

DESTINATION PERTH



Extranet User Instructions

Important Note:

This is a generic guide for users. Not all features in this guide will be visible to all Members. Use this guide to update your account, contact details, business listing information and submit offers and events.

Login Screen



Perth Region Tourism Organisation, Inc. Extranet


info@destinationperth.com.au

[Forgot Password?](#)

DESTINATION PERTH

LOGIN

Once your account is activated by Destination Perth, the assigned Primary contact for your business will receive an automated email with **login details**. If you ever forget your details, you can contact Destination Perth or click the Forgot Password option.

If additional contacts require a login, please advise us and we can assist in setting it up. 

Dashboard

HOME
PROFILE
COLLATERAL
OPPORTUNITIES
REPORTS
HELP

Marketplace All Promotion Types Partner Bulletins All Bulletins

2024 Destination Perth Holiday Planner Advertising
Book advertising in next year's Perth Holiday Planner
Registration: 05-07-2023 - 29-09-2023
[LEARN MORE](#)

School Holidays Campaign 2023
SCHOOL HOLIDAYS CAMPAIGN - promote your family offers, events and experiences in our School Holiday Campaign
Registration: 08-08-2023 - 25-08-2023
[LEARN MORE](#)

Spring Holiday Offers 2023
Submit your Spring Holiday Offers for promotion on destinationperth.com.au
Registration: 02-08-2023 - 30-11-2023
[LEARN MORE](#)

Welcome to the Destination Perth Member Extranet Portal (Read: 16-08-2023)
How to use the Member Extranet Portal, including updating your contact details and editing your business listing.
[View Full](#)

Destination Perth 2021/22 Annual Report (Not Read)
View the Destination Perth 2021/22 Annual Report
[View Full](#)

Who's Who in Tourism (Read: 11-06-2023)
Find out who is who in the WA tourism industry.
[View Full](#)

Destination Perth Member EDM (Read: 23-05-2023)
Keep up to date with DP with our monthly Member EDM
[View Full](#)

Connect with Us (Read: 03-08-2023)
Find out how to connect with us!
[View Full](#)

Destination Perth Member Mingles (Read: 03-08-2023)
Come along to our monthly Member Mingles.
[View Full](#)

Post Board

Destination Perth
Tamsin Furr
09-08-2023
EverNow - Perth Accommodation Offer Opportunity
The WA State Government have announced a new high-growth event for Perth: Foodfest, Everflow, & Festival Duino-Kariboo will take place from 4-9 October

Marketplace

Current marketing activities and campaigns for members to register to participate in.

Click [LEARN MORE](#) to find out details of the activities and register to participate.

Partner Bulletins

Important notices for members posted by Destination Perth.

Click [VIEW FULL](#) to see the bulletin.

