

Member Extranet Member Record

http://www.valleyforge.org/extranet

Valley Forge Convention and Visitors Bureau 1000 First Ave., Suite 101 King of Prussia, PA 19406 www.valleyforge.org

# **Section II - Member Record**

You can view four items under your Member Record:

- 1. Contacts
- 2. Listings (on <u>www.valleyforge.org</u>)
- 3. Web Media (Pictures and Logos)
- 4. Amenities

## **Section II.1 - Contacts**

- 1. To update your contact records, click the "Edit" / **Pencil Icon** to the left of the appropriate contact.
- 2. To add a new Contact, click on the "Add New Contact" button on the right side above the contact listing.
- 3. You can also "clone" a contact by clicking on the **Double Window Icon** link to the left of a current contact (this will make a duplicate of that contact), then change the information that needs to be updated (name, e-mail, phone number, etc.).

Leads Member Record Occupancy Service Re	quests											
ACCOUNT	DETAIL: VALLEY FORGE CON Account Infor	VENTION AND VISITO	DRS BUREAU									
Account ID: 15104 Account: Valley Forge Convention and Vis Account (sort): Valley Forge Convention and Vis Parent: Formerly:	sitors Bureau sitors Bureau	Status: Ac Bureau Region: M Bureau Email: ini Web Site: htt										
	Phone/Fax Numbers											
Primary: 610.834.1550 Tollfree: 888.847.4883		Alternate: Fax: 61	10.834.0202									
Address Information												
Physical Address	Billing Add	ess		Shipping Address								
1000 First Ave Ste 101 King of Prussia, PA 19406 UNITED STATES	1000 First Ave Ste 101 King of Prussia, PA 19406 UNITED STATES		1000 First Avenue Suite 101 King of Prussia, PA 194 UNITED STATES	406								
	Additional F	ields			_							
	General											
MemberRSVP		Omit from map? Yes										
Contacts Listings Web Amenities												
					Add New Contact							
Filter:Any Type				K 🔨 Page	1 of 1 > 1 0							
Action Contact ID Contact Name	Title	Email		Phone	Туре							
Contraction David Bradley	DOCS	bradley@valleyforge.org		610.834.1550	Primary							
And the second s	Senior Vice President	zimmerman@valleyforge.org		610.834.1550	Primary							

4. When adding a new contact, please fill in all available fields. Fields in **RED** will be required.

	CONTACT: UPDATE CONTACT FOR VALLEY FORGE CONVENTION AND VISITORS BUREAU Save Save & New Contact Cancel Colored fields are required.									
				Contact Info	ormation			S	econdary	
	First/Last Name:	Test	Test		Account:	Valley Forge Co	nvention and Vi	T	ertiary	
4 🖿	Full Name:	Test Test			Contact Type:	Primary -		Ir	nactive	
	Department:				Title:					
	Preferred Method:	None 💌			Email:	test@valleyforg	e.org	Send		
	Assistant:				Ast. Phone:					
	Children:				Birthdate:	Month 💌	Day 💌			
	Gender:	🔍 Male 🔍 Fem	ale		Spouse:					
				Phone/Fax M	lumbers					
	Primary:	610.834.1550	ext.		Alternate:		ext.			
	Cell:				Fax:	610.834.0202	ext.	Send		
	Home:									
				Address Inf	ormation					
	Pł	nysical		Billin	Shipping					
	Use: Account: Phys	sical 💌		Use: Account: Billing		Use: Account: Shipping				
	Address: 1000 First Av	e		Address: 1000 First Ave		Address: 1000 First Avenue				
	Line 2: Ste 101			Line 2: Ste 101		Li	ne 2: Suite 101			
	Line 3:			Line 3:		Li	ne 3:			
	City: King of Prussi	a		City: King of Prussia			City: King of Pru	ussia		
SI	tate/Province: PA			State/Province: PA		State/Prov	ince: PA			
Zip	p/Postal Code: 19406			Zip/Postal Code: 19406		Zip/Postal (	Code: 19406			
	Country: UNITED STAT	ES		Country: UNITED STATES		Cou	intry: UNITED ST	TATES		
				Additional In	formation					
[				Gener	al					
6		Ext	ranet Access Non Men Mee Tou	e hber Records E ting Sales Leads rism Sales Lead						
7				Colored fields an	Contact Cancel					

- 5. When updating or adding accounts, please select the appropriate "Contact Type" for that individual. (See blowout)
  - **Primary** Owner or General Manager
  - Secondary General Manager or Director of Sales.
  - Tertiary Sales manager or other key employees.
  - **Billing** Accounts payable contact for membership due invoicing.
  - **Inactive** Any contact that no longer works for the property / venue.
- 6. Select the appropriate "**Extranet Access**" for the individual (making changes to member records, responding to Meeting Sales or Tourism Sales Leads, viewing Service Request, etc.)
  - Hold down **Ctrl** and right click to select multiple access rights.
- 7. Make sure to click "Save" once you've filled out all of the fields.
  - Save & New Contact will save the contact information and open up a new blank screen to add an additional contact.

