

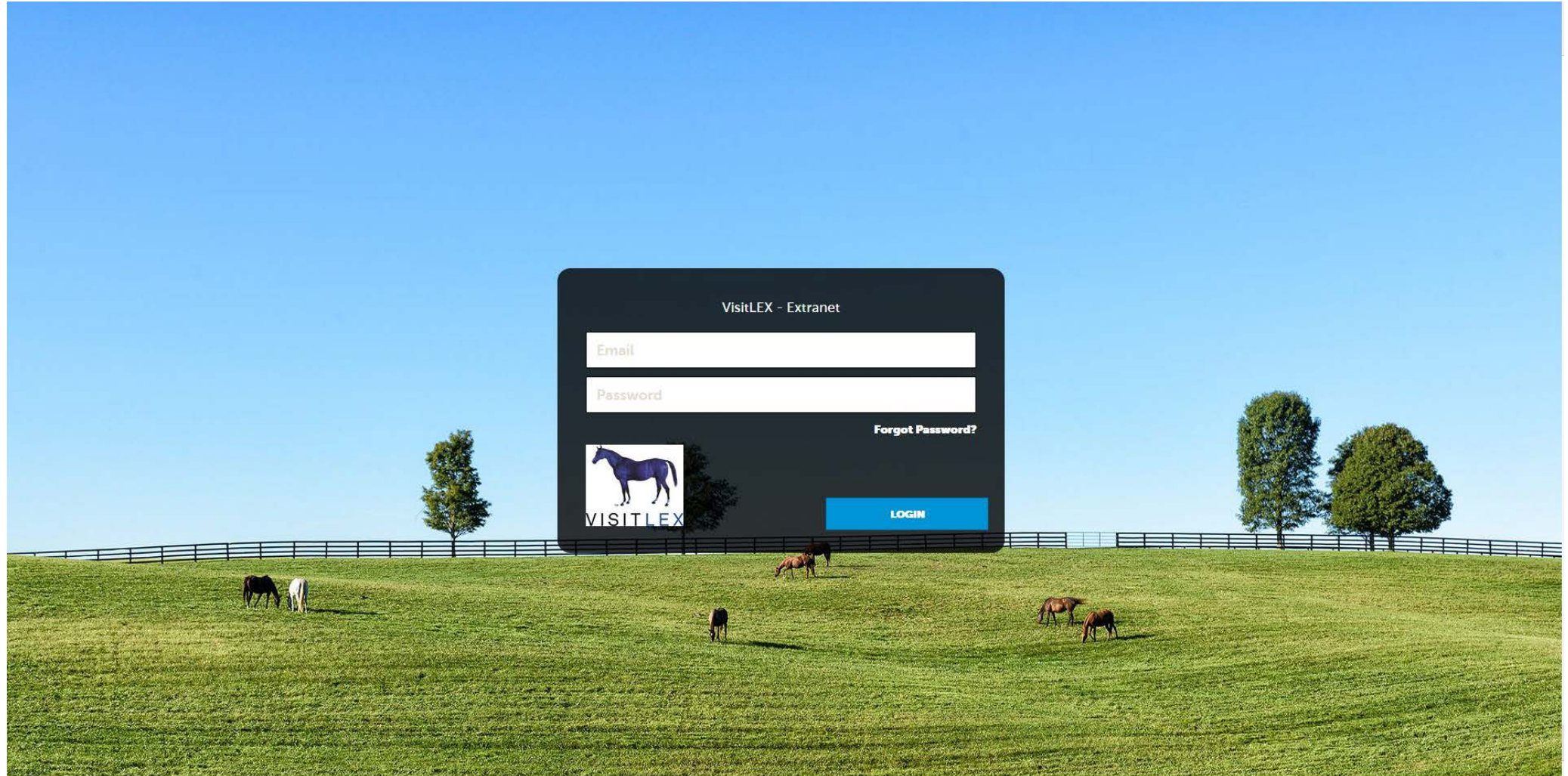


VISITLEX

Extranet User Instructions

LOGIN

<https://lexington.extranet.simpleviewcrm.com/login/#/login>



Main Page

VisitLEX - Extranet aarnold@visitlex.com Logout VisitLEX (Lexington Convention and Visitors Bureau) 🔍

