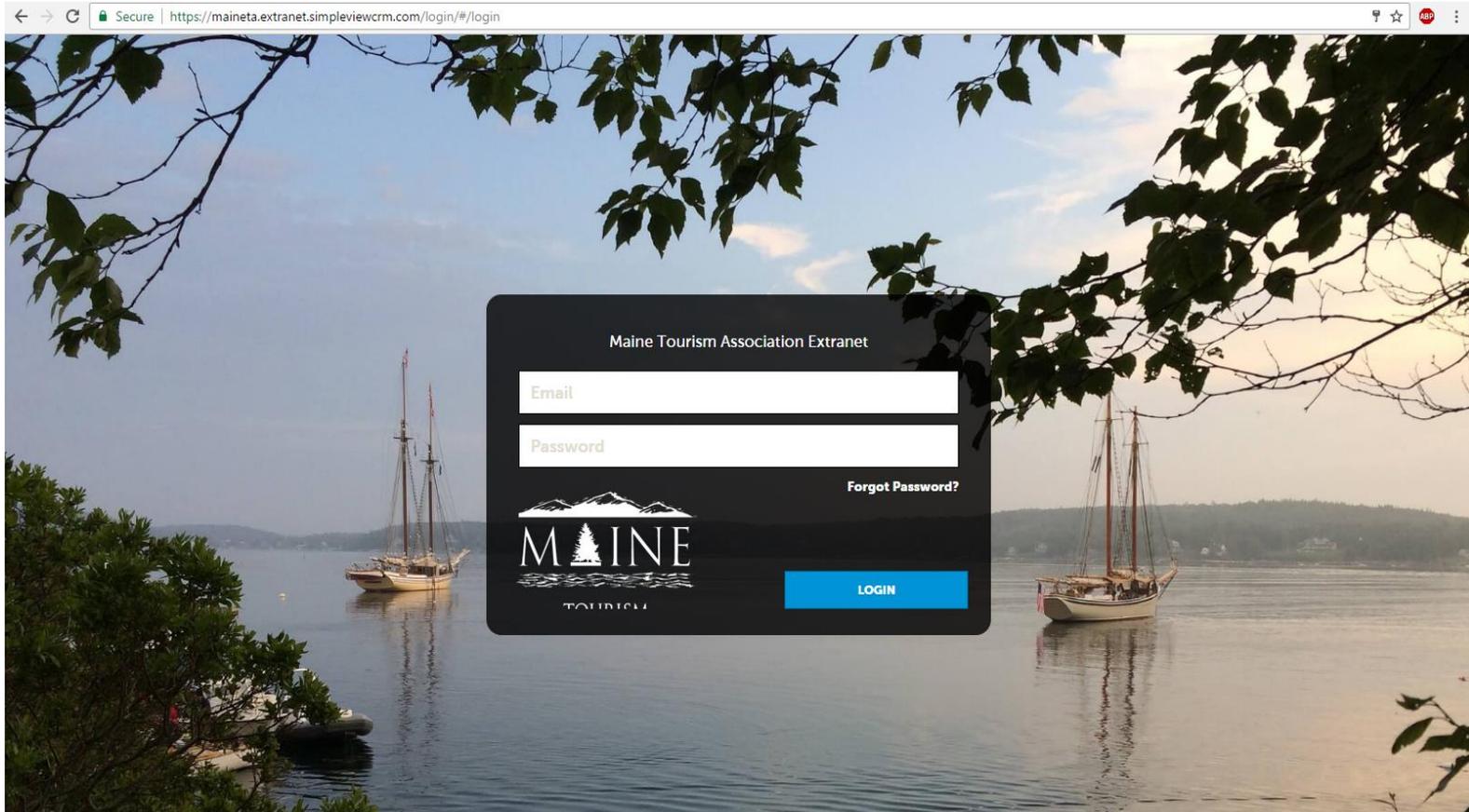




Maine Tourism Association's Member Portal User Instructions



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

MAINE TOURISM ASSOCIATION
Maine Tourism Association Extranet
tcameron@mainetourism.com Logout
Maine Tourism Association

HOME
PROFILE
COLLATERAL

96th Annual Meeting
The Maine Tourism Association invites you to our Annual Meeting on May 12th at the Jonathan's Ogunquit! This annual event is attended by Maine's most influential tourism leaders.
Register Now

96th Annual Meeting & Awards Luncheon

Partner Bulletins All Bulletins Post Board

Welcome to the new Maine Tourism Association's Member Portal (Read: 04/19/2017)
Test
[View Full](#)

