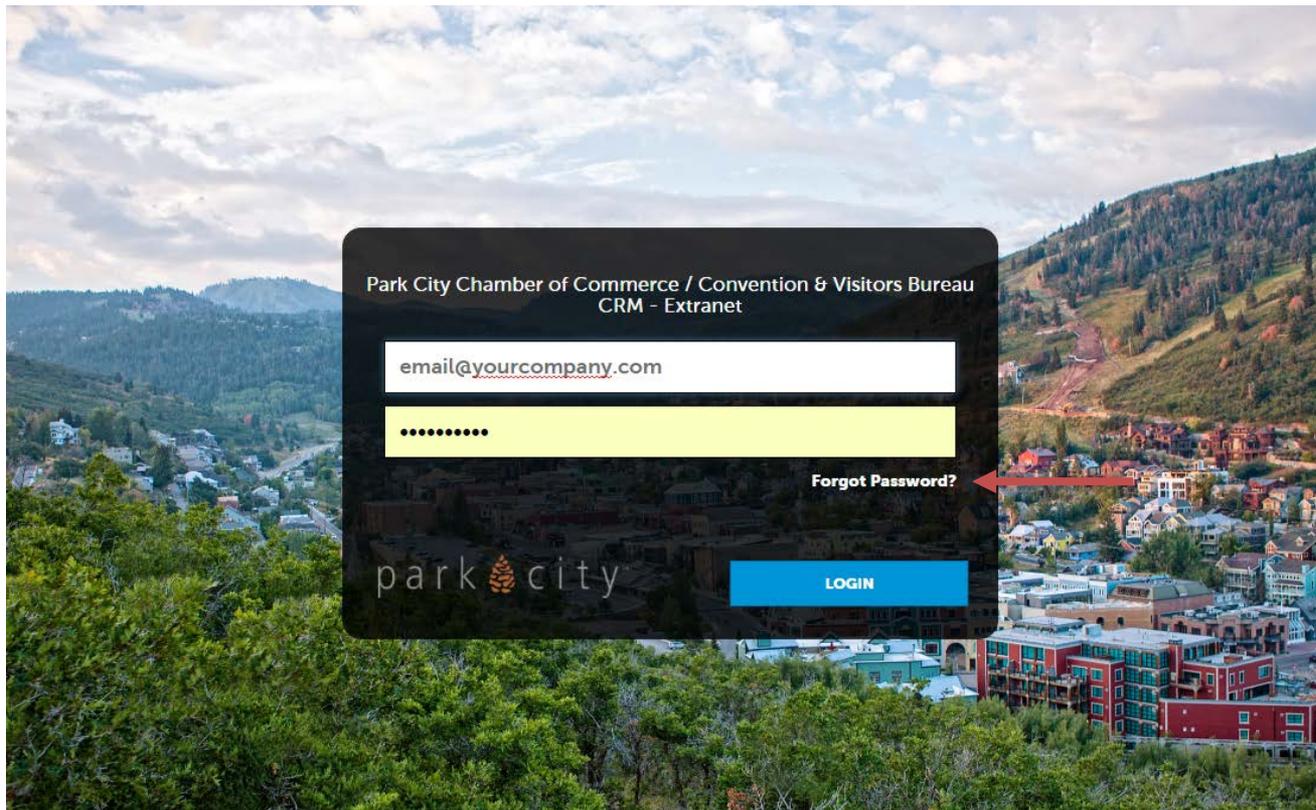


Member Portal Training

Updated December 2017

Login

- New url <https://parkcity.extranet.simpleviewcrm.com/login/#/login>
- If you cannot remember your password or an error message appears please click reset password to immediately receive a temporary password.



Universal Login

- 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

New Dashboard

The screenshot shows the Park City website dashboard. The top navigation bar includes the Park City logo, user information (sarah@visitparkcity.com, Logout), and account type (Simpleview Test Account). A left sidebar contains navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, and ASK A QUESTION. The main content area features a large banner titled "Staying In Touch With Our Members" with a sub-headline and a link to "How to Whitelist Emails". Below the banner is a "Partner Bulletins" section with a dropdown menu set to "All Bulletins". A bulletin titled "Events Calendar Syndication Code" (Not Read) is visible. Two red arrows point to the "How to Whitelist Emails" link and the "Events Calendar Syndication Code" bulletin. A text annotation on the right says "Important Messages from Membership Department." with an arrow pointing to the "Events Calendar Syndication Code" bulletin.

