



CHAMBER OF COMMERCE | CONVENTION & VISITORS BUREAU

Member Portal Guide

Learn to navigate your online member portal to pay invoices, update/edit your online listing, add events to the calendar, and more.



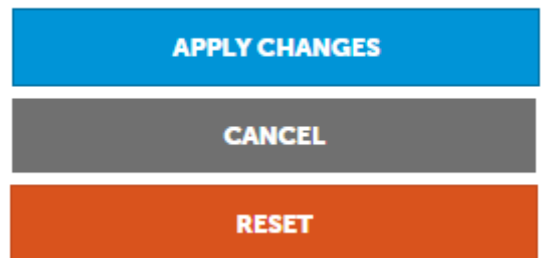
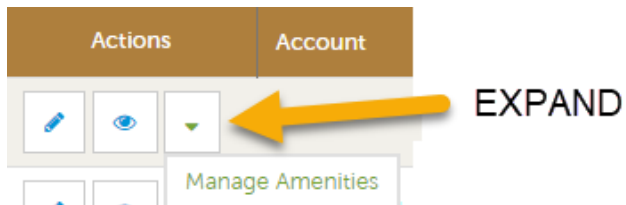
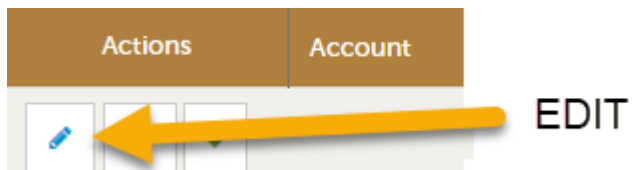
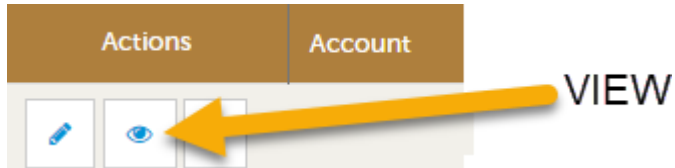
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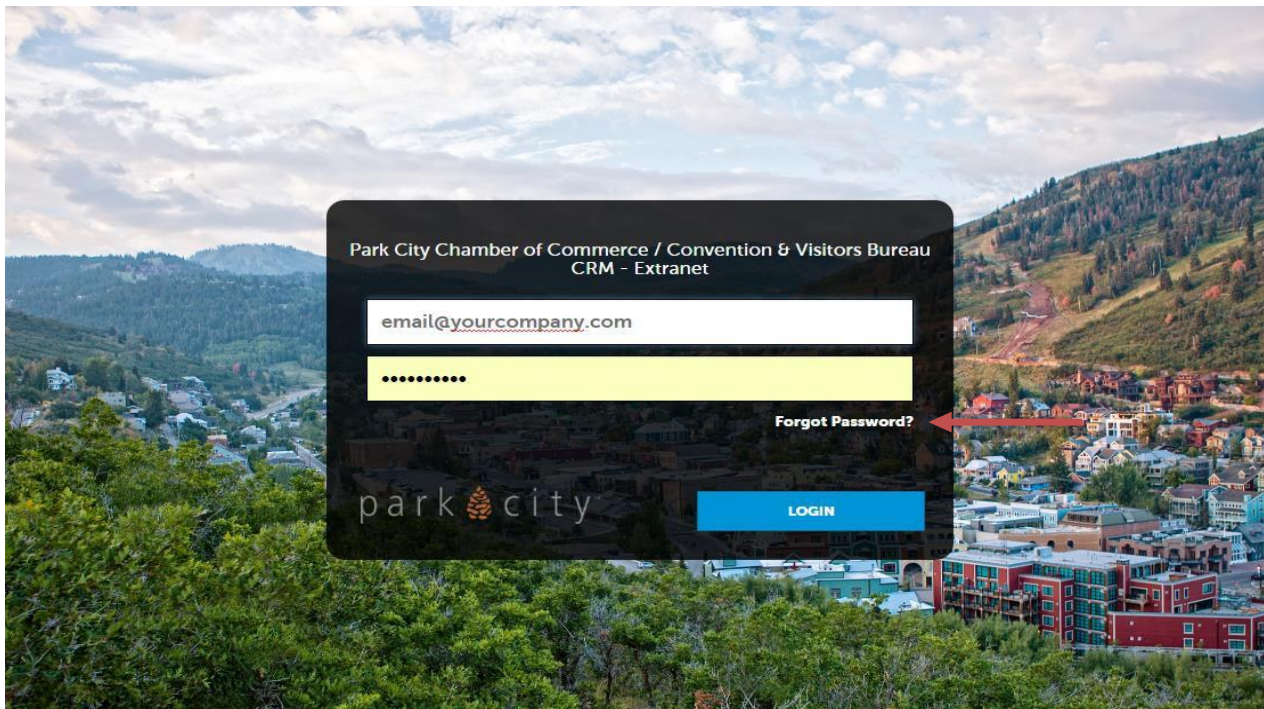
Icons & Actions

