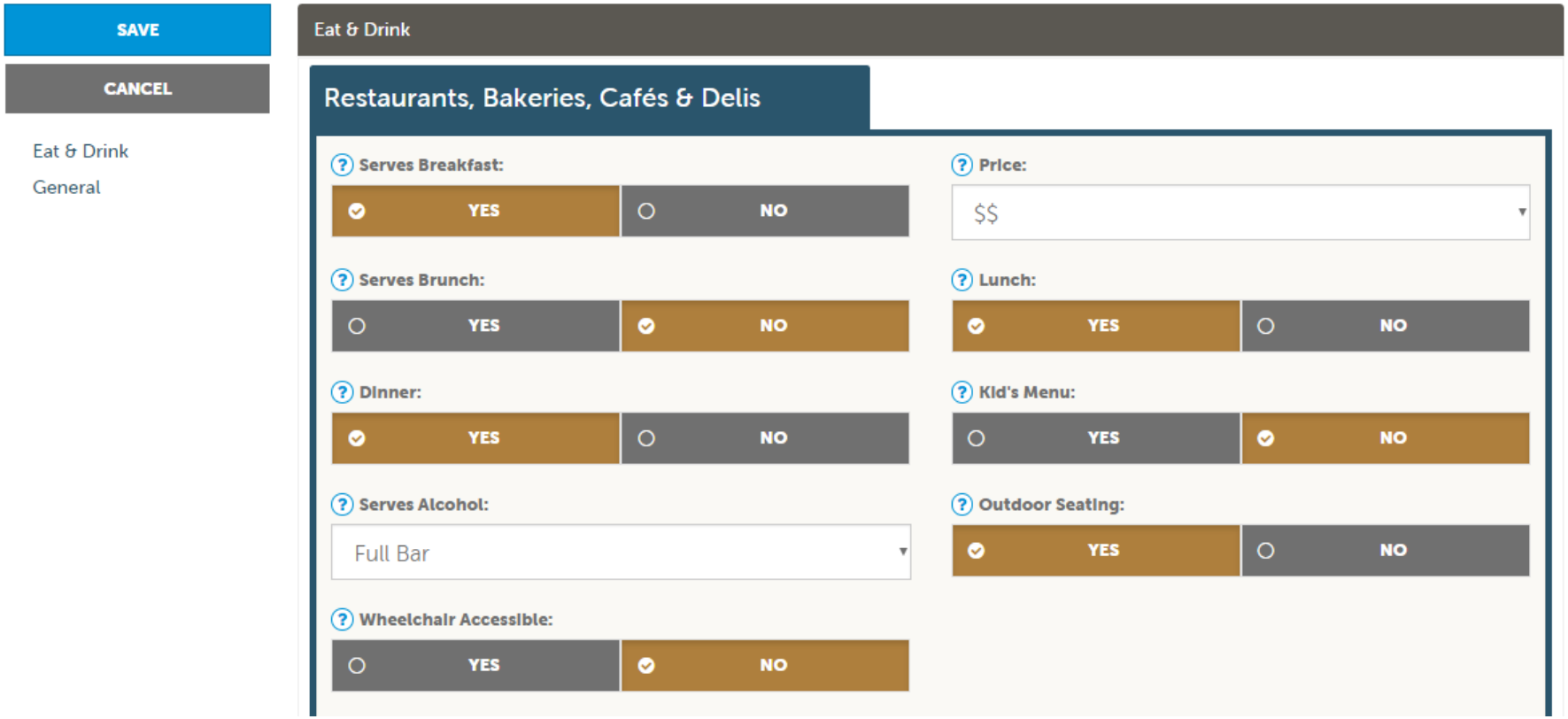
Physical Address

# Amenities

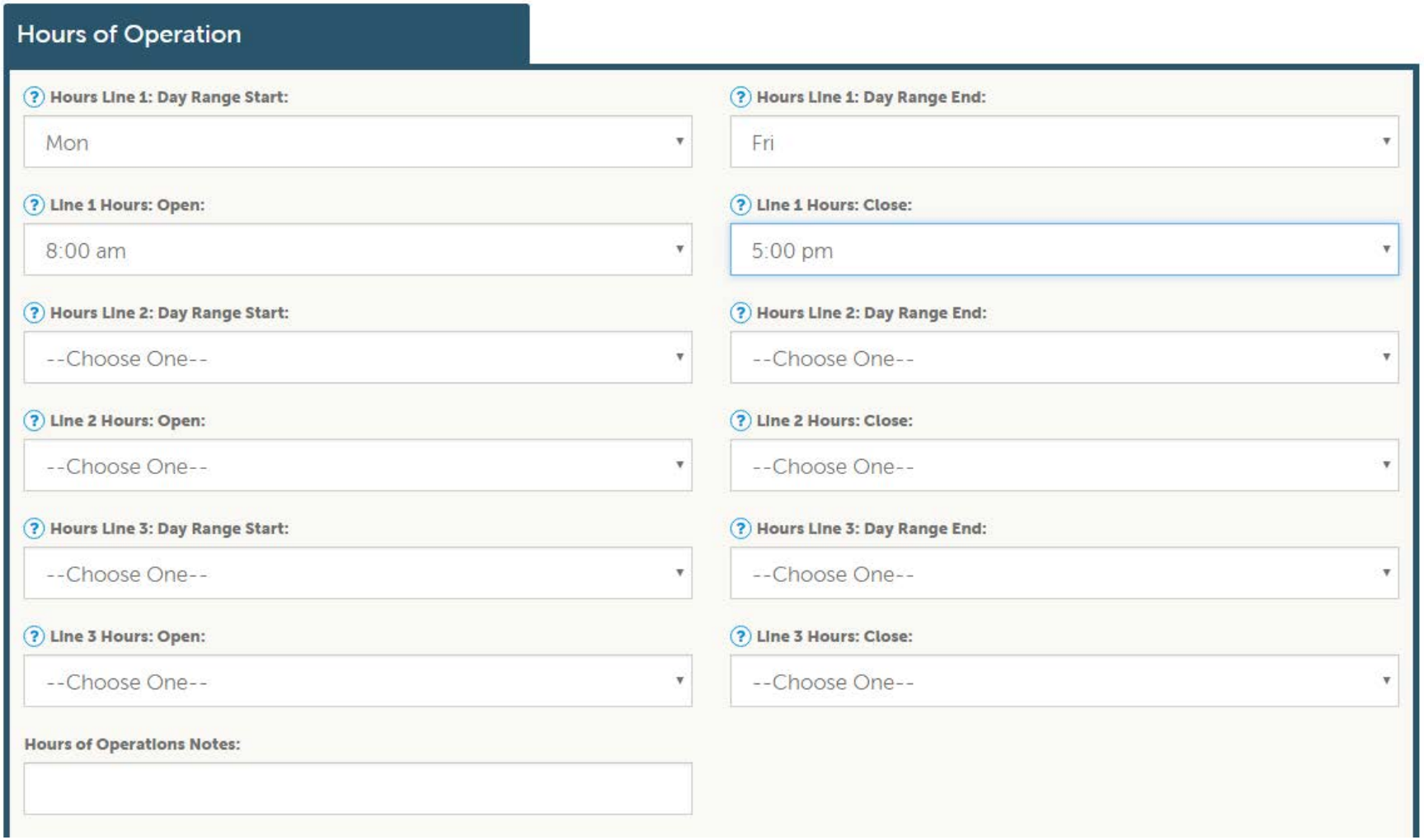
- Amenities are related to your account type.
- New Hours of Operation – General Tab
- Website users can filter (Yes/No) amenities in listing searches



