



Extranet 4.0 Member Instructions

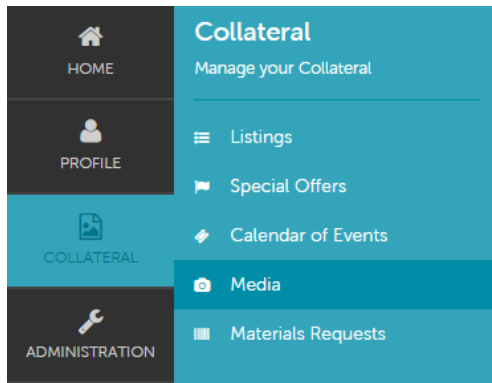
Media

<https://manitoba.extranet.simpleviewcrm.com>

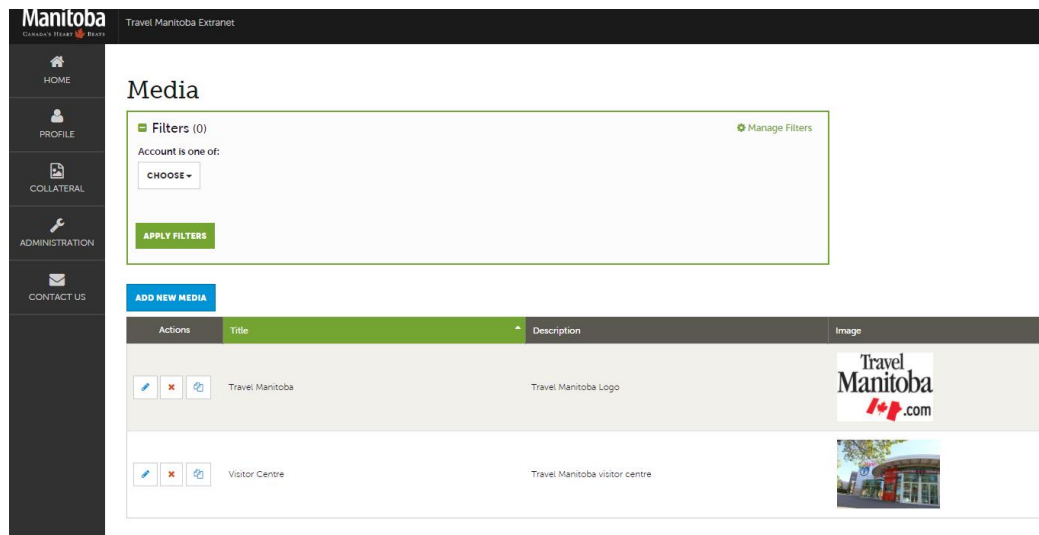
**Travel Manitoba
21 Forks Market Road
Winnipeg, Manitoba
Canada R3C 4T7
www.travelmanitoba.com**

Collateral > Media

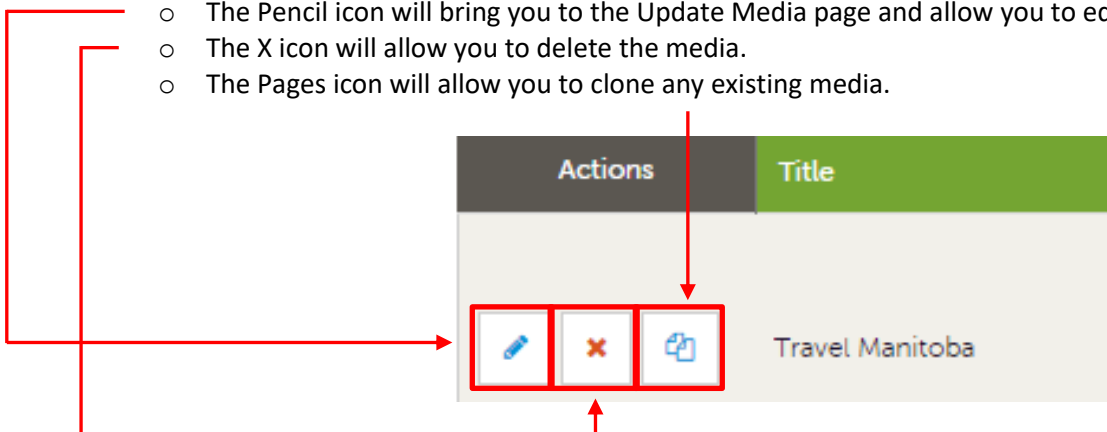
- The Media area will allow you to manage all of the images & Youtube clips associated with your account.



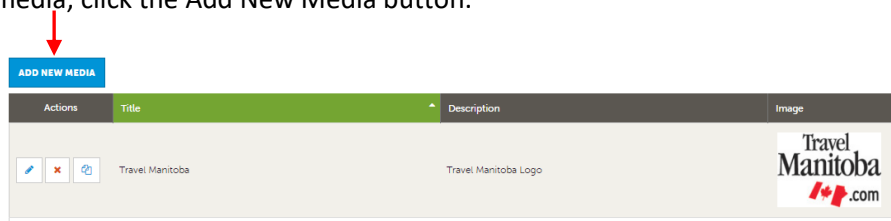
- The main media page will list all of the media associated with your account.



- You can navigate this page in the following manner:
 - The Pencil icon will bring you to the Update Media page and allow you to edit the media information.
 - The X icon will allow you to delete the media.
 - The Pages icon will allow you to clone any existing media.



- To add a new media, click the Add New Media button.



