

Visit Virginia's Blue Ridge Partner Extranet Instructions

Important to Note



- This Extranet Guide shows **ALL** aspects of the Visit VBR Partner Extranet.
- Some users may *not* be able to see all options presented based on the type of organization and/or job roles within an organization.
- Please reach out to Marlee Richardson – ITS Manager (mrichardson@visitvbr.com | 540-342-6025 x 118) if you have any questions or concerns.

~ What is the Partner Extranet? ~

- It is a fantastic tool that gives our Partners a direct link to our Simpleview CRM (Customer-Relationship Management) for easy updates on your records.
- You all are able to manually enter in anything for your organization, such as details about your account(s), contacts, listings, special coupons and leisure calendar events.
- Our sports facilities & lodging properties partners across Virginia's Blue Ridge are able to respond to Sales Leads & Service Requests.

~ How Can I Access it? ~

- You should received an automated email from mrichardson@visitvbr.com granting you Extranet Access with a temporary password.
- Your username is your email.
- You will be prompted to change your password after using your temporary one.

Congratulations you have been granted access to:
Visit Virginia's Blue Ridge (5491)

Here is your login information:
Username: mrichardson@visitvbr.com
Password: cbn61r

To login to Virginia's Blue Ridge Partner Extranet,
please click on the link below:
<https://Roanoke.extranet.simpleviewcrm.com/>

← Example of the
automated Email

~ How Can I Access it? ~

Please visit **VisitVBR.com's** website – scrolling down the bottom of the homepage you will see this green area:



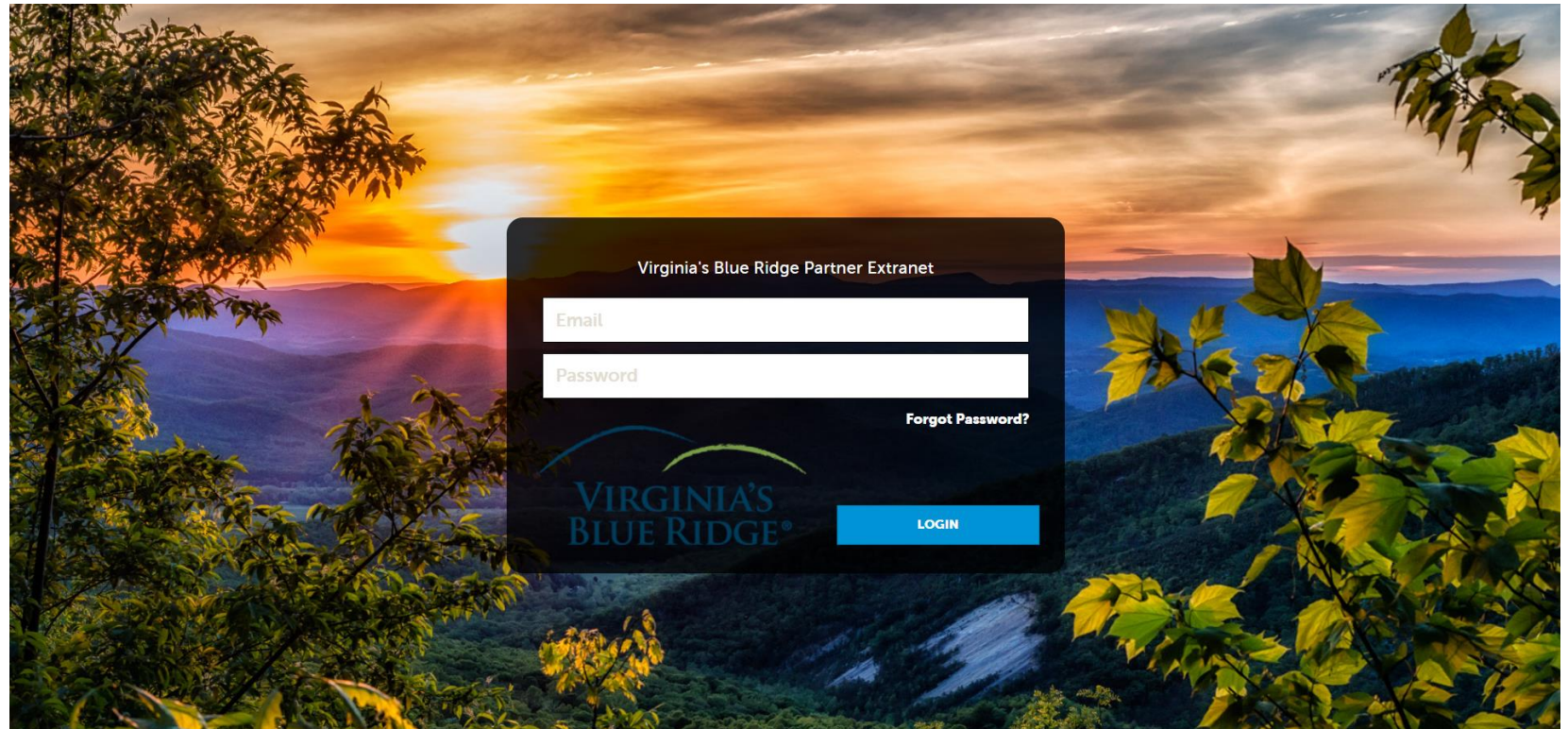
Click on “Partner Extranet” and it will direct you to the login page

