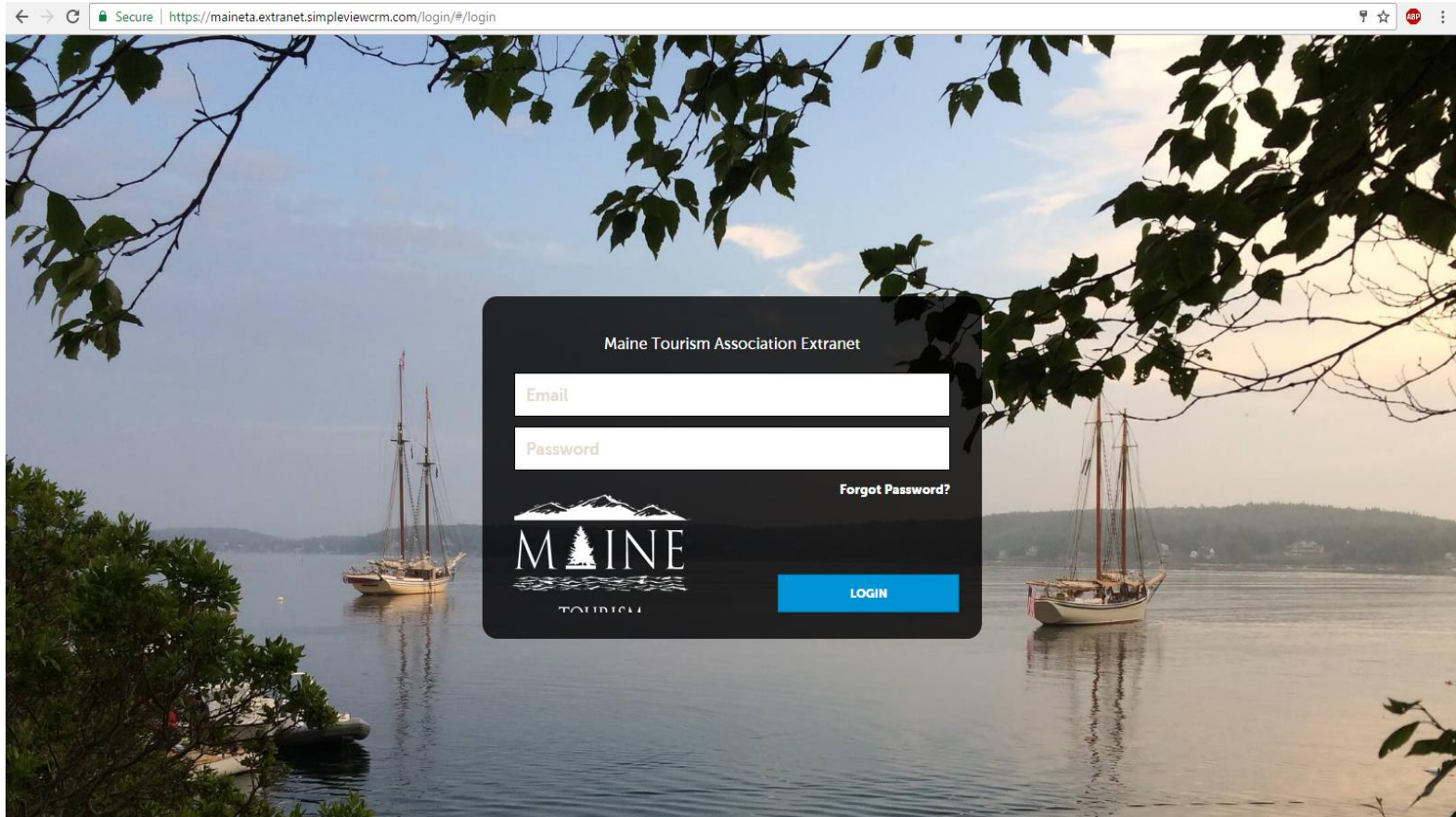# Maine Tourism Association's Member Portal User Instructions

Login Screen

You should be receiving your login and password via email. If you did not receive a login or password please give us a call at 623-0363.

Home Screen Navigation

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

Post Board allows a user to communicate with other properties. Clicking on the caption bubble icon allows a user to reply to a post. There is also an email icon for contacting the poster via email.