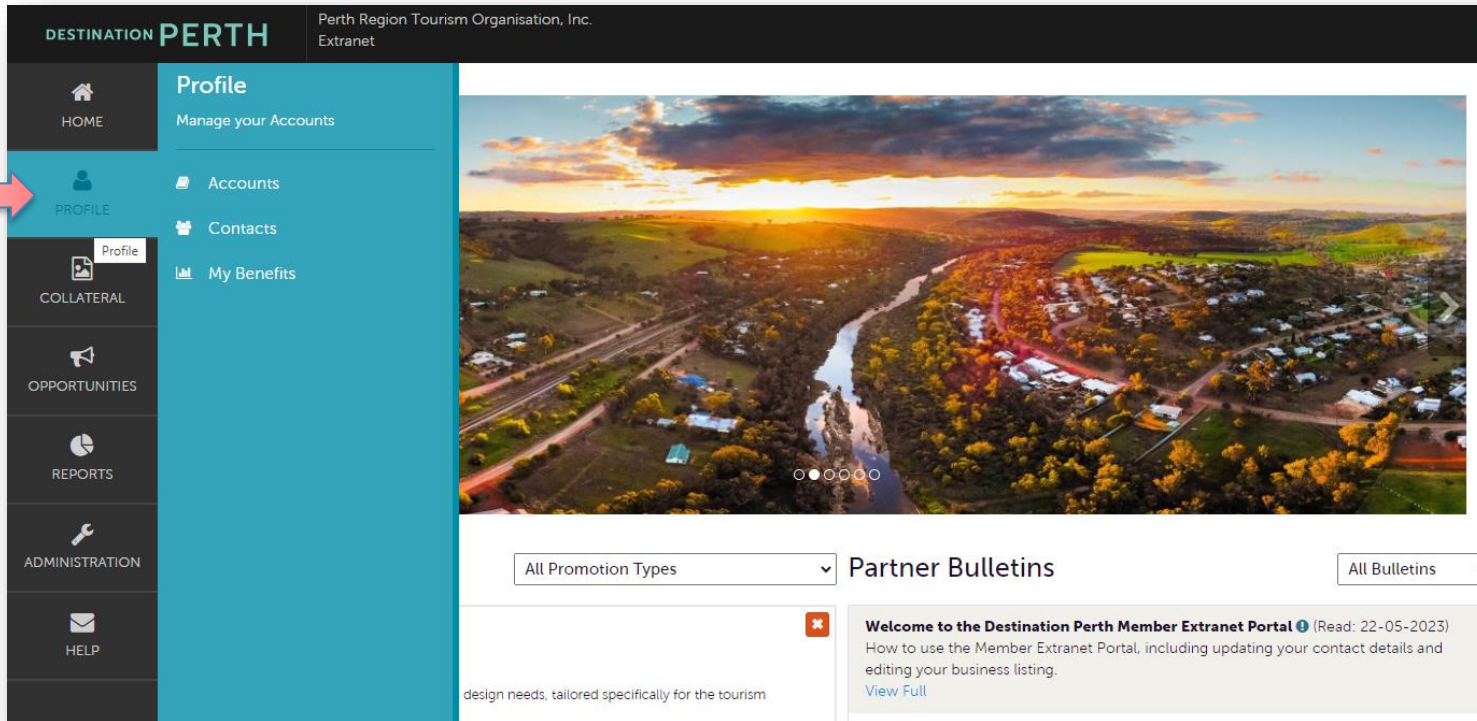
Post Board

Additional industry resources, workshops, events and programs posted by Destination Perth.

Click [READY MORE](#) to see the full post.



Dashboard Menu - Profile



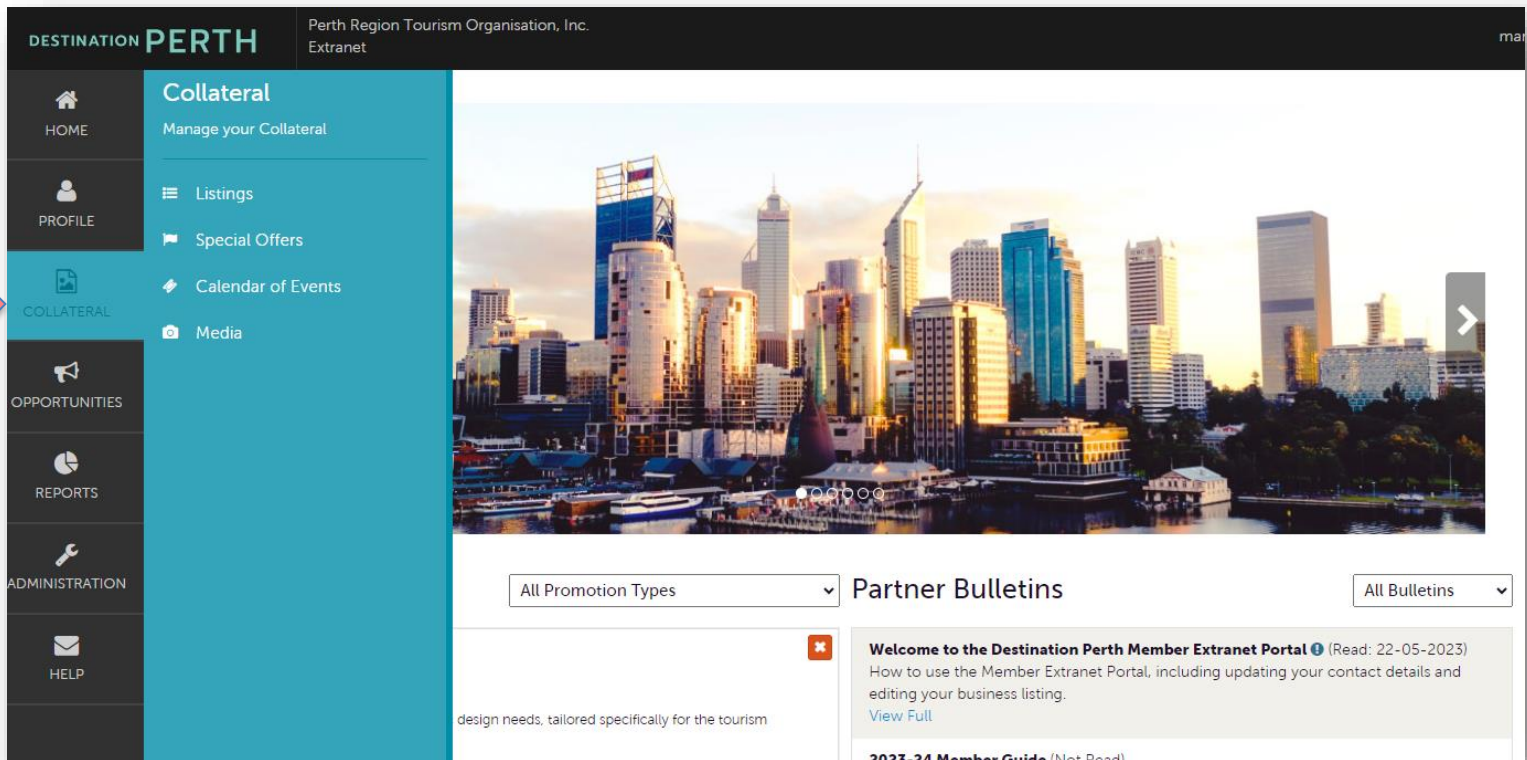
PROFILE

From the dashboard, click PROFILE to:

- View and edit your membership account information
- View, edit and add contact details for your account
- View your membership benefit summary