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

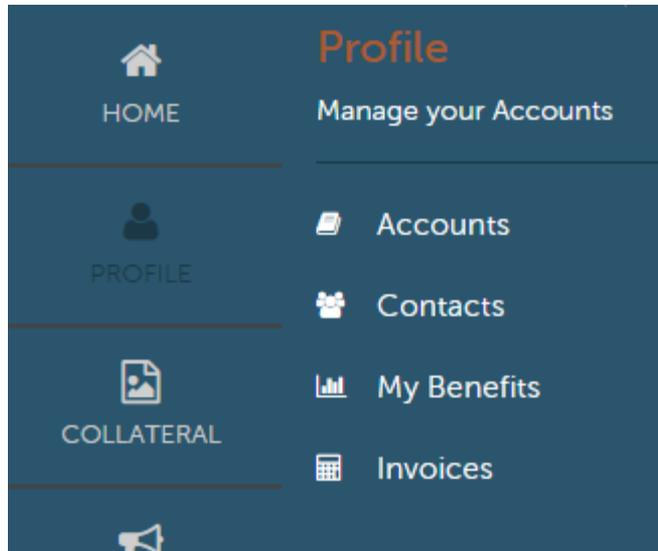
Events Calendar Syndication Code (Not Read)

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](#)

Important Messages from Membership Department.

Profile Menu



- **Accounts –**
 - Both parent and child accounts. Edit Amenities here.
- **Contacts**
 - View and make minor edits to account contacts.
- **My Benefits**
 - Listing and offer views and clicks.
 - In-kind donations and money spent my Chamber with your business (Expenses).
- **Invoices**
 - Past and Current Invoices.

Account Edits

- **Editable account information includes**
 - Website: be as specific as possible
 - Email: use a biz email not a personal email. If you do not have an general email like info@ please leave this field blank.
 - Physical Address: Extremely important for Google Maps
 - 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.*

Account Details

EDIT

RETURN

Sections:

- Account Information
- Address Information
- Phone Information
- General
- Invoices
- Image Gallery
- Social Media

Related Details:

-  [Manage Amenities](#)
-  [Manage Meeting Space](#)

Account Information

Account ID	7656
Status	Active
Account	Simple Adventures
Extranet Parent	Simpleview
Email	
Website	https://www.simpleviewinc.com/adventure

Address Information

The Physical Address is used by Google Maps to direct customers to your business.

Physical Address

Amenities

- Amenities are related to your account type.
- New Hours of Operation – General Tab
- Website users can filter (Yes/No) amenities in listing searches

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.

Kid's Menu Breakfast Lunch
 Dinner Outdoor Dining Catering Available

Update Amenities

SAVE

CANCEL

Eat & Drink
General

Eat & Drink

Restaurants, Bakeries, Cafés & Delis

? Serves Breakfast:

YES NO

? Serves Brunch:

YES NO

? Dinner:

YES NO

? Serves Alcohol:

Full Bar

? Wheelchair Accessible:

YES NO

? Price:

\$\$

? Lunch:

YES NO

? Kid's Menu:

YES NO

? Outdoor Seating:

YES NO

NEW Hours of Operation

Hours of Operation

? Hours Line 1: Day Range Start:

Mon ▼

? Hours Line 1: Day Range End:

Fri ▼

? Line 1 Hours: Open:

8:00 am ▼

? Line 1 Hours: Close:

5:00 pm ▼

? Hours Line 2: Day Range Start:

--Choose One-- ▼

? Hours Line 2: Day Range End:

--Choose One-- ▼

? Line 2 Hours: Open:

--Choose One-- ▼

? Line 2 Hours: Close:

--Choose One-- ▼

? Hours Line 3: Day Range Start:

--Choose One-- ▼

? Hours Line 3: Day Range End:

--Choose One-- ▼

? Line 3 Hours: Open:

--Choose One-- ▼

? Line 3 Hours: Close:

--Choose One-- ▼

Hours of Operations Notes:

Contacts

Contacts

Filters (1) Manage Filters

Account is one of: CHOOSE ▾

Full Name contains:

Contact Type is one of: PRIMARY, SECONDARY ▾

APPLY FILTERS **CLEAR FILTERS**



Actions	Account	First Name	Last Name	Email	Title	Department	
	Simple Restaurant	Test	Person	bemert@simpleviewinc.com			
	Simpleview Test Account	Brian	Emert	bemert@simpleviewinc.com			
	Simple Restaurant	Chef Testing	123	chef@simpleviewrestaurant.com	Executive Chef		

Contact Edits

- **Editable contact information includes**
 - Title & Department: These are extremely helpful to help Chamber staff identify the correct contact.
 - Contact Type: Please help us keep accurate records by Inactivating Contacts as soon as they leave your organization.
 - Address: If the contact's address is different from the business please make updates here.
 - Email Preferences: This is how you control what emails you receive from the Membership Department.

Contact: Email Preferences

Member Email Preferences

The Chamber's Membership Department sends out regular email communications to update members on opportunities to promote your business, attend events and workshops, and member benefits. Please use the fields below to manage your email preferences for non-transactional emails from the Chamber's Membership Department.

Legislative Update: ◀Required

<input type="radio"/>	YES	<input checked="" type="radio"/>	NO
-----------------------	-----	----------------------------------	----

60-Day Occupancy Report: ◀Required

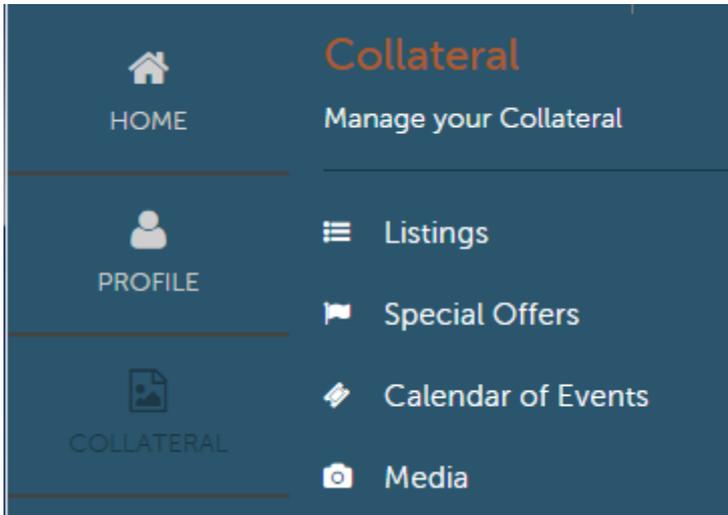
<input type="radio"/>	YES	<input checked="" type="radio"/>	NO
-----------------------	-----	----------------------------------	----

Weekly Membership Email: ◀Required

<input type="radio"/>	YES	<input checked="" type="radio"/>	NO
-----------------------	-----	----------------------------------	----



Collateral Menu



- **Listings–**
 - Edit text and address.
 - Add Trip Advisor/Yelp Ids to pull reviews into listing.
 - Add a minimum of one image and up to twelve images to a listing.
 - View listing category and sub-category.
- **Special Offers**
 - Tourism Members may add up to 4 offers per account. Attached to listing and displayed on offer pages.
- **Calendar of Events**
 - Submit or edit events
- **Media**
 - Image library to be used in Listings and Offers.

