Member Account Center

Our password-protected center gives you complete control over what visitors see about your business on Anchorage.net and in print. View and edit your account information, contacts, and listings. Access consumer leads and calendars at your convenience: upload photos, travel deals, and events. View the member directory, an effective tool for member-to-member networking and business development.

Tips

Click to edit. 

Click to view. 

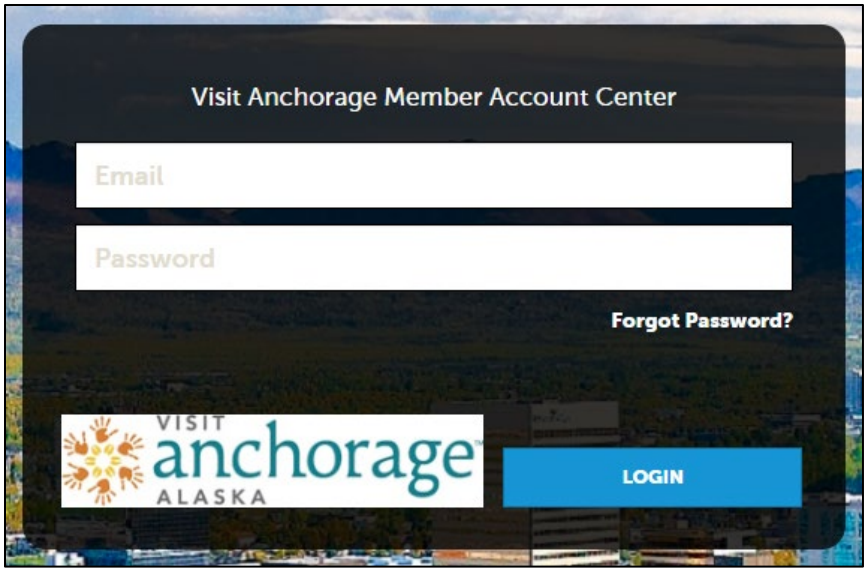
Click to clone. 

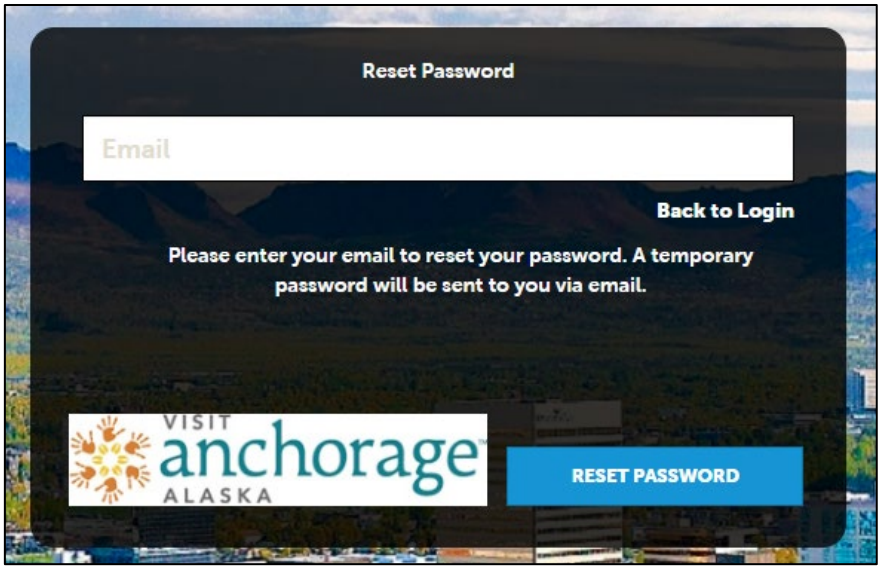
Click to delete 

 will display if a change is in a "pending" status and cannot be updated until the previous set of changes have been reviewed and approved by Visit Anchorage.