Direct Link: <https://roanoke.extranet.simpleviewcrm.com/login/>

VISITVBR.COM



Login screen:



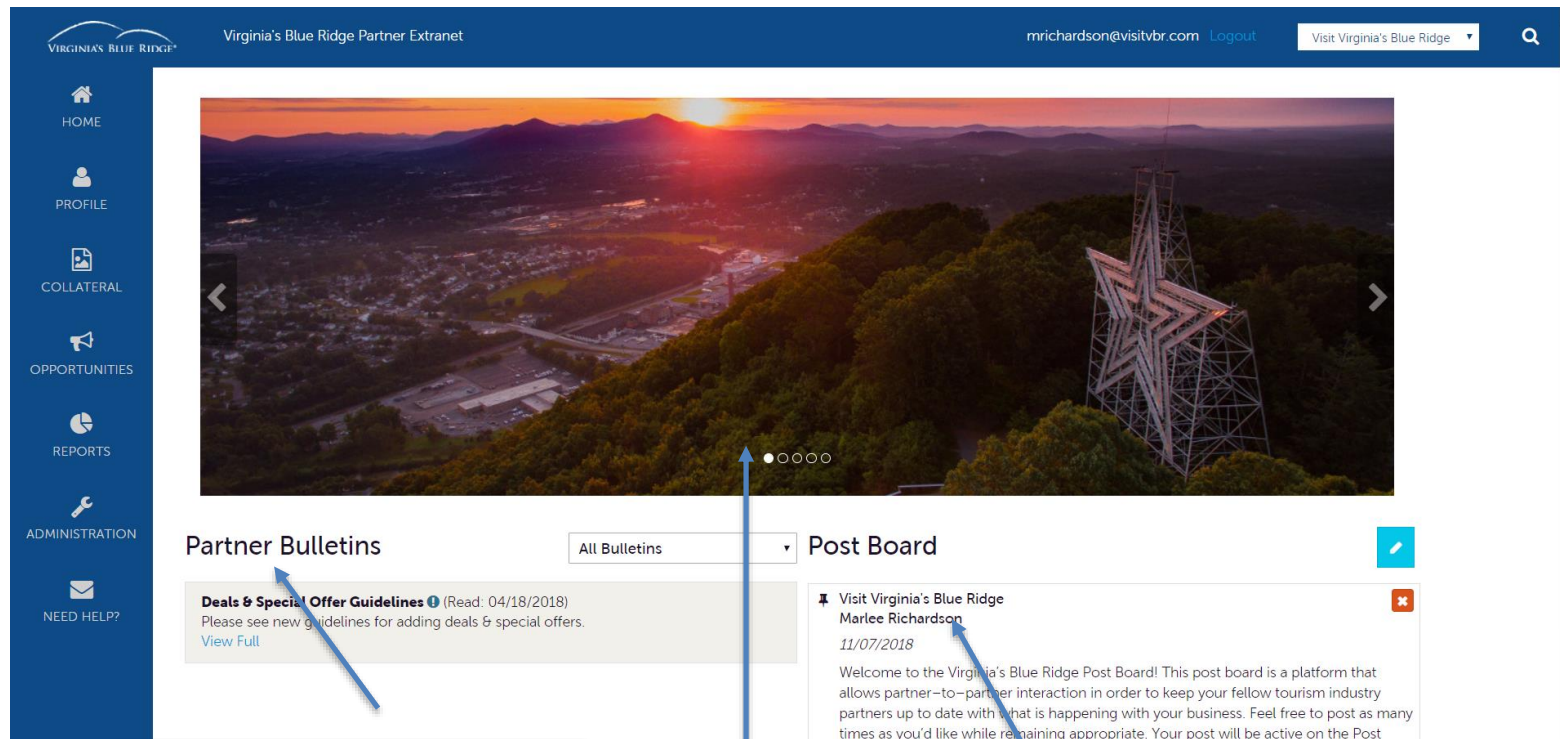
This is the login screen that will appear after clicking through to the 'Partner Extranet' button on the website.