Dashboard Menu - Collateral



DESTINATION PERTH Perth Region Tourism Organisation, Inc. Extranet

Collateral
Manage your Collateral

- Listings
- Special Offers
- Calendar of Events
- Media

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

HELP

All Promotion Types Partner Bulletins All Bulletins

Welcome to the Destination Perth Member Extranet Portal (Read: 22-05-2023)
How to use the Member Extranet Portal, including updating your contact details and editing your business listing.
[View Full](#)

2023-24 Member Guide (Not Read)

COLLATERAL

From the dashboard, click COLLATERAL to:

- View and edit your business listing/s
- View, edit and submit special offers and events (for featuring on our website)
- Manage your media (i.e. the images that display on your business listing and offers)



Dashboard Menu - Opportunities

DESTINATION PERTH Perth Region Tourism Organisation, Inc. Extranet

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

HELP

Opportunities
Manage your Opportunities

Media Leads

Service Requests

Marketplace

All Promotion Types

Partner Bulletins

All Bulletins

Welcome to the Destination Perth Member Extranet Portal (Read: 22-05-2023)
How to use the Member Extranet Portal, including updating your contact details and editing your business listing.
[View Full](#)

design needs, tailored specifically for the tourism

OPPORTUNITIES

From the dashboard, click OPPORTUNITIES, to

- View media leads (travel writer RFPs) and service requests
- View and register for current opportunities available through MARKETPLACE



Profile – Accounts Dashboard

The screenshot displays the 'Profile – Accounts Dashboard' interface. On the left, a navigation sidebar includes 'HOME', 'PROFILE', 'COLLATERAL', 'OPPORTUNITIES', 'REPORTS', and 'HELP'. The 'PROFILE' section is expanded, showing 'Profile' (with a sub-link 'Manage your Accounts'), 'Accounts', 'Contacts', and 'My Benefits'. A red arrow points from the 'Manage your Accounts' link to the 'Accounts' section. Below this, the 'Accounts' dashboard is shown, featuring a 'Filters (0)' section with a 'Manage Filters' button. A table lists accounts, with one entry 'Duxton Hotel Perth' visible. The table has columns for 'Actions' (with edit and view icons) and 'Account'. A second red arrow points from the 'Accounts' section in the sidebar to the table. The table includes pagination controls: 'Page 1 of 1' and 'Go to Page: 1'.

To view your account information, click **PROFILE** and **ACCOUNTS** from the navigation. From here you can edit your account information by clicking the pencil icon and view your account information by clicking the eyeball icon.

Note: If you see multiple account names, you are a contact for more than one business account.



Profile - Accounts Edit

The screenshot shows the 'Profile - Accounts Edit' interface. On the left, there is a sidebar with a 'Sections:' menu. A red arrow points to the 'Account Information' link. Above the menu are 'SAVE' and 'CANCEL' buttons. The main content area is divided into sections: 'Account' with fields for 'Account' (Simpleview Hotel and Conference Center) and 'Region' (North, marked as Required); 'Website' with a field for 'www.simpleviewinc.com'; and 'Phone Information' with 'Primary' and 'Alternate' phone number fields, each including an 'Ext' field.

To edit your account information, click the pencil icon, and you will be directed to the edit account form. You can scroll to a particular section by clicking the links on the left of the page.

Once you have finished making changes to your account, you must click the SAVE button before changes are applied. The Destination Perth Team will review any changes made to your account and will be in touch with you if any details require clarification.

Note: you can add new images to your media from the account edit page, however, you must edit the image details in COLLATERAL → MEDIA to assign it to a listing or offer.



Profile – Contacts View

Contacts

Filters (0) [Manage Filters](#)

Account is one of: Contact Type is:

APPLY FILTERS

ADD CONTACT

Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type
	Angel Berry	Simpleview Hotel and Conference Center		aberry@simpleviewinc.com	Primary
	Alena Chaika	Simpleview Hotel and Conference Center		achaika@simpleviewinc.com	Secondary

To view the contacts associated with your account, click **Profile** and **Contacts** from the navigation. From here you can add new contacts by clicking the blue 'ADD CONTACTS' button and edit, view or clone (duplicate) existing contacts by clicking the appropriate icon under ACTIONS next to the contact's name.

Note: you must have at least one contact set as the PRIMARY contact for key marketing and member communications.



Profile - Contacts Edit

Update Contact

SAVE

CANCEL

Sections:

- Contact Information
- Address Information
- Phone Information
- Additional Information
- ecomm

Contact Information

Account: ◀Required
Simpleview Hotel and Conference Center

Last Name: ◀Required
Berry

Department:

Contact Type: ◀Required
Primary

First Name: ◀Required
Angel

Full Name: ◀Required
Angel Berry

Title:

Preferred Contact Method:
Email

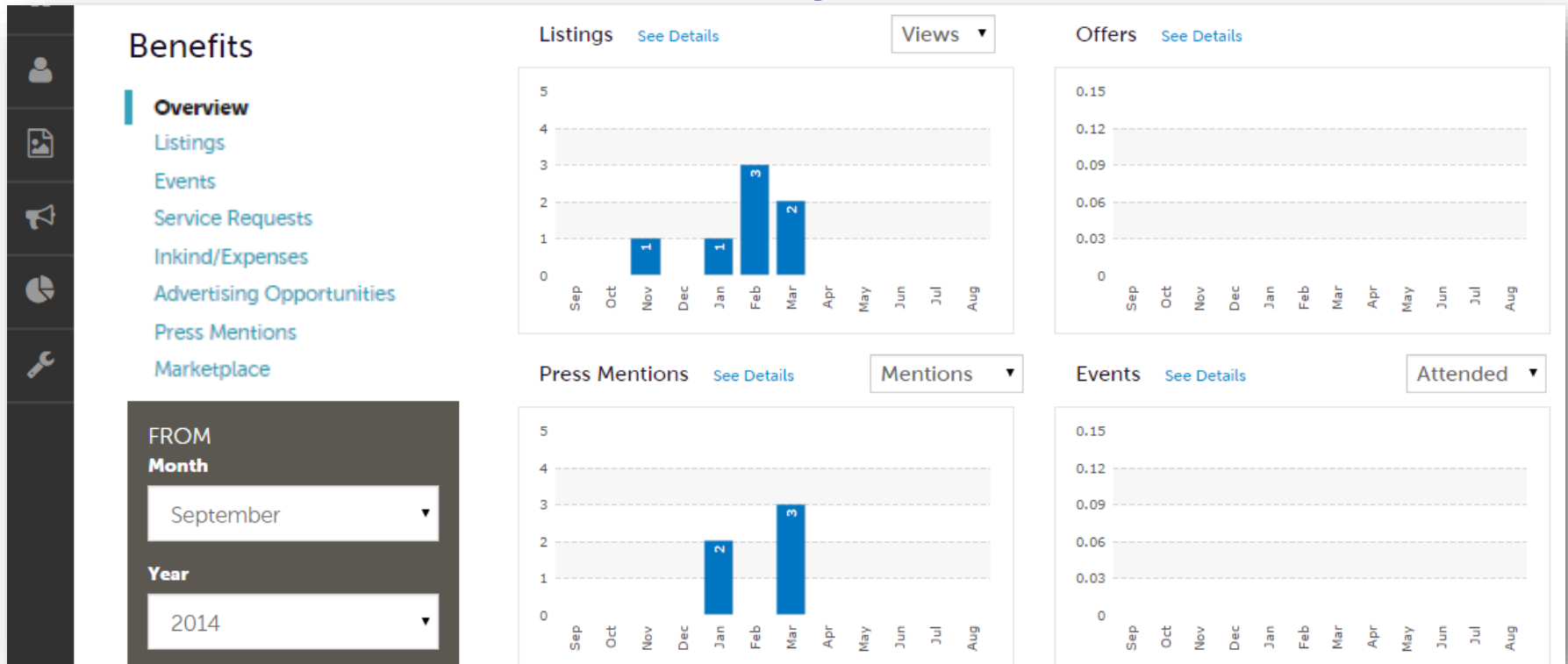
To edit a contact, click the pencil icon, and you will be directed to the edit contact page. When you add or edit a contact, you can quickly scroll to a section on the page by clicking the links on the left of the page.

Once you have finished making changes to your contact information, you must click the **SAVE** button before changes are applied. The Destination Perth Team will review any changes made and will be in touch with you if any details require clarification.

Note: If a contact has left your business it is your responsibility to notify Destination Perth and/or change their contact type to “Inactive”.



Profile - My Benefits



To view your Member Benefit Summary, click **Profile** and **My Benefits** from the navigation. You will be presented summary reports based on benefits you have received as part of your membership with Destination Perth.

The information you see on this page is specifically related to your business.




Collateral – Listings View





Listings

Filters (0)

Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the  icon from the grid to add filters from the available list and set a default value to use in the future.

Page 1 of 1 Go to Page: 1

Actions	Company	Listing Type	Category	SubCategory	Listing ID	
 	Duxton Hotel Perth	Website	Accommodation	All Accommodation	80	
 	Firewater Grille	Website	Food & Drink	All Food and Drink	917	

Page 1 of 1 Go to Page: 1

To view your business listings, click **Collateral** and **Listings** from the navigation. From here you can edit your business listing by clicking on the pencil icon and preview your business listing information by click on the eyeball icon.

Note: only the Destination Perth Team can add new business listings, which are available to Gold and Platinum Members. Please contact marketing@destinationperth.com.au if you want to set up an additional listing.



Collateral – Listings Edit

Update Listing

SAVE

CANCEL

Sections:

- [Listing](#)
- [Region/Destination](#)
- [Listing Information](#)
- [Categories](#)
- [Details](#)
- [Listing Image](#)
- [Social Media](#)
- [General](#)

Listing Region/Destination

Region: PERTH CITY ▾

Destination: CHOOSE AMONG THE FOLLOWING... ▾

Listing Information

Account: ◀Required Duxton Hotel Perth ▾

Type: ◀Required Website ▾

Hide Address on Website: YES NO

Description:

Source **B I S Ix** [Icons]

Located in the heart of the City, the Duxton Hotel is the perfect accommodation venue for travellers staying in Perth. Only a few minutes walk away you will discover Perth's shopping, entertainment and restaurant centres. With the hotel situated just a short stroll from the Swan River, you can enjoy the rare beauty of nearby central parklands and riverside walkways.

