

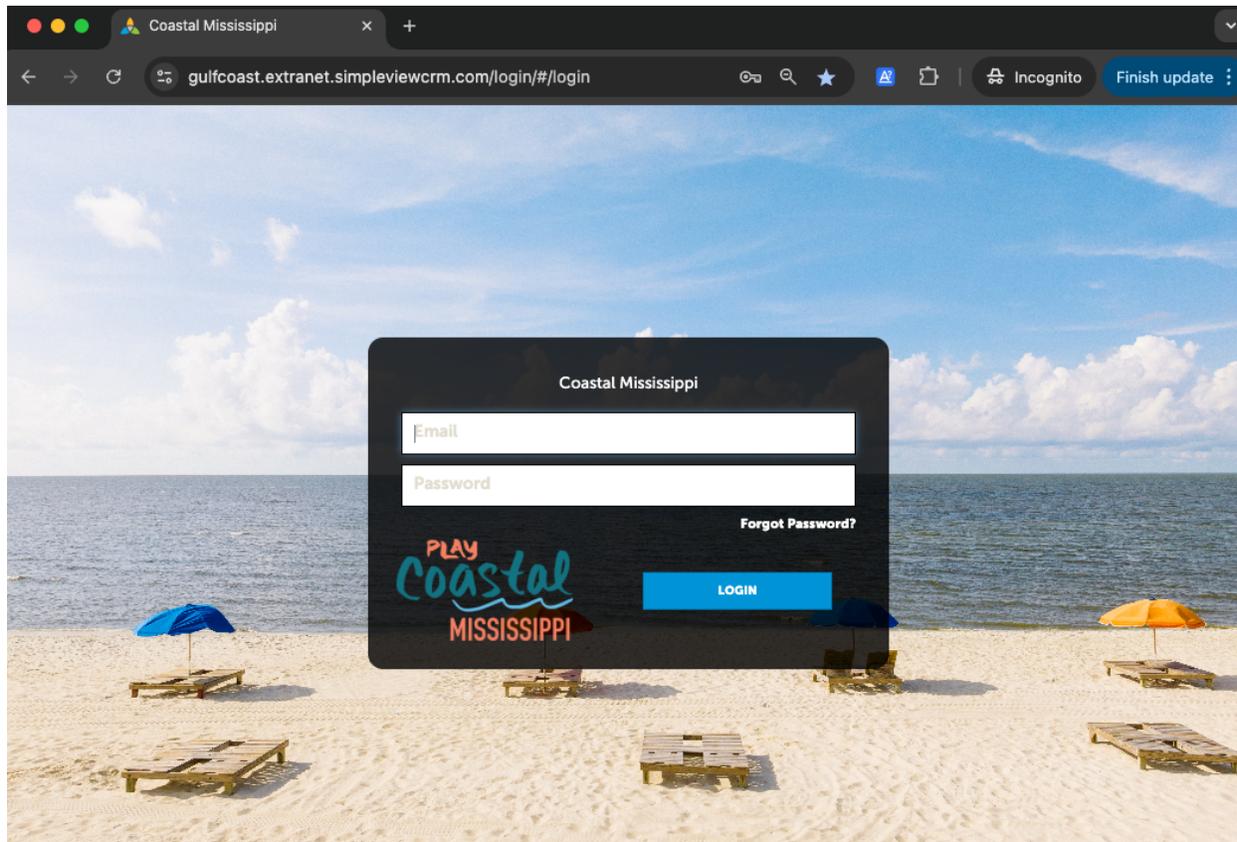
WELCOME TO COASTAL MISSISSIPPI'S  
**EXTRANET**



**General Overview**

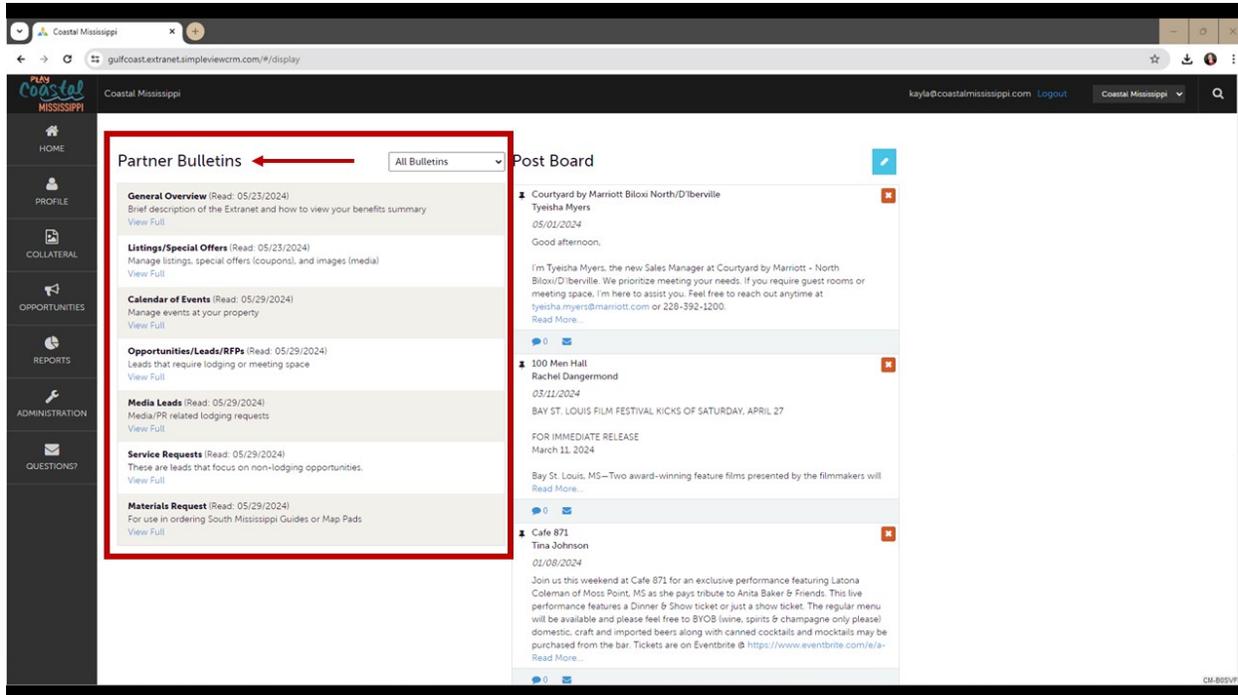
# Login Screen

Once granted access to Coastal Mississippi's Extranet, you should receive a temporary password. Your login ID is your email. Please reach out to [info@coastalmississippi.com](mailto:info@coastalmississippi.com) if you or someone on your team needs access.