HOME
PROFILE
COLLATERAL
OPPORTUNITIES
REPORTS
ADMINISTRATION
HELP WITH EXTRANET 4.0

Partner Bulletins

All Bulletins

- Questions/Corrections?** (Not Read)
If you have questions about using the VisitLEX Extranet or responding to leads, please contact Roseanne Mingo (rmingo@visitlex.com) or (859) 244-7714. If you need your contact info updated or a correction made to the information we have on your property, email lexingtonky@visitlex.com.
[View Full](#)
- 2020 and 2021 Great \$8 Incentive Flyer** (Not Read)
2020 and 2021 Great \$8 Incentive Flyer
[View Full](#)
- Internal Use ONLY - VisitLEX Great \$8 Incentive** (Not Read)
[View Full](#)
- Post Convention Report** (Not Read)
Please use this form for submitting post convention reports. This allows VisitLEX to report back to the meeting planner about meeting space used.
[View Full](#)
- Rights Free Images for Industry Partners** (Not Read)

Post Board

VisitLEX (Lexington Convention and Visitors Bureau)
Haley Snyder
03/12/2020

Hello! Here are some helpful articles regarding COVID-19 from the US Travel Association.

https://www.ustravel.org/sites/default/files/media_root/document/Coronavirus_MediaTalkingPoints.pdf

[Read More...](#)

0 ✉

Partner Bulletins: important notices, documentation, events, reports, etc. posted by VisitLEX.

Post Board: Industry Partner posts – job postings, other cross-industry relations posted by you!

10:10 AM
9/21/2021

Profile

VisitLEX - Extranet — Mozilla Firefox
https://lexington.extranet.simpleviewcrm.com/#/display

VisitLEX - Extranet
Amy.stamper@atriumhospitality.com Logout Embassy Suites UK Coldstream

Profile
Manage your Accounts

- Accounts
- Contacts
- My Benefits

HOME
PROFILE
COLLATERAL
OPPORTUNITIES
REPORTS
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HELP WITH EXTRANET 4.0

All Bulletins Post Board

05/11/2017
e VisitLEX Extranet or responding to leads, please
isitex.com) or (859) 244-7714. If you need your
made to the information we have on your property.

Flyer (Read: 01/06/2020)
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at \$8 Incentive (Not Read)

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partners (Read: 02/12/2021)

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Read More...

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Clicking the Profile icon displays the accounts information, including contacts, account details, and benefits (information about interaction with VisitLEX)

Manage Profile - Accounts

VisitLEX - Extranet




Accounts

Filters (1) Manage Filters

Status is one of:

ACTIVE

APPLY FILTERS CLEAR FILTERS

Actions	Account	Address - Line 1	Address - Line 2	Address - City	Address - Zip	Email	Phone	Toll Free	Website	Facebook URL	Twitter Username
  	VisitLEX (Lexington Convention and Visitors Bureau)	215 West Main Street	Suites 150	Lexington	40507	lexingtonky@visitlex.com	(859) 233-1221	(800) 848-1224	http://www.visitlex.com		

Page 1 of 1 Go to Page: 1

Page 1 of 1 Go to Page: 1

After clicking the Profile icon, then accounts, you can **EDIT** by clicking the pencil under “Actions.” The eye icon allows you to view the account information. The down arrow allows you to view and edit amenity and meeting space information.

Please remember these changes will be sent to VisitLEX for approval and directly impact what appears on visitlex.com

Manage Profile – Accounts (continued)

VisitLEX - Extranet aarnold@visitlex.com Logout VisitLEX (Lexington Convention and Visitors Bureau)

Update Account

SAVE **CANCEL**

Sections:

- Account Information
- Phone Information
- Address Information
- Social Media

Account Information

Please use this format for website urls: www.samplehotel.com. This email field is for a general email address, like info@samplehotel.com.

Account: VisitLEX (Lexington Convention and Visitors Bureau) **Website:** http://www.visitlex.com

Email: lexingtonky@visitlex.com

Phone Information

Note: Extension is not required.