The Duxton Hotel's spacious 306 rooms and suites feature all the amenities that you would expect to find at a five star hotel. A highlight of this property is the generous, contemporary bathrooms, most containing a separate bath and shower.

The Duxton Hotel's essential facilities include a swimming pool, gym and outdoor...

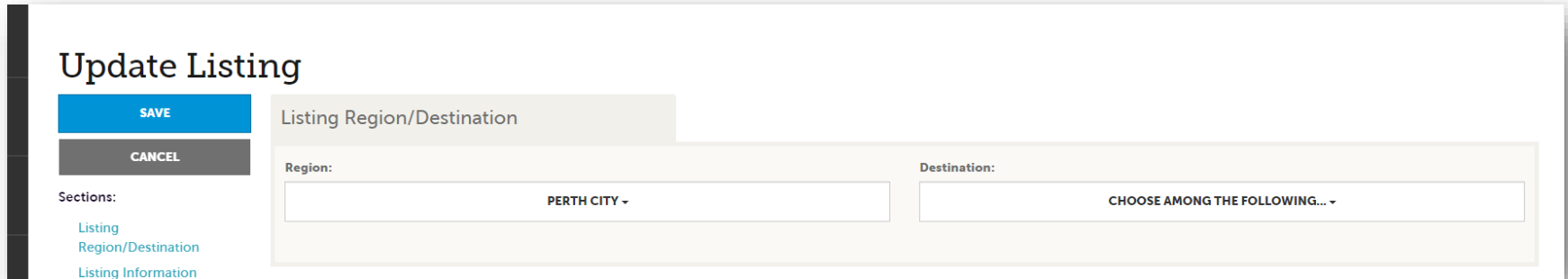
To edit a listing, click the pencil icon, and you will be directed to the edit listing form. When you view or edit a listing, you can quickly scroll to a particular section by clicking the links on the left of the page.

Scroll to the next section of this guide for detail instructions on editing different sections of the listing.



Collateral – Listings Edit

Section: Listing Region/Destination



The screenshot shows a web interface for editing a listing. On the left, there is a sidebar with a 'SAVE' button (blue) and a 'CANCEL' button (grey). Below these are three links: 'Listing', 'Region/Destination', and 'Listing Information'. The main content area is titled 'Update Listing' and contains a form section for 'Listing Region/Destination'. This section has two dropdown menus: 'Region:' with the selected value 'PERTH CITY -' and 'Destination:' with the selected value 'CHOOSE AMONG THE FOLLOWING... -'.

The Listing Region/Destination refers to the physical location of the business.

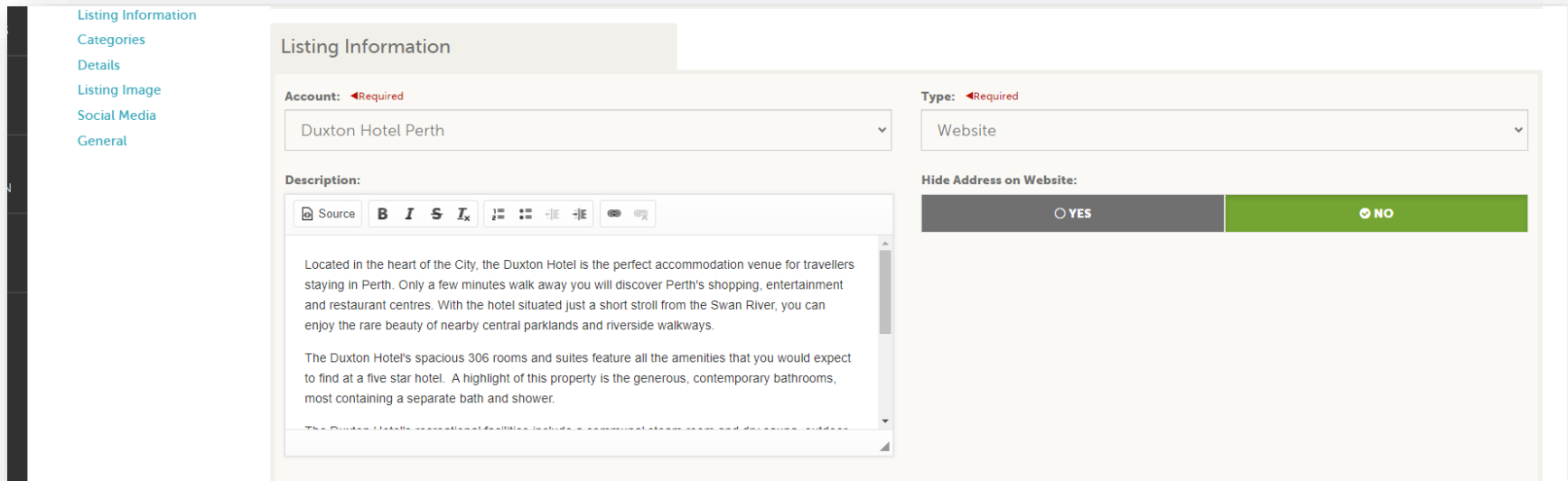
You can select multiple regions, but you must select at least one. Destinations are optional, and you should only select those that are relevant to the business's location.

If you are unsure which region or destination your business list located within, please contact us at marketing@destinationperth.com.au.