Listings

Listings

Filters (0) Manage Filters

Account is one of:

CHOOSE ▾

Simpleview
Silver Star Restaurant Test

Category is one of:

CHOOSE ▾

APPLY FILTERS

Page 1 of 1 Go to Page: 1

Actions	Account	Listing ID	Pending	Category	SubCategory	Company	Description
 	Silver Star Restaurant Test	17579	No	Visitor Services	Testing SubCategory	Silver Star Restaurant Test	Listing body copy for Member Portal training.
 	Simpleview	17566	Yes	Visitor Services	Testing SubCategory	Simpleview Listing Overwrite	<p>Here is the content of the listing. Need to set parameters that no images or video may be embedded here. Also want opinion on whether there should be Read More... </p>

Listing Details

Listing Details

EDIT

RETURN

Sections:

Listing Information

Details

Listing Image

Categories

Website Notifications

Listing Information

Listing ID 17566

Account [Simpleview](#)

Type Tourism Listing

Contact

Trip Advisor Show Reviews No

Trip Advisor Category

Trip Advisor ID 465464

Yelp ID

TripAdvisor & Yelp

- Your TripAdvisor ID is the the 6 digits after d in the url string. For example https://www.tripadvisor.com/Hotel_Review-g57097-d636137-Reviews-Name-of-Business.html
- Your Yelp Business ID composed of text that appears after www.yelp.com/biz/ in the address bar when you are viewing your Yelp account online.

Trip Advisor Show Reviews:

<input type="radio"/>	YES	<input checked="" type="radio"/>	NO
-----------------------	-----	----------------------------------	----

Trip Advisor ID:

Trip Advisor Category:

Yelp ID:

Enter Your Yelp Business ID here. The ID is composed of text that appears after www.yelp.com/biz/ in the address bar when you are viewing your Yelp account online. Please Copy and Paste the text after /biz/

Overwrite Address or Contact Info

The grey boxes indicate what display with your listing. If you wish to overwrite a field please check the circle of the field you wish to overwrite and provide either new data or leave it blank.

Details

The Information below appears in the website listing. If you wish to hide or change fields check the circle next to the field (the color will change to brown) and type in the new information or leave it blank to hide information from the website. Please be aware that Google Maps integration in our website uses this information to sort listings by distance when a user is browsing on a mobile device.

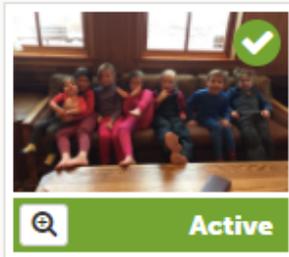
<input type="radio"/> LISTING ADDRESS 1	<input checked="" type="radio"/> LISTING ADDRESS 1
1850 Sidewinder Drive #320	DIFFERENT ADDRESS INFO
<input type="radio"/> CITY	
Park City	
<input type="radio"/> STATE	
UT	
<small>Does not appear in Guest Service Guide</small>	
<input type="radio"/> ZIP/POSTAL CODE	
84032	
<small>Does not appear in Guest Service Guide</small>	

Attach Image(s) to Listing

Listing Image

Click on image(s) to Activate (show) or Deactivate (hide) from the listing gallery. By submitting any such material, the submitting company represents and agrees that (i) it has obtained the necessary permissions referenced above, (ii) any such material is not likely to defame and does not invade the privacy of any person, and (iii) it will defend, indemnify and hold harmless the company, its affiliates and their respective directors, employees and agents (including, without limitation, its publishing partner or any agent acting on its behalf) from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including reasonable attorneys' fees) resulting from the submitting company's breach of the obligations set forth in this paragraph.

Select one or more images



You must add at least 1 and no more than 12 images to a listing.

Special Offers

Offer Details

EDIT

CLONE

RETURN

Sections:

Offer Information

Offer Dates

Offer Image

Offer Listings

General

Offer Information

The Account name will show under title of coupon.

Account [Simpleview](#)
Offer Title **NEW Coupons**
Offer Link [Paste the full url including http: or https:](#)
Offer Text Describe the details of the offer. TEXT ONLY. No images, links, or videos may be added in this section.

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 not appear on the site after 3/30/2016. Redemption dates may be within or outside the posting dates.

