

TRAINING MANUAL

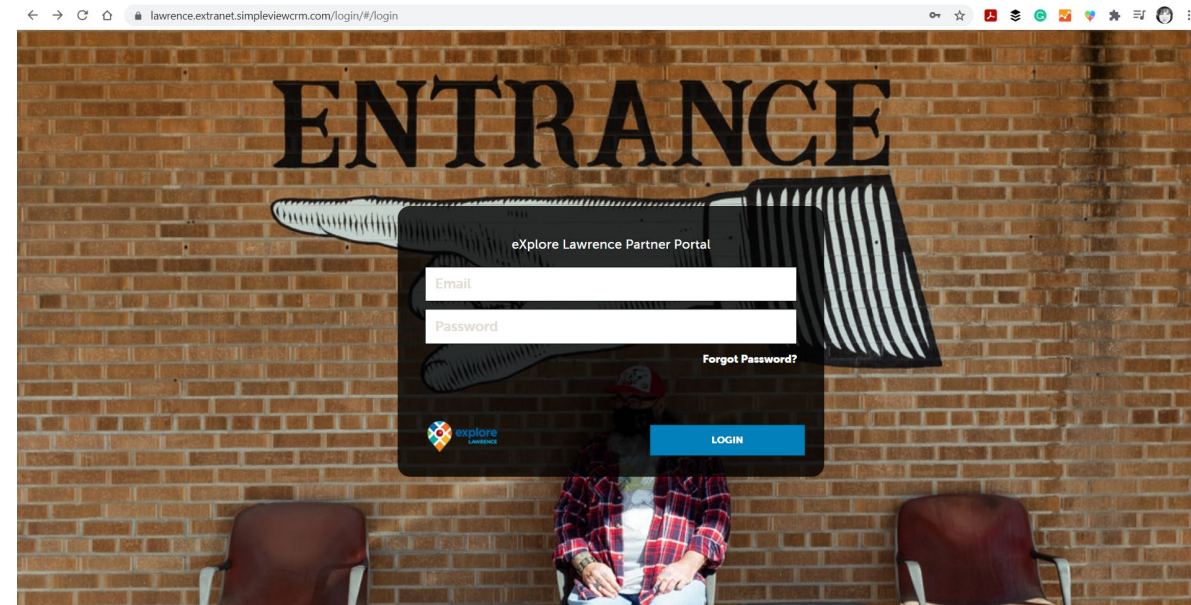
EXPLORELAWRENCE.COM
PARTNER PORTAL

INTRO
ACCOUNTS
CONTACTS



LOGGING IN

1. Request log in credentials if you don't have them: email cdeines@explorelawrence.com
2. You will be sent an email from Explore Lawrence with the [link](#) and a temporary password.
3. Click on the link, which will take you to a Partner Extranet screen.
4. Your username is your full e-mail address.
5. Your password is the temporary address that was emailed to you. *If you lost your password, you can reset your password from this screen by selecting "forgot password?"*
6. You will be asked to change your password to one of your preference.



EXPLORELAWRENCE.COM PARTNER PORTAL

HOME SCREEN

explore LAWRENCE

eXplore Lawrence Partner Portal

ANDIRENAE@GMAIL.COM Logout Kim's Testing Hotel

HOME

PROFILE

COLLATERAL

REPORTS

EXPLORE LAWRENCE PARTNER PORTAL

YOUR ONE-STOP-SHOP FOR MANAGING YOUR BUSINESS'S PRESENCE ON EXPLORELAWRENCE.COM

- Add special offers and deals**
Visitors are searching for them!
- Add visitor-friendly events to the Calendar of Events**
It's the most visited page on the site!
- Add and update website listings**
 - Things to Do
 - Restaurants
 - Places to Stay
 - Event Venues
 - Wedding Vendors
- Add and update images to your listings**
Listings with strong images get the most views!
- Partner Benefits**
See how many people are viewing your listings and other benefits for partnering with us - like referrals and leads.

Partner Bulletins All Bulletins Post Board

Website Inclusion Policy - Updated July 2021 (Not Read)
[View Full](#)

Get your message in front of locals and Lawrence travelers (Read: 07/15/2021)
[View Full](#)

Explore Lawrence
Andrea Johnson
07/15/2021
Welcome to the Explore Lawrence Partner Portal. Please let us know if you have any questions.