Throughout the portal there are consistent icons and colors. The following slides include a list of these icons and calls to action.



Login

1. Go to: <https://parkcity.extranet.simpleviewcrm.com/login/#/login>
2. If you cannot remember your password or an error message appears, please click 'forgot password' to receive a temporary password.



*If your email is associated with multiple accounts, you will be asked to create one **master password**.

Your email address (jjohnson@simpleviewinc.com) has been found in the following Accounts:

- 7-Eleven
- Simpleview

Please choose a single password that will be used for all of your accounts:

New Password

Confirm Password

LOGIN

jjohnson@simpleviewinc.com Logout

- 7-Eleven
- 7-Eleven
- Simpleview

Dashboard

The first page you will see when logging in to the portal is the Dashboard. You will see a blue menu on the lefthand side of the screen with 6 buttons. The following pages will discuss those buttons: Home, Profile, Collateral, Opportunities and Reports.

park city Park City Chamber of Commerce / Convention & Visitors Bureau CRM - Extranet sarah@visitparkcity.com Logout Simpleview Test Account

HOME PROFILE COLLATERAL OPPORTUNITIES REPORTS ASK A QUESTION

Staying In Touch With Our Members

When we can't meet face-to-face we rely on email to communicate. Please follow the "How to Whitelist Emails" steps to ensure important messages about your membership make it to your inbox.

[How to Whitelist Emails](#)

Partner Bulletins

All Bulletins

Events Calendar Syndication Code (Not Read)

Members may syndicate the visitparkcity.com events calendar on their website simply by adding the attached line of code into the body of their desired web page.

[View Full](#)

Home

Click this to navigate back to the main Dashboard

On the home page/Dashboard you can also view a variety of resources including Daily Occupancy Reports, Membership updates, Announcements, Portal Tips & Tools, and Member-to-Member and other discounts.

Profile

Accounts

Access all accounts and edit amenities. Amenities are related to your account type. Website users can filter (yes/no) amenities in listing searches.

Example:

Park City Restaurants

Park City restaurants offer plenty of palate-pleasing choices. There's something for every taste and every mood and since everything's so close, they're all within walking distance or accessible by a short ride on the **free city-wide transportation system**. After dining in Park City, why not wind down with an evening of contemporary jazz, or wind it up at a dance club. You'll find no bedtimes around this place.

<input type="checkbox"/> Kid's Menu	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch
<input type="checkbox"/> Dinner	<input type="checkbox"/> Outdoor Dining	<input type="checkbox"/> Catering Available

Update Amenities

The screenshot shows a web form for updating amenities. On the left, there are 'SAVE' and 'CANCEL' buttons, and a sidebar with 'Eat & Drink' and 'General' categories. The main form is titled 'Eat & Drink' and 'Restaurants, Bakeries, Cafés & Delis'. It contains several sections with radio buttons for 'YES' and 'NO' and a dropdown menu for 'Serves Alcohol'. The 'Serves Alcohol' dropdown is currently set to 'Full Bar'. The 'Price' dropdown is set to '\$\$'. The 'Serves Breakfast' and 'Serves Brunch' sections have 'NO' selected. The 'Dinner' section has 'YES' selected. The 'Lunch' section has 'YES' selected. The 'Kid's Menu' section has 'NO' selected. The 'Outdoor Seating' section has 'YES' selected. The 'Wheelchair Accessible' section has 'NO' selected.

