



Extranet 4.0 Member Instructions

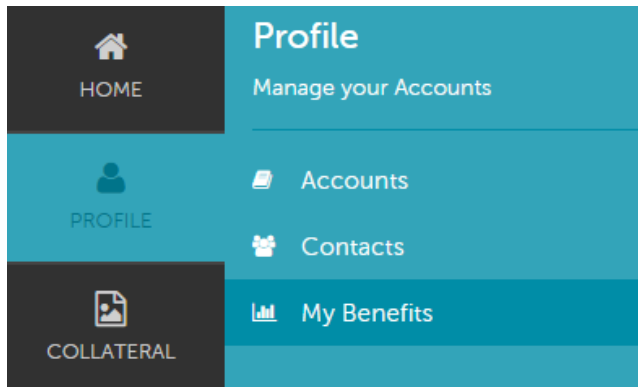
My Benefits

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

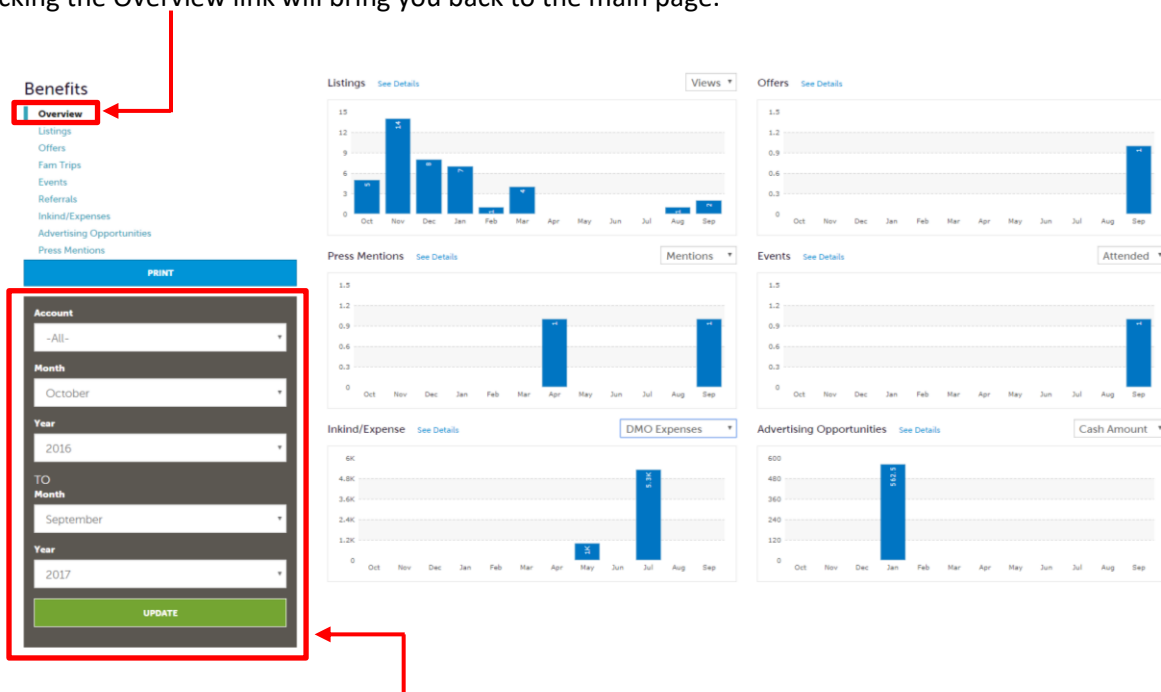
**Travel Manitoba
21 Forks Market Road
Winnipeg, Manitoba
Canada R3C 4T7
www.travelmanitoba.com**

Profile > My Benefits

- The My Benefits area outlines activities Travel Manitoba has undertaken to assist your business.