# Update Amenities



# NEW Hours of Operation

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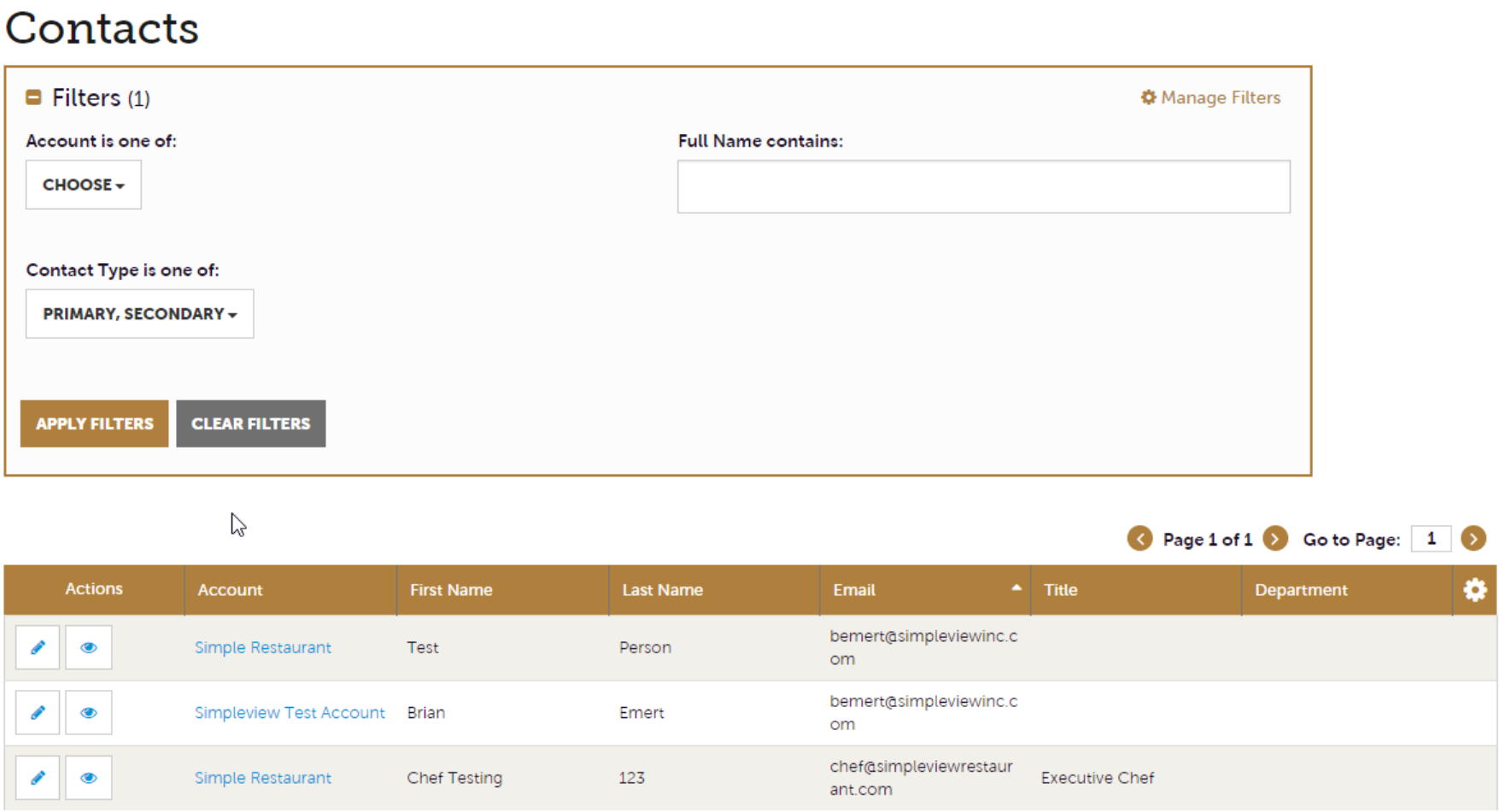
# Contacts