Redeem From 05/20/2016
Redeem To 07/08/2016
Post From 05/27/2016
Post To 07/07/2016

How to Create A Special Offer

- **Select Account**
 - If you have multiple accounts select the appropriate account.
- **Offer Title**
 - Keep it short and do not include your company name
- **Offer Link**
 - Paste the entire url where the deal/offer can be viewed and purchased. Be as specific as you can so that the guest does not need to navigate from your homepage to the offer.
- **Offer Text**
 - Provide as much detail about the offer that you can
- **Offer Image**
 - Select one image form the available gallery
- **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.
- **Offer Listing**
 - *Select the listing(s) you want this offer to appear on. You may select multiple listings.*

Offer Information

Please copy and paste the full link for guests to book this offer. You may include as much copy describing the offer. Note that images, videos, and html links will not be accepted in the description copy.

Account: ◀Required

Simpleview Test Account ▼

Offer Link:

<https://www.visitparkcity.com/plan-your-trip/specials->

Paste the entire url where the deal/offer can be viewed and purchased. Be as specific as you can so that the guest does not need to navigate from your homepage to the offer.

Offer Title: ◀Required

Buy One Get One Free

Offer Text: ◀Required

Outline the details of the offer.



\$100 Instant Savings

June 1, 2016 - November 15, 2016

ALL SEASONS RESORT LODGING

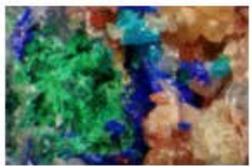
BOOK OFFER

Offer Image

Offer Image

Select the images you wish to include in the image gallery for this offer.

Select an image



Active



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 3/31/2016. 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 3/31/2016. The redemption dates may be within or outside the posting dates.

Redeem From: ◀Required

01/20/2017



Redeem To: ◀Required

01/23/2017



Post From: ◀Required

11/29/2016



Post To: ◀Required

01/19/2017



Offer Categories & Limits

Offer Categories

By default your coupon will be listed according to your membership category.

Throughout the year the marketing department runs marketing campaigns to promote specific time periods. For example MLK weekend and Spring It On are marketing efforts where any tourism members may tag offers to appear on specific landing pages of the site.

Additionally, you may select one "Priority" coupon of the four active in your account to appear on the Best Deals & Offers Page.

Please select the appropriate coupon category(ies) for your offer. All submission are subject to review.

Offer Categories:

CHOOSE AMONG THE FOLLOWING... ▾

PRIORITY OFFER

Martin Luther King Specials

Food & Drink Offer

Activities Offer

Beauty & Wellness Offer

Sports Equipment Rental Offer

Spring It On Offer

Hotels, B&B, and Condo Hotel Offer

Condo & Vacation Home Rental Offer

Vacation Booking Services Offer

Transportation Offer

Shopping Offer

Semana Santa (International Lodging Members Only)

Each Paid Tourism account may have four (4) active offers at one time. All 4 will be attached the website listing detail page.

Select one (1) coupon as Priority Coupon to be displayed on the Best Deals and Offers page on visitparkcity.com

Media Section: Images

Media

Filters (0) Manage Filters

Account is one of:

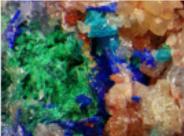
CHOOSE ▾

- Simpleview
- Silver Star Restaurant Test

APPLY FILTERS

Image galleries are specific to an individual account

ADD NEW MEDIA Page 1 of 1

Actions	Account	Image	Title	Description	Sort
  	Simpleview		BK Test		1
  	Simpleview		Camelbak		5

You can delete images

You can edit sort order. #1 is shown on listing

Adding an Image

- Add a Title that explains what the image is. This is a universal web requirement.
- All Images must be 600 pixels wide by 400 pixels high. *Use Preview App on Mac or Paint on a PC or a free online tool <http://www.picresize.com/> to resize images.*

Media Information

Listing, Offer, and Event Images mages must be sized exactly to 600 pixels wide x 400 pixels high. LODGING MEMBERS: Image Dimensions are 690 pixels wide x 460 pixels high.

Account: ◀Required

--Choose One-- ▼

Type: ◀Required

--Choose One-- ▼

Title: ◀Required

Sort Order:

The image in #1 spot will show on the Listing Overview.

NEW Reports

The Chamber/Bureau will post reports for members to access

Reports

Retail Report (Estimated Lodging Report)

[July 15, 2016 Estimate Lodging Report](#)

Data presented in this report represents occupancy for the next 60-days on the books at a representative sample of lodging properties as of the report date.