

HOW TO UPDATE YOUR FREE WEBSITE LISTING

on VisitLakeNorman.org

01



Scan the code above with your Camera App OR go to this link:
[LAKENORMAN.EXTRANET.SIMPLEVIEWCRM.COM](https://lakenorman.extranet.simpleviewcrm.com)

Log in with your email address & temporary password (*provided by VLN*)

(You will be able to create a new password after signing in)

02



Update key restaurant info:
phone number, address, website,
social media handles, etc.

- Click on the “PROFILE” tab on the left
- Select “Accounts”
- At the bottom, click on your Restaurant name
- Click “EDIT”
- Update information as needed
- Click “SAVE”

03



Update your restaurant features:
patio dining, curbside pick up
available, takeout available, etc.

- Click on the “PROFILE” tab
- Select “Accounts”
- At the bottom, click on your Restaurant name
- Under “Related Details,” click on “Manage Amenities”
- Check all the features that your restaurant offers
- Click “SAVE”



Help us provide the most updated information about your restaurant for visitors and locals. VLN created a secure platform (P.O.R.T.) where you can update your business information, engage with other restaurateurs, ask questions, post promotions/upcoming events and more. This tool provides a place for you to promote your business, especially in times like this. *(P.O.R.T. is free and you will never be asked for any form of payment.)*