Home Screen:

After logging in, you will see this Home Screen.

The screenshot displays the 'Virginia's Blue Ridge Partner Extranet' interface. At the top, a dark blue header contains the 'VIRGINIA'S BLUE RIDGE' logo, the site title, a user email 'mrichardson@visitvbr.com' with a 'Logout' link, and a search bar with the text 'Visit Virginia's Blue Ridge'. A left-hand navigation menu lists: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP?. The main content area features a large hero image of a sunset over a valley with a prominent star-shaped tower. Below the image is a 'Partner Bulletins' section with a dropdown menu set to 'All Bulletins', showing a 'Deals & Special Offer Guidelines' bulletin. To the right is a 'Post Board' section with a 'Visit Virginia's Blue Ridge' post by Marlee Richardson dated 11/07/2018, which includes a welcome message to the post board.

Home Screen:

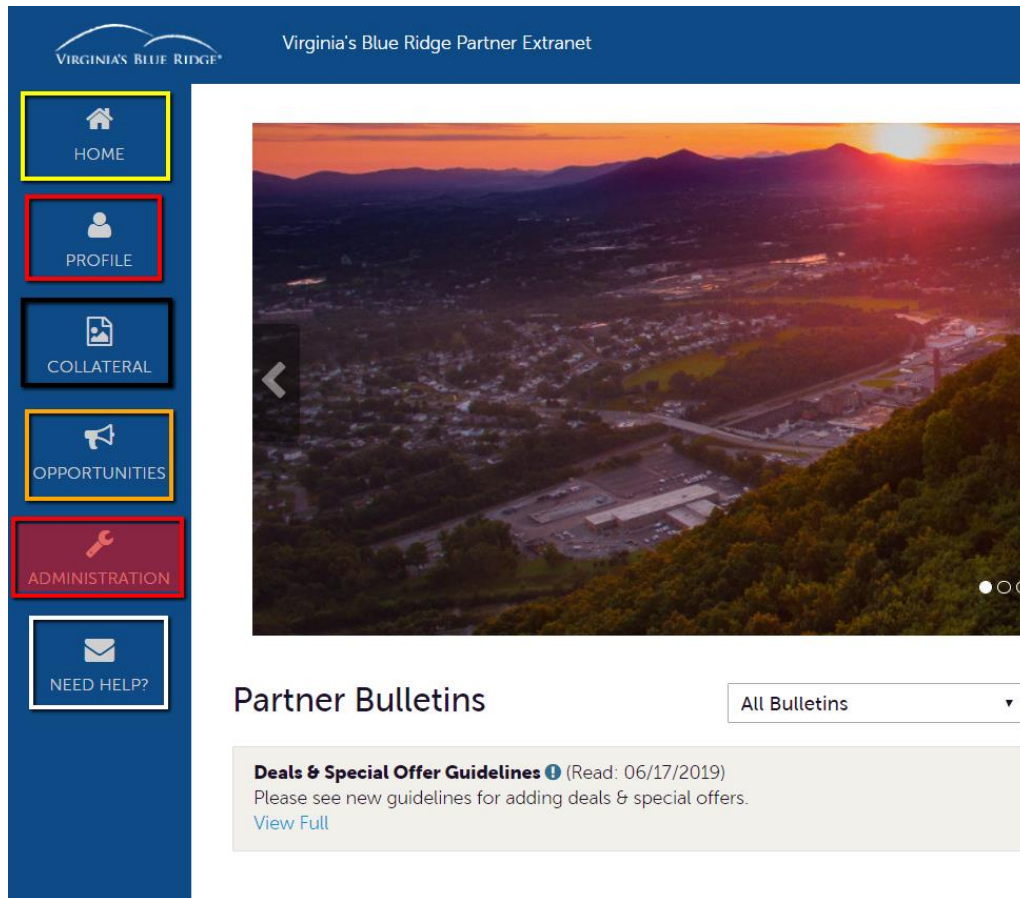


Partner Bulletins is where VBR will post information for our Partners (instructions, guidelines, campaigns, etc.).

This is the **Image Carousel** displaying Virginia's Blue Ridge.

The **Post Board** where Partners are able to post info they would like other partners to know.

Home Screen Navigations:



Need Help? – will prompt you to email
mrichardson@visitvbr.com

Home – takes you to this Home Screen

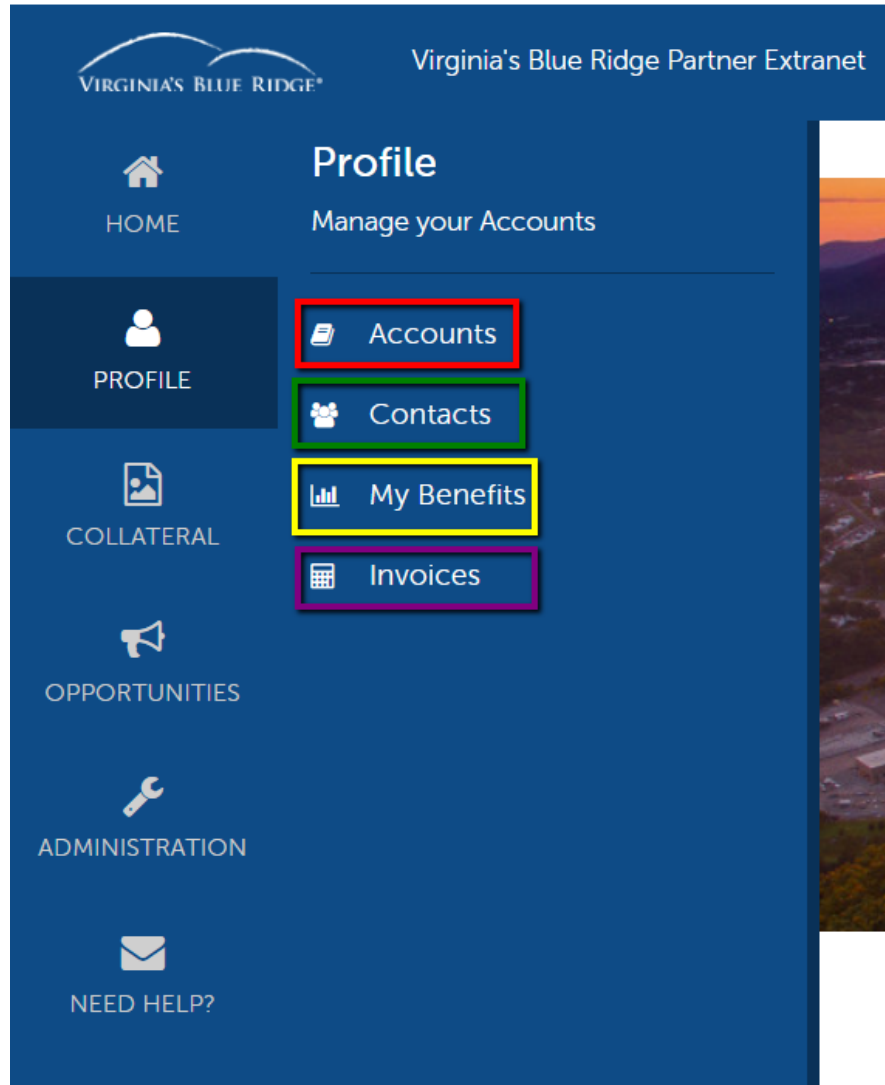
Profile – basic account information (contacts, address, amenities)