Home Screen Navigation (cont'd)
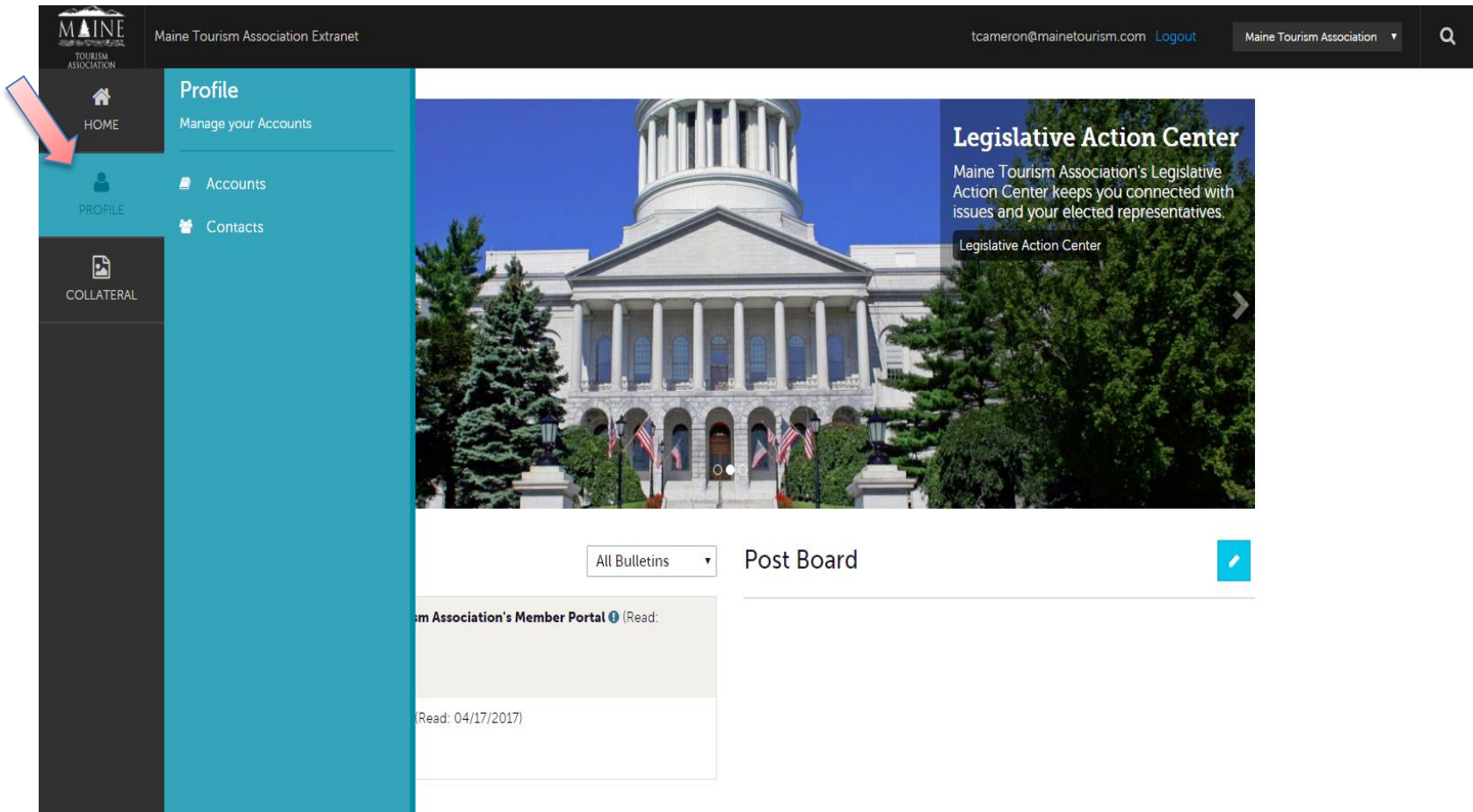
Clicking the **Member Profile** icon displays a property's information, such as contacts, phone numbers and addresses.

Home Screen Navigation (cont'd)

Clicking the **Collateral** icon, displays options for your website listing, special offers, calendar of events, media (i.e. images), occupancy data, and material requests from Maine Tourism Association.

Manage Profile - Accounts

After you click the **Profile** icon and then **Accounts**, you will be presented with your account name and various actions 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 amenities and meeting space information.

