



*The official destination marketing organization for Muskegon County*

**Visit Muskegon**  
610 W. Western Avenue  
Muskegon, MI 49440  
visitmuskegon.org  
231-724-3100

## Visit Muskegon Partner Portal Quick Start Guide: Accommodation Listing

### Who Should Use this Guide?

Accommodation Partners accessing the Visit Muskegon Partner Portal to update their free listing found on the Visit Muskegon webpage

<https://www.visitmuskegon.org/places-to-stay/>

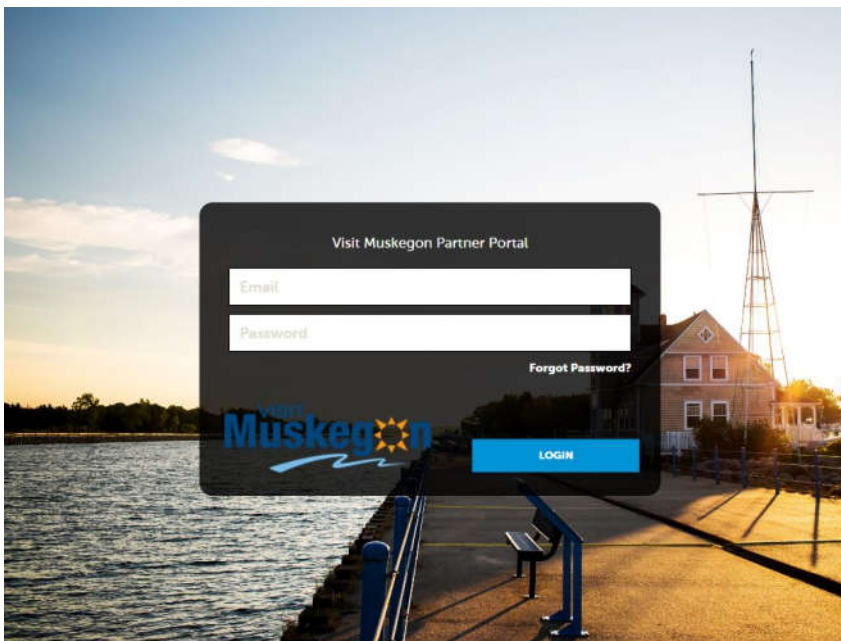
### How to Update Accommodation Listing

#### Login Screen

Log in to the Visit Muskegon Partner Extranet at:

<https://muskegonmi.extranet.simpleviewcrm.com/login/#/login>

Use your assigned username and password to access the system. If you need your username resent to you, please email Amber Mae.



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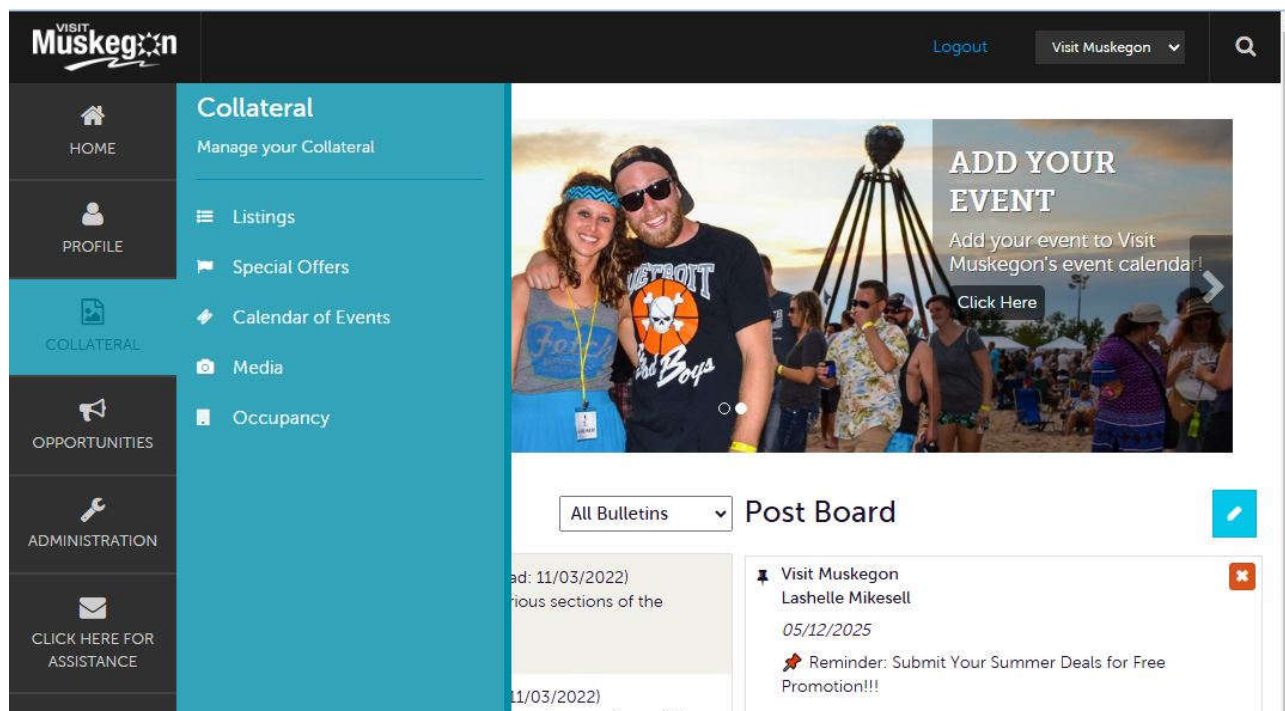
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## Collateral - Listings