Collateral > Media > Media Information

- The media title will be visible on your public listing. Please ensure it accurately describes the media.
- A sort order and description can also be entered.
- Select the type of media (logo, image or Youtube). Please note the following:
- Once you select your Type, you will then be able to drag and drop or click the browse button to add your media, or type in the URL for you Youtube link.
- All fields with “Required” need to be completed in order to create new or edit existing media.

Media Information

Account: *Required

Travel Manitoba Test Account

Title: *Required

Type: *Required

--Choose One--









! Type is required

Description:

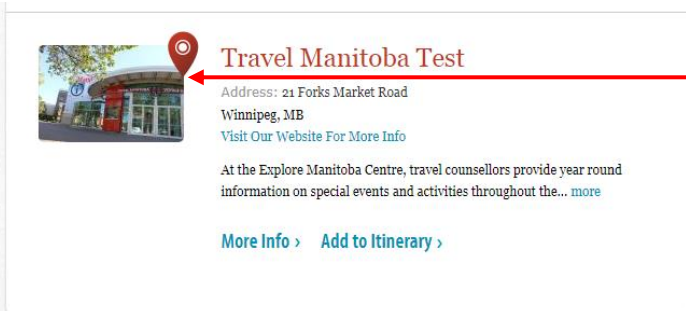
- After editing your media, click on the Save button to save your changes.
- Media **will** go through a review process.
- All media will automatically be added to your listing.
- Please note that if an image/logo & Youtube clip is denied after a review, it will be deleted on the extranet.

- The images below detail where the image/logo & Youtube information you enter into the extranet will appear on TravelManitoba.com.

ADD NEW MEDIA

Actions	Title	Description	Image
  	Travel Manitoba	Travel Manitoba Logo	
  	Visitor Centre	Travel Manitoba visitor centre	

Listing Page



Travel Manitoba Test
 Address: 21 Forks Market Road
 Winnipeg, MB
[Visit Our Website For More Info](#)
 At the Explore Manitoba Centre, travel counsellors provide year round information on special events and activities throughout the... [more](#)
[More Info >](#) [Add to Itinerary >](#)



Travel Manitoba Test

At the Explore Manitoba Centre, travel counsellors provide year-round information on special events and activities throughout the province. [test](#)



WHAT'S NEARBY ADD TO ITINERARY



Address: 21 Forks Market Road
 Winnipeg, MB R3C 4T7
 Fax: (204) 555-9876
 Email: [Send E-Mail](#)
 Website: [Click!!!!](#)



youtube 1



test

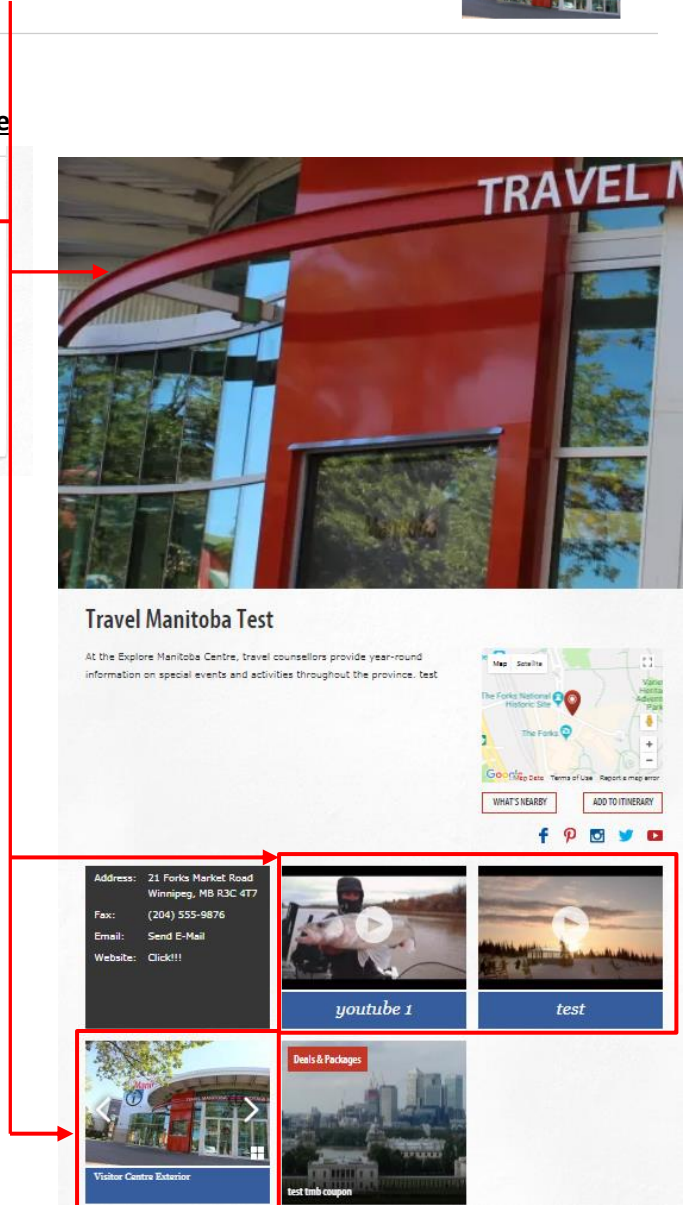


Visitor Centre Exterior

Deals & Packages



test tmb coupon



Review Process

- Once you make any changes to your listing, add images, logos or Youtube clips or add an event, Travel Manitoba will be notified. You'll still be able to make changes via the extranet however any changes made will not be published live to Travel Manitoba's website until they are approved by Travel Manitoba.
- Travel Manitoba staff will endeavor to review and approve or deny your changes within a maximum of 5 business days.
- You will be notified via email once your changes have been approved.
- If for some reason your changes are not approved, a Travel Manitoba staff member will be in touch by email to discuss.