Manage Profile – Accounts (cont'd)

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!

Manage Profile - Contacts

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, View, or Clone (i.e. duplicate) a contact.

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

Collateral - Listings

After you click the **Collateral icon** and then **Listings**, you will be presented with your property's listings. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information. You can also create a new listing by clicking the Add Listing button.

IMPORTANT NOTE: Any edits or adding of listings will require approval from Maine Tourism Association. Upon saving your updates, they will be notified of your changes/additions.
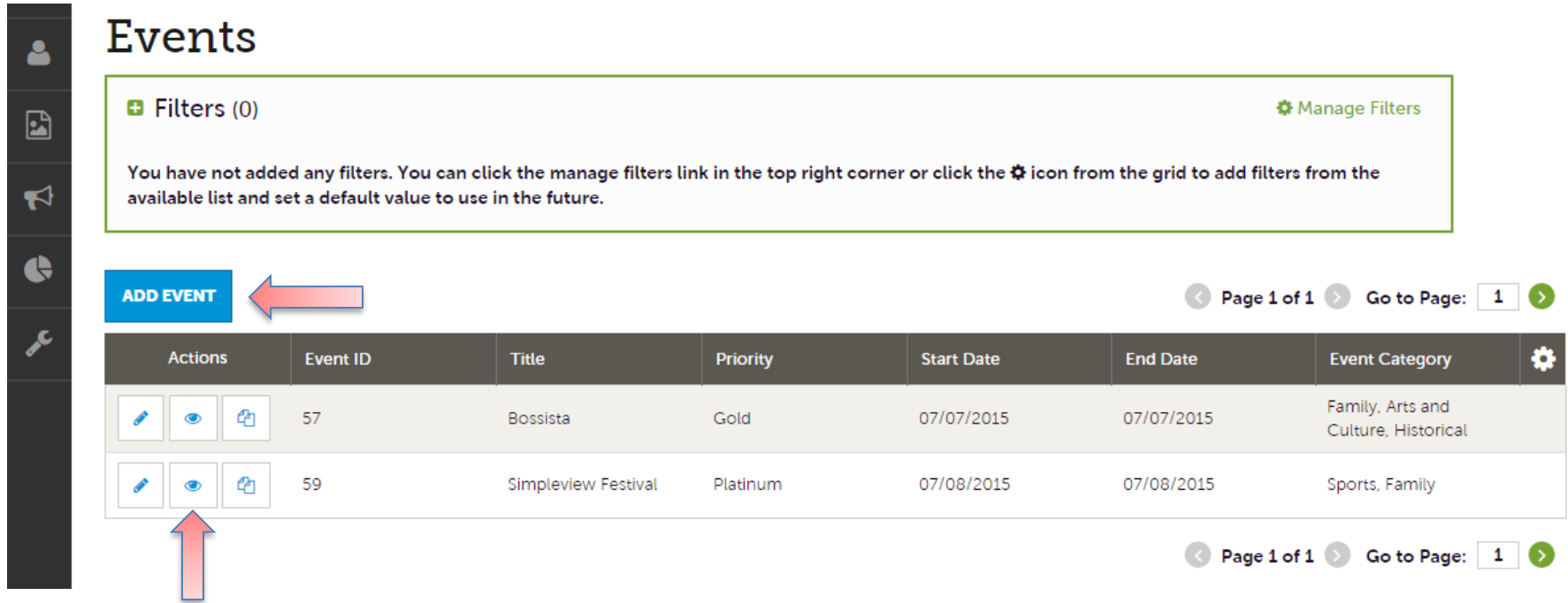
Collateral – Listings (cont'd)

When you view, edit, or add a listing, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing a listing, the top left will display an Edit button. If you are editing a listing, the top left will display a Save button. You must click the Save button before changes are applied!

IMPORTANT NOTE: Any edits or adding of listings will require approval from Maine Tourism Association. Upon saving your updates, they will be notified of your changes/additions.

Collateral – Special Offers

After you click the **Collateral** icon and then **Special Offers**, you will be presented with your property's offers. The pencil icon will allow you to edit an existing offer. By clicking the eyeball icon, you can view the existing offer. The clone icon will allow you to duplicate an offer. You can also create a new offer by clicking the **Add Offer** button.