Editable account information includes:

- Website: Be as specific as possible
- Email: Use business, not personal email. If you do not have a general email like info@... Please leave this field blank
- Physical address: Extremely important for Google Maps (if you have a home office only, leave this field blank)
- Social Media Accounts: Please add the entire URL for each social media account. For example, enter <https://www.facebook.com/visitparkcity> and the Facebook icon will appear on your listings

Contacts

View and make minor edits to account contacts. If you need to add contacts, please contact the Partner Services team. Editable contact information includes:

Title: This is required to help Chamber staff identify the correct contact for specific programs

Contact Type: Please help us keep accurate records by deactivating contacts as soon as they leave your organization. Each account should have **one** primary contact, the rest should be secondary. Please let us know which contact should be the main contact for invoices

Department: This is a required field. If there is no specific department, just include your title here as well

Address: If the contact's address is different from the business, please make updates here



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My Benefits

- **Listings:** Listing and offer views and clicks (toggle between the two in the drop down box).
- **Offers:** View special offers you uploaded
- **Articles:** See when your company is mentioned in Chamber Content or Media Publications.
- **Events:** View events you uploaded
- **Leads/RFPs:** See leads and RFPs the chamber sends you (only applicable for some accounts)
- **Inkind/Expense:** Track how much money the Chamber spends at your establishments, or amount of donated product for media, sales and chamber business

Invoices

Click [here](#) to view past and current invoices. Use the blue button to pay any active balances you have

Collateral

Listings

Edit your online listing by clicking the small pencil icon next to your listing:

- Text and address
- Add Trip Advisor ID to pull reviews and ranking into listing (if you have one)
- Add Yelp link to pull hours of operation, pricing, reviews and ranking into listing
- Add a minimum of 1 image and up to 12 images to a listing (before you can add images to your listing you must first upload through the media button. We will discuss that further in the document). Once you have added
- View listing category and sub-category

Edit Listings Video Tutorial: <https://vimeo.com/showcase/10031519/video/767075272>

Special Offers/Member-to-Member Discounts

Add coupons and promotions here. Tourism members may add up to 4 offers per account. Special offers are attached to your listing and displayed on offer pages. Offers may be posted for a maximum of 60 days on visitparkcity.com. For example, if you post an offer on 4/1/2023 it will expire (not appear on the website) on 4/30/2023. The redemption dates may be within or outside the posting dates

Offer Dates

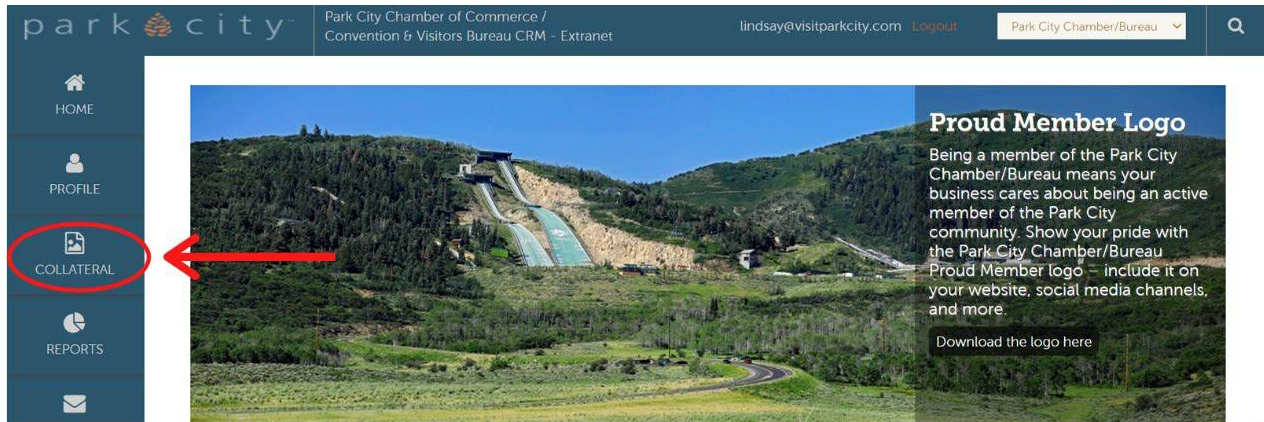
Offers may be posted for a maximum of 60 days on visitparkcity.com. For example if you post an offer on 1/1/2016 it will expire (not appear on the site) on 3/30/2016. The redemption dates may be within or outside the posting dates.

