



Your Member Portal

Member Portal Checklist

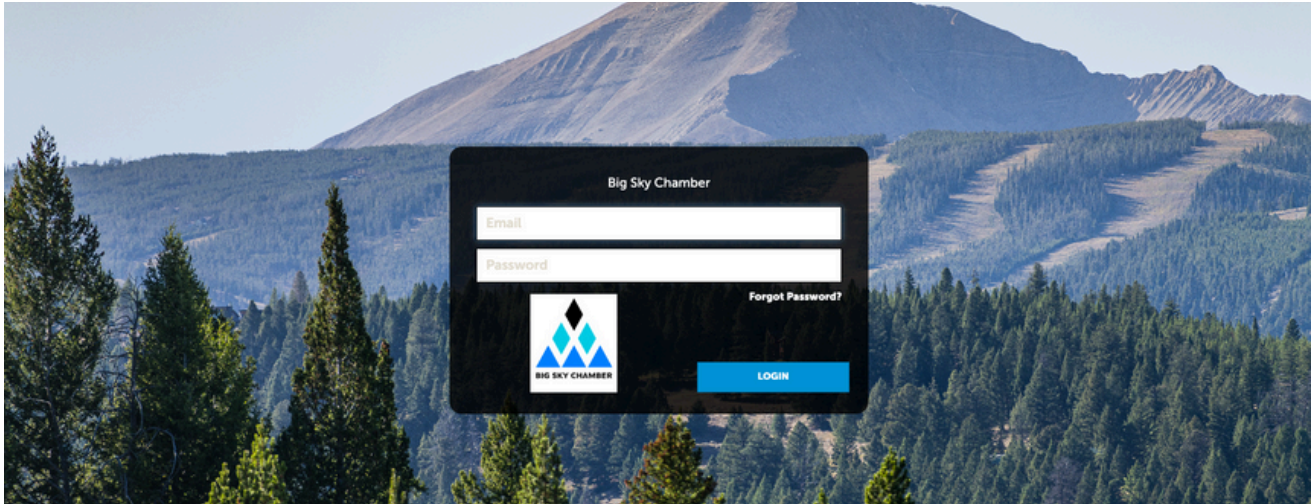
- Pay your invoice(s)*
(Profile -> Invoices)
- Update Account Information
(Profile -> Accounts)
- Update Contacts
(Profile -> Contacts)
- Update Media
(Collateral -> Media)
- Update Amenities
(*Collateral -> Listings*)
- Update Listing
(Collateral -> Listings)
- Add Events
(Collateral -> Calendar of Events)
- Add Job Listing*
(*Collateral -> Listings*)

Log In



Visit

- <https://bigskymt.extranet.simpleviewcrm.com/login/#/login>
- On your web browser



1 Provide the Credentials

- These were sent to you from a Simpleview email, NOT chamber.
- If this is your first time, you will be prompted to reset your password.

2 Don't Have Your Login?

- Try "Forgot Password".
- If this does not prompt a new login, contact info@bigskychamber.com

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**Some resources in the Member Portal are for Chamber Members Only*

Member Portal



Navigate the Member Portal

In the Member Portal, you will be able to:

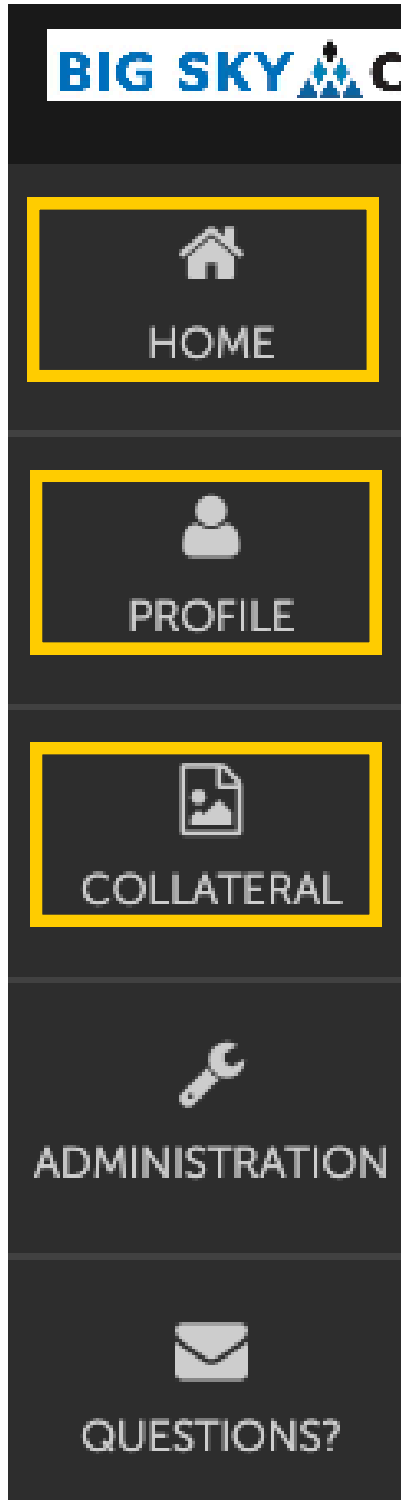
- Update account information
- Update contact information
- Submit events*
- Add lodging and dining specials*
- Review Partner Bulletins*
- Update your listing
- Photos
- Key search terms
- Hours
- Location

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Member Portal



➤ Home

Clicking the Home button you are able to see;

- Member Post Board
- Important Announcements from the Chamber

➤ Profile

Clicking the Member Profile icon displays a property's information, such as;

- Account details and information about your business
- Contacts
- My benefits*
- Invoices*

➤ Collateral

The Collateral tab provides you with your account information on file. You have the ability to manage your website listing as needed.

- Listings (Your Business/Organization)
- Special Offers
- Calendar or Events
- Media
- Occupancy

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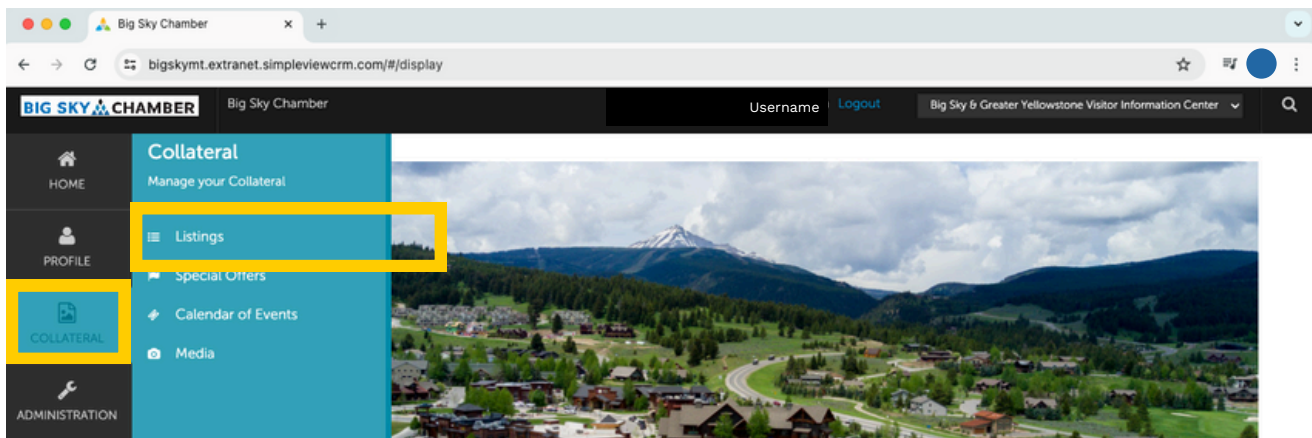
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Listing(s) Your Business/Organization