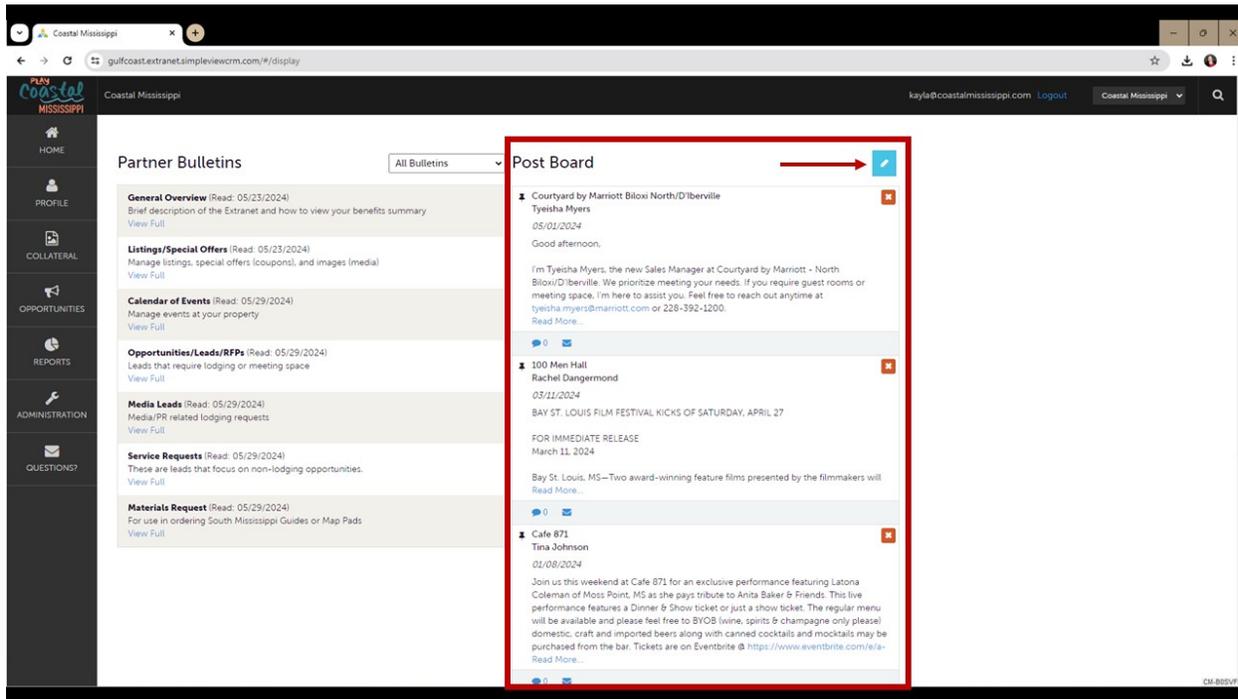
# Partner Bulletin

The Partner Bulletin is where you will find these instructions and any other documents posted by Coastal Mississippi.