After logging in, click the Collateral icon in the left-hand menu. This will open options to manage:

- Listings
- Special Offers
- Calendar of Events
- Media (Images)
- Occupancy Data Submission

Changes to the online listing are made in the Listing link



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## View Active Listings

Click Listings link

- Your active business's listings on the VisitMuskegon.org website will appear here. If you have properties that are missing, please email Amber Mae to have them added.
- Click the eyeball icon to view the listing
- Click the pencil icon to update the listing
- Click the two rectangles to duplicate the listing

## Update Listing

1. Click the pencil icon for the listing you want to update
2. Use the navigation links on the left to jump to sections
  - a. Listing Information
  - b. Categories
  - c. Details
  - d. Listing Images
  - e. General
3. Update listing information (if needed)
4. Click blue Save button

Note: All listing changes will not appear live until approved by Visit Muskegon. This may take up to one business day to process.



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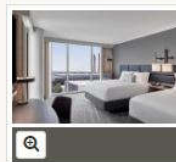
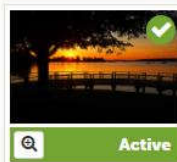
## Add Images to Listing

1. From the Update Listing page click Listing Image link on the left-hand menu
2. Use the Listing Images to select one or more images to add to your listing
3. Make sure to read and accept the Media Permission disclaimer or your images will not appear with your listing.

If there are no images in the Listing Image menu, you need to add images to your image library. Steps to add images to the image library are on the next page.

### Listing Image

Select one or more images



### General

*By attaching and submitting any photographs, videos or other media files, you are granting County of Muskegon, dba Visit Muskegon, a nonexclusive, worldwide, royalty-free, irrevocable, perpetual, transferable right and license to use, duplicate, modify, exhibit, distribute, display, broadcast and publish the media for use in any media now or hereafter known. You also represent that you are at least eighteen (18) years of age, have permission for all parties appearing in the media, and are the rightful owner of the media and/or have the authority to grant permission for the Use. Please note that the media may have to be modified or edited for the Use, and you authorize us to make such modifications or edits. By allowing us to use the media, you agree to waive any right to inspect or approve the finished product. You additionally agree to waive any and all moral rights you may have in the media. By submitting this event, you agree to the terms listed above.*

Media Permission: Required

Test:

☒ YES

☐ NO

CHOOSE AMONG THE FOLLOWING... ▼

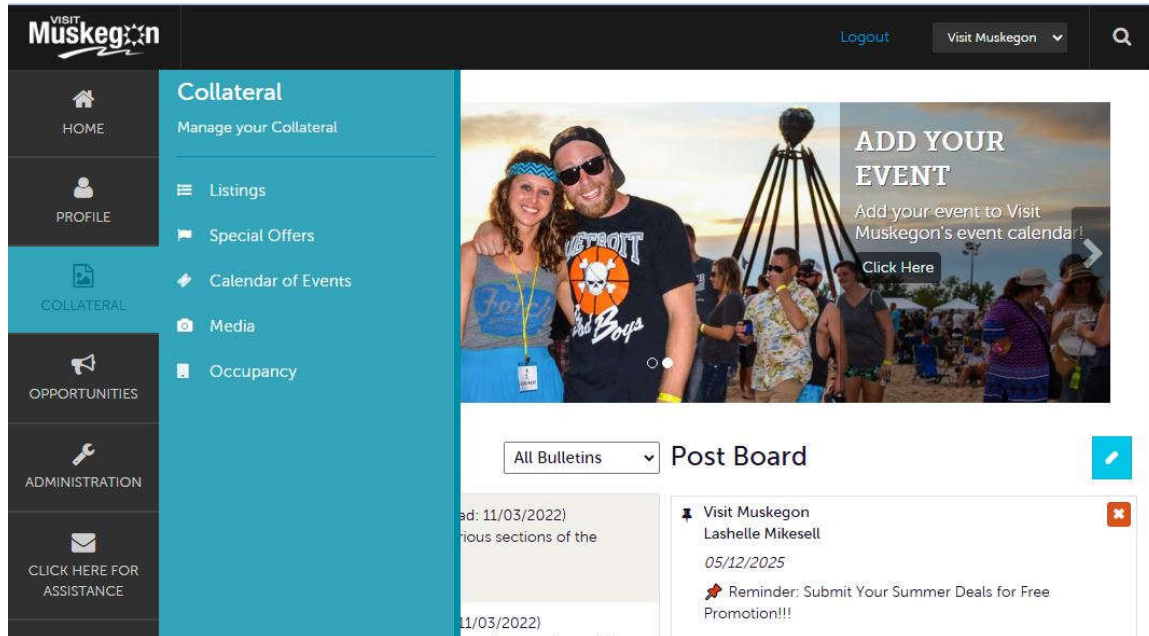


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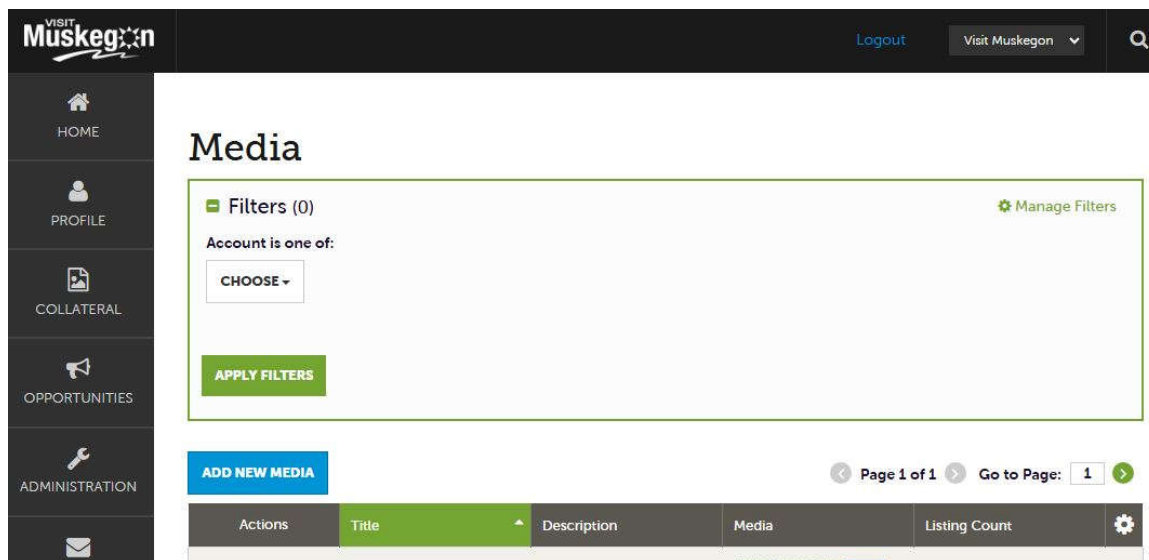
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## Adding New Images to Image Library

1) From Home dashboard click Collateral and select Media



2) Click the blue Add New Media button



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- 3) From the dropdown Listing box select listing to add images
- 4) Add Title for image
- 5) Select Type of image
  - a) Logo = Primary (cover) image used in listing (**not** your business logo)
  - b) Image = Secondary images used in listings/special offers
- 6) List a brief description of your image (optional)
- 7) Upload image by browsing your device or drag-and-drop image
  - a) Image Size: 800px wide x 397px high
- 8) Click blue Save button
- 9) Return to the Add Images to Listing steps to add your new image to your listing

The screenshot shows the 'New Media' form in the Visit Muskegon Partner Portal. On the left is a dark sidebar with navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, ADMINISTRATION, and a link for assistance. The main content area has a 'New Media' header with 'SAVE' and 'CANCEL' buttons. Below this is a 'Sections' list with 'Media Information' selected. The form itself is titled 'Media Information' and includes a detailed 'Media Submission Guidelines' section. The form fields are: 'Account' (a dropdown menu showing 'Visit Muskegon'), 'Listings' (a dropdown menu with the option 'CHOOSE AMONG THE FOLLOWING...'), 'Title' (a text input field containing 'Ducks on Muskegon Lake'), 'Type' (a dropdown menu showing 'Image'), and 'Description' (a large text area). At the bottom, there is a 'File' section with a 'Required' label, a large box for drag-and-drop uploads, and 'BROWSE' and 'REMOVE' buttons. A note at the very bottom states: 'You can drag a file to the page to replace this file or use the "Browse" button.'