Be sure to save! SAVE

Logging In



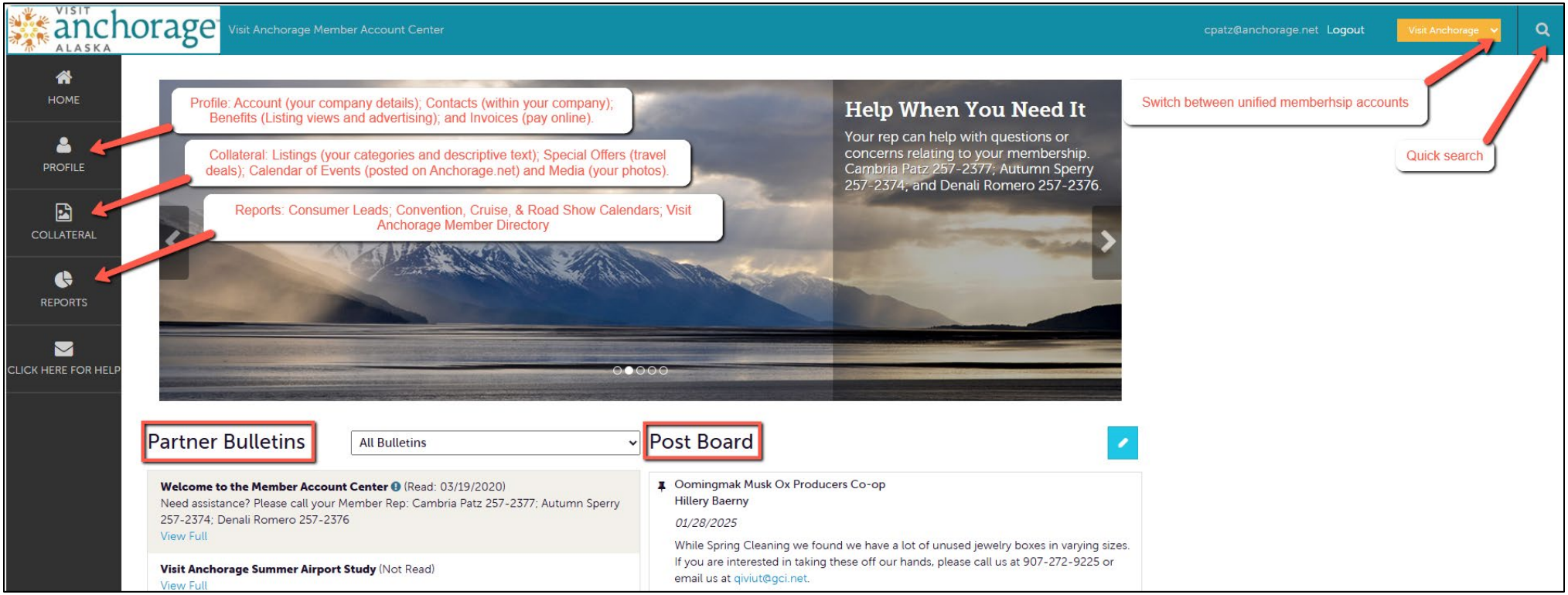


Logging In

- The Primary Contact and any contact marked as Alternate Contact for Membership will be sent an email from membership@anchorage.net with the link to the Member Account Center and a temporary password. If an additional contact within your business should have access to the Member Account Center, contact your Visit Anchorage membership representative.
- Click on the link, which will take you to the "Visit Anchorage Member Account Center" screen.
- Enter your email address and the temporary password provided in the email.
- You will be asked to change your password to one of your preference. Enter that password twice.

Click on the "Forgot Password" link if you need to reset your password.