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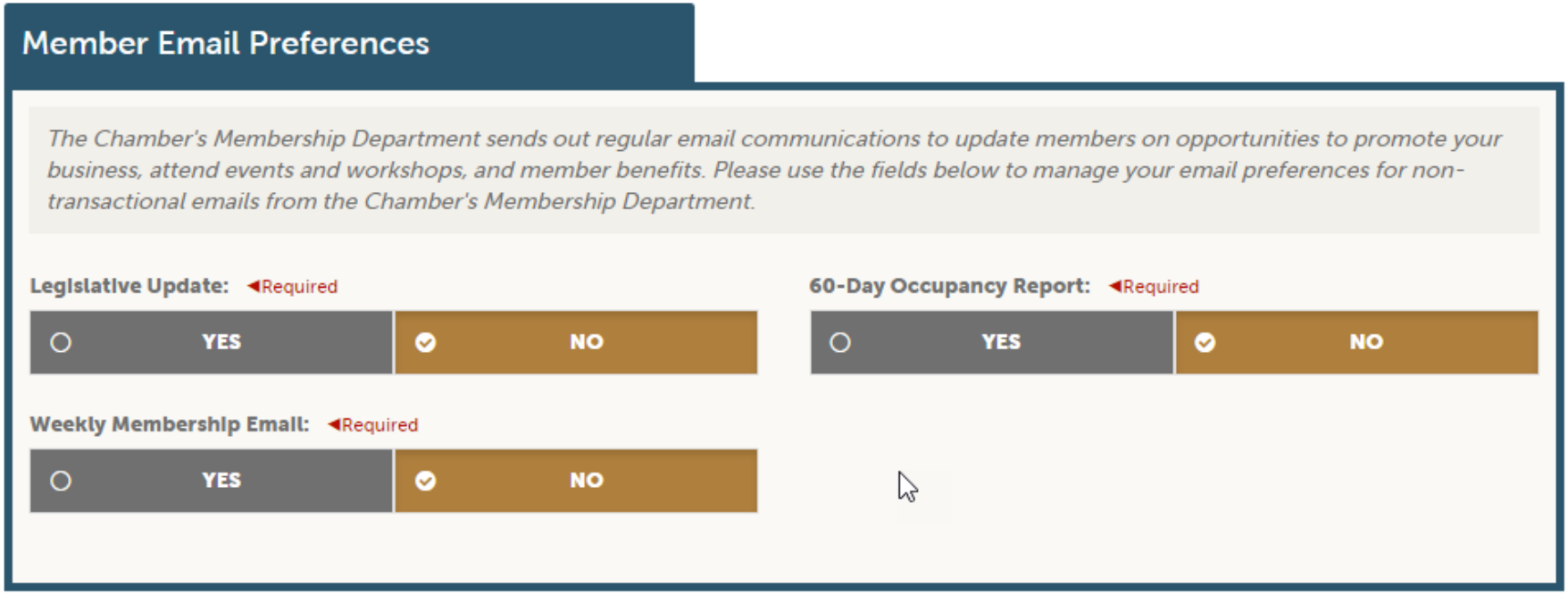
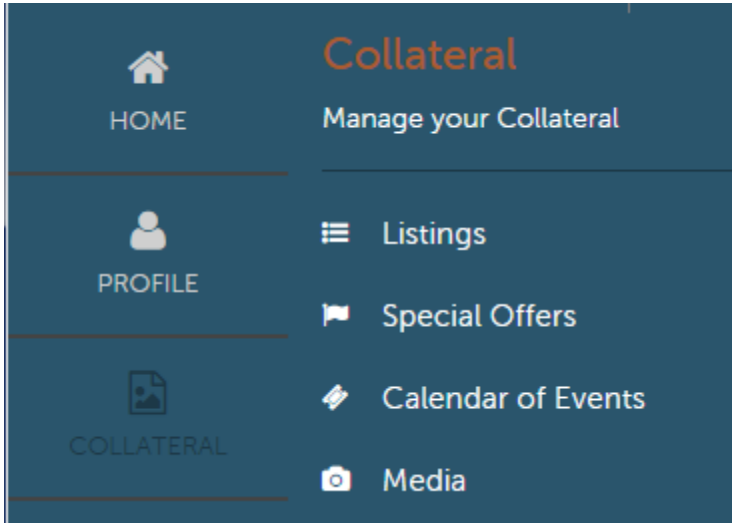
# Contact Edits

- Editable contact information includes
  - Title & Department: These are extremely helpful to help Chamber staff identify the correct contact.
  - Contact Type: Please help us keep accurate records by Inactivating Contacts as soon as they leave your organization.
  - Address: If the contact's address is different from the business please make updates here.
  - Email Preferences: This is how you control what emails you receive from the Membership Department.