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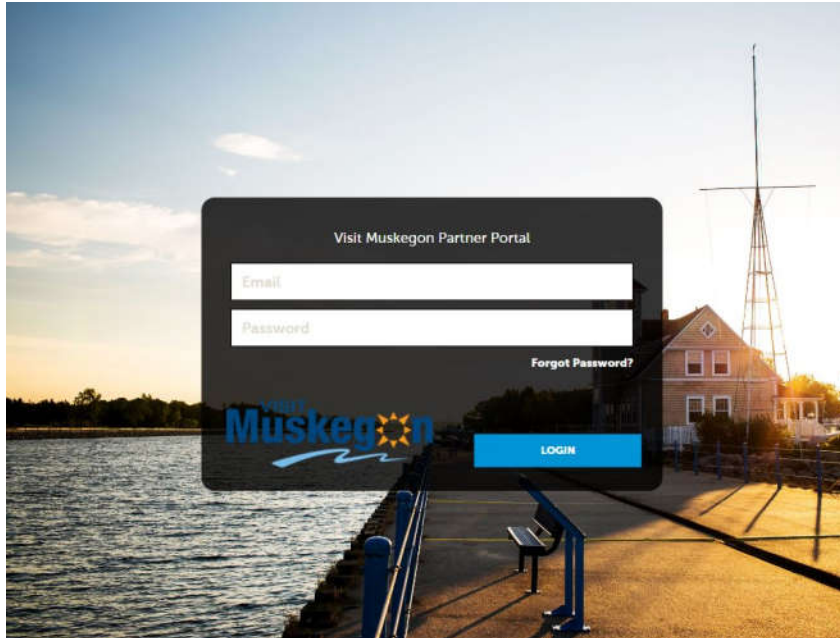
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## Update Amenities Section

Log in to the Visit Muskegon Partner Extranet at:

<https://muskegonmi.extranet.simpleviewcrm.com/login/#/login>

Use your assigned username and password to access the system.



## Click Profile > Accounts

- 1) After logging in, click the Profile icon in the left-hand menu. This will open options to manage:
  - a) Accounts
  - b) Contacts
  - c) My Benefits