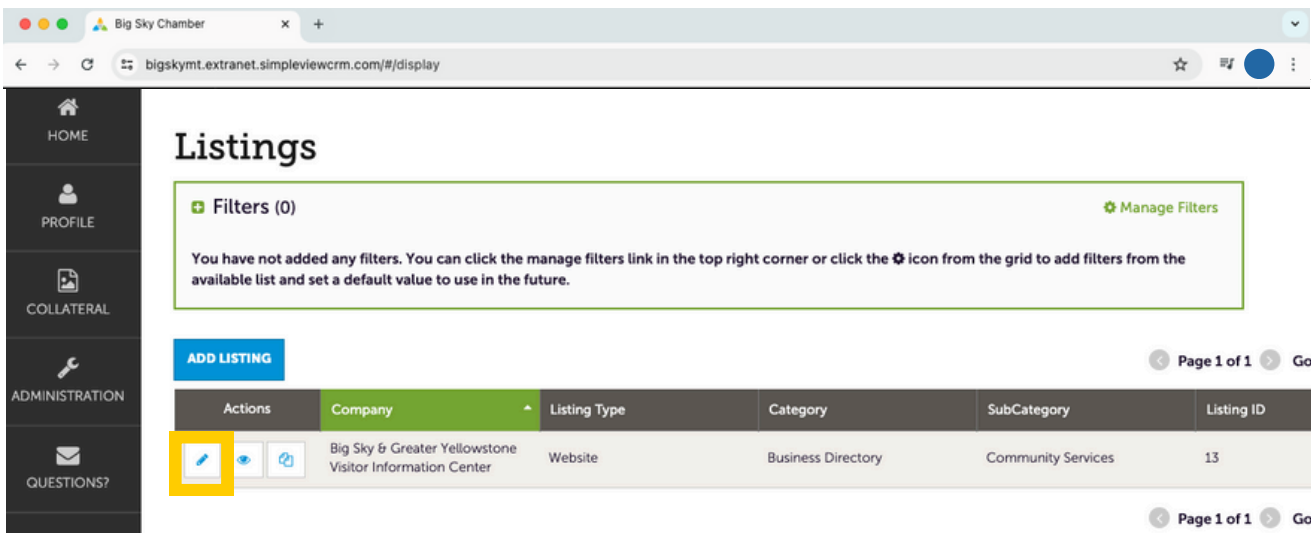
➤ Navigate to your Listing(s)

The listings section provides you information about your listing on our website. You have the ability to manage your description displayed on our website, category (i.e. Attractions), sub-category (i.e. restaurant) and images.



1 Check the Pencil Icon

- Click the pencil icon next to your listing to update:
 - Keywords (to ensure people can find your business)
 - Description of your business



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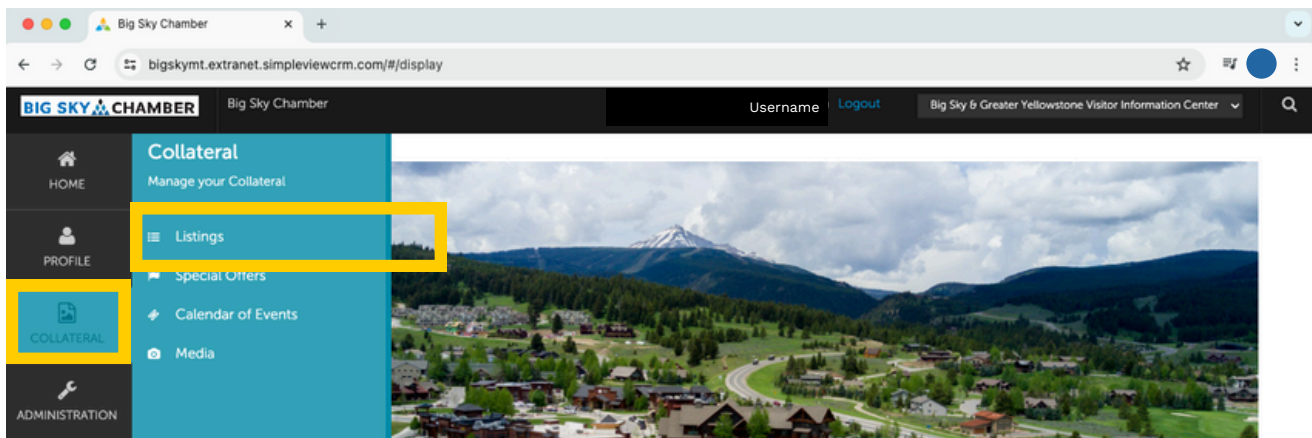
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Job Posting

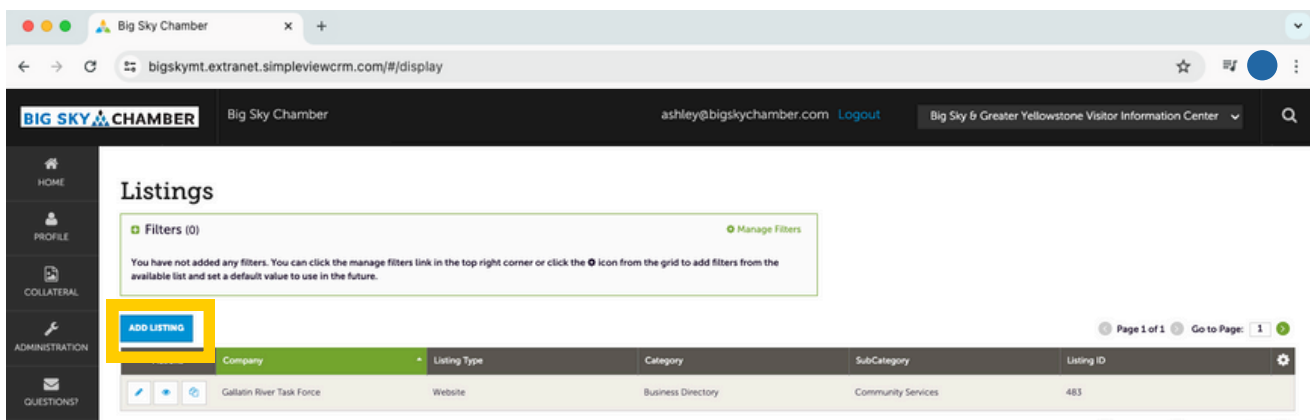


Navigate to your Listing(s)

The listings section provides you information about your listing on our website. You have the ability to manage your description displayed on our website, category (i.e. Attractions), sub-category (i.e. restaurant) and images.



1 Click the “Add Listing” Button



Job Posting

2 Click the “Add Listing” Button

- **#1** Under “Type” select Website.
- **#2** Select your contact (if they don’t exist see “adding contact page”).
- **#3** Select the correct address.
- **#4** Under “Categories” select “Job Openings”.
- Fill out the rest of the required information below.

The screenshot shows the 'New Listing' form in the Big Sky Chamber member portal. The form is titled 'New Listing' and has a 'SAVE' button. It is divided into several sections: 'Listing Information', 'Categories', and 'Listing Address'. The 'Listing Information' section includes fields for 'Account', 'Website', 'Contact', 'Address Type', and 'Keywords'. The 'Categories' section has a dropdown menu with a list of categories, including 'Job Openings'. The 'Listing Address' section has three rows for 'Listing Address 1', 'Listing Address 2', and 'Listing Address 3'. Red callouts with arrows point to specific elements: #1 points to the 'Website' dropdown, #2 points to the 'Contact' dropdown, #3 points to the 'Address Type' dropdown, and #4 points to the 'Job Openings' category in the dropdown menu.