# Contact: Email Preferences

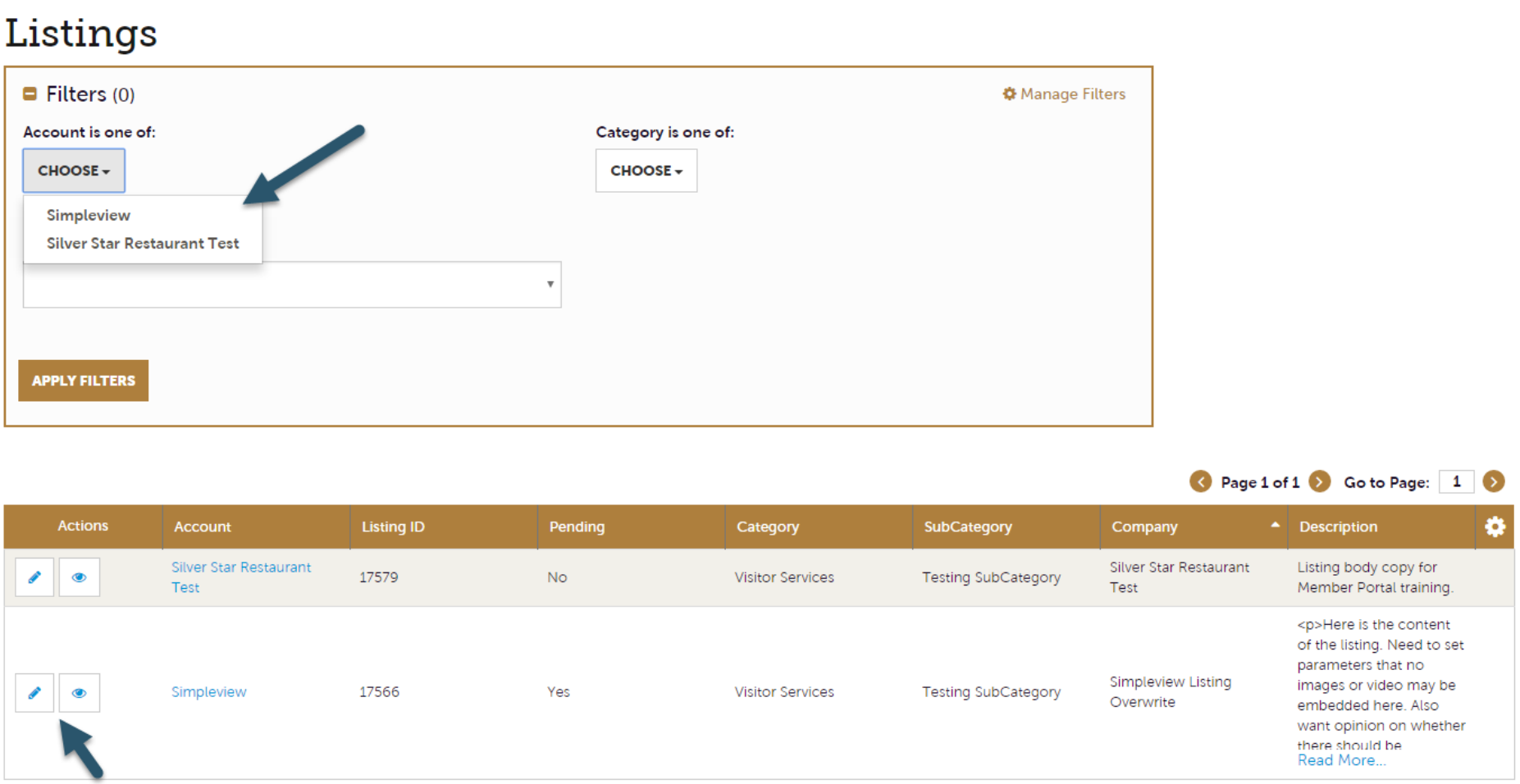


# Collateral Menu




- Listings–
  - Edit text and address.
  - Add Trip Advisor/Yelp Ids to pull reviews into listing.
  - Add a minimum of one image and up to twelve images to a listing.
  - View listing category and sub-category.
- Special Offers
  - Tourism Members may add up to 4 offers per account. Attached to listing and displayed on offer pages.
- Calendar of Events
  - Submit or edit events
- Media
  - Image library to be used in Listings and Offers.

# Listings

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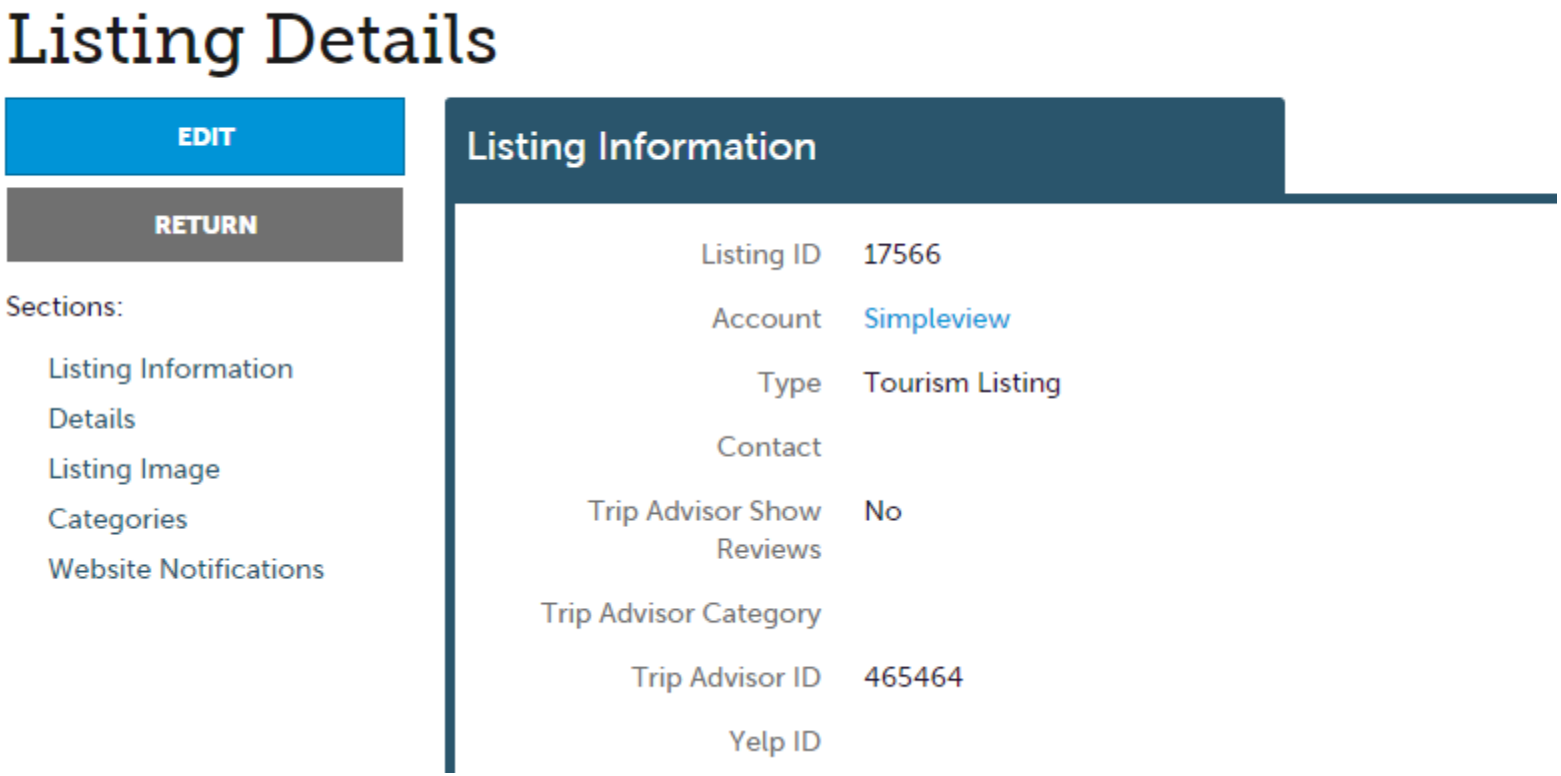
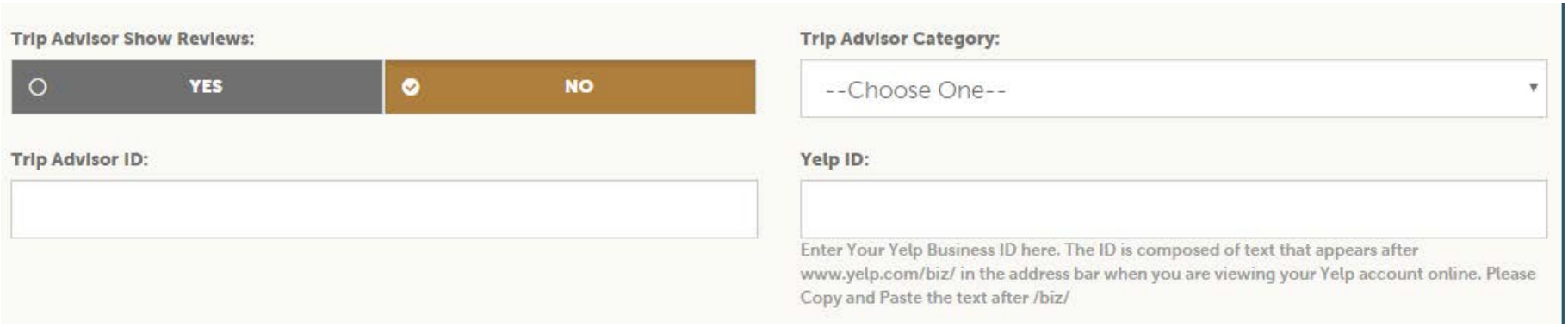
# Listing Details