Redeem From: ◀Required <input style="width: 90%; border: 1px solid #ccc;" type="text" value="01/20/2017"/>	Redeem To: ◀Required <input style="width: 90%; border: 1px solid #ccc;" type="text" value="01/23/2017"/>
Post From: ◀Required <input style="width: 90%; border: 1px solid #ccc;" type="text" value="11/29/2016"/>	Post To: ◀Required <input style="width: 90%; border: 1px solid #ccc;" type="text" value="01/19/2017"/>

Video Tutorial: <https://vimeo.com/showcase/10031519/video/767075211>

Login to your secure member portal and follow these steps:

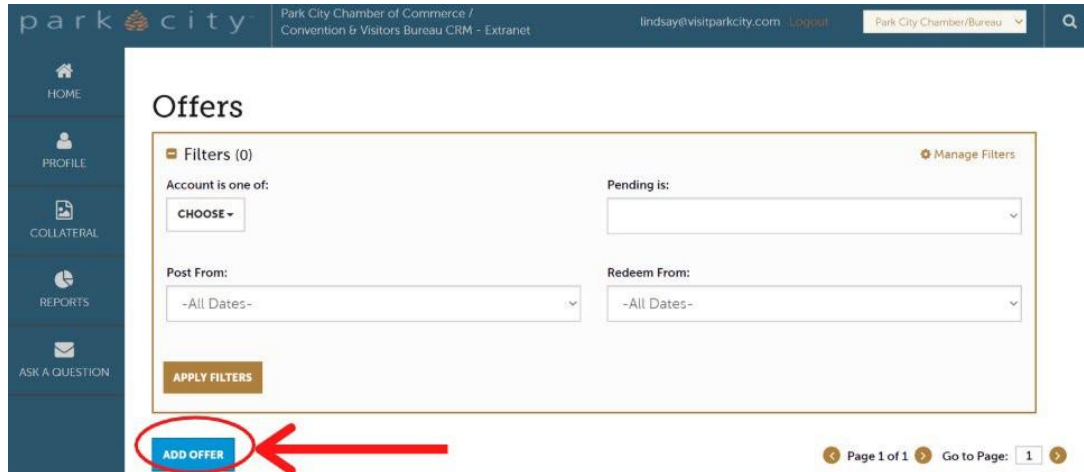
1. Click on "Collateral" on the left-hand side.



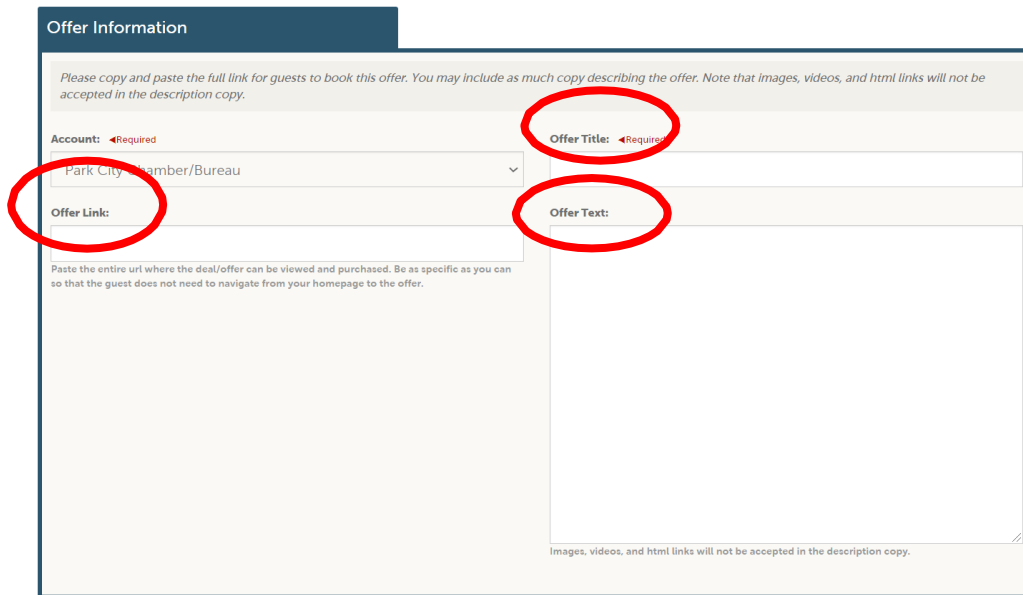
2. Click on "Special Offers" from the menu:



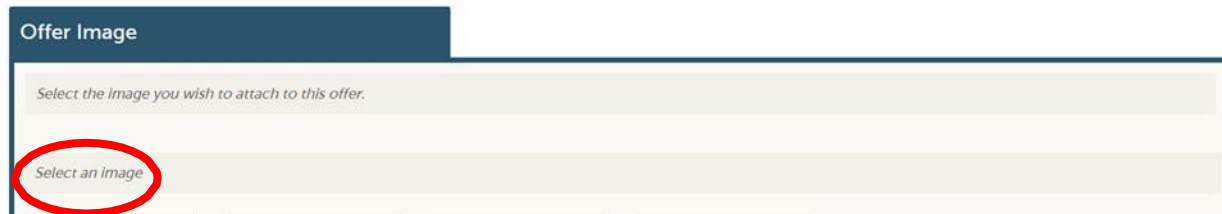
3. Click on "Add Offer"



4. From here you need to add an "Offer Title", "Offer Link" and "Offer Text".



5. Select which Images you would like included in the offer, if you do not have any images already uploaded, this can be done through the Member Portal by clicking "Collateral" on the homepage and the "Media" button. Here's a video tutorial for adding media to your portal: <https://vimeo.com/showcase/10031519>



- Under "Offer Dates" please enter the dates the offer can be redeemed from (i.e., Valid through December 31, 2023). Then, enter the "Post From" dates (these are the dates that the offer will show on the VisitParkCity website)

Offer Dates

Offers may be posted for a maximum of 60 days on visitparkcity.com. For example if you post an offer on 1/1/2016 it will expire (not appear on the site) on 3/30/2016. The redemption dates may be within or outside the posting dates.

Redeem From:	Redeem To:
<input type="text"/>	<input type="text"/>
Post From: ◀Required	Post To: ◀Required
<input type="text"/>	<input type="text"/>

- Lastly, under "Offer Listings", from the drop-down menu, select your business name.

Offer Listings

Select the listing(s) you want this offer to appear on. You may select multiple listings.

Offer Listings: ◀Required

CHOOSE AMONG THE FOLLOWING... ▾

! Offer Listings is required

Once your offer is submitted, it will need to be approved through the membership department, approval typically takes 24- 48 hours. Once the offer is approved, it will appear on our website approximately an hour. The Member-to-Member discounts can be found at:

<https://www.visitparkcity.com/members/membership-benefits/member-discounts/>

Or under the "Benefits" Section of our member page:

<https://www.visitparkcity.com/members/membership-benefits/>

Calendar of Events

Add events under this tab. Submit for review or edit an existing event

Video Tutorial: <https://vimeo.com/showcase/10031519/video/767075235>

Media

To add any images to your online listing, you must first add images through the media tab. Image library will be used in Listings, Events and Offers

Video Tutorial: <https://vimeo.com/showcase/10031519/video/767075298>

Opportunities

This is where you can view RFPs that are sent to you. Note, this is not applicable to all members.

Reports

View 60-Day Advance Occupancy Reports