Collateral – Listings

Section: Listing Information



The screenshot shows a web application interface for editing a listing. On the left is a navigation menu with links: Listing Information (highlighted), Categories, Details, Listing Image, Social Media, and General. The main content area is titled 'Listing Information' and contains several fields:

- Account:** A dropdown menu with 'Duxton Hotel Perth' selected. A red arrow icon and the word 'Required' are to the left.
- Type:** A dropdown menu with 'Website' selected. A red arrow icon and the word 'Required' are to the left.
- Description:** A rich text editor with a toolbar containing icons for Source, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink. The text area contains two paragraphs:

Located in the heart of the City, the Duxton Hotel is the perfect accommodation venue for travellers staying in Perth. Only a few minutes walk away you will discover Perth's shopping, entertainment and restaurant centres. With the hotel situated just a short stroll from the Swan River, you can enjoy the rare beauty of nearby central parklands and riverside walkways.

The Duxton Hotel's spacious 306 rooms and suites feature all the amenities that you would expect to find at a five star hotel. A highlight of this property is the generous, contemporary bathrooms, most containing a separate bath and shower.
- Hide Address on Website:** A toggle switch with 'YES' selected (radio button) and 'NO' (radio button).

When editing your description, please ensure to use paragraphs and dot points, if applicable, to ensure an easy reading journey for visitors to the website.

Note: we do not allow use of emoticons, these will be removed by the DP Team at the approval process. External links to pages within your website only.



Collateral – Listings

Section: Categories

SAVE

CANCEL

Sections:

- Listing
- Region/Destination
- Listing Information
- Categories
- Details
- Listing Image
- Social Media
- General

Categories

Please only select the subcategories that are most relevant to your business offering.

Category: ◀Required

Accommodation

SubCategory: ◀Required

All Accommodation

Additional Subcategories :

Accommodation

Accommodation: Luxury Accommodation +

Accommodation

Accommodation: Hotels and Resorts + -

Please ensure that you have at least one 'Additional Subcategory' selected, to ensure that your listing displays on the appropriate filter options on the website.

To add an additional subcategory, click the + sign next to the existing subcategories. Please only choose those most relevant to your business offering.

Note: if you would like to change your listing category, please contact the Destination Perth team at marketing@destinationperth.com.au to discuss.



Collateral – Listings

Section: Listing Image

SAVE

CANCEL

Sections:

- Listing
- Region/Destination
- Listing Information
- Categories
- Details
- Listing Image
- Social Media
- General

Listing Image

New images can be uploaded and assigned to your business listing by clicking on 'Collateral' and then 'Media':

Select one or more images

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Here you can view the images in your media gallery that have been associated with the business listing. Click on the image to active/deactivate to the business listing.

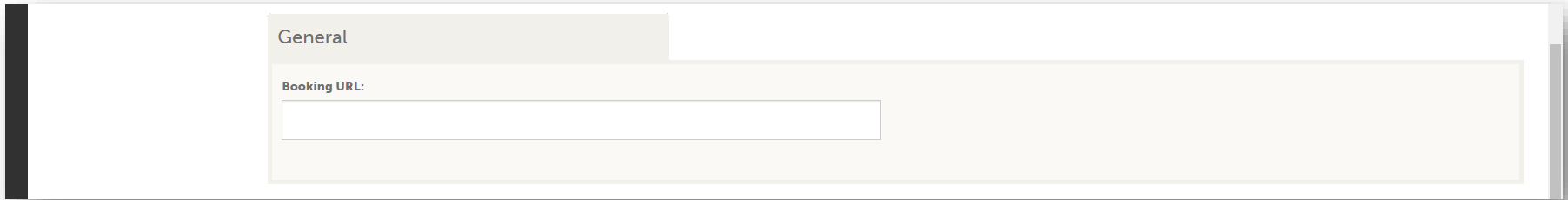
To upload new images or change the order that images appear in the image gallery on the listing please refer to the slide '[Collateral – Media](#)'.

Note: For members with more than one account, to add an image to a specific listing, the image must be loaded to the account associated to the listing.



Collateral – Listings

Section: General - Booking URL



The image shows a screenshot of a web form. At the top, there is a tab labeled 'General'. Below the tab, there is a section labeled 'Booking URL:' followed by a text input field. The form is set against a light beige background with a white border.

If you would like a dedicated BOOK NOW button added to your listing, in addition to a link to your website, enter your booking URL here.

You must click the SAVE button to submit your changes for approval by the Destination Perth Team. Please allow 2-3 business days for changes to appear live on the website. If the change is urgent, please contact Destination Perth directly at marketing@destinationperth.com.au.



Collateral – Offers View

Offers

Filters (0) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

ADD OFFER

Page 1 of 1 Go to Page: 1

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending
	Family Fun-Cation	15-12-2023	27-01-2024	06-12-2023	27-01-2024	No
	Flavours of the World Buffet	05-12-2023	31-12-2024	05-12-2023	31-12-2024	No
	Suite Valentine's Day Package	22-01-2024	14-02-2024	23-01-2024	14-02-2024	No
	Summer Vacation Package	01-12-2023	29-02-2024	01-12-2023	29-02-2024	No

Page 1 of 1 Go to Page: 1

To view or add offers, click **Collateral** and **Special Offers** from the navigation. Active offers are displayed on your business listing and the [Perth Holiday Offers](#) page. From here you can add a new offer by clicking on the blue ADD OFFER button and edit, view and clone (duplicate) existing offers by clicking on the icons under 'actions'.