Partner Bulletins are important notices, documentation, events, etc. posted by the Bureau. Important bulletins will be marked with a blue and white exclamation mark.

EXPLORELAWRENCE.COM PARTNER PORTAL

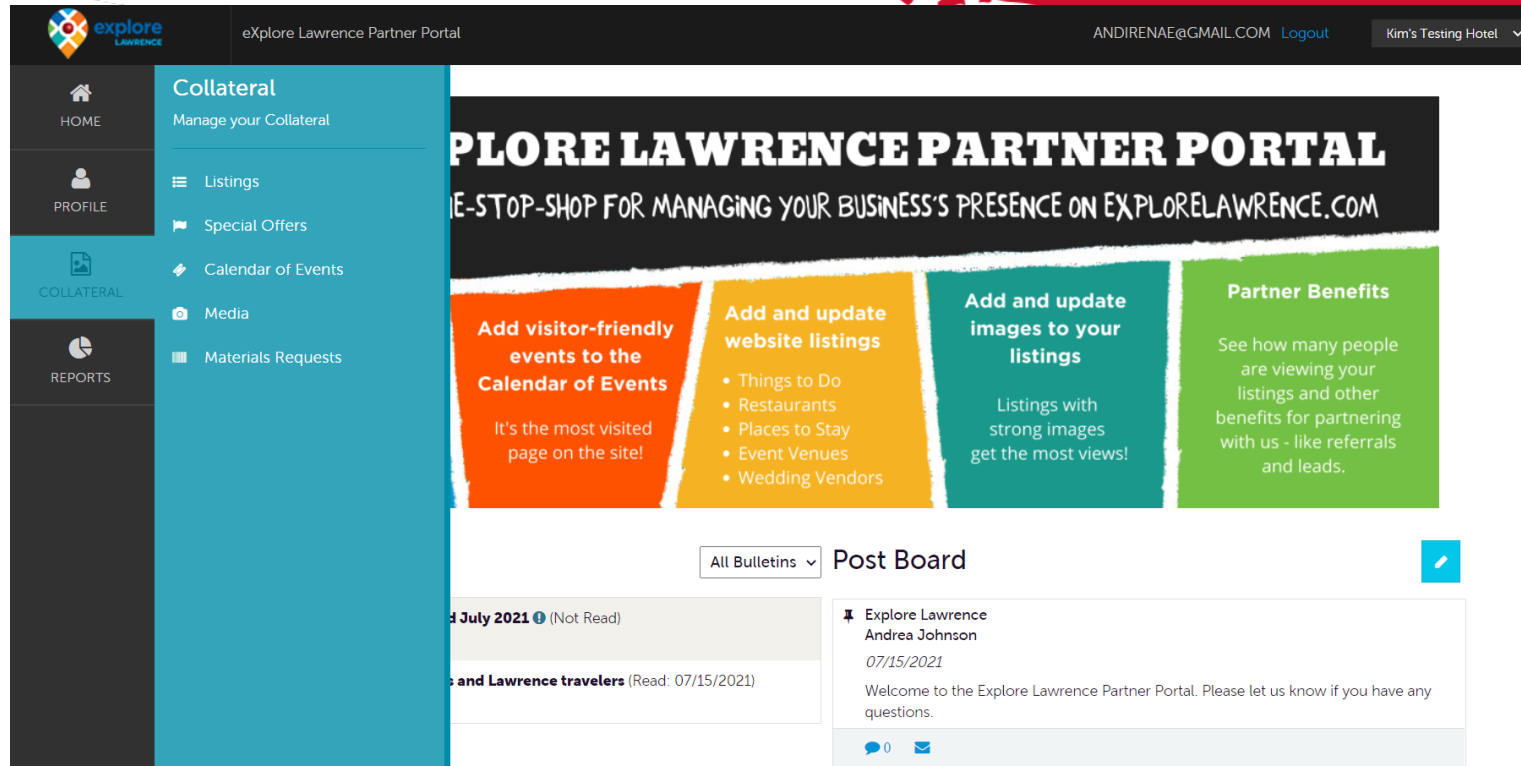
HOME SCREEN

The screenshot displays the eXplore Lawrence Partner Portal interface. At the top, a dark header bar contains the eXplore Lawrence logo, the text "eXplore Lawrence Partner Portal", the user email "ANDIRENAE@GMAIL.COM", a "Logout" link, and a dropdown menu for "Kim's Testing Hotel". A left sidebar features navigation icons for HOME, PROFILE, COLLATERAL, and REPORTS. The PROFILE section is expanded, showing sub-links for Accounts, Contacts, My Benefits, and Invoices. The main content area has a dark banner with the text "EXPLORE LAWRENCE PARTNER PORTAL" and "ONE-STOP-SHOP FOR MANAGING YOUR BUSINESS'S PRESENCE ON EXPLORELAWRENCE.COM". Below this are four colored boxes: an orange box for "Add visitor-friendly events to the Calendar of Events", a yellow box for "Add and update website listings" (listing Things to Do, Restaurants, Places to Stay, Event Venues, and Wedding Vendors), a teal box for "Add and update images to your listings", and a green box for "Partner Benefits". At the bottom, there is a "Post Board" section with a "All Bulletins" dropdown and a post from "Explore Lawrence" dated "07/15/2021" with a welcome message.

Clicking the **Profile** icon displays a property's information, such as contacts, Account details and information about interaction with eXplore Lawrence, in addition to invoices sent by eXplore Lawrence

EXPLORELAWRENCE.COM PARTNER PORTAL

HOME SCREEN



Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images), and materials request from the Bureau.

If the **Reports** icon is displayed you may click it to access eXplore Lawrence reports when they are available.

EXPLORELAWRENCE.COM PARTNER PORTAL

PROFILE - ACCOUNT

The screenshot shows the eXplore Lawrence Partner Portal interface. The top navigation bar includes the eXplore Lawrence logo, the text "eXplore Lawrence Partner Portal", the user email "ANDIRENAE@GMAIL.COM", a "Logout" link, a dropdown menu for "Kim's Testing Hotel", and a search icon. The left sidebar contains navigation links for HOME, PROFILE, COLLATERAL, and REPORTS. The main content area is titled "Accounts" and features a filter section with "Filters (0)", a "Status is