Collateral – what shows up on our site (listings, leisure events, special coupons, photos)

Opportunities – Mainly pertains to Lodging Properties, Sports & Meetings Facilities (Sales Leads/RFPs & Service Requests)

Administration – You should not see this tab – VBR Staff only 😊

Home Screen Navigation: PROFILE



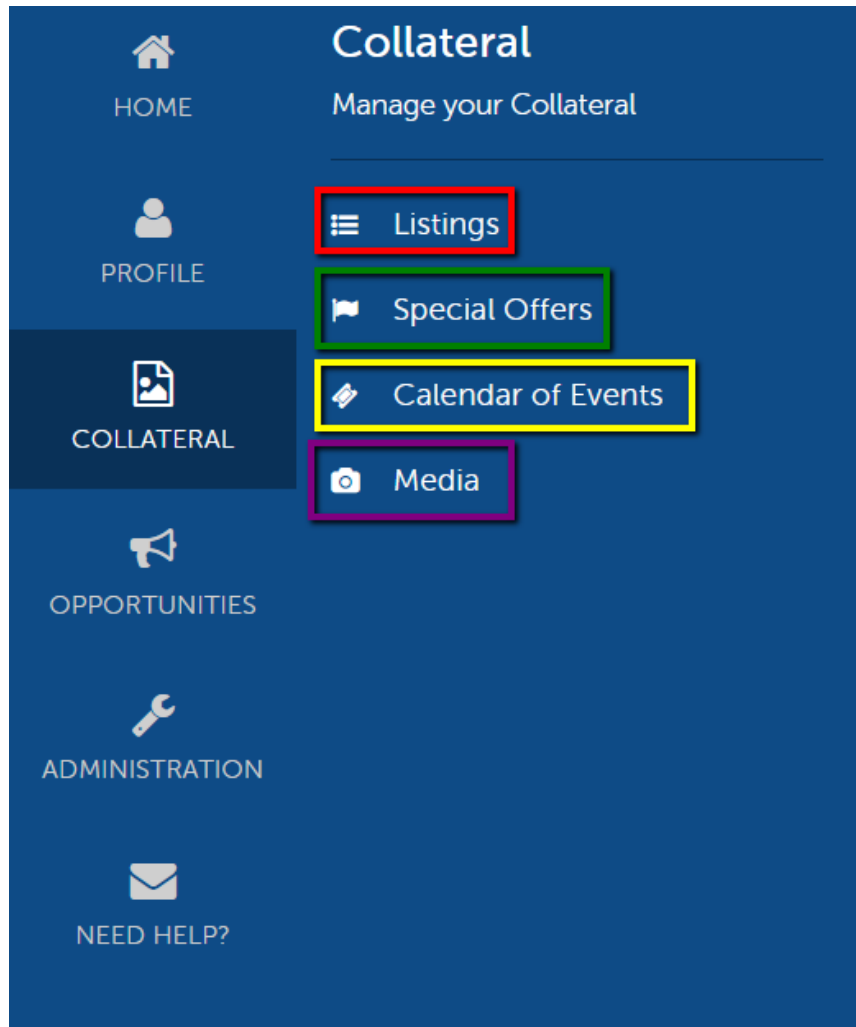
Accounts – Edit and manage your account amenities