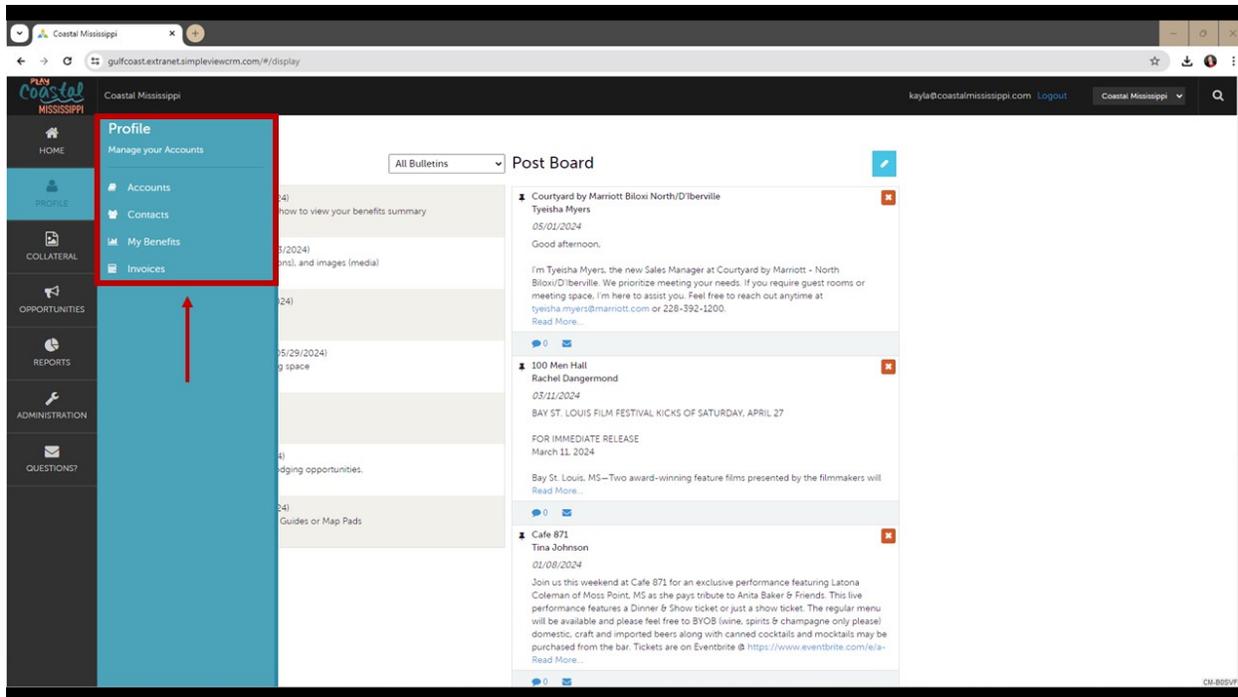
# Post Board

The Post Board allows you to communicate with other Tourism Partners within our destination. Clicking on the speech bubble icon allows you to reply to a post. There is also an email icon for contacting the poster via email. To create your own post, click on the pencil icon in the top right.



# Profile

By clicking the member Profile icon to the left of the screen, you can view and update your property's information, such as your Account, Contacts, Benefits, or Invoices.



## Profile | Accounts

The Account is your business/company, sometimes referred to as your property. You will likely only see one Account listed here. If you see multiple account names, this is due to your property having more than one business presented by Coastal Mississippi.

On this page, you can update general information about your business, such as the address, phone number, email, and website. The pencil icon will allow you to edit your property information. The down arrow icon will allow you to view and edit your amenity and meeting space information.

The screenshot displays the 'Accounts' page in a web application. The page features a sidebar on the left with navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and QUESTIONS. The main content area is titled 'Accounts' and includes a filter section with 'Filters (0)' and a 'Manage Filters' link. Below the filter section is a table with a header row containing 'Actions' and 'Account'. The 'Actions' column contains a pencil icon and a dropdown arrow, which are highlighted by a red box. A red arrow points to the pencil icon. The 'Account' column contains the text 'Coastal Mississippi'. The table also includes pagination controls: 'Page 1 of 1' and 'Go to Page: 1'. The top navigation bar shows the user's name 'kyla@coastalmississippi.com' and a 'Logout' button. The bottom right corner of the page contains the text 'CM-888VFI'.

When you view or edit your property information, you can quickly stroll to a section on the page by clicking the links on the left of the page. If you are viewing the account, the top left will display as an "Edit" button. If you are editing the account, the top left will display as a "Save" button. You must click save before the changes are applied.

*Note: The billing and shipping addresses do not particularly matter here as long as your physical address is correct.*

The screenshot shows a web browser window with the URL `gulfcoast.extranet.simpleviewcrm.com/accounts/#/edit?groupid=1&acctid=8667`. The page title is "Update Account". On the left is a dark sidebar with navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and QUESTIONS?. The main content area has a "SAVE" button highlighted with a red box and a red arrow pointing to it. Below the "SAVE" button is a "CANCEL" button. Underneath these are three links: "Account Information", "Phone Information", and "Address Information". The form contains three sections: "Account Information" with fields for Region (Biloxi), Website, Email (tourism@coastalmississippi.com), and Account (Coastal Mississippi); "Phone Information" with fields for Primary, Alternate, Toll Free, and Fax; and "Address Information" with a "Physical Address" section containing Address 1 (2350 Beach Blvd, Ste A), Address 2 (2nd Floor), and City (Biloxi).

## Profile | Contacts

Contacts are personnel you would like to associate with your account, such as specific team members, owners, managers, etc. This is an internal feature, meaning the public will not see these names. It will simply sync with Coastal Mississippi's database to update our records, and it is a great way to keep current contact information for our staff.

Click on the pencil icon of the Contact you'd like to update or select "Add Contact" to create a new one. Here, you can update their name, title, phone number, email, and address - if they differ from the Accounts. It's important to include the Contact's title so that our team knows the appropriate person to reach out to as needed for various requests.

