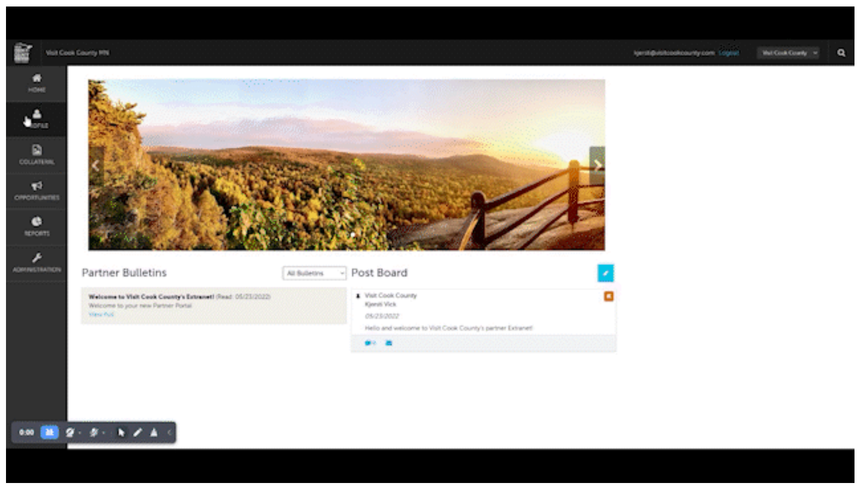
Enhance your presence on VisitCookCounty.com

Control your business or organization's presence on our website and help attract visitors. Use these tips for how to access and manage your Profile (including Contacts, Website Listings, Event Calendar, Offers and Photos/Videos) from the Partner Extranet homepage.

Profile

Use this section to:

- **Edit your Account**
- **Edit your Amenities**
- **Update your Contacts**
- **View your Benefits**



Use the teal menu to select the type of content you would like to edit.

Accounts: keeping your address, location, phone, website url, images/logos, and social media links updated as changes occur.

1. Click on the account you would like to edit
2. Select "Edit" in top left
3. When finished, select "save"

Amenities: area will affect search & display results

1. See left hand menu, scroll towards bottom. Select "Manage Amenities"
2. Use left hand navigation to review the Amenities Sections (General, Lodging, Dining, Sports & Outdoors, Shopping & Retail, Resources, and Local Services)

Contacts: update your staff and primary contact information so we can email the appropriate people at your business or organization.

1. Edit a contact
    a. Select the contact you would like to update by click on their name or clicking the pencil button
    b. To make edits, select "edit" and complete fields
    c. When finished, select "save"
2. Add a contact

a. Select “add a contact”
b. Fill out their information and contact type.
c. When finished, select “save”

3. Remove Access: No longer employed at your business
    a. Select contact you would like to update status for by click on their name or clicking the pencil button
    b. Select “edit”
    c. Select “contact type” and change to inactive
    d. When finished, select “save”

My Benefits: You will be presented with summary reports based on the Visit Cook County web interaction with your property. The information on this page will be specifically related to your property.

1. Click the profile icon
2. Click “my benefits”

Invoices: view, pay, and see invoice history.

1. Click the profile icon
2. Click “invoices”
    a. To view details of an invoice, click on the “eyeball icon” or the “print icon”
    b. To pay an invoice, click on the “eyeball icon”, if there is an outstanding invoice a “pay now” button will appear.

Collateral

Use this section to:

- **Manage your listings**
- **Add special offers**
- **Post your calendar of events**
- **Select your media**
- **Track your occupancy**
- **Request Materials**

Use the teal menu to select the type of collateral you would like to edit.

Listings: this is where you'll be presented with your property's listings and be able to add listings.

1. Click "collateral icon"
2. Click "listings"
    a. To view your listings, click on the eyeball icon.
    b. Click "add listing" if you'd like to create/add a listing.

    Note: If you are editing your listing or creating a new listing, a "save" button will appear and you must click on that to save your changes/listing.
    *Listings have the ability for you to attach imagery to your listing.

Special Offers: create and manage special offers for your property.

1. Click on the Collateral Icon
2. Click on Special Offers
    a. The pencil icon will allow you to edit an existing offer
    b. eyeball icon will allow you to view the existing offers
    c. The icon will let you duplicate an existing offer
    d. If you want to create a new offer, click the "Add Offer" button

    Note: If you are editing your offers or creating a new offer, a "save" button will appear and you must click on that to save your changes/offer.
    *Offers have the ability for you to attach imagery to your listing.

Calendar of Events: add and manage your properties events.

1. Click on the Collateral Icon
2. Click on Calendar of Events. This will show your property's events.
    a. To edit an event, click on the pencil icon.
    b. To view the events, click on the eyeball icon.
    c. To duplicate an event, click on the clone icon.
    d. To create an event, click on the add event button.

    Note: if you are making any edits or creating a new event, you must click save when you are finished.
3. Recurring Events. You can choose to make it 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.
    a. Click "event dates"
    b. Choose which recurring options you would like
    c. Choose an end date for when you want the recurrence to end or choose for it to end after X amount of occurrences.
    d. Save
4. Adding an Image to your Event
    a. Click on "image gallery"
    b. Drag or Drop your files into designated area or browse for a photo
    c. Save

Media: add media/imagery to your properties page

1. Click “Collateral icon”
2. Click “Media”- you will be presented with your properties images available for use on listings and special offers.
    a. The pencil icon will allow you to edit an existing image
    b. The red X icon will allow you to delete an existing image
    c. The clone icon will allow you to duplicate an image
3. If you want to create a new image, click the “Add Event” button. Here you will be able to browse, drag, or drop an image to one or multiple listings by selecting the listings pull down menu.

Occupancy: this is where you can enter your properties occupancy levels and track those.

1. Click on Collateral Icon
2. Click on “Occupancy”
3. Click on the pencil icon next to the year to enter/edit your occupancy numbers. You will be presented with a grid of all of the months for that year, you can choose to enter occupancy by percentage or by rooms and will auto-calculate based upon the data entered and the available column data.
4. Click Save

Materials Request: this is where you can submit orders to Visit Cook County for materials needed. Example: Visitor guides.

1. Click Collateral Icon
2. Click Material Requests
3. Click Add Materials Request button
    a. You can also edit, view, or clone (duplicate) an existing order by clicking the pencil, eyeball, or clone icons.
4. Upon editing or creating a new request, you will be presented with an order form.
    a. Order Detail is where you can select from available inventory; just enter the quantity of each product you are requesting. (You will not be able to order more of a product than what is in the Available Column.
    b. Click the Save button, VCC will be notified of your request.

Opportunities

Home Page: this is where you can access some customization and communication options.

a. Select which photos to be displayed. Can also throw links and images in too called actions.
b. Partner Bulletins: this is where you can communicate with other partners.
c. Post Board: this is used for communication privately and can be set up in a closed loop area.

Tracking/History: this is where you can see the stats of clicks/views from your listings. You can also filter past years capability in simpleview.

Press Mentions Tab: You can see events you are invited to. You can also view events you've been mentioned in.