# TripAdvisor & Yelp

- Your TripAdvisor ID is the the 6 digits after d in the url string. For example https://www.tripadvisor.com/Hotel_Review-g57097-d**636137**-Reviews-Name-of-Business.html

- Your Yelp Business ID composed of text that appears after www.yelp.com/biz/ in the address bar when you are viewing your Yelp account online.

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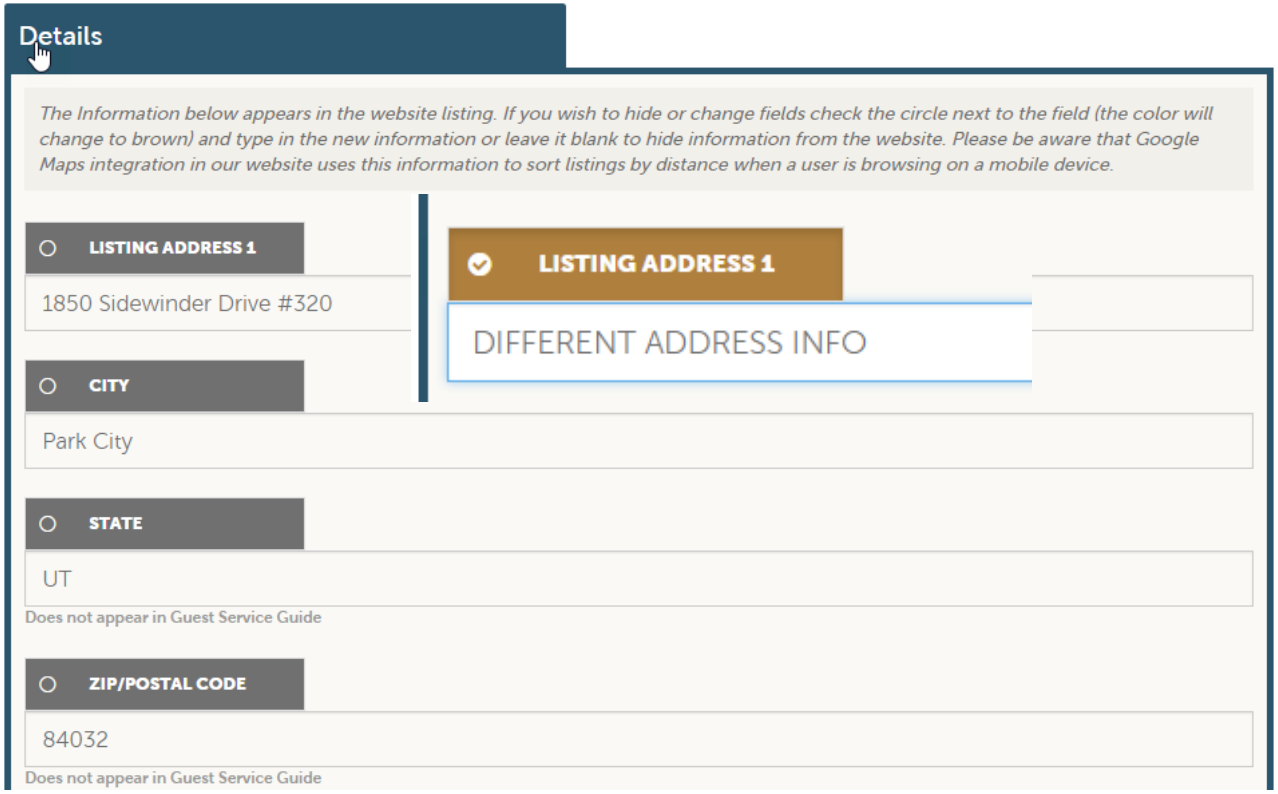
# Overwrite Address or Contact Info

The grey boxes indicate what display with your listing. If you wish to overwrite a field please check the circle of the field you with to overwrite and provide either new data or leave it blank.