If a contact has left your property, you now have the ability to change the contact type from "Active" to "Inactive." To create that person's replacement contact record, you can clone the previous contact or simply add a new contact. *You may still have to notify Coastal Mississippi of the change of contact type to "Inactive," as we will need to set the permissions for the Extranet for the new contact.*

The screenshot displays the 'Contacts' management page in a web application. The page includes a sidebar with navigation options like HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and QUESTIONS. The main content area shows a table of contacts with the following data:

Actions	Full Name	Account	Title	Email	Contact Type
[edit] [clone] [delete]	Ari Strutton	Coastal Mississippi	Regional Sales Manager		Active
[edit] [clone] [delete]	Kayla Winger	Coastal Mississippi	Marketing Coordinator	kayla@coastalmississippi.com	Active
[edit] [clone] [delete]	Kayla Winger	Coastal Mississippi	Digital Content Executive		Active
[edit] [clone] [delete]	Lauren Skelton	Coastal Mississippi	Digital Content Executive		Active
[edit] [clone] [delete]	Shelley Singh	Coastal Mississippi			Active

At the top of the table area, there is a filter section with 'Contact Type is one of: ACTIVE -' and 'Account is one of: CHOOSE -'. Below the table, there is a pagination control showing 'Page 1 of 1' and 'Go to Page: 1'.

Coastal Mississippi

Coastal Mississippi

PLAN Coastal MISSISSIPPI

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

QUESTIONS?

## Update Contact

SAVE

CANCEL

Sections:

- Contact Information
- Address Information
- Phone Information
- Additional Information

→

### Contact Information

Account: \*Required  
Coastal Mississippi

Last Name: \*Required  
Winger

Department:

Contact Type: \*Required  
Active

Email:  
kayla@coastalmississippi.com

First Name: \*Required  
Kayla

Full Name: \*Required  
Kayla Winger

Title:  
Marketing Coordinator

Preferred Contact Method:  
--Choose One--

Send Email:  
 YES  NO

### Address Information

Physical Address [✎](#)

Address 1 2350 Beach Blvd.  
Address 2 Suite A  
City Biloxi  
State/Province MS

CM-803VP

## Profile | My Benefits

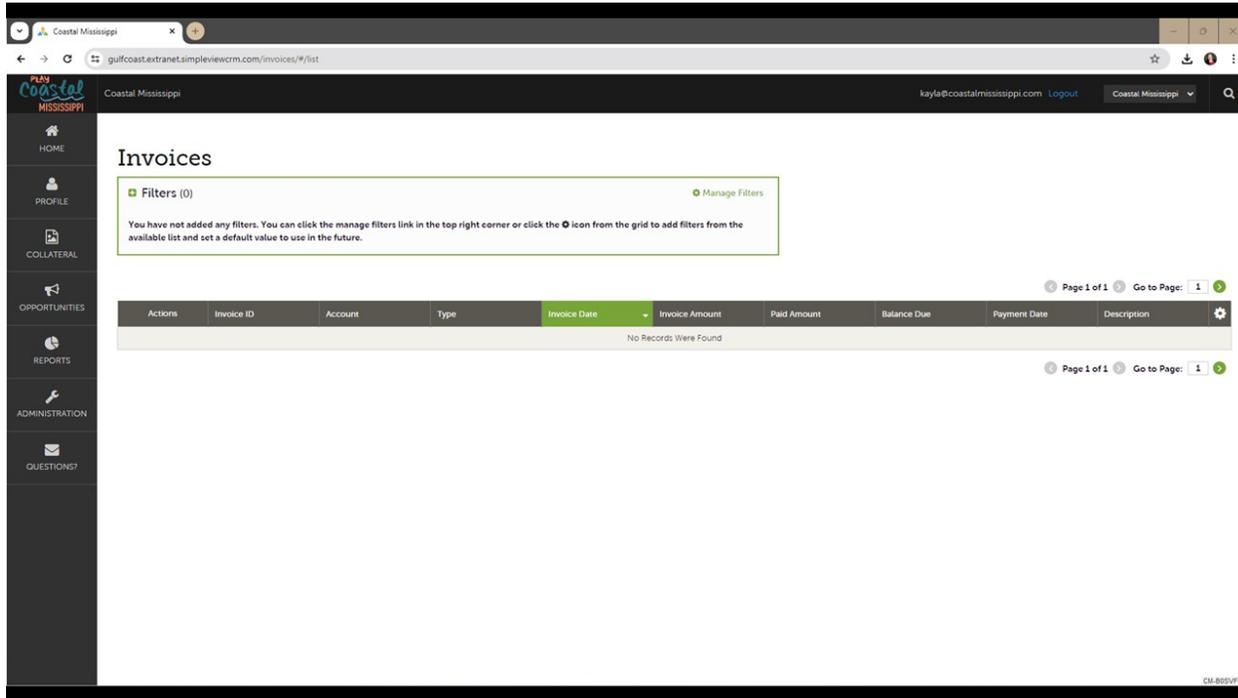
The Benefits page will present summary reports based on interactions with your business/company on our website. Here, you can see how your listings or special offers are performing - showing the number of views and click-thrus.

