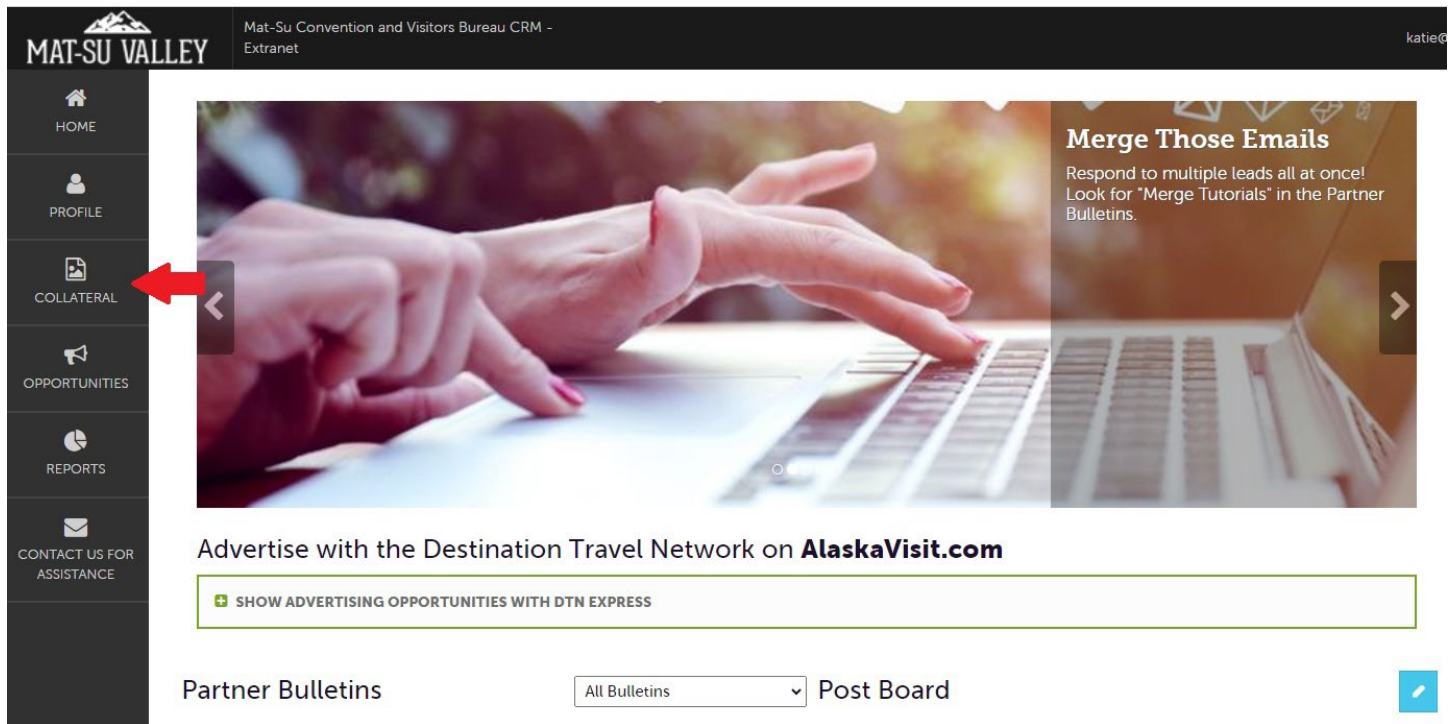


Thank you for using the Member Extranet! To get started, access the login page here: <https://mat-su.extranet.simpleviewcrm.com/>

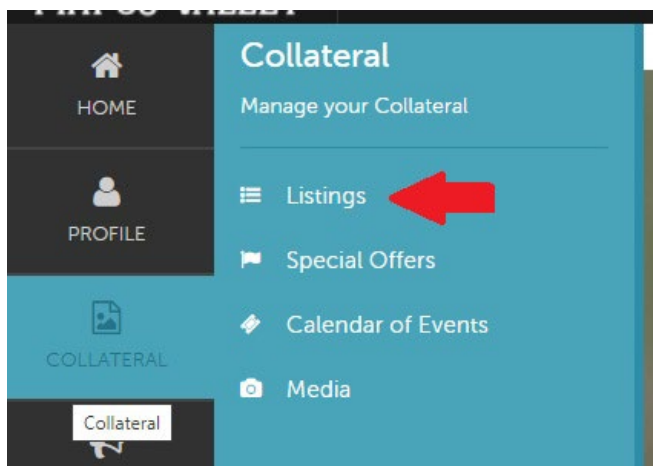
If you don't have access to the Member Extranet or can't remember your password, contact your membership manager, Katie Reeves, at [katie@alaskavisit.com](mailto:katie@alaskavisit.com) or (907) 746-5001 for help.

When you first login, you should see a home screen that looks like this:



Click on “Collateral” on the left where the red arrow is pointing. This is where you can access your listings.

A blue menu will pop up. Next, click on “Listings”.



You will see a new screen with a filter where you can choose your listing type. Click on the box to show both the Website and Visitor Guide listing types, and make sure both are selected. Then click “Apply Filters”

# Listings

Filters (1)

Listing Type is one of:

VISITOR GUIDE LISTING ▾

APPLY FILTERS CLEAR FILTERS

# Listings

Filters (1)

Listing Type is one of:

WEBSITE, VISITOR GUIDE LISTING ▾

Website ✓

Visitor Guide Listing ✓

APPLY FILTERS CLEAR FILTERS

After you select both listing types and click “Apply Filters, you should see both listing types show up (see example below). Start with the Website listing type, and click the blue pencil to edit. Note: if you want to see your info but not edit, click on the eyeball.