Contacts – Edit and manage your new and old users to your account

My Benefits – View many of the benefits VBR as supplied

Invoices – View & pay your invoices through the Simplepay Portal. Payments will show as “Simpleview” on bank statements

Home Screen Navigation: COLLATERAL



Listings – Edit and manage your web presence on our site

Special Offers – Add and edit your coupons and special offers. See Guidelines in the Partner Bulletins.

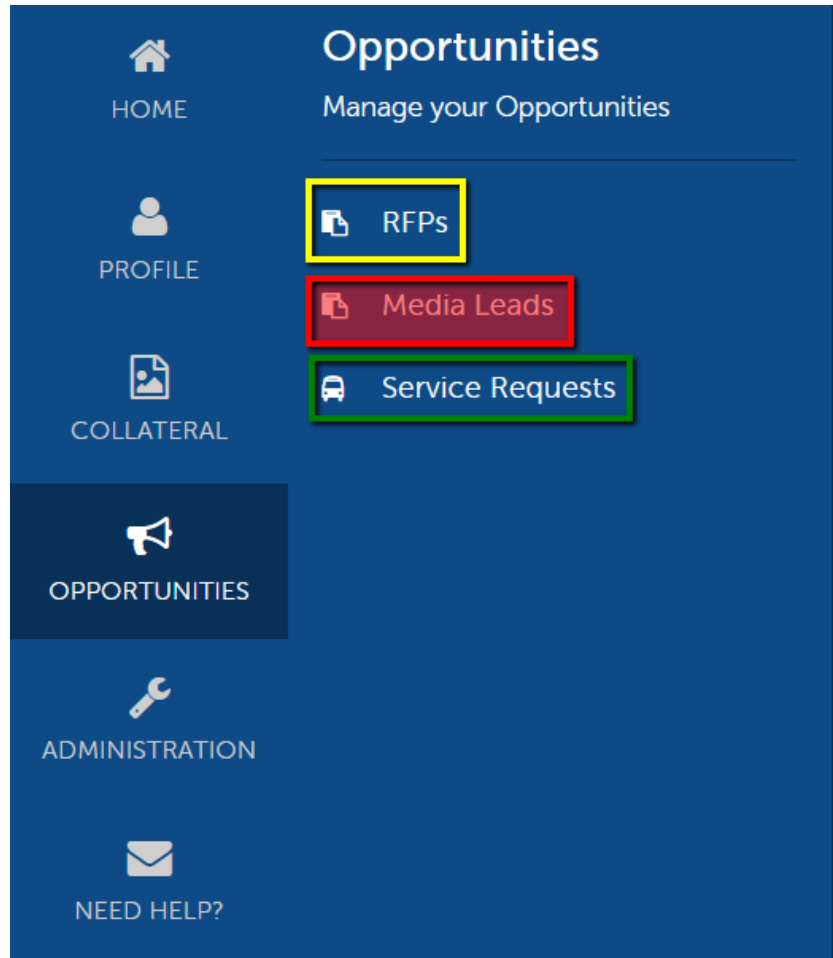
Calendar of Events – Submit an event for our leisure calendar

Media – View & Upload the images and videos used in your listings.

Note: *VVBR has to change the sort-order of your pictures on your listing*
Please let us know what order you would like your images to display.

Home Screen Navigation: OPPORTUNITIES

Note: This navigation is primarily used by Lodging Properties and Sports & Meetings Facilities.



RFPs – (Request for Proposal)

View and respond to leads for conventions, meetings, sports tournaments.

Media Leads – Please ignore.

We do not use this function within our CRM.

Service Requests – View and respond to requests that are not necessarily tied to room nights. For instance, field availability, transportation, catering, and audio/video.