*More information about this feature will be presented in a separate instruction file in the Partner Bulletin.*

The screenshot displays the 'My Benefits' dashboard. On the left is a sidebar with navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and QUESTIONS?. The main content area is titled 'Benefits' and includes an 'Overview' section with a 'PRINT' button. Below this is an 'Account' section with dropdown menus for 'Account' (set to '-All-'), 'Month' (set to 'June'), 'Year' (set to '2023'), 'TO Month' (set to 'May'), and 'TO Year' (set to '2024'), followed by an 'UPDATE' button. The dashboard also features several charts: 'Listings' (a bar chart showing views from Jun to May), 'Offers', 'Events', 'Leads/RFPs', and 'Marketplace', each with a 'See Details' link and a 'Views' or 'Sent' dropdown menu. The charts show data for months from Jun to May.

## Profile | Invoices

At this time, this feature is not utilized.

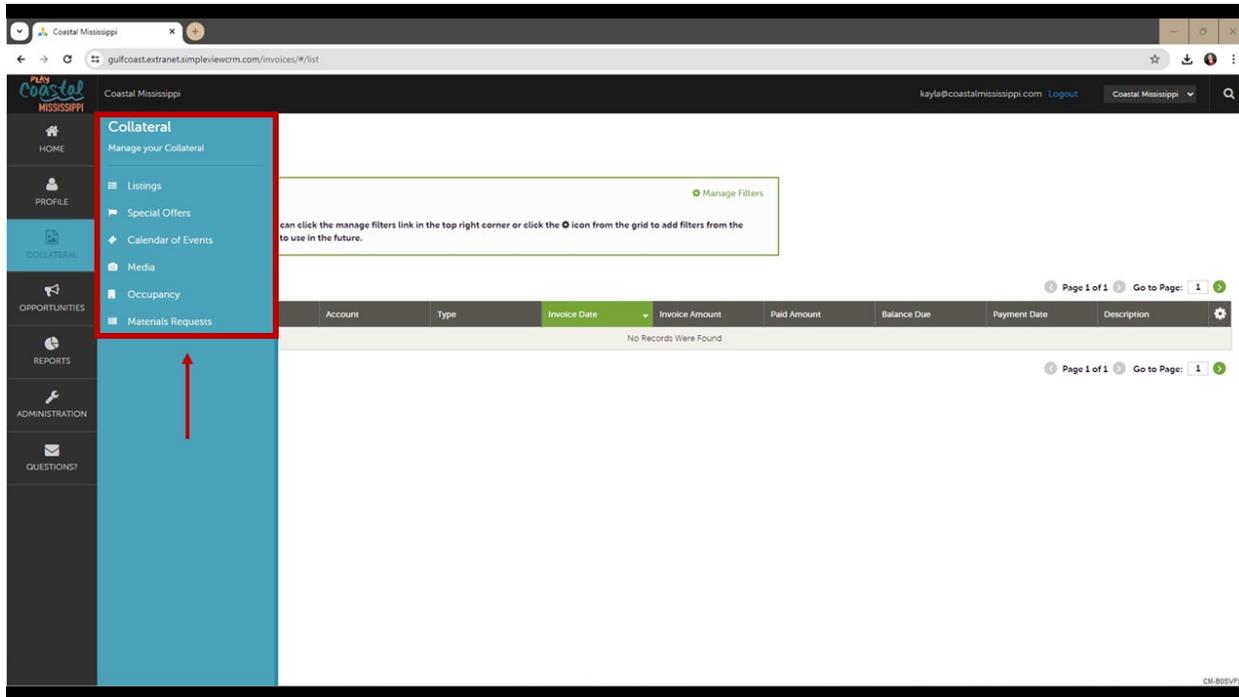


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## Collateral

By clicking the Collateral icon to the left of the screen, you can view and update your business's Listings, Special Offers, Calendar of Events, Media, Occupancy, and Materials Request.

*Some of these options may not be available to all Extranet users. If you are responsible for anything related to collateral and don't have access, please contact [info@coastalmississippi.com](mailto:info@coastalmississippi.com).*

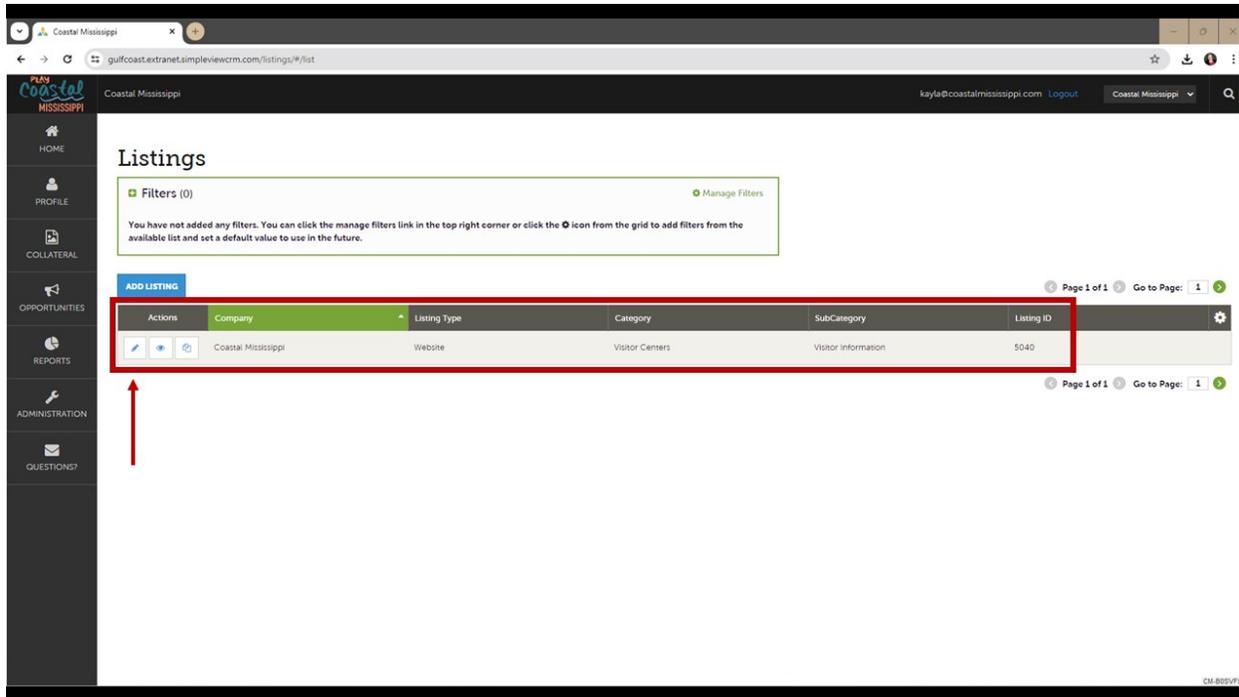


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## Collateral | Listings

After you click the Collateral icon and then Listings, you will be presented with your business's website listings. These listings are what viewers see about your business when they visit our website.