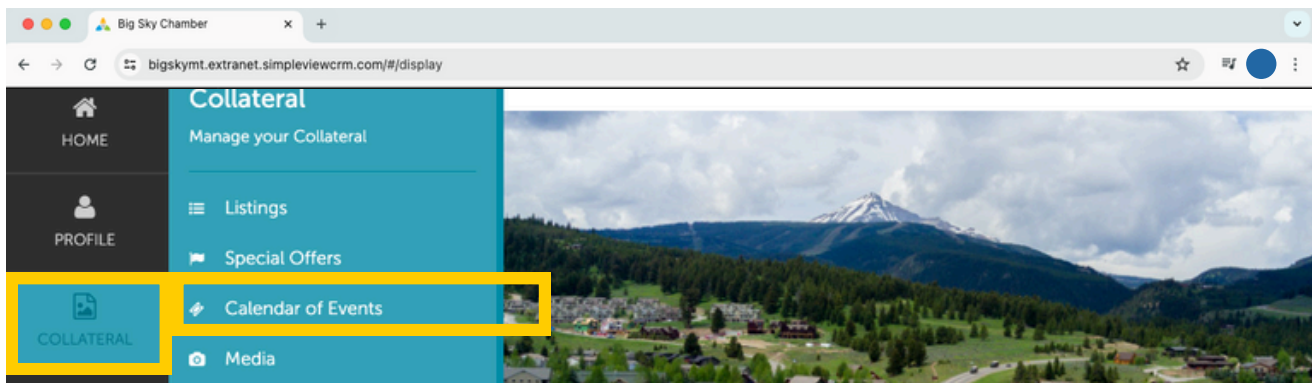
Events



Navigate to your Events

Create and update events to be displayed on the website in association with your listings. **Or submit your event here.**

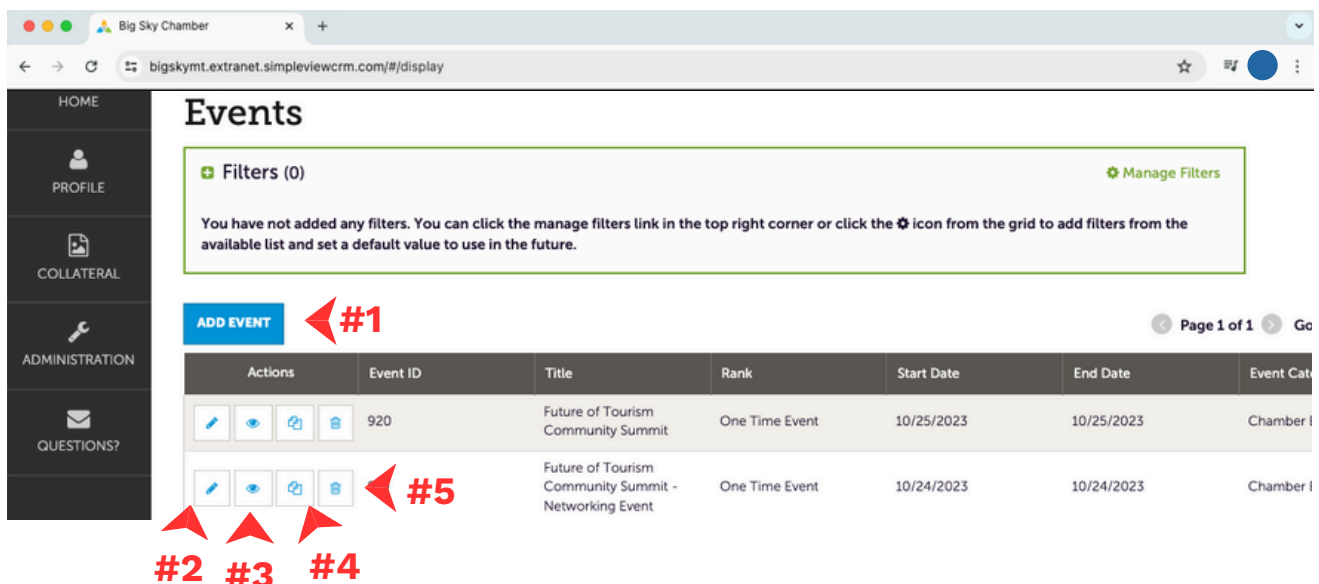
www.visitbigsky.com/things-to-do/events-calendar/submit-your-event/



1

How to Add, Edit, and Update Events

- **#1** “Add Event” will create a new event.
- **#2** The Pencil icon will allow you to edit the event
- **#3** The eyeball icon will allow you to view the existing event.
- **#4** The clone icon will allow you to duplicate an event.
- **#5** The trashcan icon will allow you to delete an event.



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Events Information

2 All of the below are required

- **Account:** Defaults to the account you are login in
**Please check if you have multiple accounts
- **Title:** Name of the event
- **Contact:** Primary contact associated with the event (if different contact is needed please email info@visitbigskymt.com)
- **Admission:** Cost of the admission
- **Description:** Brief description of the event
- **Rank:** Select one
- **Categories:** Select one
- **Website:** You will be able to link this event to an external website
- **Phone:** Phone number of primary contact
- **Event Location:** Venue
- **Address:** Address where the event is occurring
- **Event Dates:** You can make your event a one-time event, daily, weekly, monthly, yearly, or custom.

The screenshot shows a web browser window with the URL bigskymt.extranet.simpleviewcrm.com/#/display. The page title is "New Event". On the left is a dark sidebar with icons and labels: HOME, PROFILE, COLLATERAL, ADMINISTRATION, and QUESTIONS?. The main content area has a "SAVE" button in a blue box and a "CANCEL" button in a grey box. Below these are "Sections:" with a dropdown menu and links for "Event Information", "Event Location", "Event Dates", and "Image Gallery". The "Event Information" section contains: "Account:" with a red asterisk and "Required" label; a text input field; "Title:" with a red asterisk and "Required" label; a red error bar with the text "! Title is required"; "Contact:" with a dropdown menu showing "--Choose One--"; "Featured:" with two radio buttons labeled "YES" and "NO"; "Admission:" with a text input field; and "Description:" with a red asterisk and "Required" label, followed by a rich text editor toolbar.

Note: You must click the save button!