Members are responsible for maintaining and updating their offers. If you need assistance with this please contact marketing@destinationperth.com.au.



Collateral – Add New Offer

Update Offer

Offer Information

Account: **Crowne Plaza Perth**

Offer Title: **Crowne Plaza Perth Family Getaway Package**

Offer Link: <https://perth.crowneplaza.com/promotion/family-getaway/>


Offer Text:

This school holiday, enjoy a family staycation at Crowne Plaza Perth!
The Family Getaway package comes with:

- Spacious family room for up to 2 adults and 2 (or over 10 kids)
- In-Room equipped for open decks and kids, free evening!
- Delicious food the kids will love for free with a paying adult meal at **Claret Restaurant**
- 20th Entry pool with stunning Swan River views and best view for 2024!

Offer Image

Select an image



Offer Dates

Redeem From: 01-01-2023 Redeem To: 31-01-2024

Post From: 01-12-2023 Post To: 31-01-2024

Offer Categories

Offer Categories: ACCOMMODATION

Offer Listings

Offer Listings: CROWNE PLAZA PERTH (MERITS: ACCOMMODATION: ALL ACCOMMODATIONS)

- Enter the offer title – no more than 10 words.
- Enter the offer link – this is the booking URL
- Enter the offer text – copy should be in 3rd person and contain all relevant inclusions and T&Cs.
- Choose an image from the grid of images displayed - to upload a new image refer to the slide '[Collateral – Media](#)'.
- Enter the redemption and post dates –
 - Redemption dates are the booking period for the offer.
 - Post dates are the dates that you would like your offer to appear live on the website.
- Select the appropriate offer category for sorting on the Perth Holiday Offers page.
- Select your business listing if you want the offer to be displayed on the business listing.

You must click the Save button to submit your changes for approval by the Destination Perth Team.



Collateral – Events View

Events

Filters (0) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

[ADD EVENT](#)

Actions	Event ID	Title	Rank	Start Date	End Date	Event Category	
	439	Flavours of the World	Ongoing Event	31-01-2024		Food and Drink	

Page 1 of 1 Go to Page:

To view or add events, click **Collateral** and **Calendar of Events** from the navigation. Events are added to the [Perth Events Calendar](#) and are featured on your business listing. From here you can add an event by clicking on the blue ADD EVENT button and to edit, view, clone (duplicate) or delete existing events, click on the icons under ‘actions’.

Members are responsible for maintaining and updating their events. If you need assistance with this please contact marketing@destinationperth.com.au.



Collateral – Add New Event

New Event

SAVE

CANCEL

Sections:

- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

Event Information

Account: *Required
Duxton Hotel Perth

Title: *Required

Contact: ?
--Choose One--

Admission:

Descriptions: *Required

Source B I S T

Email:

Websites: *Required

Phones:

Categories: *Required
CHOOSE AMONG THE FOLLOWING... -

Host Organization Listing:

Host Organization Name:

Please note the following when creating event listings;




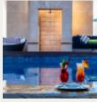












- **Contact:** selecting a contact is not required, but is help for DP staff if we need to contact you about the event submission – this contact information does not appear on the live event listing.
- **Host Organisation Listing and Venue Listing:** select your relevant business listing and the event will be featured on the listing and a link to the business listing appears on the event.
- **Images:** up to 5 images can be loaded and will appear as an image gallery on the listing. Drag and drop the images displayed to change the order they appear.
- **Region/Destination:** ensure to select the relevant region and destination the event takes place in for the filter options to work on the events calendar.

You must click the Save button to submit your changes for approval by the Destination Perth Team.



Collateral – Media

The screenshot shows a 'Media' management interface. At the top, there is a 'Filters (0)' section with a 'Manage Filters' button. Below this is a blue 'ADD NEW MEDIA' button with a red arrow pointing to it. The main content is a table with the following columns: Actions, Title, Description, Image, Listing Count, and Media Type. The table contains four rows of media items. The first row is 'Duxton Hotel Perth Pool' with a listing count of 0. The second row is 'Duxton Pool 105.jpg' with a listing count of 1 and a red arrow pointing to it. The third row is 'duxton_hotel.jpg' with a listing count of 1. The fourth row is 'Firewater Grille' with a listing count of 1. A red arrow also points to the 'Actions' column of the first row.

Actions	Title	Description	Image	Listing Count	Media Type
  	Duxton Hotel Perth Pool	Duxton Hotel Perth Pool		0	Image
  	Duxton Pool 105.jpg			1	Image
  	duxton_hotel.jpg			1	Image
  	Firewater Grille			1	Image

After you click the **Collateral icon** and then **Media**, you will be presented with your business's images available for use on listings. The icons under 'actions' allow you to edit, delete or clone existing images.

Note: Images will appear as an image gallery on the business listing. You can select a specific image to appear first by adding a '1' to the sort order when editing/adding an image. If you do not do the gallery will display the default order.