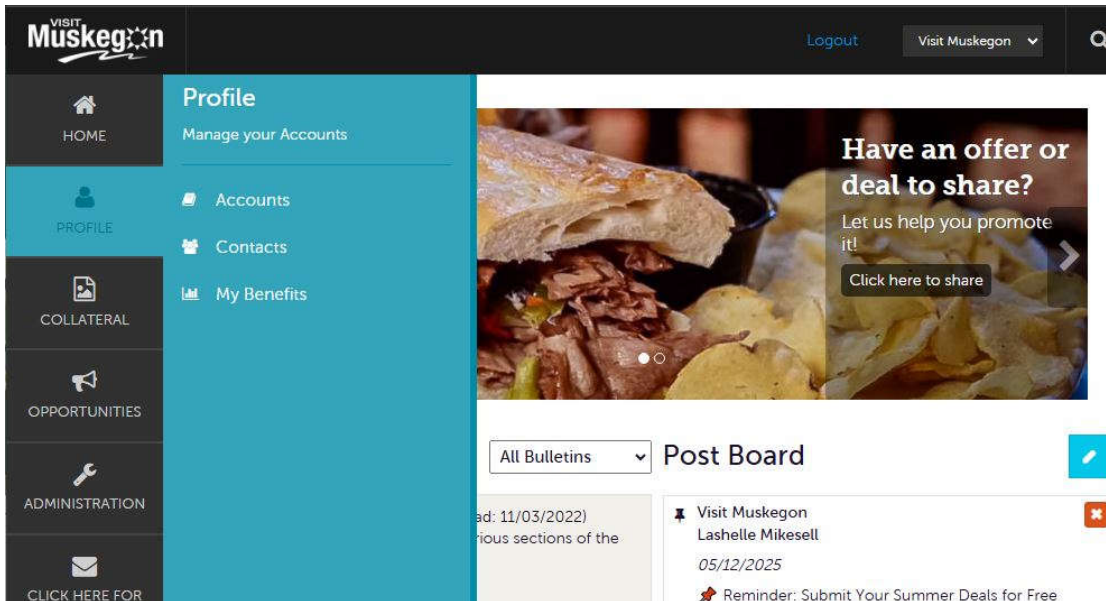
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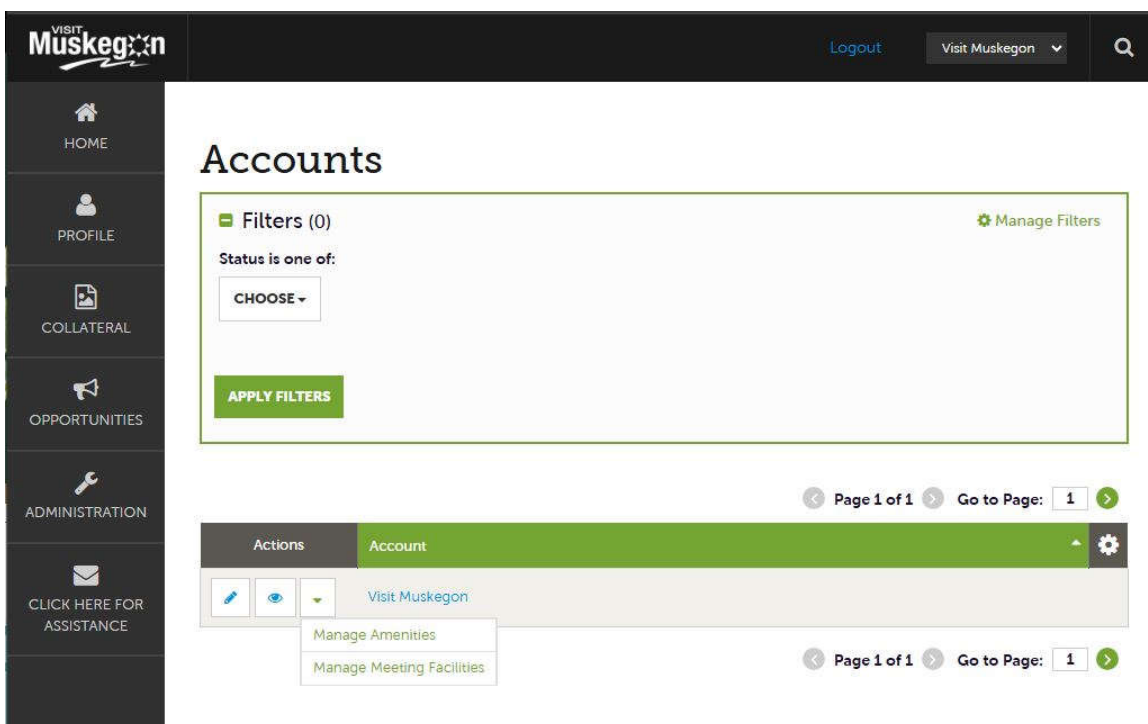
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2) Click the Accounts link



3) Find the account you want to edit in the Account menu and click the box with a green triangle. This will open a dropdown menu. Select Manage Amenities.



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- 4) Select the Yes or No box for each Accommodation Amenity. If your property also has meeting space, you can also update the Meeting Facilities Amenities.
- 5) Click the blue Save button.

HOME

PROFILE

COLLATERAL

ADMINISTRATION

CLICK HERE FOR ASSISTANCE

## Update Amenities

SAVE

CANCEL

[Accommodations](#)  
[Meeting Facilities](#)

Accommodations

Continental Breakfast:

☒ YES

☐ NO

Indoor Pool:

☒ YES

☐ NO

Outdoor Pool:

☐ YES

☒ NO

Workout Room:

☒ YES

☐ NO

Boats Rental Available:

☐ YES

☒ NO

Meeting Room:

☒ YES

☐ NO

Shuttle Service:

☐ YES

☒ NO

Pets Allowed:

☒ YES

☐ NO

High Speed Internet:

☒ YES

☐ NO

Barrier Free:

☒ YES

☐ NO

On Site Restaurant:

☐ YES

☒ NO

On Site Lounge:

☐ YES

☒ NO

Whirlpool:

☒ YES

☐ NO

Complimentary Internet:

☐ YES

☒ NO

Air Conditioning:

☐ YES

☒ NO

Free Parking:

☐ YES

☒ NO

Smart Televisions:

☐ YES

☒ NO

In Room Coffee:

☐ YES

☒ NO



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### **Additional Training Resources**

Visit the Partner Bulletins section in the Partner Extranet for more training guides, system updates, and helpful resources.

### **Additional Questions?**

#### **Contact**

#### **Amber Mae Petersen**

Marketing & Operations Manager  
231-402-1721  
ambermae@visitmuskegon.org