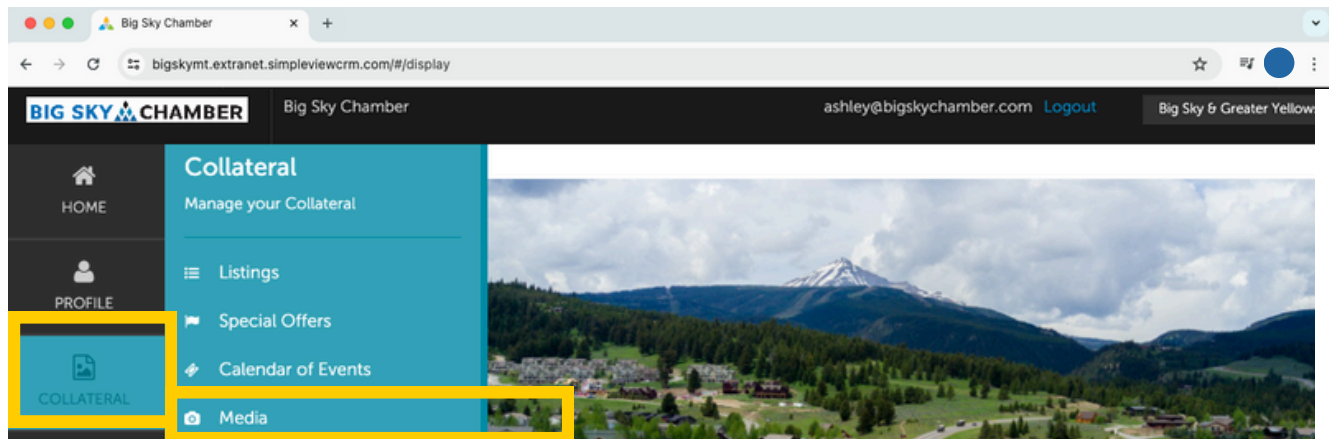
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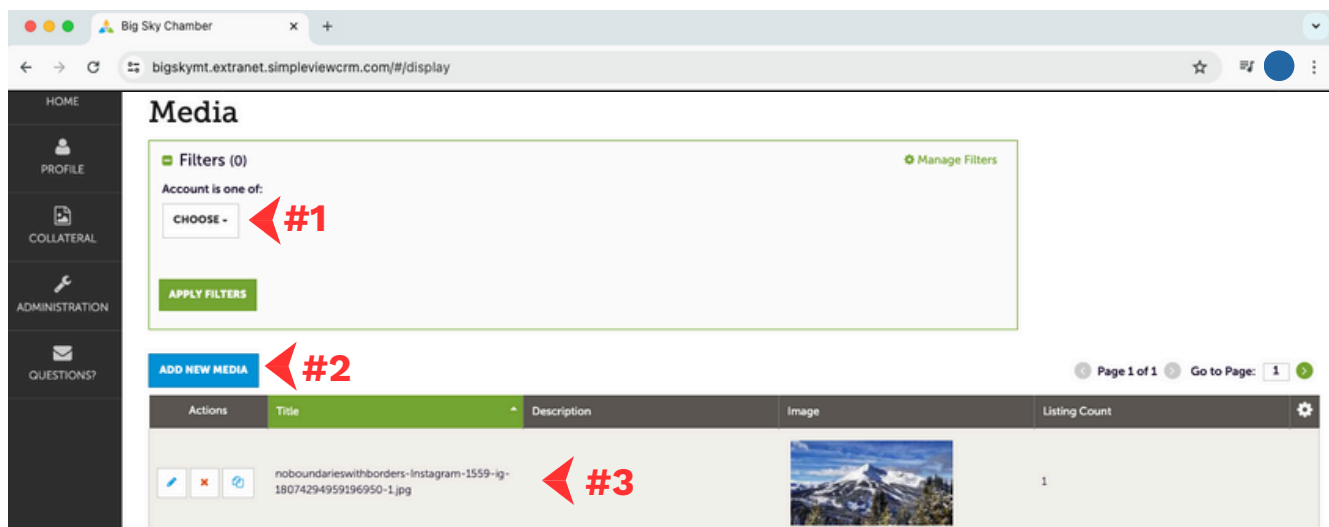
Logos & Media

▶ Navigate to your Media



2 Adding, Editing, and Uploading

- **#1** Select the “Choose Among the Following” and select your listing
- **#2** To add an image click “add new media”
- **#3** If you have any images already uploaded, you will see them



3 Follow Our Image Guide Online

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Image Guide

IMAGES NOT IN THE CORRECT ASPECT RATIO MAY BE CROPPED, RESIZED OR DISTORTED

PHOTO REQUIREMENTS

1200 pixels wide x 800 pixels high,
900 pixels wide x 600 pixels high, or
600 pixels wide x 400 pixels high
(3:2 Aspect Ratio)
72dpi (web resolution)
PNG or JPEG format
*Multiple Images may be uploaded
for the same event.

PHOTOS VS. EVENT FLYERS

We prefer to have photos rather than event flyers. However, if you do upload an event flyer there are a few requirements.

STEPS TO UPLOAD THE PROPER FLYER

1

Convert your flyer into a JPEG or PNG.

2

Upload your flyer into either a horizontal google slide or word doc, center the flyer so there is white showing on both sides.

3

Export this new document as a JPEG or PNG

4

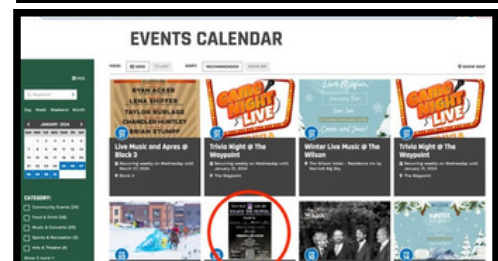
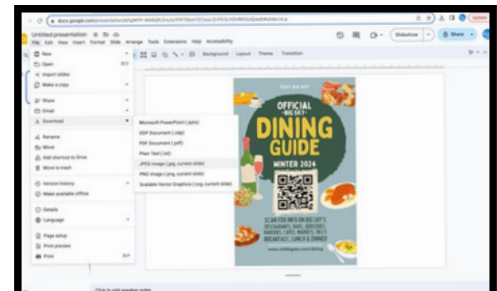
Upload the document to our event submission page. *The last photo is how it will look on our events page.

HOW TO FIND THE EVENT SUBMISSION PAGE

- 1) Go to visitbigsky.com
- 2) Hover over Things To Do
- 3) Events Calendar
- 4) Submit Event

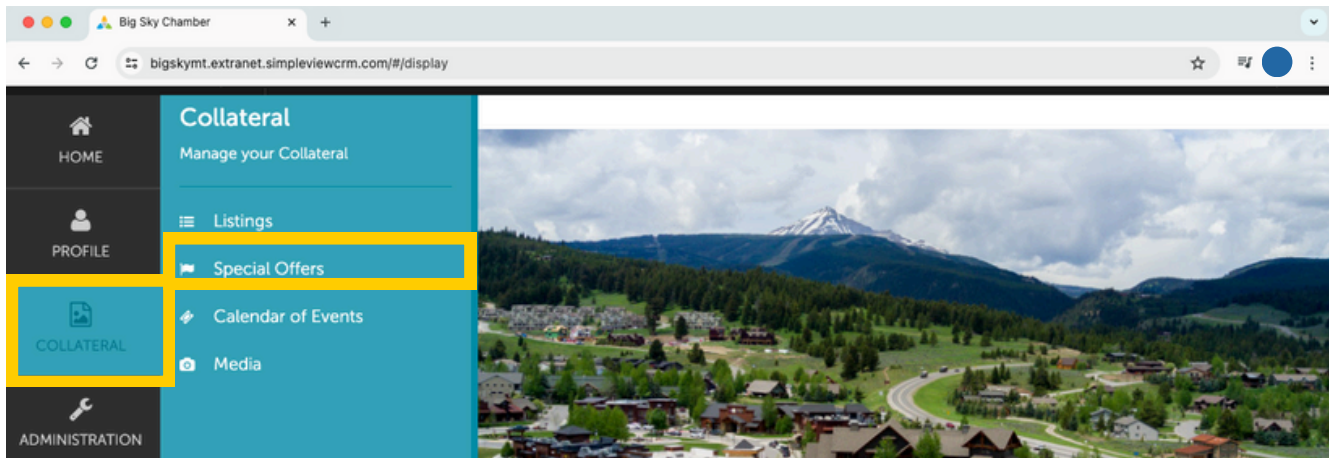


IF YOU DO NOT UPLOAD THE FLYER IN THIS FORMAT YOUR EVENT WILL BE REJECTED



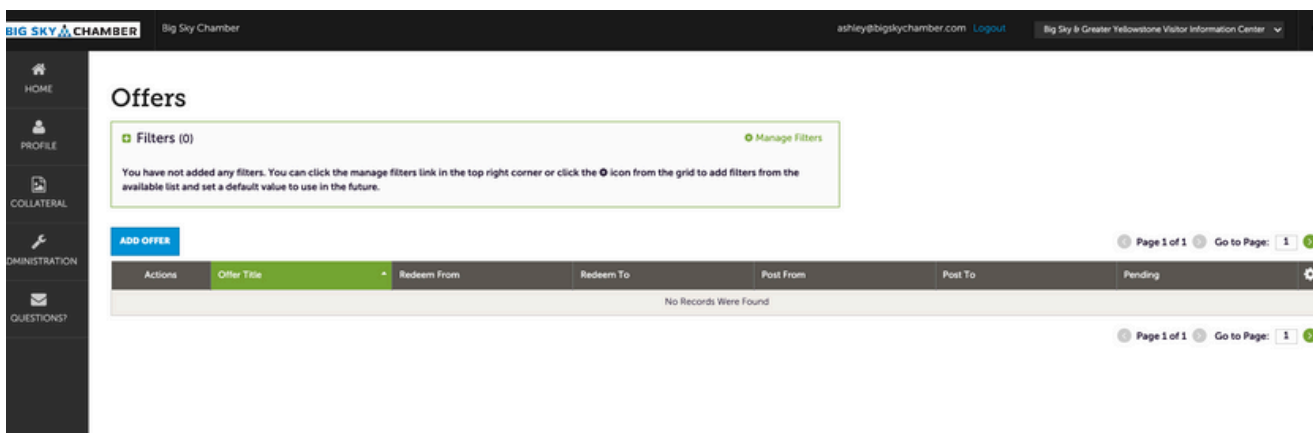
Special Offers

▶ Navigate to your Special Offer(s)



1 COMING SOON!

This feature provides partners the opportunity to create and update special offers (coupons) to be displayed on the website in association with their listings.