Home Screen

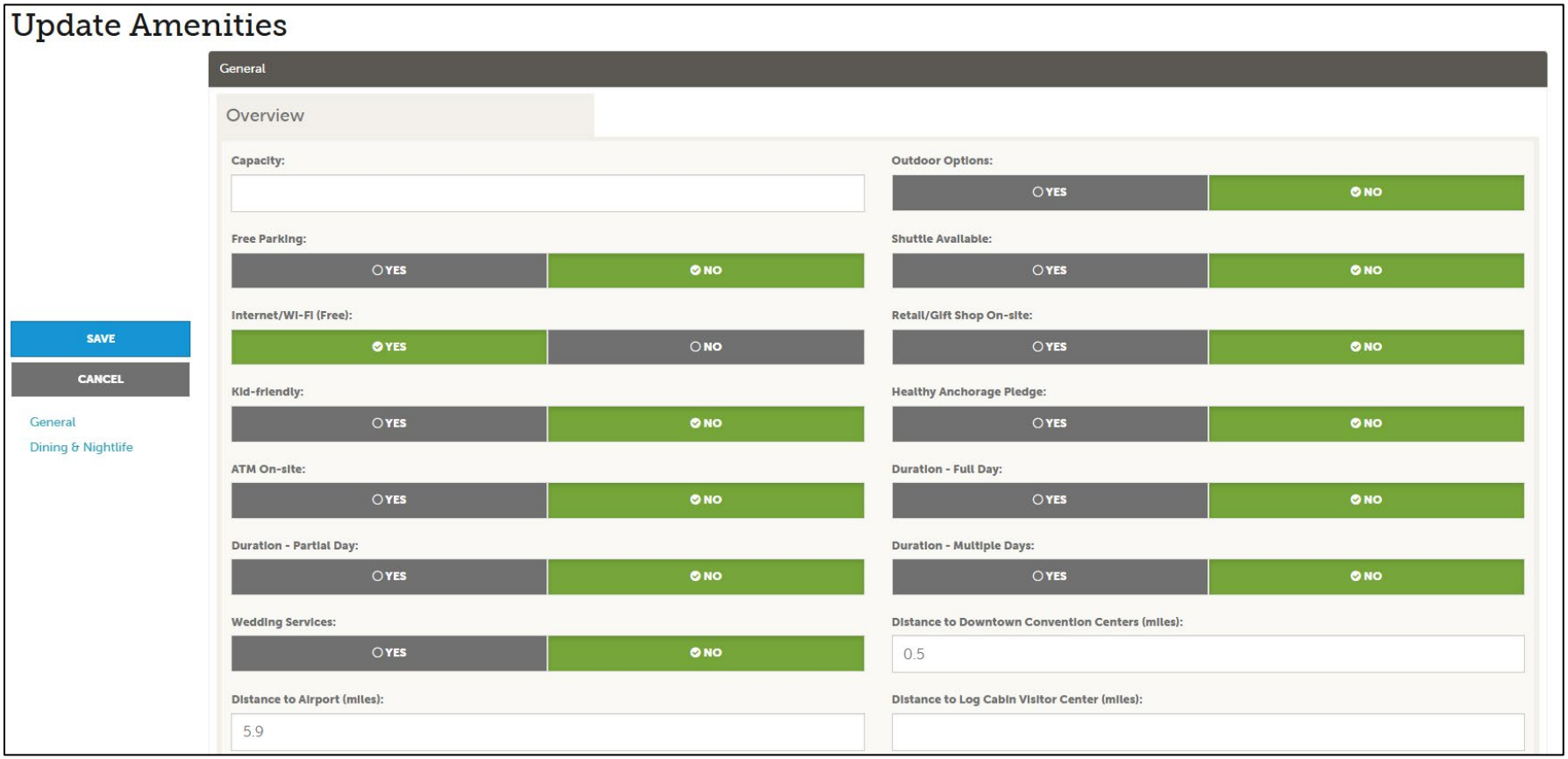


- **Menu icons down** left hand side. Home, Profile, Collateral, and Reports.
- **Partner Bulletins** are notices, documentation, events, etc. posted by Visit Anchorage. Important bulletins will be marked with a blue and white exclamation mark.
- **Post Board** allows Visit Anchorage members to communicate with each other. 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.

Profile

Profile – Accounts

- Account Information: Account (Business name)—if your account needs to be changed, contact your membership rep as this field cannot be updated in the MAC; Website; Business email address.
- Phone Information: Primary Phone, Alternate Phone, Toll Free
- Address Information: Physical, Billing, and Shipping Addresses
- General: # of fulltime employees
- Amenity and meeting space. The green arrow next to your account name will allow you to view and edit your amenity and meeting space information if applicable to your category. Amenity and meeting space information displays on your Anchorage.net listing. Regardless of your business category, if you have meeting space, please click Manage Meeting Space and update



Profile - Contacts

- Contact Information: First, Last, Full Name, Title, Email, Contact Type*
  - Display contact in Member Directory: Toggle to Yes to have your contact information display in the Visit Anchorage Member-to-Member online directory. Your name, title, email, and primary phone will display, allowing for better member-to-member communication. By default, the Primary contact and title will display on each member's account within the directory.
- Phone Information: Primary, Mobile, Alternate, and Fax Phone Numbers
- Address Information: Physical, Billing, and Shipping Addresses

*There is one “Primary” contact per account. This is the main contact and receives the Board of Directors voting e-ballot each year. All other contacts should be marked “Secondary” or “Alternate Contact for Membership”. Use “Inactive” for anyone no longer with your company.