# Listings





Filters (1) Manage Filters

Listing Type is one of:

WEBSITE, VISITOR GUIDE LISTING ▾

APPLY FILTERS CLEAR FILTERS

## ENHANCE

Actions	Company	Listing Type	Category
 	Mat-Su Convention & Visitors Bureau	<u>Website</u>	Travel Services
 	Mat-Su Convention & Visitors Bureau	Visitor Guide Listing	Renewal Form

Review website listing info and make any necessary updates. “Only Step 1: Website Listing Info” is needed for your website listing. Do not fill out Step 2 or Step 3 for your website listing. Don’t forget to hit the blue “save” button when you’re done, or your changes won’t be saved.

# Update Listing

**SAVE**

**CANCEL**

**STEP 1: WEBSITE LISTING INFO**

\*Seasons of operation:  
Year-round

**Listing Information**

**Account:** ◀Required  
Mat-Su Convention & Visitors Bureau

**Contacts:**  
Katie Reeves

**Description:**  
The Mat-Su Valley is diverse and boasts remote wilderness and classic Alaskan communities. Let us show you where to find Mat-Su's glaciers, gold mines, hiking trails and other unique attractions and events.  
  
Call and request a free guide to Alaska's Mat-Su Valley. Or ask for directions to superb lodging and unforgettable adventures!

**Type:** ◀Required  
Website

**Address Type:**  
Physical

This text will appear in your website listing only. Listing text printed in the Visitor Guide is an additional charge.

**Sections:**

- STEP 1: WEBSITE LISTING INFO
- Listing Information
- Categories
- STEP 2: BASIC LISTING INFORMATION - Visitor Guide Only
- STEP 3: OPTIONAL LISTING FEATURES Visitor Guide Only - ADDITIONAL COSTS
- Details

After you hit “Save” and you’re happy with your website listing, click on “Return” to go back to the previous listing selection page.

# Listing Details

**EDIT**

**ENHANCE**

**RETURN**

**STEP 1: CATEGORIZE YOU**

\*Seasons of operation

**Listing Information**

**Sections:**

- STEP 1: CATEGORIZE

Next, click on the blue pencil to edit your Visitor Guide listing.

# Listings



**Filters (1)** Manage Filters

Listing Type is one of:

WEBSITE, VISITOR GUIDE LISTING ▾

**APPLY FILTERS** **CLEAR FILTERS**

**ENHANCE**

Actions	Company	Listing Type	Category
 	Mat-Su Convention & Visitors Bureau	Website	Travel Services
 	Mat-Su Convention & Visitors Bureau	<u>Visitor Guide Listing</u>	Renewal Form

Skip Step 1 and go straight to Step 2 and Step 3 for the Visitor Guide listing. Step 2 is info that is printed in your visitor guide listing and comes with your membership. Review info in Step 2 and make updates if needed. Hit Save.

## STEP 2: BASIC LISTING INFORMATION - Visitor Guide Only

*Review your basic listing info. This is printed in the Visitor Guide and included in your membership.*

<b>*Company Name:</b> <input type="text" value="Mat-Su Convention &amp; Visitors Bureau"/>	<b>*Address:</b> <input type="text" value="610 S Bailey St, Suite 201"/>
<b>*City:</b> <input type="text" value="Palmer"/>	<b>*State:</b> <input type="text" value="AK"/>
<b>*Zip:</b> <input type="text" value="99645"/>	<b>*Phone:</b> <input type="text" value="(907) 746-5000"/>
<b>*Email:</b> <input type="text" value="info@alaskavisit.com"/>	

Step 3 is optional upgrades in the Visitor Guide. If you have info listed in Step 3, that means you've previously purchased an upgrade and this is the info we have on file. Make updates in Step 3 if you want to keep your upgrades. Hit "Save". NOTE: if you do not have info in Step 3, that means you did not pay for an optional upgrade last year. To add an optional upgrade or remove upgrades, contact Katie at [katie@alaskavisit.com](mailto:katie@alaskavisit.com).

**STEP 3: OPTIONAL LISTING FEATURES**  
**Visitor Guide Only - ADDITIONAL COSTS**

*These are optional features printed in the Visitor Guide for an additional cost. Contact [katie@alaskavisit.com](mailto:katie@alaskavisit.com) for more info.*

**\*Web Site - \$50 extra:**

www.alaskavisit.com

Website Printed in Visitor Guide. Additional Charge: \$50.

**\*Narrative type:**

50-word - \$175 extra

Narratives are an additional charge.

**\*One-line Narrative - \$50 extra:**

One-Line Narrative printed in Visitor Guide. Additional Charge: \$50.

**\*Narrative Text 1:**

Whether it's mountains and glaciers, gold m  
the Mat-Su Valley has everything on your Al

30-Word Narrative printed in Visitor Guide. Additional Charge

**\*Narrative Text 2:**

Let us help you plan an unforgettable multiple day visit to the heart of Alaska. Visit our  
website or find us on Facebook at "Visit Alaska's Mat-Su Valley."

50-Word Narrative Printed in Visitor Guide. Extra Charge: \$175

After you hit "Save" you should be all set on your listings.

Feel free to explore other parts of the Member Extranet! Once again, contact Katie if you have any questions or need help at any point. [Katie@alaskavisit.com](mailto:katie@alaskavisit.com); (907) 746-5001.