# <u>Member EXTRANET Quick Start Guide</u>

*All edits made by a member through the Extranet are subject to approval from Chamber Staff.
Allow 1-2 business days for changes to be visible on the Chamber's website.*

<mark>**To access the Extranet:**</mark>

- From any internet-capable device, navigate to the JH Chamber's website: https://www.jacksonholechamber.com
- Select FOR BUSINESS from the top menu.
- Scroll down to MEMBER LOGIN

(or bookmark this direct link: https://jacksonholewy.extranet.simpleviewcrm.com/login/#/login).

Enter your email and password that you received in an email from donotreply@simpleviewinc.com.
*Note that only contacts in our database designated as "Primary" for your organization will receive login credentials.* If you have not received login information, or need to update your Primary Contact(s), please contact Rachel Smith rachel@jacksonholechamber.com or call (307) 201-2296.

<mark>**To edit your business information and staff contacts:**</mark>

- Click *PROFILE* from the left-side menu. You will see several options from the dropdown menu – including *Accounts*, *Contacts*, and *Analytics*.
- Choose *Accounts* and click on the name of the business (or the eye icon) you wish to view or edit.

*Note that if you have Chamber Memberships for multiple businesses, they will all be listed here*.

To edit *Account Details*:

- Click on the section you wish to change. Click the blue EDIT button, make your changes, and remember to click the SAVE button. If you need to change your *Account Name*, contact Rachel Smith, Membership & Database Coordinator.

*Note that all the information entered in this location is for our database; you can customize the information that's **visible to the public** on the Chamber's website within your **Business Listing**. See the section on Business Listings below.*

To edit *Addresses*:

- click the *blue pencil icon* and click APPLY CHANGES when finished.

To Edit Social Media:

- Copy/Paste your Social Media URLs into the appropriate *Social Media* fields.

Image Gallery:

- Use the *Image Gallery* to store images you'd like to appear on your business listing.  You can Drag and Drop files, or browse your computer.
- Click on each image if you wish to add a title or image description.

*Note that the minimum size for images is 600x800 pixels.  Landscape format is best.  Logos can be difficult to format; reach out for assistance if needed.*

To edit your company's ***Contacts:***

- select *Contacts* from the *PROFILE* tab.
- Click the blue ADD CONTACT button to add a new contact, or
- select the blue pencil icon next to a name you'd like to edit.

*Note: pay attention to the **Contact Type** field; the most active person(s) in your organization should be assigned "**Primary**".  Only Primary contacts will have access to the Extranet.*

*If a name is listed who is no longer at your organization, mark them "Inactive".  Please do NOT delete them.*

==To edit your Business Listing:==

*Note that the information entered in this section will be visible within your listing(s) at [www.jacksonholechamber.com](www.jacksonholechamber.com), so any information **you'd like the public to see** should be typed here.*

- Click *Collateral* from the left-side menu. You will see several options from the dropdown menu – *Listings*, *Special Offers*, *Calendar of Events*, *Media*, and *Occupancy*.
- Select *Listings*, then click the *Listing Details* (eye icon) next to each listing (you may have multiples).

  To edit *Listing Information*:

- Click on the section you wish to change (from the blue list on the left). Click the blue EDIT button, make your changes, and remember to click the SAVE button.
- Choose the *Address Type* you would like visible on your listing; *Physical*, *Billing*, or *Shipping*. If you don't want *any* addresses listed, click YES under the *Hide Address on Website* field.  (The addresses are stored and can be edited from the *PROFILE* tab under *Accounts* and *Account Details*.)

  *Categories*: You do not have the ability to change the *Main Category* or first *Subcategory*, but you can assign up to two *Additional Subcategories* that are applicable to your business.

*Note that if you would like your listing to use a company name that differs from your **Account name**, enter it in the **COMPANY** field under "Details".  Click on the grey header boxes to enable editing of each field.*

- **Website Notifications**: You can enter email(s) if you would like to receive a notification when your listing has received a certain number of hits (You can add multiple email addresses by separating them by semi-colons); i.e. Every 50 hits, Every 250 hits, or choose another interval.

  **Listing Image:** Your *image library* is visible here.

- Click on one or more images to make them active. Active images will have a green bar at the bottom.
- Remember, images are uploaded from the *Image Gallery*, from the *PROFILE* tab under *Accounts*.

==**Listing Analytics**== - ==To see **Total Views Clicks and Conversion Rate** on your Business Listing:==

- Click *PROFILE* from the left-side menu.
- Select *Analytics,* then make selections from the dropdown menus to choose your parameters and click *UPDATE*.

==To add an opportunity to the **Job Board**:==

- Click Collateral from the left-side menu.
- Enter a *Title* with a description of the position, ***How to Apply***, and *Salary* info. Members of the public will be able to search for open positions from https://www.jacksonholechamber.com/for-locals/job-board/.

*Please remove positions from the Job Board when filled.

==To add an event to the **Events Calendar**:==

- Click COLLATERAL from the left-side menu.
- Select *Calendar of Events* and click the ADD EVENT button. Complete all the details of your event and remember to click the blue SAVE button.

==For more complete instructions, refer to the **Training Videos** at the below links, or on the Extranet Homepage:==

- How to Login, View/Edit Profile, Upload Photos: Training Webinar #1
- How to View/Edit Business Listings, Listing Analytics: Training Webinar #2
- How to use the Job Board and Calendar of Events: Training Webinar #3

Questions can be directed to Rachel@jacksonholechamber.com or Casey@jacksonholechamber.com.
THANK YOU!