IMPORTANT: PLEASE DO NOT OVERWRITE AN EXISTING CONTACT’S INFORMATION. CHANGE THE STATUS TO INACTIVE AND THEN ADD A NEW CONTACT.

Profile - My Benefits

Summary reports based on interaction with Visit Anchorage. The information you see on this page is specifically related to your business. Use the filters on the left to search for specific dates. Click “See Details” for more information.

View listing and offer (travel deal) clicks and views. Review list of recent advertising opportunities.

Profile – Invoices

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.

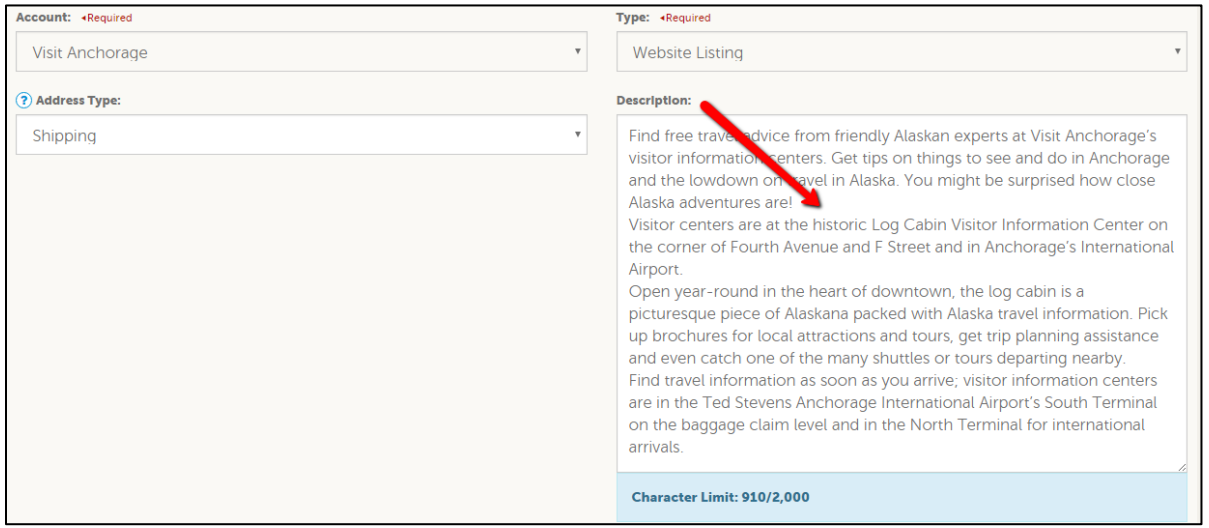
When viewing an invoice, you can see the payment history associated to the invoice. If the invoice has an outstanding balance, you will see a Pay Now button in the top left of the page. Clicking the Pay Now button will take you to a secure page to pay using a credit card, much like any online payment portal on the internet.

Collateral

Collateral – Listings

These listings will include your Anchorage.net website listings and publication guide listings (Visitor Guide, Restaurant Guide) as applicable. You can update your Anchorage.net website listing text anytime throughout the year. Once you are in the edit mode, click into the description box to edit your listing text. When you edit a website listing, you can select up to 10 images to display on the listing by clicking on an image (you must first add your images under Collateral – Media). **IMPORTANT NOTE:** Any edits of listings will require approval from your Visit Anchorage member rep. Upon saving your updates, your member rep will be notified of your changes/additions.

Actions	Company	Listing Type	Listing Rank	Category	SubCategory	VG Geographic	Website Geographic	Pending
	Visit Anchorage	Website Listing	Website Complete	Services/Visitor	Visitor Information		Anchorage, Eagle River/Chugiak (North Anchorage), Girdwood/Portage (South Anchorage)	No
	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage		No
	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Visitor Information	Statewide		No
	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Publications & Publishers	Anchorage		No



Collateral - Special Offers
These are your travel deals/packages that are posted on Anchorage.net (www.anchorage.net/plan-your-trip/travel-deals).