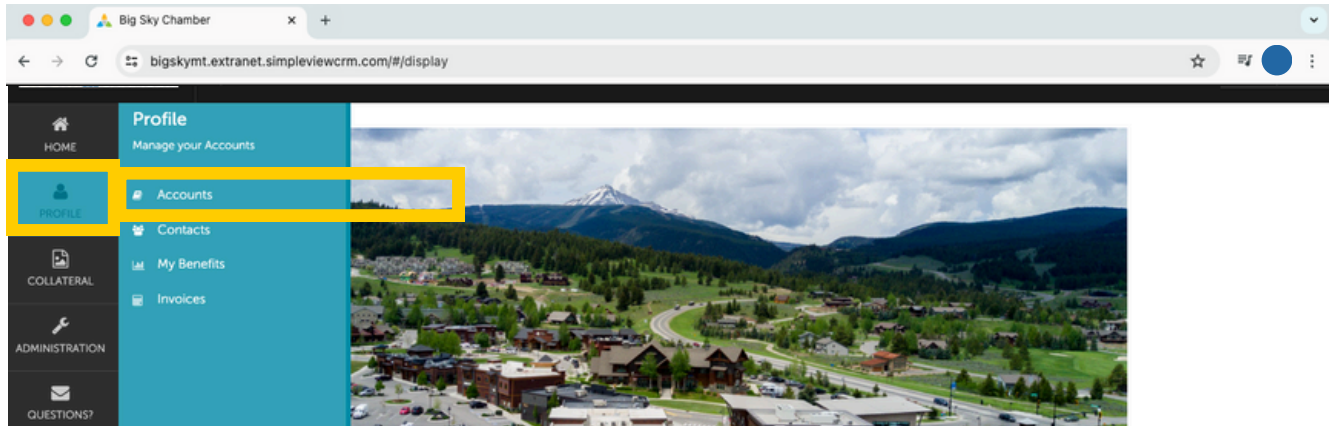
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Account(s)

▶ Navigate to your Account(s)

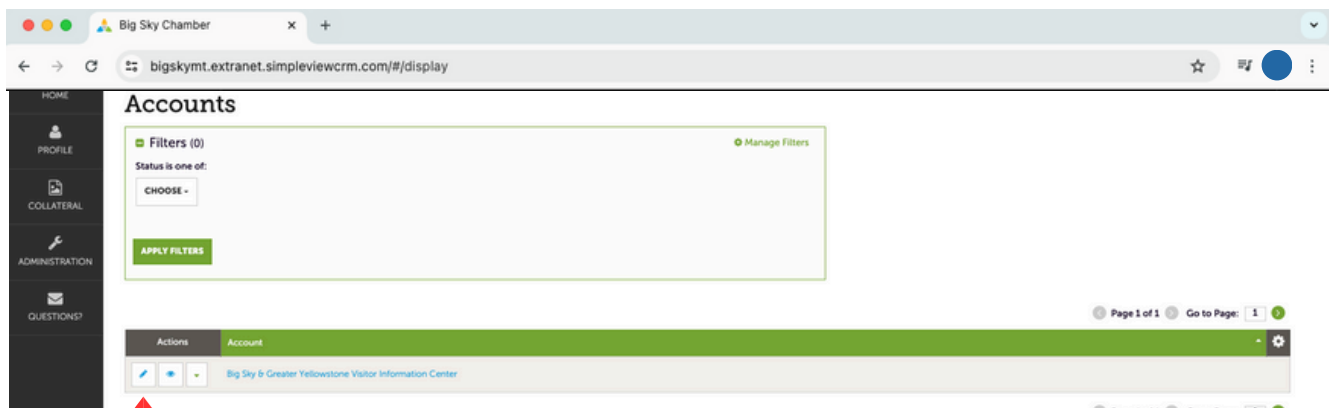


1 Multiple Accounts

If you see multiple account names, this is due to you being associated with another business.

2 Making Edits

- **#1** Click the pencil icon to edit your property information.
- You will be able to edit some of the information including:
 - Website
 - Phone
 - Social Media
 - Email
 - Address



#1

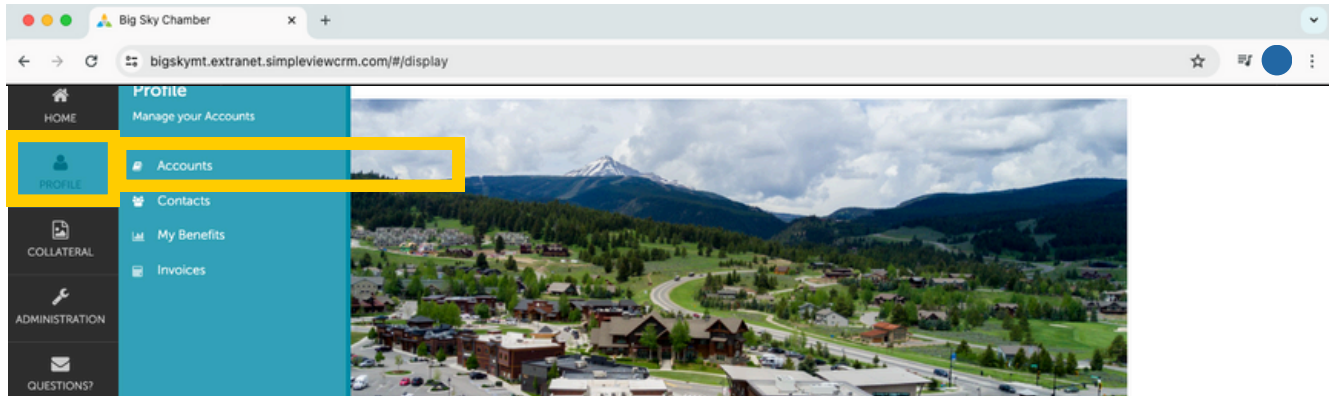
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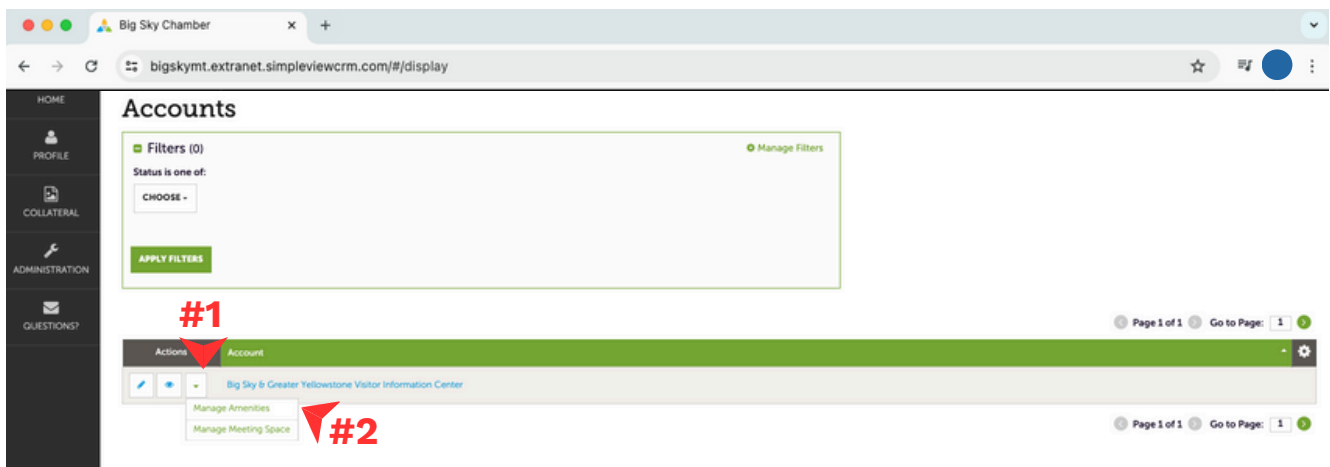
Amenities