one of:" dropdown set to "CHOOSE", and an "APPLY FILTERS" button. A "Manage Filters" link is also present. Below the filter section is a table with two rows of account data. The table has a header row with "Actions" and "Account". The first row shows "Free State Brewing Co." and the second row shows "Kim's Testing Hotel". Each row has three icons in the Actions column: a pencil (edit), an eyeball (view), and a dropdown arrow (details). The page footer indicates "Page 1 of 1" and "Go to Page: 1".

Accounts





Filters (0) [Manage Filters](#)

Status is one of:

CHOOSE ▾

APPLY FILTERS

Page 1 of 1 Go to Page: 1

Actions	Account
  ▾	Free State Brewing Co.
  ▾	Kim's Testing Hotel

After you click the Profile icon and then Accounts, you will be presented with your account name and various action you can perform. If you see multiple account names, this is due to your property being associated with another property. The pencil icon will allow you to edit your property information. By clicking the eyeball icon, you can view your property information. The down arrow icon will allow you to view and edit your amenity and meeting space information.

PROFILE - ACCOUNT

The screenshot displays the 'eXplore Lawrence Partner Portal' interface. At the top, the header includes the 'eXplore LAWRENCE' logo, the text 'eXplore Lawrence Partner Portal', the user email 'ANDIRENAE@GMAIL.COM', a 'Logout' link, a dropdown menu for 'Kim's Testing Hotel', and a search icon. The left sidebar contains navigation links: 'HOME', 'PROFILE', 'COLLATERAL', and 'REPORTS'. The main content area is titled 'Account Details' and features an 'EDIT' button and a 'RETURN' button. Below these are two sections: 'Sections:' with links for 'Account Information', 'Phone Information', 'Address Information', 'Image Gallery', and 'General'; and 'Related Details:' with links for 'Manage Amenities' and 'Manage Meeting Space'. The 'Account Information' section is expanded, showing details for 'Kim's Testing Hotel', including 'Extranet Parent', 'Region' (South Lawrence), 'Email' (Kanspach@explorelawrence.com), and 'Website' (http://doubletree3.hilton.com/en/hotels/kansas/doubletree-by-hilton-hotel-lawrence-LWCMDDT/index.html). The 'Phone Information' section shows 'Primary' (785) 856-2389, 'Alternate', 'Toll Free', and 'Fax' (785) 841-2799. The 'Address Information' section is partially visible, showing 'Physical Address'.