Travel deals must meet the following criteria:

For single-day deals: All offers must include Anchorage product or be available as a day tour from Anchorage. In addition, each deal must meet at least one of the following criteria:

- Two-for-one discount
- Free gift with purchase
- Discount value of $10 or more
- For Accommodations, a 10% reduction or more from any regular rack rate

For multi-day travel packages: Anchorage: Must include two nights in Anchorage. Southcentral: Must include two nights in Anchorage and at least three nights in Southcentral.

- Offer Information: Account Name (fixed). Enter Offer Title, Offer Link, and Offer Text.
- Offer Image: Choose an image from the account's image library. (Add your images under Collateral – Media)
- Offer Dates: Enter Redeem From and To; Post From and To Dates.
- Offer Categories: Select the category that pertains to your business.
- Offer Listing: Select your website listing(s) and the special offer will show on that listing in addition to displaying under Travel Deals on Anchorage.net

As with listings, you can attach images to your offers. **IMPORTANT NOTE:** Any edits or offer submissions will require approval from your Visit Anchorage member rep. Upon saving your updates, your member rep will be notified of your changes/adds and if approved, your offer will be posted online within two business days.

Collateral - Calendar of Events

These events are posted on the public Calendar of Events found on Anchorage.net (www.anchorage.net/events). Visit Anchorage's online event calendar features events appealing to out-of-town leisure visitors and convention delegates. Before entering your event, please search the calendar to make sure it is not already listed.

Criteria for inclusion on Visit Anchorage's event calendar:

- The event must be open to the public.
- Only events inside the municipality of Anchorage and select regional events will be listed.
- Priority will be given to events with high visitor appeal and those that best present a compelling reason to travel to Anchorage.
- Non-visitor events including auctions, clinics, seminars and classes of limited appeal to travelers will not be included.

For best results, events should be submitted at least 90 days in advance.

As with Listings and Special Offers, you can add images to your event. However, adding images to an event is slightly different. 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.

Preferred image dimensions: 1600x800 pixels at 72 dpi; Provide a horizontal photo in jpeg (JPG) format (no logos please). Images can not include URLs, phone numbers, text or logos; No animated or Flash images.