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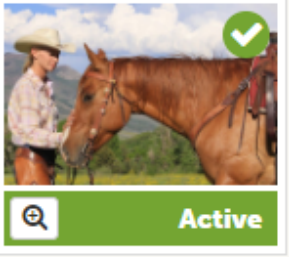
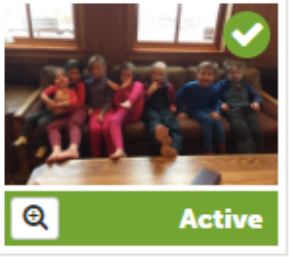
# Attach Image(s) to Listing

## Listing Image

*Click on image(s) to Activate (show) or Deactivate (hide) from the listing gallery. By submitting any such material, the submitting company represents and agrees that (i) it has obtained the necessary permissions referenced above, (ii) any such material is not likely to defame and does not invade the privacy of any person, and (iii) it will defend, indemnify and hold harmless the company, its affiliates and their respective directors, employees and agents (including , without limitation, its publishing partner or any agent acting on its behalf) from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including reasonable attorneys' fees) resulting from the submitting company's breach of the obligations set forth in this paragraph.*

*Select one or more images*



You must add at least 1 and no more than 12 images to a listing.

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# Special Offers

## Offer Details

EDIT

CLONE

RETURN

Sections:

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

### Offer Information

*The Account name will show under title of coupon.*

| | |
|---|---|
| Account | Simpleview |
| Offer Title | NEW Coupons |
| Offer Link | Paste the full url including http: or https: |
| Offer Text | Describe the details of the offer. TEXT ONLY. No images, links, or videos may be added in this section. |

### Offer Dates

*Offers may be posted for a maximum of 60 days on visitparkcity.com. For example if you post an offer on 1/1/2016 it will not appear on the site after 3/30/2016. Redemption dates may be within or outside the posting dates.*

| | |
|---|---|
| Redeem From | 05/20/2016 |
| Redeem To | 07/08/2016 |
| Post From | 05/27/2016 |
| Post To | 07/07/2016 |

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# How to Create A Special Offer

- Select Account
  - If you have multiple accounts select the appropriate account.
- Offer Title
  - Keep it short and do not include your company name
- Offer Link
  - Paste the entire url where the deal/offer can be viewed and purchased. Be as specific as you can so that the guest does not need to navigate from your homepage to the offer.
- Offer Text
  - Provide as much detail about the offer that you can
- Offer Image
  - Select one image form the available gallery
- Offer Dates
  - Offers may be posted for a maximum of 60 days on visitparkcity.com. For example if you post an offer on 1/1/2016 it will expire (not appear on the site) on 3/30/2016. The redemption dates may be within or outside the posting dates.
- Offer Listing
  - *Select the listing(s) you want this offer to appear on. You may select multiple listings.*

## Offer Information

*Please copy and paste the full link for guests to book this offer. You may include as much copy describing the offer. Note that images, videos, and html links will not be accepted in the description copy.*

**Account:** ◂Required

Simpleview Test Account

**Offer Title:** ◂Required

Buy One Get One Free

**Offer Link:**

https://www.visitparkcity.com/plan-your-trip/specials-

Paste the entire url where the deal/offer can be viewed and purchased. Be as specific as you can so that the guest does not need to navigate from your homepage to the offer.

**Offer Text:** ◂Required

Outline the details of the offer.

Don't put account name in title. It appears on both the overview and detailed offer page.