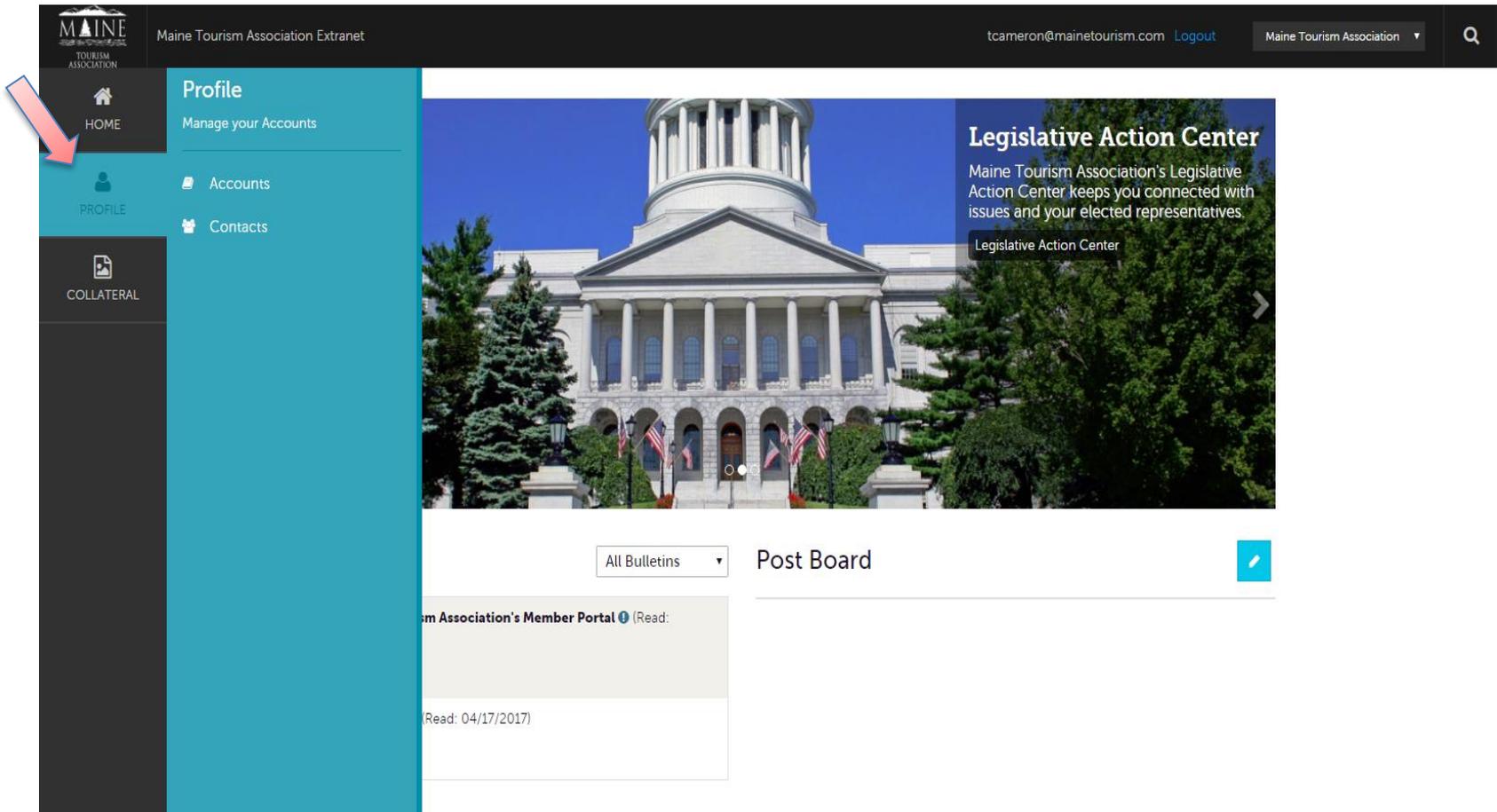
Welcome to the New Extranet! (Read: 04/17/2017)
This is the short text.
[View Full](#)

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)

The screenshot shows the main navigation menu on the left side of the website. The menu is divided into three sections: HOME, PROFILE, and COLLATERAL. The COLLATERAL section is highlighted in teal and contains the following items: Listings, Special Offers, Calendar of Events, Media, and Materials Requests. A red arrow points to the COLLATERAL icon in the menu. The main content area features a large banner image of the Maine State Capitol building with the text "Legislative Action Center" and a sub-header "Maine Tourism Association's Legislative Action Center keeps you connected with issues and your elected representatives." Below the banner is a "Post Board" section with a dropdown menu set to "All Bulletins" and a blue "Post" button. A partially visible notification box for "Maine Tourism Association's Member Portal" is also present.

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

The screenshot shows the 'Accounts' page in the Maine Tourism Association Extranet. The page features a dark sidebar on the left with navigation options: HOME, PROFILE, and COLLATERAL. The main content area is titled 'Accounts' and includes a filter section with 'Filters (0)', a 'Status is one of:' dropdown menu set to 'CHOOSE', and an 'APPLY FILTERS' button. Below the filter section is a table with one account entry: 'Maine Tourism Association'. The table has columns for 'Actions' and 'Account'. The 'Actions' column contains icons for edit (pencil), view (eyeball), and a dropdown menu. The dropdown menu is open, showing options for 'Manage Amenities' and 'Manage Meeting Space'. The 'Account' column shows the name 'Maine Tourism Association'. There are also pagination controls at the bottom right of the table area.