# **Section II.2 - Listings**

#### **Edit a Listing**

1. To update your website listing, click the "Edit" / **Pencil Icon** to the left of the appropriate listing under the Listing tab.



- 2. Contact: Main contact of your listing.
- 3. Address Type: Select "Physical" to display the main address of your account.
- 4. Listing: Enter the description for your venue. There is a 400 character limitation.

	LISTING: UPDATE LISTING FOR VALLEY FO	RGE CONVENTION AND V	VISITORS BUREAU					
	Save	Cancel						
Colored fields are required.								
	Listing In	formation		2				
Туре:	Web							
Company:	Valley Forge Conventi-	Contact:	David Bradley (Primary)					
Category:	Support Services	Address Type:	Account: Physical 💌	3				
SubCategory:	Tourism Marketing/Promotion		L					
Listing: (Edit HTML)	The Valley Forge Convention and Visitors Bureau, Ltd. is a private, non-pri and marketing organization which aggressively promotes the Valley Forge County as a convention site and leisure visitor destination by promoting photels, restaurants, attractions and services. The Bureau represents more businesses throughout Southeast Pennsylvania. test	ofit membership sales area and Montgomery atronage of its member than 450 member	[	4				
	Additional St	bCategories						

5. Listing Details: Information on the left will pull in from your Account Detail (a). By checking on the "Overwrite" box, you may replace it with alternate text to display on www.valleyforge.org (b).

			Listin	ng Details	
	Field 0	verwrite?	Account Value	Overwrite with	
	Company:	$\checkmark$	Valley Forge Convention and Visitors Bure	Valley Forge CVB	
	Company (sort):		Valley Forge Convention and Visitors Bure		
	Address Line 1:	$\checkmark$	1000 First Ave	1000 1st Ave.	
	Address Line 2:	$\checkmark$	Ste 101	Suite 101	
	Address Line 3:				51
	City:		King of Prussia		J
	State:	<b>[</b> ]	PA		
5.8	Zip:		19406		
24	Country:		UNITED STATES		
	Email:	$\checkmark$	info@valleyforge.org	web@valleyforge.org	
	Web Site:	<b>[</b> ]	http://www.valleyforge.org		
	Primary Phone:		610.834.1550		
	Alternate Phone:				
	Fax:		610.834.0202		
	Tollfree:		888.847.4883		

- 6. **Website Notifications:** Enter any email addresses to be notified when the website listing reaches a designated number of hits (number of times it has been viewed).
- 7. Make sure to click "Save" once you've filled out all of the fields.

	Website Notifications	6
Email to Notify	test@valleyforge.org; admin@valleyforge.org	
	(You can add multiple email addresses by separating them by semi-colons) (Example: joe@msn.com;fred@aol.com;)	
Interval:	Never           Every 250 Hits           Every 500 Hits           Every 1000           Hits	
	Colored fields are required. Save Cancel	

8. All updates will be placed in a **\*\*Pending Approval**\*\* status until the updates have been approved by the Valley Forge CVB. The updated listing will display on <u>www.valleyforge.org</u> once it has been approved.

	Filter: All Listings V Any Type V K 4 Page 1 of 1 V									
		Action	Listing ID	Туре	^	Category	SubCategory	Listing		
		2	<u>15104</u>	<u>Web</u>		Support Services	Tourism Marketing/Promotion	The Valley Forge Convention and Visitors Bureau, Ltd. is a private, non-profit membership sales and marketing organization which aggressively promotes the Valley Forge area and Montgomery County as a		
9	1							K ← (Page 1 of 1   ≻ → H   Ø		

9. Pending changes have been approved when the icon next to the "edit" icon is greyed out. If the icon is still blue and yellow, approval is still pending.

## Section II.3 - Web

#### Media – Logos and Pictures

To attach an image to your listing(s), click on the **Web** tab and then the **Media** sub-tab. If you have any images already uploaded, you will see them there. To add new images

1. Click on the "New Logo/Image" button on the right hand side of the screen.

	Contacts Listings	Web An	nenities								
<b></b>	Media	Media									
1					New Logo/Imag	e New IPI	X New Second	ary Logo Ne	w YouTube		
	Filter: All Types				_			I4 - 4	Page 1 of 1	► →   Φ .	
	Action	Туре	Title 🚿	Filename		Created By	Created	Last Updated By	Last Updated	Sort Order	
	0 ×	VFLOGO.gif VfLOGO.gif User: Admin/Web 01-01-2008 1								1	
								н (	Page 1 of 1	► →   Φ	

- 2. For your main image, choose "**Logo**" under Type and for secondary choose "**Image**" for the Type.
- 3. Enter a Title of the image you are uploading.
- 4. Browse to find the file on your PC (make sure files are RGB, under 1MB in size and either a jpg or png type).
- 5. Check the box to the left of the listings that you would like the image to appear on.
- 6. Click Save to save the to your account.