Navigate to your Amenities



1 Manage Amenities

- **#1** Click the down arrow under the actions column
- **#2** Find the *Manage Amenities* button.



2 Options

- *Region*
- *General accommodations*
- *Dining options*
- *Attractions*
- *Accommodations*
- *Hours*
- *Entertainment*
- *Check-in/check-out*
- *Cancelation policy*
- *Dining & entertainment*
- *Meeting facilities, etc.*
- *Pricing*
- *Accessibility*

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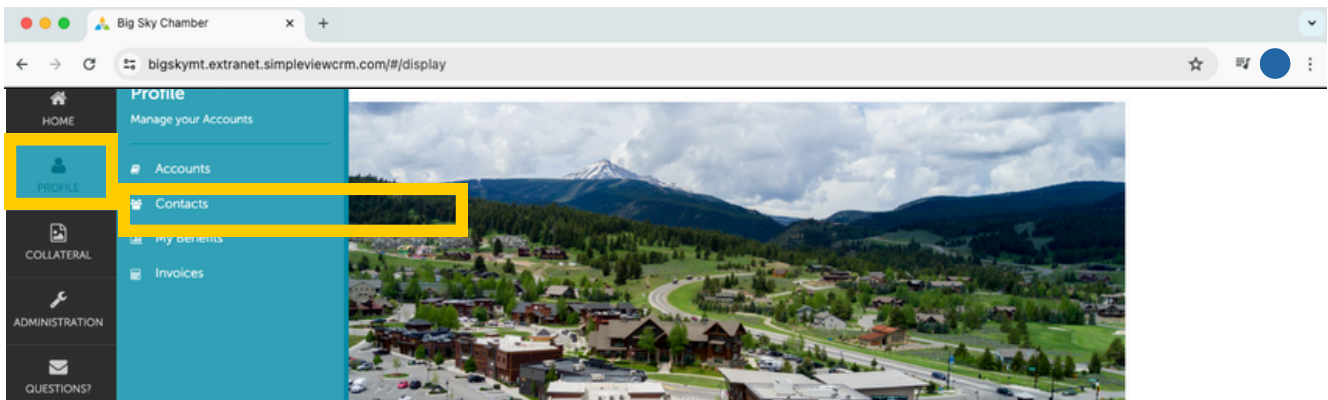
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Business Contacts

➤ Navigate to your Contact(s)

The Contacts Section provides you a list of the contacts from your team on file and their status. You have the ability to manage the contact's status, contact information, and to create new contacts.



1 Who to Add









- If you are adding a contact, you will need to contact us at **info@bigsky chamber or 406-995-3000** to grant them access to the Member Portal.
- It is best practice to have one or two main contacts for your organization.
- We do not recommend adding each team member as a contact.

Business Contacts

2 Viewing Contacts

- **#1** Click the *Edit* button.
- If you are editing a contact, the top left will display a Save button.
- You must click the **Save** button before changes are applied.

The screenshot shows the 'Contacts' page in the Big Sky Chamber member portal. The page includes a sidebar with navigation options: HOME, PROFILE, COLLATERAL, ADMINISTRATION, and QUESTIONS. The main content area has a 'Filters (0)' section with dropdown menus for 'Account is one of:' and 'Contact Type is one of:', and an 'APPLY FILTERS' button. Below this is an 'ADD CONTACT' button and a table of contacts. The table has columns for Actions, Full Name, Account, Title, Email, and Contact Type. The first contact is Ashley Muckway, with a red arrow pointing to the edit icon in the Actions column, labeled '#1'.

Actions	Full Name	Account	Title	Email	Contact Type
 	Ashley Muckway	Big Sky & Greater Yellowstone Visitor Information Center		ashley@bigskychamber.com	Secondary
 	Brad Niva	Big Sky & Greater Yellowstone Visitor Information Center	CEO	brad@bigskychamber.com	Secondary
 	Fallon Grant	Big Sky & Greater Yellowstone Visitor Information Center	Communications & Events Manager	fallon@bigskychamber.com	Primary
 	Liz McFadden	Big Sky & Greater Yellowstone Visitor Information Center		liz@visitbigskymt.com	Secondary

3 Removing Contacts

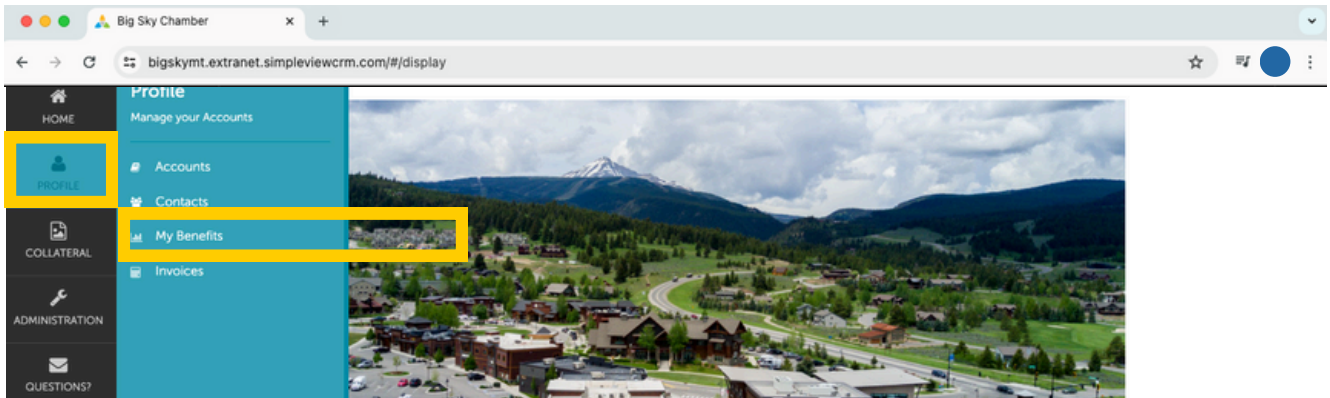
If a contact has left your property it is **your responsibility to notify us**. This will disable their ability to login through the Member Portal.