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)

HOME

PROFILE

COLLATERAL

Update Account

SAVE

CANCEL

Sections:

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

Account Information

Account: Maine Tourism Association

Region: *Required Statewide Orgs

Website: http://www.maine-tourism.com

Email:

Phone Information

Primary: Ext

Alternate: Ext

Toll Free:

Fax: Ext

Address Information

Physical Address

Address 1 327 Water St

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

Contacts

Filters (0) [Manage Filters](#)

Account is one of: Contact Type is:

Page 1 of 1 Go to Page:

| Actions | Full Name | Account | Title | Email | Contact Type |
|---|--------------|--|-------|---------------------------|--------------|
| <input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="clone"/> | Angel Berry | Simpleview Hotel and Conference Center | | aberry@simpleviewinc.com | Primary |
| <input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="clone"/> | Alena Chaika | Simpleview Hotel and Conference Center | | achaika@simpleviewinc.com | Secondary |

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

Listings

+ Filters (0) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

[ADD LISTING](#) Page 1 of 1 Go to Page: 1

| Actions | Company | Listing Type | Category | Subcategory | Listing ID | |
|---------|--|--------------|----------------|----------------|------------|--|
| | Simpleview Hotel and Conference Center | Website | Accommodations | Luxury Resorts | 41983 | |

Page 1 of 1 Go to Page: 1

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)

Update Listing

SAVE

CANCEL

Sections:

- Listing Information
- Categories
- Details
- Website Notifications
- Listing Image
- Social Media
- General

Listing Information

Account: ◀Required
Simpleview Hotel and Conference Center

Type: ◀Required
Website

Contact:
Alena Chaika

Address Type:
Physical

Listing Description:
Testing GEO-Coding Test test test

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

Offers

+ Filters (0) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

ADD OFFER

| Actions | Offer Title | Redeem From | Redeem To | Post From | Post To | Pending | |
|---------|--|-------------|------------|------------|------------|---------|--|
| | 20% Off Rooms Sunday through Thursday Nights | 08/01/2015 | 08/31/2015 | 08/01/2015 | 08/31/2015 | No | |

Page 1 of 1 Go to Page: 1

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)

Update Offer

SAVE

CANCEL

Sections:

- Offer Information
- Offer Image
- Offer Dates
- Offer Categories
- Offer Listings
- General

Offer Information

Account: Required

Simpleview Hotel and Conference Center

Offer Title: Required

20% Off Rooms Sunday through Thursday Nights

Offer Link:

www.simpleviewinc.com

Offer Text:

Get 20% Off Rooms Sunday through Thursday Nights in the month of August!

Offer Image

Offer Image:

Hotel (images2.jpg)

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

Events

+ Filters (0) Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

ADD EVENT Page 1 of 1 Go to Page: 1

| Actions | Event ID | Title | Priority | Start Date | End Date | Event Category | |
|---------|----------|---------------------|----------|------------|------------|--------------------------------------|--|
| | 57 | Bossista | Gold | 07/07/2015 | 07/07/2015 | Family, Arts and Culture, Historical | |
| | 59 | Simpleview Festival | Platinum | 07/08/2015 | 07/08/2015 | Sports, Family | |

Page 1 of 1 Go to Page: 1

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)

SAVE

CANCEL

Sections:

- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

One Day Daily **Weekly** Monthly Yearly

Weekly Recurrence Options

Every Week(s) on

Recurrence End

No End Date

End after occurrences

End on

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)

The screenshot shows a user interface for editing an event. On the left, there is a sidebar with a 'SAVE' button (blue) and a 'CANCEL' button (grey). Below these are the 'Sections:' listed: Event Information, Event Location, Event Dates, Image Gallery (highlighted), and General. The main content area is titled 'Image Gallery' and features a large dashed box with the text 'Drag and Drop Files here' and 'or use the "Browse" button below to find files to add'. A blue 'BROWSE' button is positioned below the dashed box. A small thumbnail image of a sunset is visible in the bottom left corner of the main area. Red arrows point to the 'Image Gallery' header and the dashed drop zone.

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 an image or click the Browse button to search your computer for an image.



Collateral – Media

The screenshot displays the 'Media' management interface. On the left is a dark sidebar with icons for user profile, media, notifications, analytics, and settings. The main content area is titled 'Media' and contains a filters section with 'Filters (0)' and a 'Manage Filters' link. Below this is a dropdown menu labeled 'Account is one of:' with a 'CHOOSE' button and an 'APPLY FILTERS' button. A blue 'ADD NEW MEDIA' button is highlighted with a red arrow. Below the button is a table with columns for 'Actions', 'Title', and 'Image'. The table contains one row with the title 'Hotel' and an image of a city at night. The 'Actions' column for this row contains three icons: a pencil (edit), a red 'x' (delete), and a clone icon (duplicate). A red arrow points to these icons.

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)

SAVE

CANCEL

Sections:

Media Information

Image

Description:

File:

Drag and Drop File To Page
or use the "Browse" button below to find a file to add

BROWSE REMOVE

You can drag a file to the page to replace this file or use the "Browse" button

Listings:

CHOOSE AMONG THE FOLLOWING... ▾

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.