	New Logo/Image	Welcome, Test Test - Logged in to:
		MEDIA: NEW MEDIA FOR VALLEY FORGE CONVENTION AND VISITORS BUREAU
		Save Save & New Media Close
2		Colored fields are required.
		Media Information
3 -	Туре	: Logo 💌
	Title	
4	Upload Logo	Logo Browse
		Add To Listing(s)
5 -	Valley Forge Conv	ention and Visitors Bureau (Web: Support Services: Tourism Marketing/Promotion)
		Colored fields are required.
		Save Save & New Media Close

#### YouTube Video

1. You can also add a YouTube video to your listing within the Media tab by clicking on the "New YouTube" button.

		Contacts Listings	Web An	nenities								
	1	Media	Media									
1	Π	Eiten All Types	iten Lego/Image iten 2024 iten								w YouTube	
		Action	Туре	Title >	Filename	_	Created By	Created	Last Updated By	Last Updated	Sort Order	
		Ø×	Logo		VFLOGO.gif	V <u>alley forg</u> e	User: Admin/Web	01-01-2008			1	
									н (	Page 1 of 1	► →I   Φ	

- 2. Add a Title for your video
- 3. Copy the link of your YouTube video and paste it onto the YouTube Link.
- 4. Check the box for the online listings where you wish to have the video shown.
- 5. Click "Save" to save the information to your account.

	New YouTube	wielcome, resc.resc.r coggeo in to:
		MEDIA: NEW MEDIA FOR VALLEY FORGE CONVENTION AND VISITORS BUREAU Save Save & New Media Close
		Colored fields are required.
		Media Information
2	Туре:	YouTube
	Title:	
3	YouTube Link:	
		Add To Listing(s)
4	Valley Forge Conve	ntion and Visitors Bureau (Web: Support Services: Tourism Marketing/Promotion)
		Colored fields are required.           Save         Save & New Media         Close

### **Section II.4 - Amenities**

- 1. Each member can update their amenity information as they see fit. This information can be viewed on the Valley Forge CVB website & may be included in print materials.
- 2. There are sub-tabs under this section that you can use to promote your property / venue. Select the appropriate sub-tab under Amenities (General or Meeting Facilities).
- 3. Click "Edit Amenities" to update.
- 4. Select or Edit the appropriate amenities fields as it relates to your property / venue.

#### General

General information about your property / venue can be updated in this section.

Contacts	Listings \	Web Am	enities	Benefits Summary					
General	Meeting	Facilities							
					AMENITIES FO	OR "GENERAL"			
					Edit An	nenitiec			
					EureAn	inclined and a second sec			
					Def	ault			
	Reserva	ations URI	.: <u>www</u>	.valleyforge.org		Dinners to Go:	No		
	Airpo	ort Shuttle	e: No			Sunday Brunch:	No		
	Continental	Breakfas	t: Yes			BYOB:	Yes		
F	itness Cent	er On-Site	e: No			Catering On-Site:	ig On-Site: No		
	Bar/Loun	je On-Site	e: Yes			Catering Off-Site:	No		
	Pe	ts Allowed	d: No			Private Dining Rooms Available:	No		
	Restaurant(	s) On-Site	e: No			Indoor Pool:	Yes		
	Ou	tdoor Poo	I: No						
	Hours of	Operatior	n: Mond Tueso Wedr Thurs Frida	lay: 9AM - 5PM day: 9AM - 5PM nesday: 9AM - 5PM sday: 9AM - 5PM y: 9AM - 12PM					

#### **Meeting Facilities**

The Meeting Facilities sub-tab is used to update our facilities' specification sheets for marketing purpose and to populate our online venue search.

Contacts Listings Web Amer	ities Benefits Summary			
General Meeting Facilities				
			Standard Amenities	
Number of Rooms:	0		Total Sq. Ft.:	0
Largest Room:	0		Ceiling:	0
Theater Capacity:	0		Banquet Capacity:	0
Classroom Capacity:	0		Reception Capacity:	0
Sleeping Rooms:	0		Suites:	0
Villas:	0		Exhibit Space?	
Exhibits:	0		Booths:	0
Description:			щ	
Space Notes:			ji.	
Upload Floorplan File:		Browse		
Upload Large Floorplan File:		Browse		
			Update Cancel	