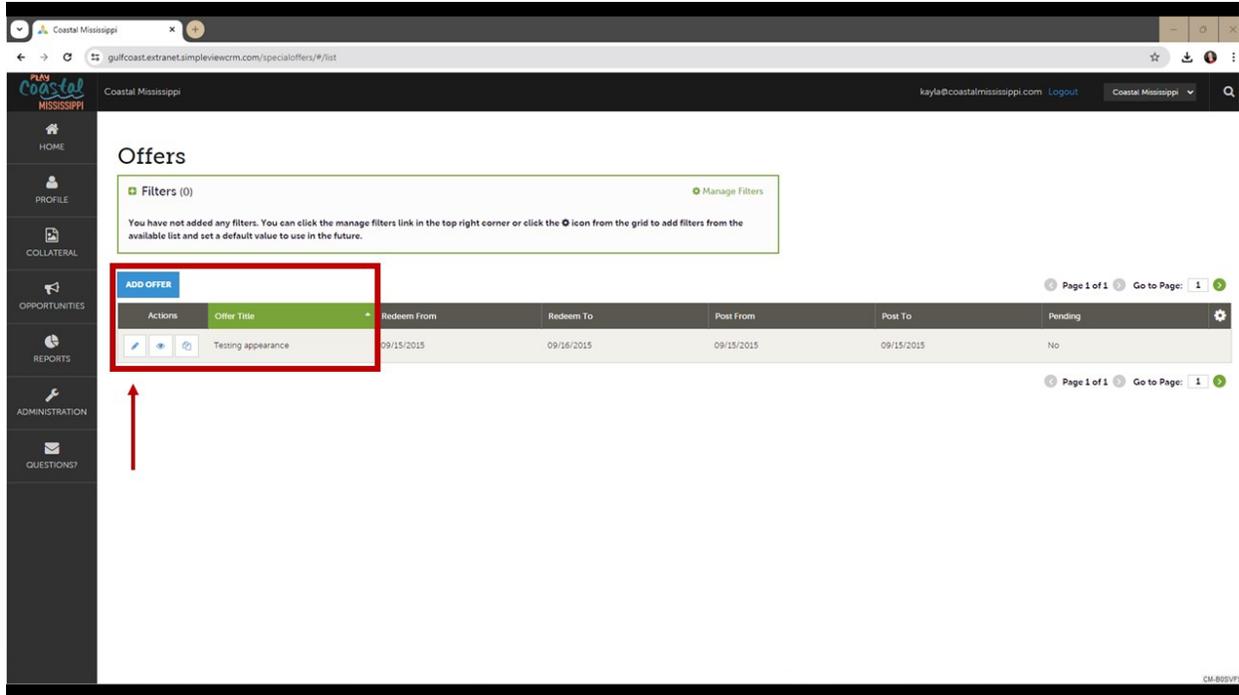
*More information about this feature will be presented in a separate instruction file in the Partner Bulletin.*



## **Collateral | Special Offers**

After you click the Collateral icon and then Special Offers, you will be presented with your property's offers or coupons. A great example of this would be if your business offers a military discount or if you have a special on room rates for a certain period of time.

*More information about this feature will be presented in a separate instruction file in the Partner Bulletin.*



## Collateral | Media

After you click the Collateral icon and then Media, you will be presented with your property's images, which can be used in listings and special offers.

You can create a new image by selecting the "Add New Media" button. The pencil icon will allow you to edit an existing image. By clicking the red X icon, you can delete an existing image. The clone icon will allow you to duplicate an image - although this is generally unnecessary.

Once you upload a new image or edit an existing one, you can attach it to one or more listings by selecting the Listings pull-down menu. Make sure you attach at least one image to your website Listing.

**IMPORTANT:** Images should be a minimum size of 900 x 600 to present correctly on the website. If the image is larger or smaller, it will still be viewable with your listing; however, it may not visually appear in the right manner.

**IMPORTANT:** Always choose "Image" as the media type, even if it is a logo.