Collateral – Add New Media

New Media

SAVE

CANCEL

Sections:

[Media Information](#)

Media Information

Account: Required

Crowne Plaza Perth

Title: Required

Type: Required

--Choose One--

Sort Order:

Description:

Listings:

CHOOSE AMONG THE FOLLOWING... ▼

The screenshot shows a web form for adding new media. On the left, there are two buttons: 'SAVE' (blue) and 'CANCEL' (grey). Below them is a 'Sections:' menu with 'Media Information' selected. The main form area is titled 'Media Information' and contains several fields: 'Account' (a dropdown menu with 'Crowne Plaza Perth' selected), 'Title' (an empty text input), 'Type' (a dropdown menu with '--Choose One--' selected), 'Sort Order' (an empty text input with a red arrow pointing to it), 'Description' (a large empty text area), and 'Listings' (a dropdown menu with 'CHOOSE AMONG THE FOLLOWING...' selected and a red arrow pointing to it).

- You can browse your hard drive or drag and drop an image.
- Enter '1' in Sort Order if you would like the image to appear first in the image gallery on the business listing.
- Once you upload a new image or edit an existing one you can attach the image to one or multiple listings by selecting the Listings pull down menu.

Note: Image names must not have any special characters.



Opportunities - Marketplace



HOME



PROFILE



COLLATERAL



OPPORTUNITIES



REPORTS







HELP

Marketplace

+ Filters (1)

Manage Filters

Page 1 of 1 Go to Page: 1

Actions	Title	Promotion Type	Cost	Status	Date Registered	Date Declined	Accepted	Registration Start Date	Registration End Date	Account
 	2024 Destination Holiday Planner Advertising	Print feature	\$0.00	Open for Registration				05-07-2023	29-09-2023	
 	School Holidays Campaign 2023	Website feature	\$0.00	Open for Registration			No	08-08-2023	25-08-2023	Destination Perth

To view current marketing opportunities, click **Opportunities** and then **Marketplace**. These are activities available exclusively to DP members such as campaigns.

To view details of an activity, click the pupil icon under 'actions'.

To register for an activity, click the arrow icon to go direct to the registration form.



Opportunities – Marketplace View

2024 Destination Perth Holiday Planner Advertising

RETURN

Sections:
Details
Status

Details

2024 Destination Perth Holiday Planner Advertising

Destination Perth invites you to participate in the region's premier tourist publication, the Destination Perth Holiday Planner.

Now into its 20th edition, and always well received by travel trade and visitors alike, the Perth Holiday Planner is Western Australia's premier publication promoting the destination of Perth and surrounds.

[CLICK HERE TO VIEW THE FULL ADVERTISING PROSPECTUS](#)

Get a strong start in 2024 and secure advertising in the 2024 edition of the Destination Perth Holiday Planner now.

Advertising space is limited and available on a first come first served basis. Note, Swan Valley, Sunset Coast & Rottnest sections are SOLD OUT.

If you have any questions, please don't hesitate to reach out to tourism@destinationperth.com.au

Registration Period: 05-07-2023 - 29-09-2023

Status

[Register](#) | [Decline](#)

2024 Destination Perth Holiday Planner Advertising

SUBMIT
CANCEL

Sections:
[Account Information](#)
[Contact Details](#)
[Advertisement Size](#)
[TCWA Accreditation](#)
[ADVERTISING](#)
[CONTRACT](#)

Account Information

Account: *Required
Destination Perth

Contact Details

Contact Name: *Required

[Add New Contact](#)

Please select the contact person that will manage this advertisement.

The details will include a description of the activity and opportunity available to members, costs and documents associated with the opportunity and any relevant deadlines. The Registration Period is the period that the opportunity is open for members to register.

Once submitted, DP staff will review and either accept or decline your registration – staff will be in contact with you for next steps.



Opportunities – Media Leads

All Media Leads

Filters (0) [Manage Filters](#)

Responded is: Status is one of: CHOOSE

[APPLY FILTERS](#)

Page 1 of 1 Go to Page:

Actions	Lead ID	Lead Name	Account	Lead Type	Response Date	Arrival	Departure
	1033	2014 Media Lead	Simpleview Hotel and Conference Center	Article	05/10/2014	05/29/2014	10/15/2015



By clicking the **Opportunities** and then selecting **Media Leads**, you can view Leads sent to your business by Destination Perth. These are usually requests for hosting travel writers or submitting content to be included in publications when appropriate. These Leads can be responded to by viewing the Lead; see next slide for responding.



Opportunities – Media Leads View

RETURN

Sections:

- Opportunity Information
- Responses 
- Notes
- General 

SAVE

CANCEL


Sections:

- Lead Information
- Response Information
- File Attachments


Responses

Simpleview Hotel and Conference Center

Status Open

Add/Edit	Room Request Dates	Pursuing?	Comments
	09/10/2015 - 09/13/2015		

Response Information

Pursuing this lead: Required 

YES NO

Account: Required Simpleview Hotel and Conference Center

Comments: Required

You can respond or edit an existing response to Media Leads by scrolling to the Responses section and clicking the Pencil icon. Within responses you are also able to specify if you are pursuing the opportunity and add attachments.



If in doubt, contact us!

**DESTINATION
PERTH**

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