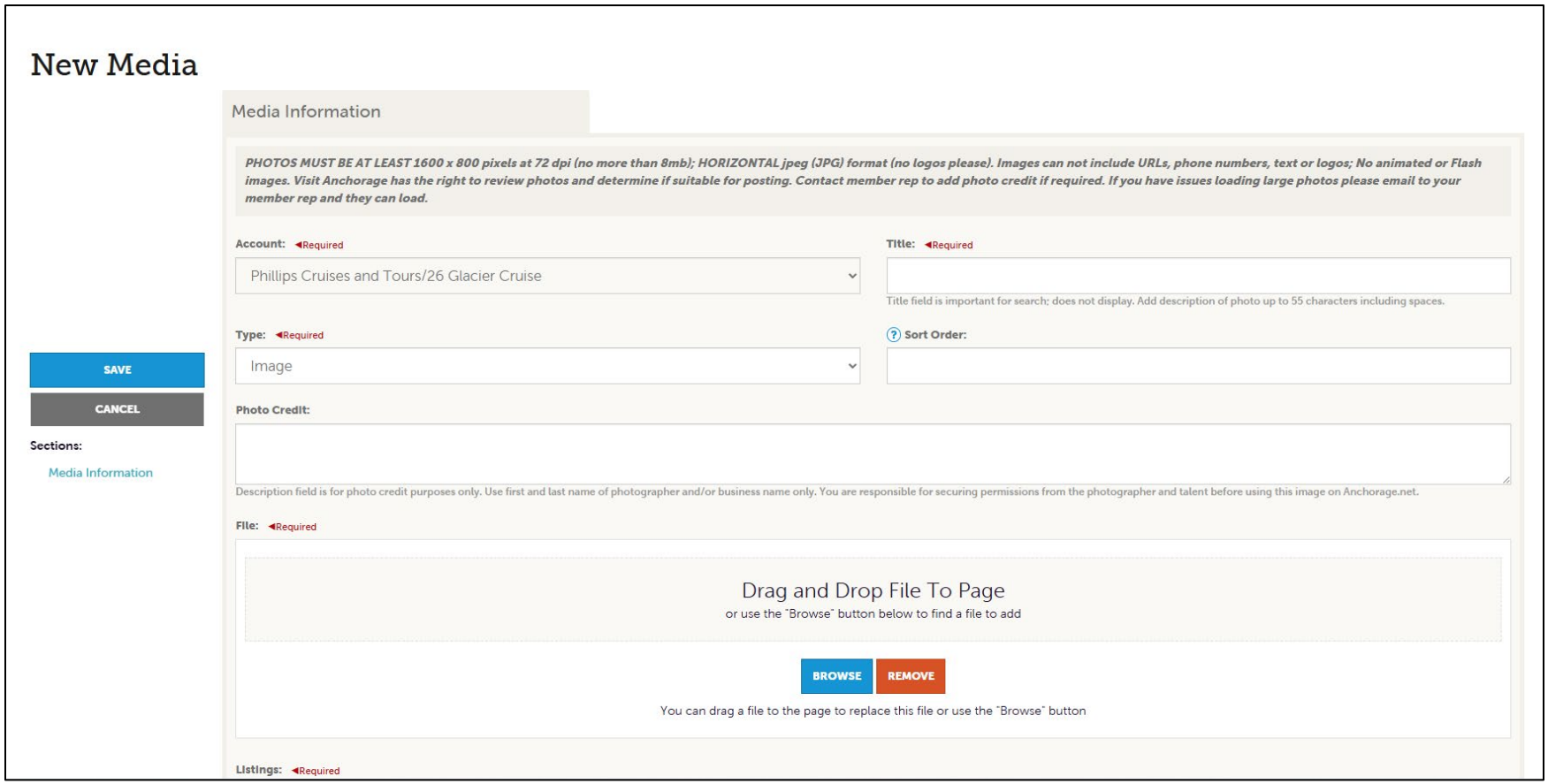
IMPORTANT NOTE: Any edits or event submissions will require approval from Visit Anchorage. Upon saving your updates, the Visit Anchorage Communications team will be notified of your changes/adds. Visit Anchorage reserves the right to decline to list any event and edit submissions for grammar, spelling, clarity, accuracy or to meet style guidelines.

Collateral – Media

You can add new photos to this storage area by clicking the Add New Media button. Once you upload images to the Media area, you can add them to your listings and special offers.

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.

PHOTOS MUST BE at 72 dpi (no more than 8mb); jpeg (JPG) format (no logos please). Images can not include URLs, phone numbers, text or logos; No animated or Flash images. Visit Anchorage has the right to review photos and determine if suitable for posting. Contact member rep to add photo credit if required. If you have issues loading large photos, please email to your member rep for upload.



Reports

Clicking the **Reports** icon will display various reports including calendars (convention, cruise, travel), member directory, and visitor/consumer leads. To view an item, just click on the name of the item.

- Clicking the **Consumer Leads** link will download the corresponding weekly spreadsheet. Lead spreadsheets are added weekly on Fridays and are available for download for two weeks. **Be sure to log in and download the spreadsheets on a weekly basis.**

- Click the **Convention Tips** for the do's and don'ts of getting business from conventions.

- Clicking the **Cruise Calendar** link will download a spreadsheet of the current year's schedule. New calendars will be posted in January of each year for the upcoming summer.

- Clicking the **Tourism Development Event Calendar** link or the **Convention & Meeting Sales Event Calendar** link will download the current calendars for shows on the road and FAM events.

- Click the **Convention Calendar** link for lists of upcoming meetings and conventions. Enter desired date range, along with any other filters, then click Apply Filters. You can print or export if needed.

- Click the **Member Directory** link and use drop-downs to filter. Select a category (and sub-category if applicable) to narrow your search. Use the Keyword Contains box to find a member by business name. Click the Apply Filters button for results. The Member Directory lists the Primary contact's name on the account, along with the account contact information. You can display individual contacts to the Member Directory by opting in. Go to Member Profile > Contacts. Edit individual contacts and toggle to "Yes" to have individual contact information display in the Member Directory.