My Benefits



Navigate to your Benefits

Coming Soon For Chamber Members Only



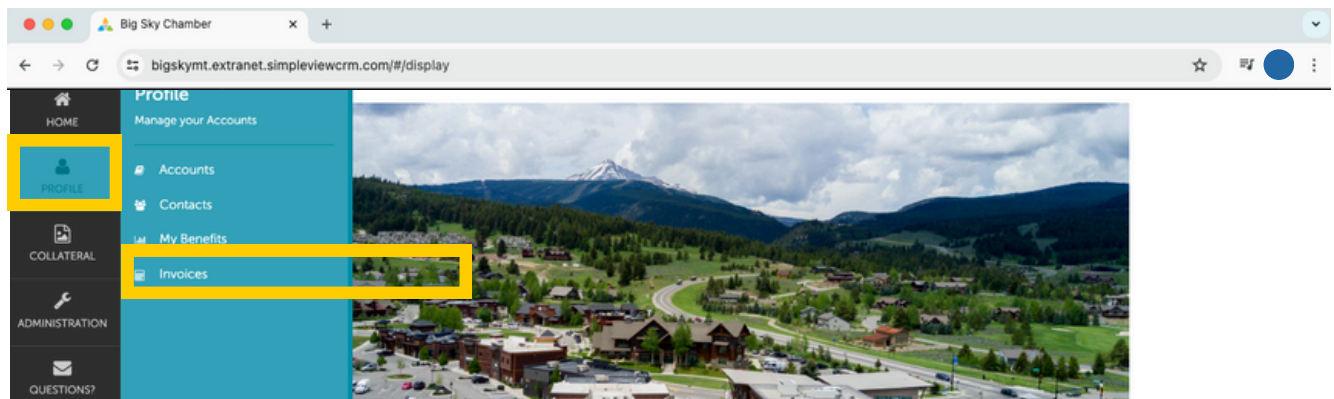
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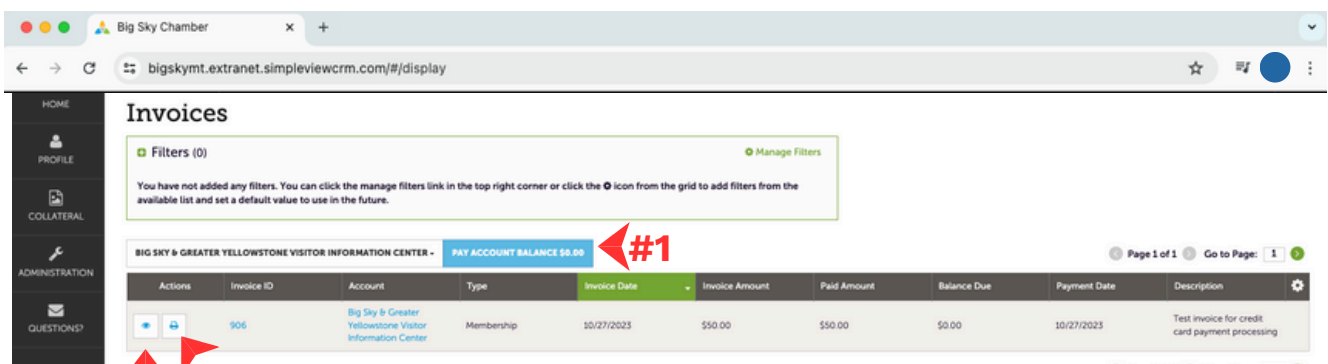
Invoices

➤ Manage your Invoices



1 Paying your Invoice

- #1 Click “Pay Account Balance”
- #2 View Individual Invoices
- #3 Print your invoice
- The contact on file should receive the “paid invoice” document. If not, reach out to **info@bigskychamber.com**
- We do not accept American Express.



2 Mail a Check

- Mail checks to P.O. Box 160100 Big Sky, Mt. 59716

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Post Board



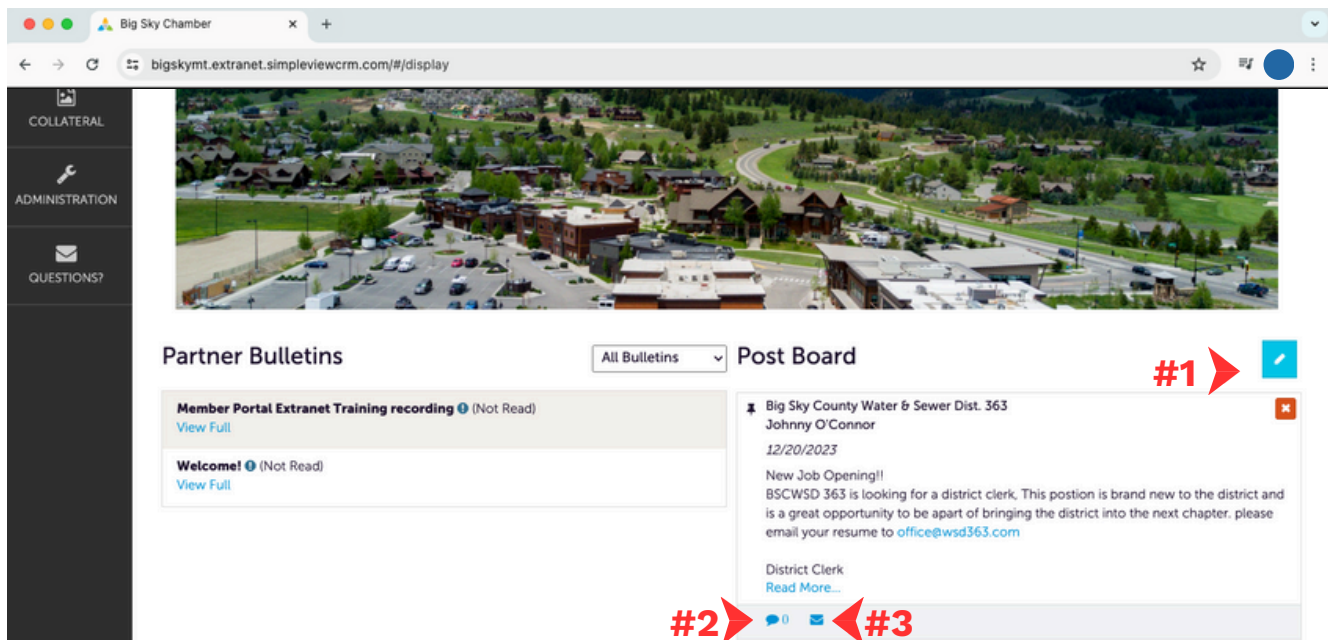
Post Board (Chamber Members Only)

- The post board is user generated.
- This will show the 10 most recent bulletins that are active and within the publish-dates, this will be ordered by created date.

1

The Post Board

- Interacting with the post board allows a user to communicate with other partners.
- **#1** Click the Pencil icon to create your own post.
- **#2** Clicking on the caption bubble icon allows a user to reply to a post.
- **#3** Clicking on the email icon allows a user to contact the poster via email.



2

What should/shouldn't Be Added?

- **SHOULD:** This is a great spot to announce upcoming industry events, jobs openings, ask questions, etc.
- **SHOULD NOT:** Standard venue events, grievances, anything Visit Big Sky or The Big Sky Chamber deems to be inappropriate. *The Big Sky Chamber / Visit Big Sky has the right to remove any content deemed inappropriate.*