Account Details

[EDIT](#) [RETURN](#)

Sections:

- [Account Information](#)
- [Phone Information](#)
- [Address Information](#)
- [Image Gallery](#)
- [General](#)

Related Details:

- [Manage Amenities](#)
- [Manage Meeting Space](#)

Account Information

Account	Kim's Testing Hotel
Extranet Parent	
Region	South Lawrence
Email	Kanspach@explorelawrence.com
Website	http://doubletree3.hilton.com/en/hotels/kansas/doubletree-by-hilton-hotel-lawrence-LWCMDDT/index.html

Phone Information

Primary	(785) 856-2389
Alternate	
Toll Free	
Fax	(785) 841-2799

Address Information

Physical Address

When you view or edit your property information, you can quickly scroll 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 an **Edit** button. If you are editing the account, the top left will display a Save button. You must click the Save button before changes are applied!

EXPLORELAWRENCE.COM PARTNER PORTAL

PROFILE - CONTACTS

The screenshot displays the 'eXplore Lawrence Partner Portal' interface. The top navigation bar shows the user 'ANDIRENAE@GMAIL.COM' with a 'Logout' link and a dropdown menu for 'Kim's Testing Hotel'. The left sidebar contains icons for 'HOME', 'PROFILE', 'COLLATERAL', and 'REPORTS'. The main content area is titled 'Contacts' and features a filter section with 'Filters (0)' and a 'Manage Filters' link. Below the filters, there are two dropdown menus for 'Account is one of:' and 'Contact Type is one of:', both with 'CHOOSE' buttons. An 'APPLY FILTERS' button is also present. A table of contacts is shown below, with columns for Actions, Full Name, Account, Title, Email, and Contact Type. The table lists two contacts: Kim Anspach and ANDREA R JOHNSON. The 'Email' column is highlighted in green. A pagination bar at the bottom indicates 'Page 1 of 1' and 'Go to Page: 1'.

Contacts

Filters (0) [Manage Filters](#)

Account is one of:

Contact Type is one of:

Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type
<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Clone"/>	Kim Anspach	Kim's Testing Hotel			Inactive
<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Clone"/>	ANDREA R JOHNSON	Kim's Testing Hotel		ANDIRENAE@GMAIL.COM	Primary

After you click the Profile icon and then Contacts, you will be presented with a list of all the contacts associated with your property. On this page you can Add, Edit (pencil icon), View (eyeball icon), or Clone (2-pages icon) a contact.

PROFILE - CONTACTS

explore LAWRENCE eXplore Lawrence Partner Portal ANDIRENAE@GMAIL.COM Logout Kim's Testing Hotel

HOME PROFILE COLLATERAL REPORTS

Contact Details

EDIT
CLOSE
RETURN

Sections:

- Contact Information
- Address Information
- Phone Information
- Additional Information
- Security/Permissions
- General

Contact Information

Account: Kim's Testing Hotel

First Name: ANDREA

Last Name: JOHNSON

Full Name: ANDREA R JOHNSON

Department:

Title:

Type: Primary

Method: Email

Email: ANDIRENAE@GMAIL.COM

Address Information

Physical Address

Address 1: 200 W 9th

City: Lawrence

State/Province: KS

explore LAWRENCE eXplore Lawrence Partner Portal ANDIRENAE@GMAIL.COM Logout Kim's Testing Hotel

HOME PROFILE COLLATERAL REPORTS

Update Contact

SAVE
CANCEL

Sections:

- Contact Information
- Address Information
- Phone Information
- General

Contact Information

Account: **Required** Kim's Testing Hotel

First Name: **Required** Kim

Last Name: **Required** Anspach

Full Name: **Required** Kim Anspach

Department:

Title:

Preferred Contact Method: --Choose One--

Send Email: ☒ YES ☐ NO

Contact Type: **Required** Inactive

Email: **Required**

Address Information

When you view or edit a contact, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing a contact, the top left will display an **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!

IMPORTANT NOTE: If a contact has left your property it is your responsibility to notify eXplore Lawrence and/or change their contact type to **"Inactive"**.