$100 Instant Savings

June 1, 2016 - November 15, 2016

ALL SEASONS RESORT LODGING

BOOK OFFER

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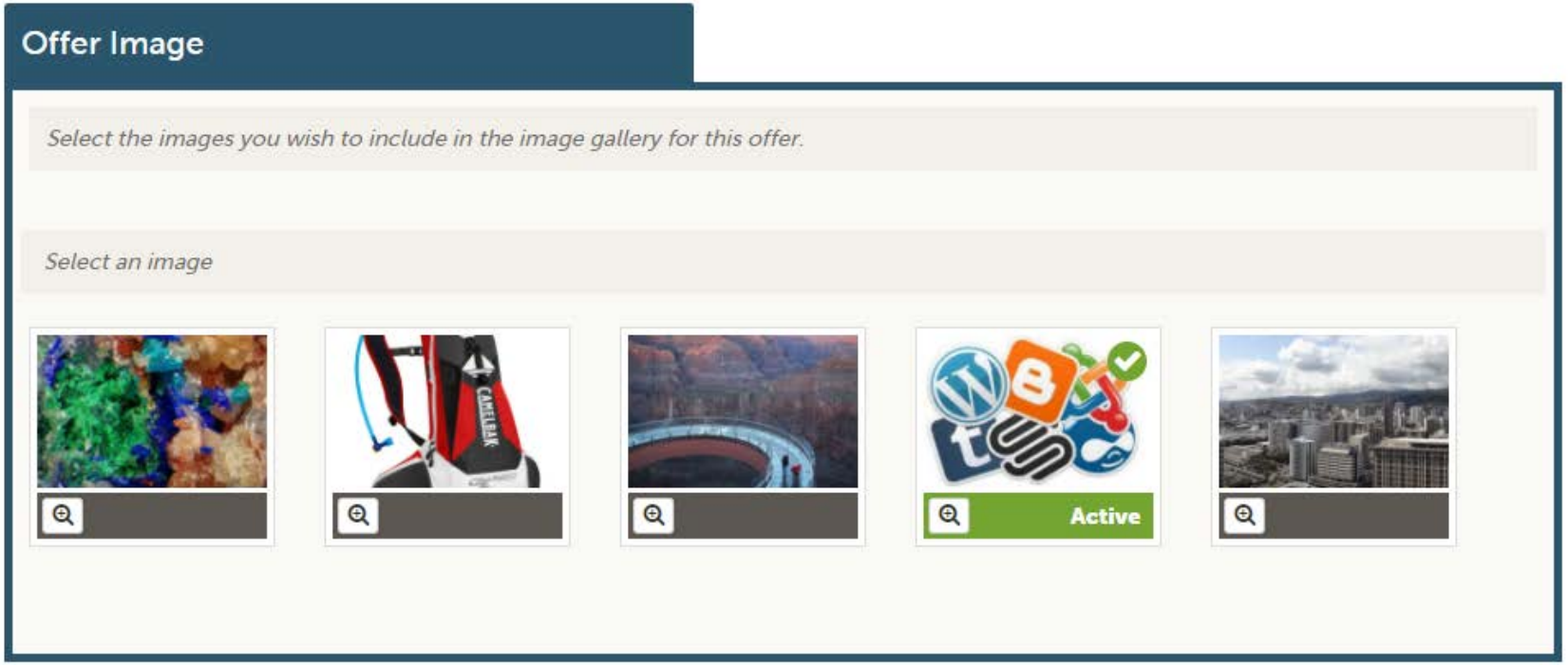
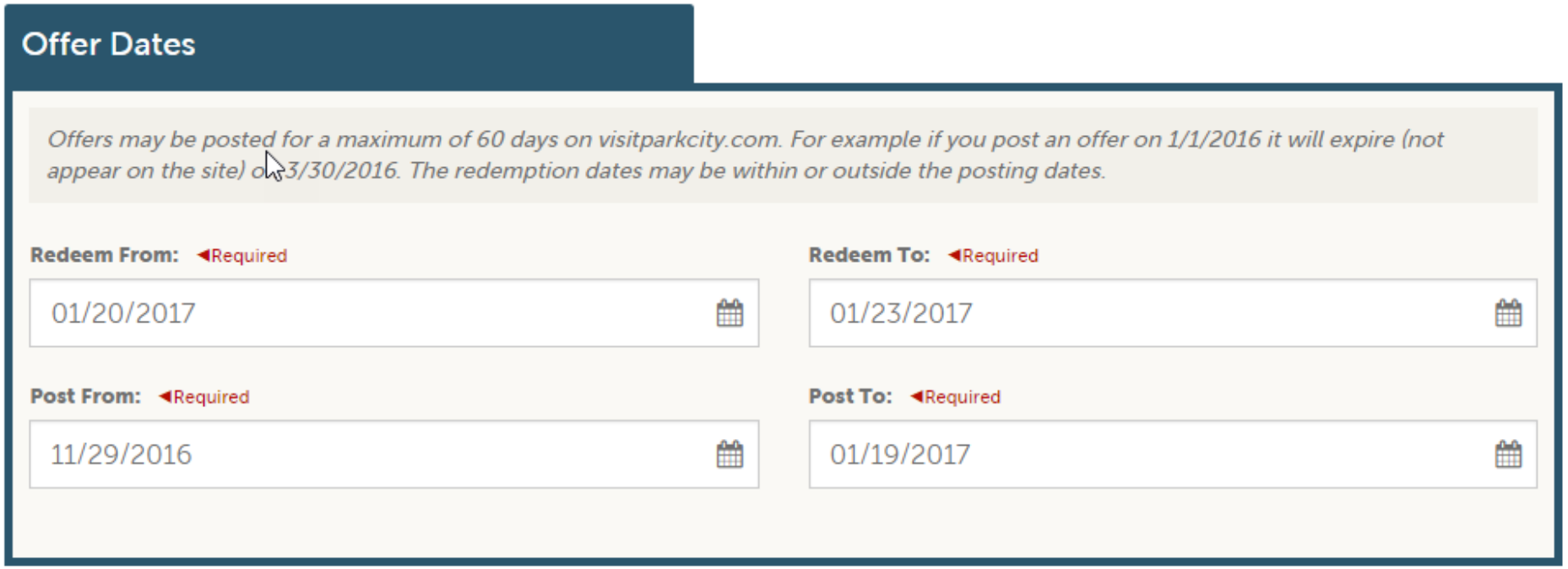
# Offer Image