Collateral – Special Offers (cont'd)

When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing an offer, the button in the top left will say Edit. If you are editing an offer, the top left will display a Save button. You must click the Save button before changes are applied! As with listings, you have the ability to attach images to your offers.

IMPORTANT NOTE: Any edits or adding of offers will require approval from Maine Tourism Association. Upon saving your updates, they will be notified of your changes/adds.

Collateral – Calendar of Events

After you click the **Collateral** icon and then **Calendar of Events**, you will be presented with your property's events. The pencil icon will allow you to edit an existing event. By clicking the eyeball icon, you can view the existing event. The clone icon will allow you to duplicate an event. You can also create a new event by clicking the **Add Event** button.
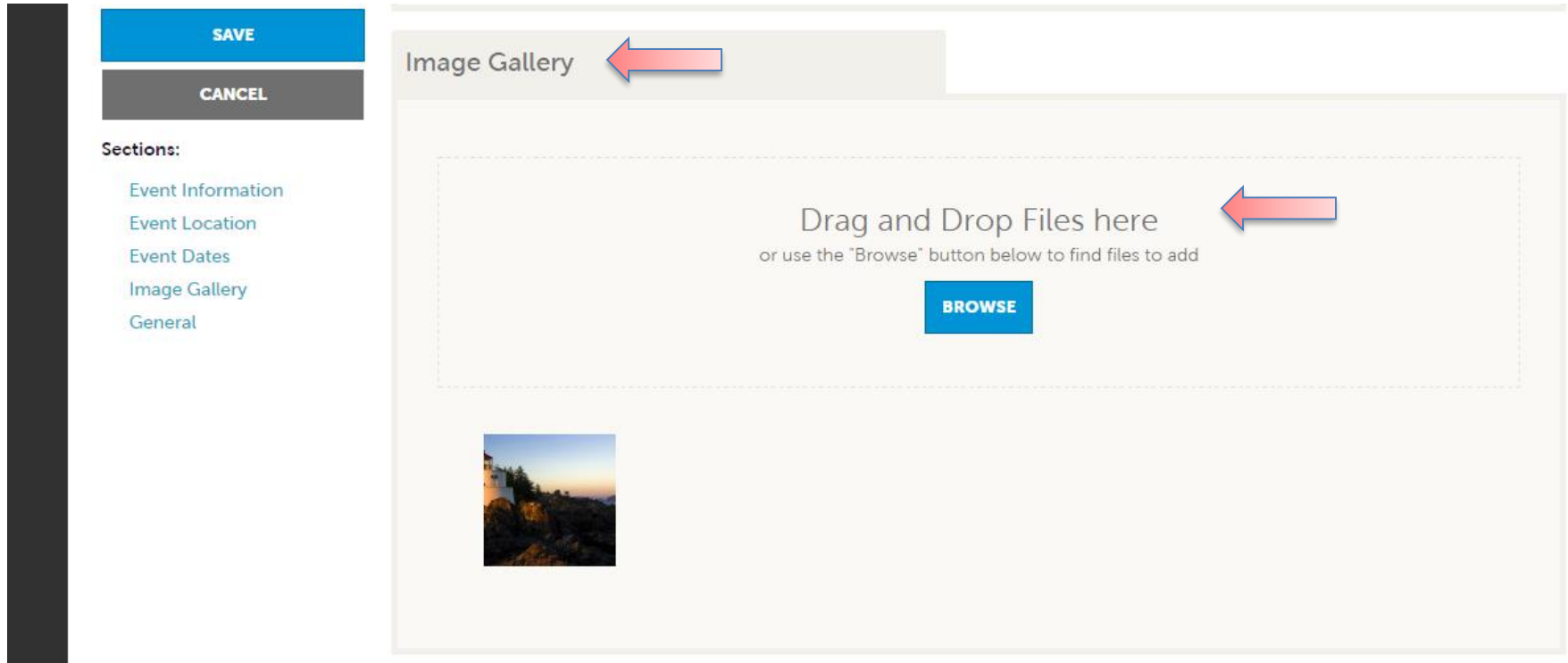
Collateral – Special Calendar of Events (cont'd)

The Calendar of Events has a recurrence model built in. You can make your event a one-time event, daily, weekly, monthly, or yearly. If it is not a one day event, you can choose your recurring days of the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At the bottom of the recurrence section, you can choose to end your event after a certain number of occurrences or on a specified date.