Primary: Required (859) 233-1221 **Ext:** **Toll Free:** (800) 848-1224

Address Information

Physical Address

Address 1 215 West Main Street
Address 2 Suites 150
City Lexington

javascript:void(0);

If you make any changes, you **MUST** click the **save** button. All edits are sent to VisitLEX for approval.

Manage Profile – Contacts

VisitLEX - Extranet

aarnold@visitlex.com Logout VisitLEX (Lexington Convention and Visitors Bureau)

Contacts

Filters (1) Manage Filters

Account is one of: CHOOSE

Contact Type is one of: PRIMARY

APPLY FILTERS CLEAR FILTERS

ADD CONTACT

Page 1 of 2 Go to Page: 1

Actions	Full Name	Title	Email	Phone	Type
	Margie Shelton	Registration		(615) 440-9239	
	Arin Arnold-Davis	Administrative Project Manager	aarnold@visitlex.com	(859) 244-7723 Ext. 7723	Sales Lead Catcher
	Amy Meyer	Visitors Center Specialist	armeyer2016@gmail.com		
	Aimee Rives	Visitor Information Specialist	arives@visitlex.com	(859) 233-1221	
	Becca Rogers	Destination Sales Manager	brogers@visitlex.com	(859) 244-7708 Ext. 7708	
	Donna Cropp	Receptionist	dcropp@visitlex.com	(859) 233-1221 Ext. 7700	
	Debby Giannini	Visitor Information Specialist	dgiannini@visitlex.com	(859) 233-7299	
	Dawn Jefferson	Visitor Information Specialist	djefferson@visitlex.com	(859) 233-7299	
	Erin Hilton	Marketing Project Manager	ehilton@visitlex.com	(859) 244-7738 Ext. 7738	

You can view every “contact” at your business listed in the VisitLEX database. Please make sure these are up-to-date and contain correct information, especially email addresses.

Manage Profile – Add Contacts

Contacts

Filters (1) Manage Filters




























Account is one of: CHOOSE

Contact Type is one of: PRIMARY

APPLY FILTERS CLEAR FILTERS

ADD CONTACT

Page 1 of 2 Go to Page: 1

Actions	Full Name	Title	Email	Phone	Type
  	Margie Shelton	Registration		(615) 440-9239	
  	Arin Arnold-Davis	Administrative Project Manager	aarnold@visitex.com	(859) 244-7723 Ext. 7723	Sales Lead Catcher
  	Amy Meyer	Visitors Center Specialist	amymeyer2016@gmail.com		
  	Aimee Rives	Visitor Information Specialist	arives@visitex.com	(859) 233-1221	
  	Becca Rogers	Destination Sales Manager	brogers@visitex.com	(859) 244-7708 Ext. 7708	
  	Donna Cropp	Receptionist	dcropp@visitex.com	(859) 233-1221 Ext. 7700	
  	Debby Giannini	Visitor Information Specialist	dgiannini@visitex.com	(859) 233-7299	
  	Dawn Jefferson	Visitor Information Specialist	djefferson@visitex.com	(859) 233-7299	
  	Erin Hilton	Marketing Project Manager	ehilton@visitex.com	(859) 244-7738 Ext. 7738	

Once on the Contacts main page, you can not only view and edit the existing contacts, you can also add new contacts. You **MUST** click **SAVE** after adding a new contact or editing one.

Manage Profile – Contacts

VisitLEX - Extranet

aarnold@visitlex.com Logout VisitLEX (Lexington Convention and Visitors Bureau)

Contacts

Filters (1) [Manage Filters](#)

Account is one of:

Contact Type is one of:

Page 1 of 2 Go to Page:

Actions	Full Name	Title	Email	Phone	Type
	Margie Shelton	Registration		(615) 440-9239	
	Arin Arnold-Davis	Administrative Project Manager	aarnold@visitlex.com	(859) 244-7723 Ext. 7723	Sales Lead Catcher
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IMPORTANT NOTE: It is your responsibility to notify VisitLEX about any contacts who in the database who have left. It is important to keep the contacts updated in the Extranet!