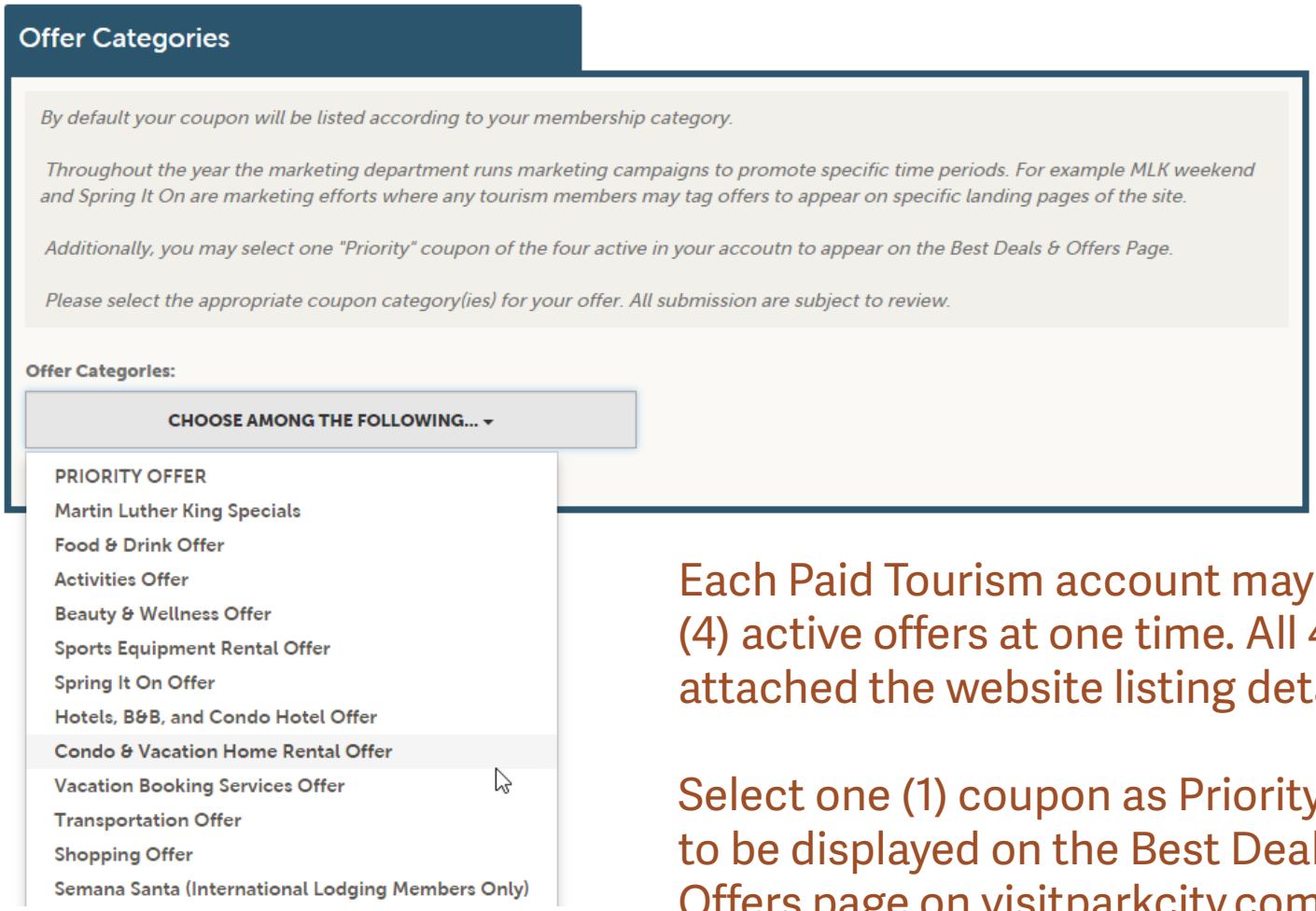

Offer Image
Select the images you wish to include in the image gallery for this offer.
Select an image
Active

# Offer Dates

Offers may be posted for a maximum of 60 days on visitparkcity.com. For example if you post an offer on 1/1/2016 it will expire (not appear on the site) on 3/31/2016. The redemption dates may be within or outside the posting dates.



# Offer Categories & Limits




Each Paid Tourism account may have four (4) active offers at one time. All 4 will be attached the website listing detail page.

Select one (1) coupon as Priority Coupon to be displayed on the Best Deals and Offers page on visitparkcity.com

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# Media Section: Images

## Media

Filters (0)

Manage Filters

Account is one of:

CHOOSE

Simpleview

Silver Star Restaurant Test

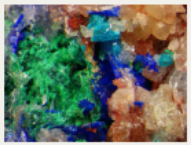
APPLY FILTERS

Image galleries are specific to an individual account

ADD NEW MEDIA

Page 1 o

You can edit sort order. #1 is shown on listing

| Actions | Account | Image | Title | Description | Sort |
|---|---|---|---|---|---|
| | Simpleview |  | BK Test | | 1 |
| | Simpleview | | Camelbak | | 5 |

You can delete images

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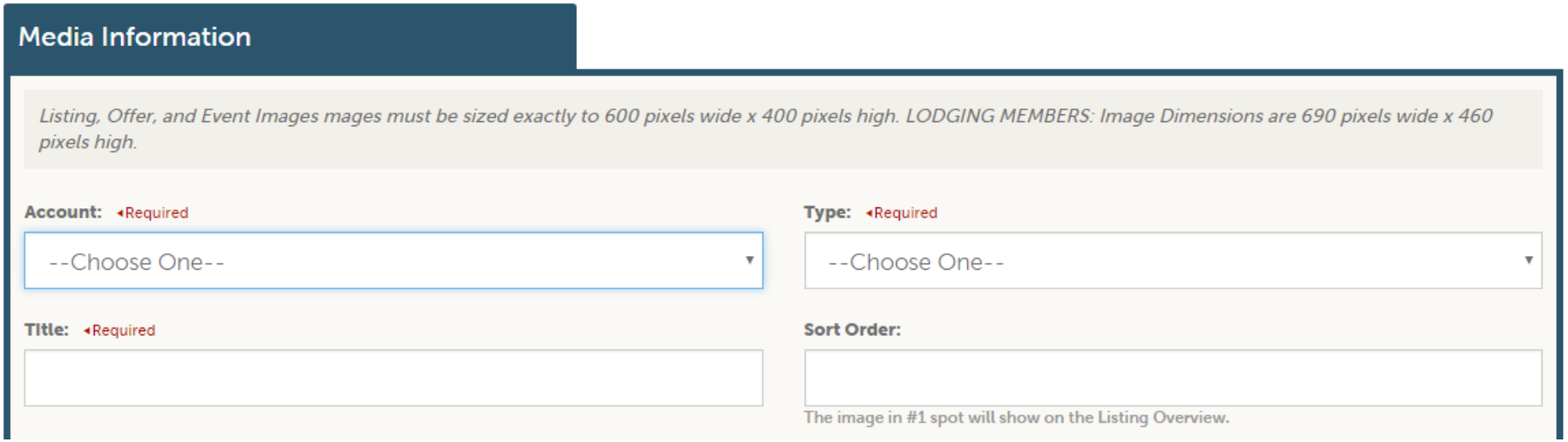
# Adding an Image

- Add a Title that explains what the image is. This is a universal web requirement.
- All Images must be 600 pixels wide by 400 pixels high. *Use Preview App on Mac or Paint on a PC or a free online tool http://www.picresize.com/ to resize images.*



# NEW Reports

The Chamber/Bureau will post reports for members to access

## Reports

### Retail Report (Estimated Lodging Report)

July 15, 2016 Estimate Lodging Report

Data presented in this report represents occupancy for the next 60-days on the books at a representative sample of lodging properties as of the report date.

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