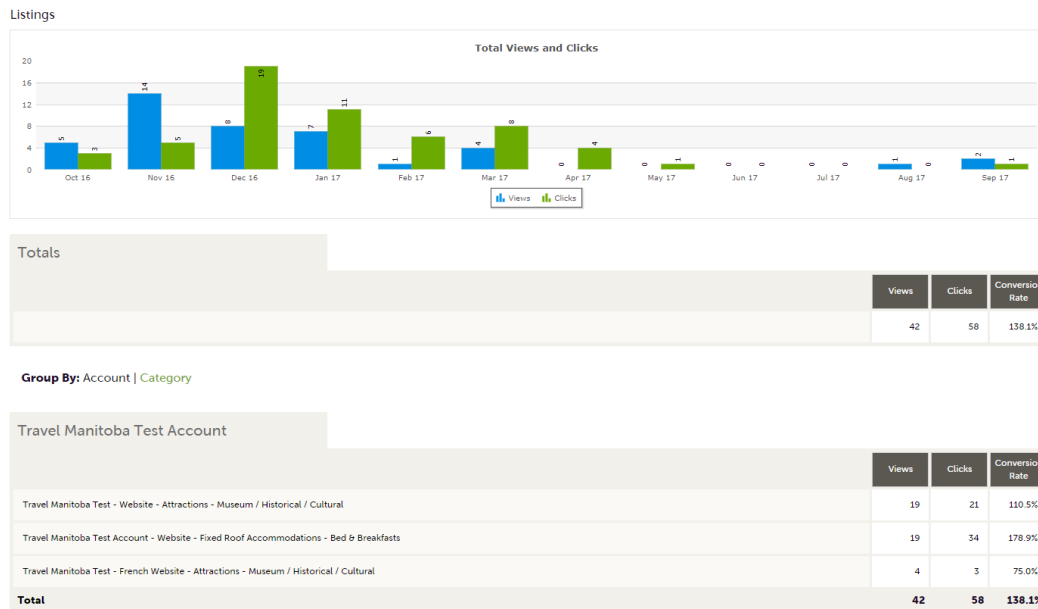
- The main benefits page lists a variety of different measures which detail how Travel Manitoba has assisted your business.
- You will find the following links and charts on the main benefits page, each of which is detailed below.
 - Listings
 - Offers
 - Fam Trips
 - Events
 - Referrals
 - Inkind/Expenses
 - Advertising Opportunities
 - Press Mentions
- Clicking the Overview link will bring you back to the main page.



- The default for the date filter under each tab will display previous month/year and current month/year.
- If you are having difficulty finding any specific information, please check the date filter to confirm date ranges.

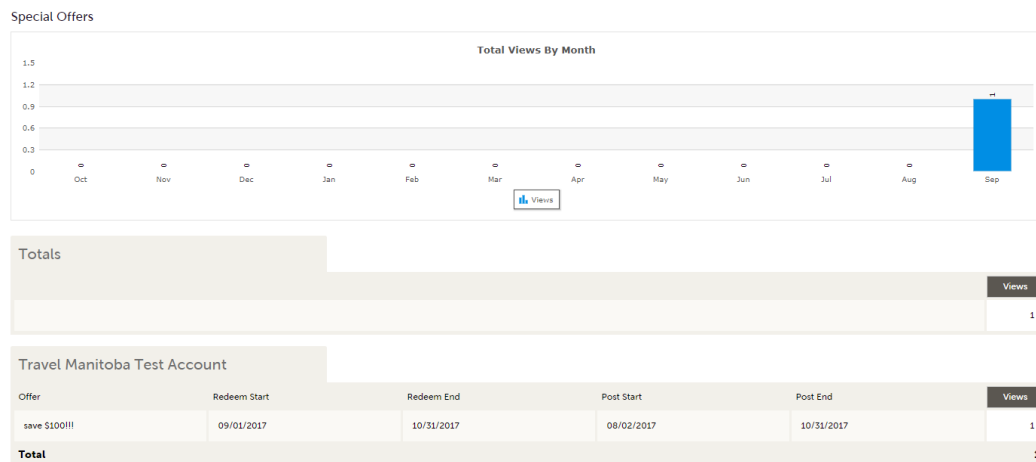
Profile > My Benefits > Listings

- The listings page displays all of the views your listing on TravelManitoba.com has received over a certain date range (default is 1 year).
- It also displays the number of click thrus to your website the listing has generated.
- You can view the information by any date range by adjusting the filters.



Profile > My Benefits > Offers

- The offers page is similar to the listings page in that it outlines all of the views your offers on TravelManitoba.com have received.
- The ability to add offers to your listing can be purchased as a partnership opportunity. Please contact Tracy Dandeneau at tdandeneau@travelmanitoba.com or (204) 296-6918 to discuss.
- Unfortunately, at the moment offers do not contain any click thru statistics.



Profile > My Benefits > FAM Trips

- The FAM trips page will display any FAMs or Media Trips your business has participated in.
- You'll be able to view the role your business played, the name and dates of the trip, total number of attendees and any activities they participated in while at your business.