Collateral – Special Calendar of Events (cont'd)

As with Listings and Special Offers you can add images to your event. Adding images to an event is a little different though. In the Image Gallery section on the event, you can drag and drop and image or click the Browse button to search your computer for an image.
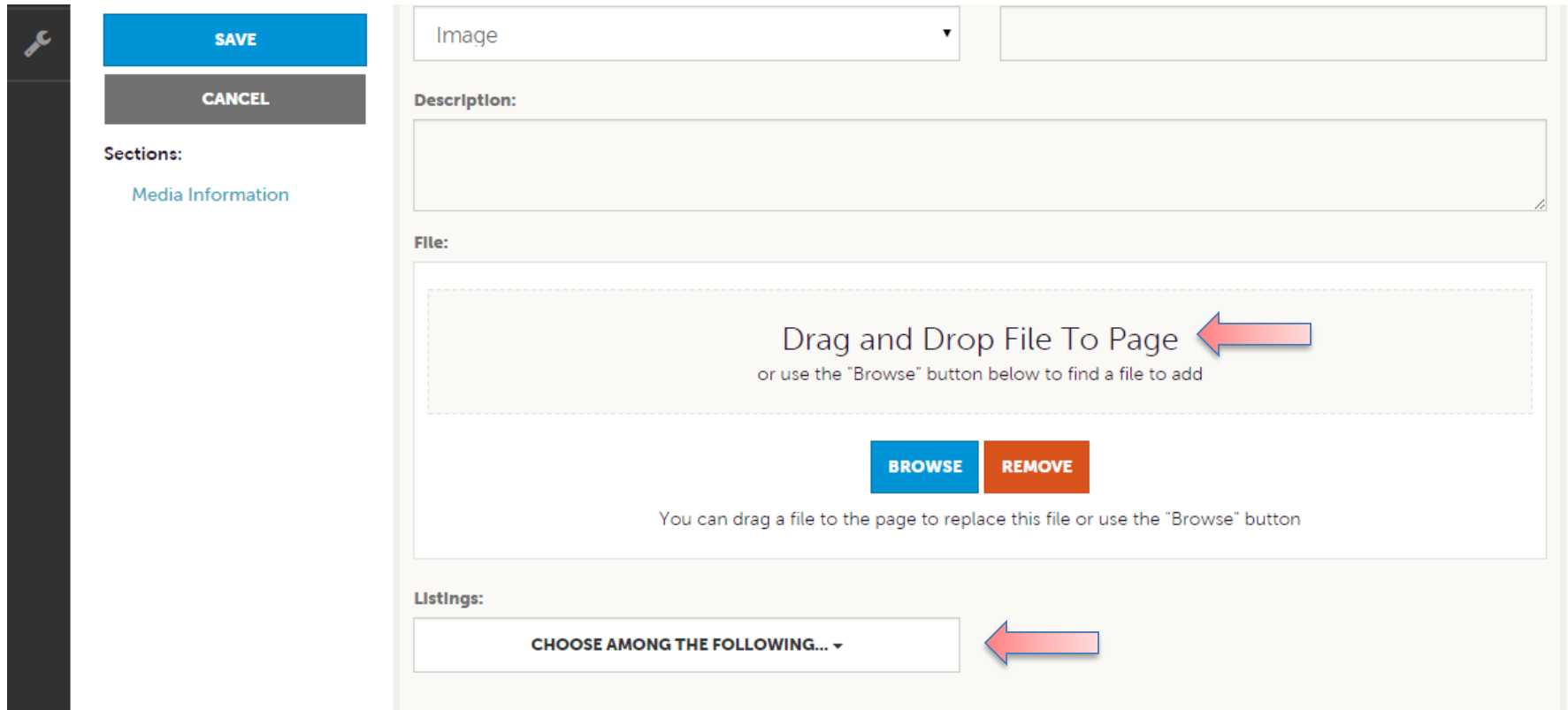
Collateral – Media

After you click the **Collateral** icon and then **Media**, you will be presented with your property's images available for use on listings and special offers. 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. You can add new media by clicking the **Add New Media** icon.

Collateral – Media (Cont'd)

As with Calendar of Events you can browse your hard drive or drag and drop an image. Once you upload a new image or edit an existing one you can attach the image to one or multiple listings by selecting the Listings pull down menu.