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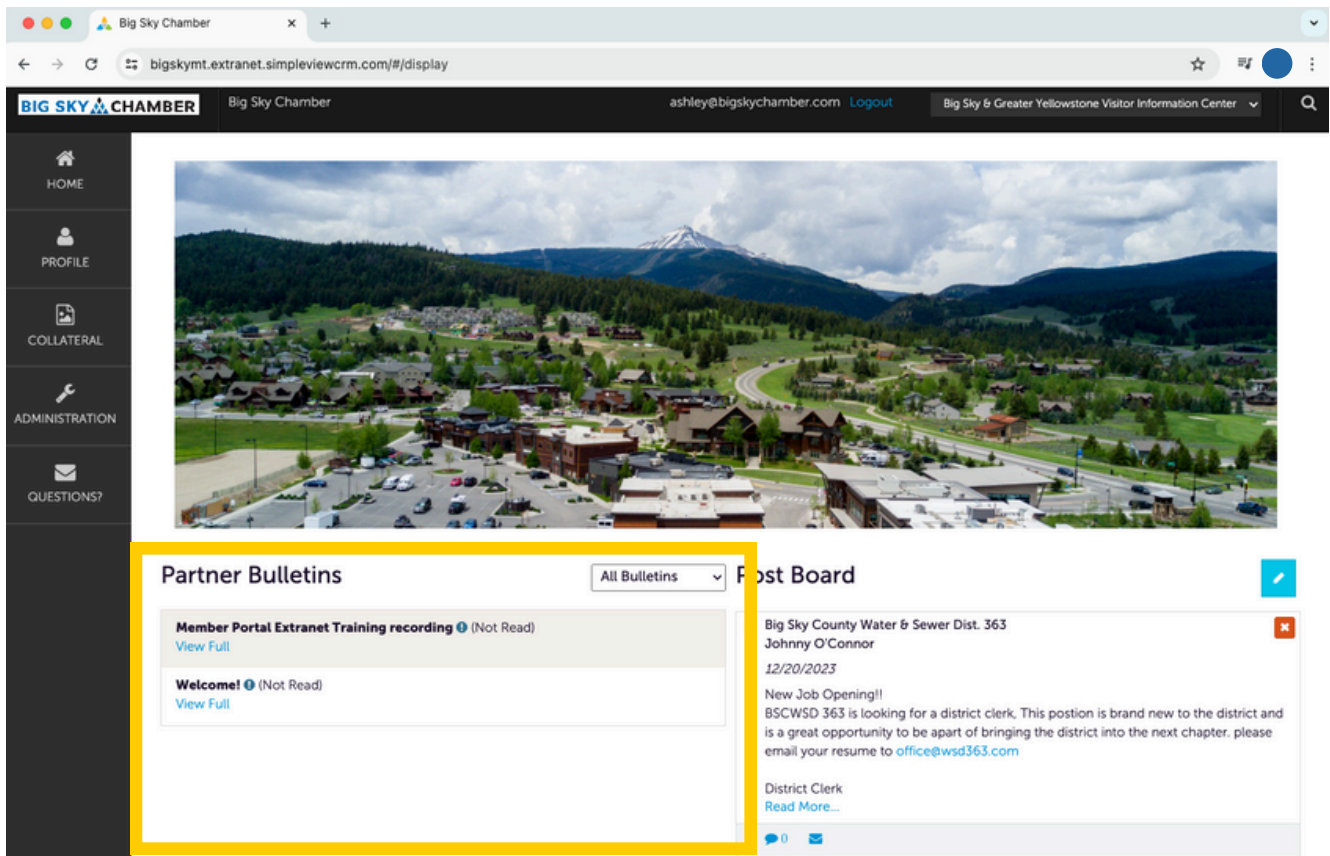
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Partner Bulletins



Partner Bulletins

- The post board on the left is where our team will post helpful resources and information.
- Important Bulletins will be marked with a blue and white exclamation mark.
- These messages are sorted into categories and any attachments can be opened by clicking on the paperclip in the message.
- See an expanded version of any message simply click on the “View Full” icon.



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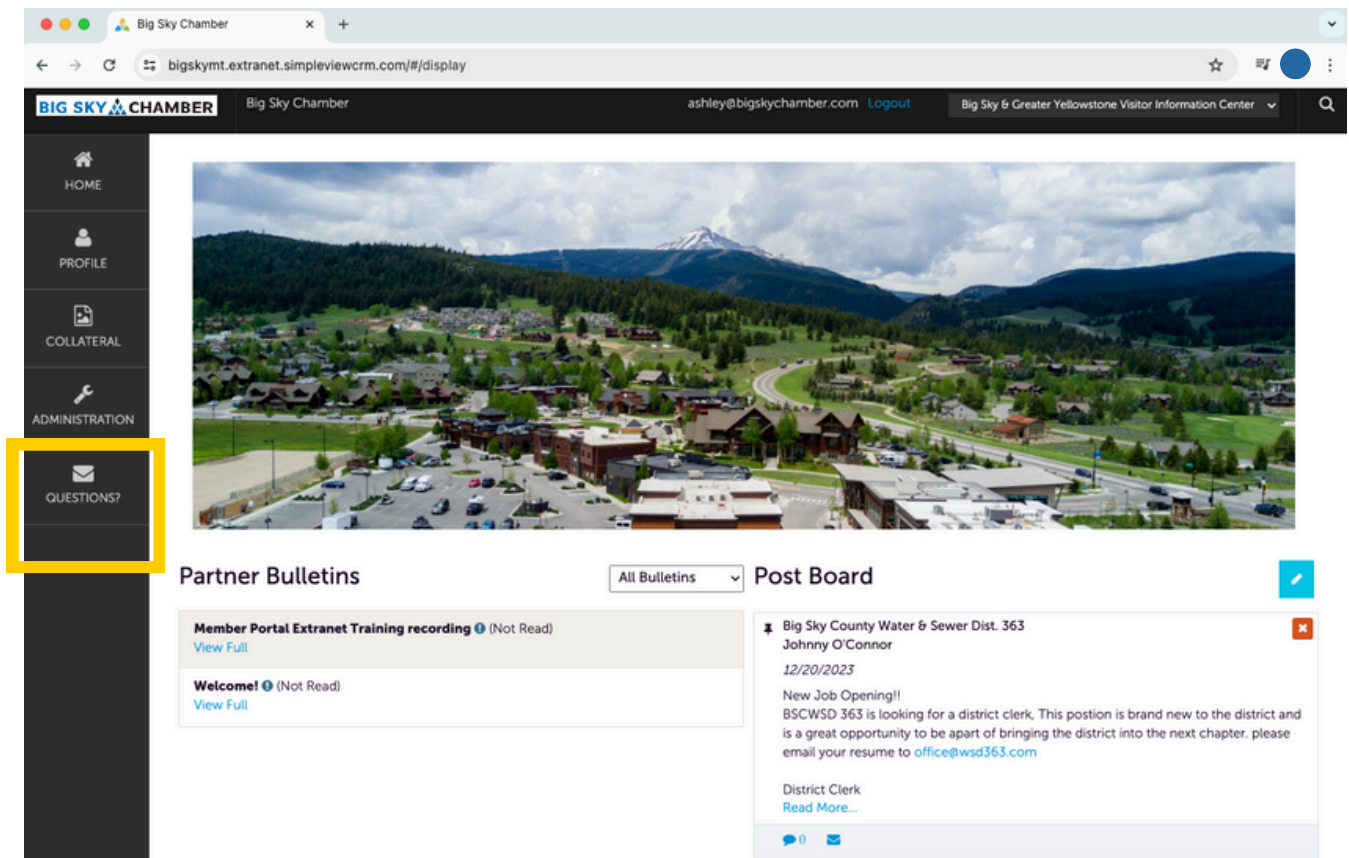
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Questions?

► “Questions” Button

Clicking on the “Questions” button in the left side navigation menu will open up an email in Outlook/Gmail, addressed to the current system administrator.



The screenshot shows a web browser window displaying the Big Sky Chamber website. The browser's address bar shows the URL `bigskymt.extranet.simpleviewcrm.com/#/display`. The website header includes the Big Sky Chamber logo, the user's email `ashley@bigskychamber.com`, a `Logout` link, and a dropdown menu for `Big Sky & Greater Yellowstone Visitor Information Center`. The left navigation menu contains icons for `HOME`, `PROFILE`, `COLLATERAL`, `ADMINISTRATION`, and `QUESTIONS?`. The `QUESTIONS?` button is highlighted with a yellow box. The main content area features a large landscape photograph of a town with a snow-capped mountain in the background. Below the photo, there are sections for `Partner Bulletins` and `Post Board`. The `Partner Bulletins` section shows two items: `Member Portal Extranet Training recording` (Not Read) and `Welcome!` (Not Read). The `Post Board` section shows a post from `Big Sky County Water & Sewer Dist. 363` by `Johnny O'Connor`, dated `12/20/2023`, announcing a `New Job Opening!` for a `District Clerk` position.

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