Fam Trips / Site Inspections

Event Name	Role	Date(s)	Attendees	Event Type	Group	Activities
Winnipeg & Churchill, Manitoba - TEST	Activity Host	05/01/2017	1	test FAM Trip		travel manitoba test activity
Winnipeg & Churchill, Manitoba - TEST	Event Location	05/01/2017	1	test FAM Trip		

Profile > My Benefits > Events

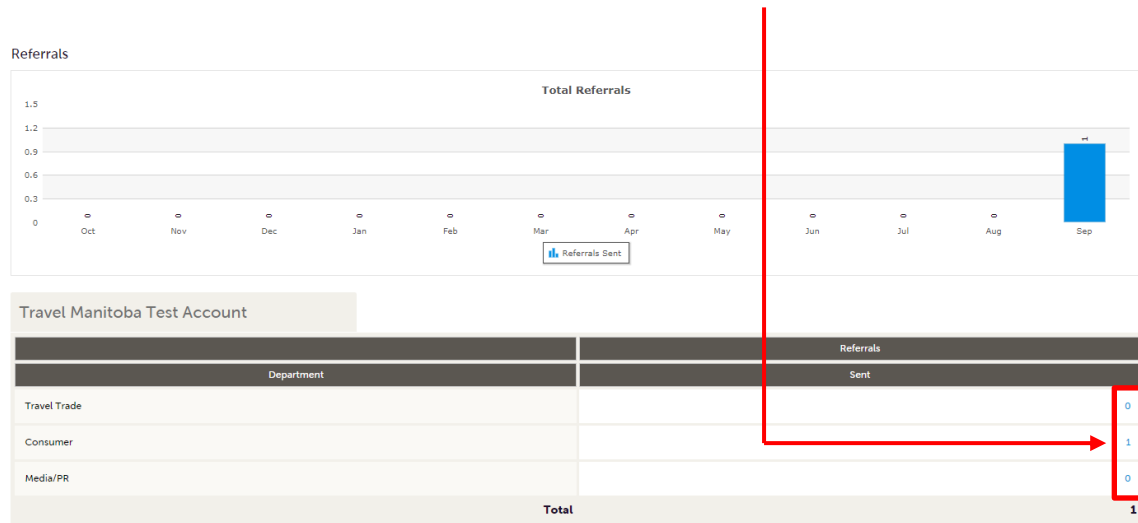
- The events page displays all Travel Manitoba events (such as our annual AGM or one of the summits) someone from your business has been invited to.
- You will see a summary of the event, including how many people from your business that were invited and how many attended.
- You'll also see the name of the event, the location, and the dates in which it was held.

Events

	Status	Date(s)	Event Location	Attendees	Attended
2017 Manitoba Tourism Awards	Definite	09/19/2017	The Manitoba Museum	2	1
2017 Churchill Tourism Summit	Definite	06/27/2017	Town Centre Complex	1	0
2017 Tourism Town Hall	Definite	05/25/2017	Canad Inns Destination Centre Polo Park	1	0
2017 Culture & Heritage Summit	Definite	04/26/2017	Victoria Inn Hotel and Convention Centre	1	0
2017 Northern Tourism Strategic Planning Session	Definite	04/10/2017	Kikivak Inn	1	0
2016 Travel Manitoba Conference and Awards	Definite	10/04/2016	The Viscount Gort Hotel Banquet and Conference Centre	1	0

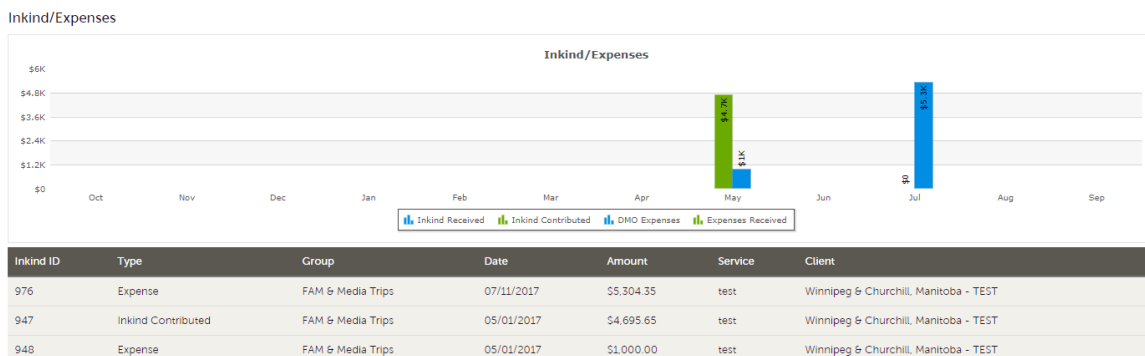
Profile > My Benefits > Referrals

- The referrals page will display the number of referrals that Travel Manitoba has sent to your business via the following departments:
 - Travel Trade
 - Consumer (Travel Manitoba Visitor Centres)
 - Media
- Information, such as the date the referral was sent and how many other businesses may have been sent the same referral can be viewed by clicking the number under the "Referrals Sent" heading.



Profile > My Benefits > Inkind / Expenses

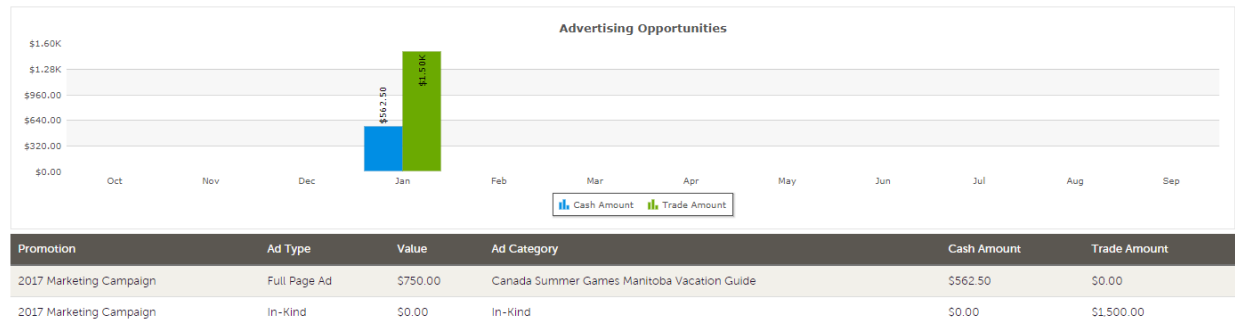
- The inkind / expenses page is where you will find information relating to any inkind contributions or expenses.
 - Inkind – A contribution the business has made (room nights, meals, etc.) to Travel Manitoba.
 - Expense – An expense Travel Manitoba has paid to the business.
- The group column relates to the Travel Manitoba department where the inkind contribution or expense was entered.
- The client column will relate to the name of the event from where the inkind contribution or expense was incurred.
- Other information such as the date of the occurrence and amount are also shown.



Profile > My Benefits > Advertising Opportunities

- The advertising opportunities page allows you to see all of the partnership opportunities you have participated in with Travel Manitoba.
- You will be able to see the category of the partnership item along with it's value and the actual amount you paid.
- If you provided Travel Manitoba with any in-kind trade value, that amount will also be shown.

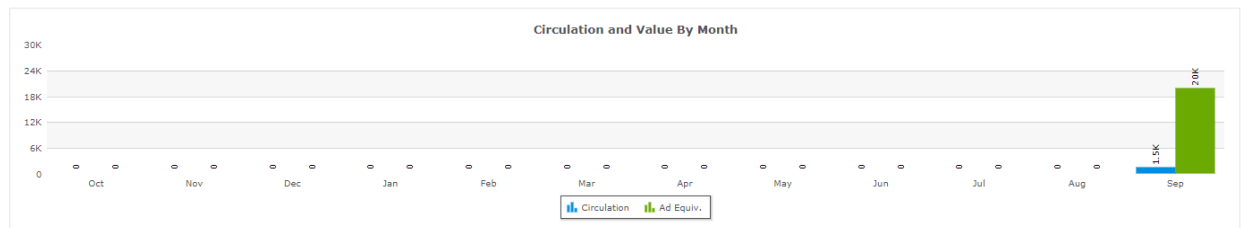
Advertising Opportunities



Profile > My Benefits > Press Mentions

- The press mentions page displays all of the articles your business may have been mentioned in resulting from an activity Travel Manitoba was involved in (such as a FAM or Media trip).
- The view link notes that Travel Manitoba has provided an attachment of the article itself which you can click to view.
- Other information provided includes the headline, journalist, circulation and ad equivalent value of the article.

Articles



Travel Manitoba Test Account

Headline	Date	Publication	Journalist	Circulation	Ad Value	Medium	Attachment
Love huts to keep skaters warm	09/09/2017	Winnipeg Free Press		1,500	\$20,000.00	Blog	View