



Partner Extranet Instructions



VIRGINIA'S
BLUE RIDGE®

VISITVBR.COM

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 Kristen Flack - Community Relations & Events Manager, (kflack@visitvbr.com | 540-342-6025 x 131) if you have any questions or concerns.

What Is The Partner Extranet?



- This tool gives our partners a direct link to our Simpleview CRM (Customer-Relationship Management) for easy updates on your records.
- You can manually enter 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 receive an automated email from kflack@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: kflack@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:

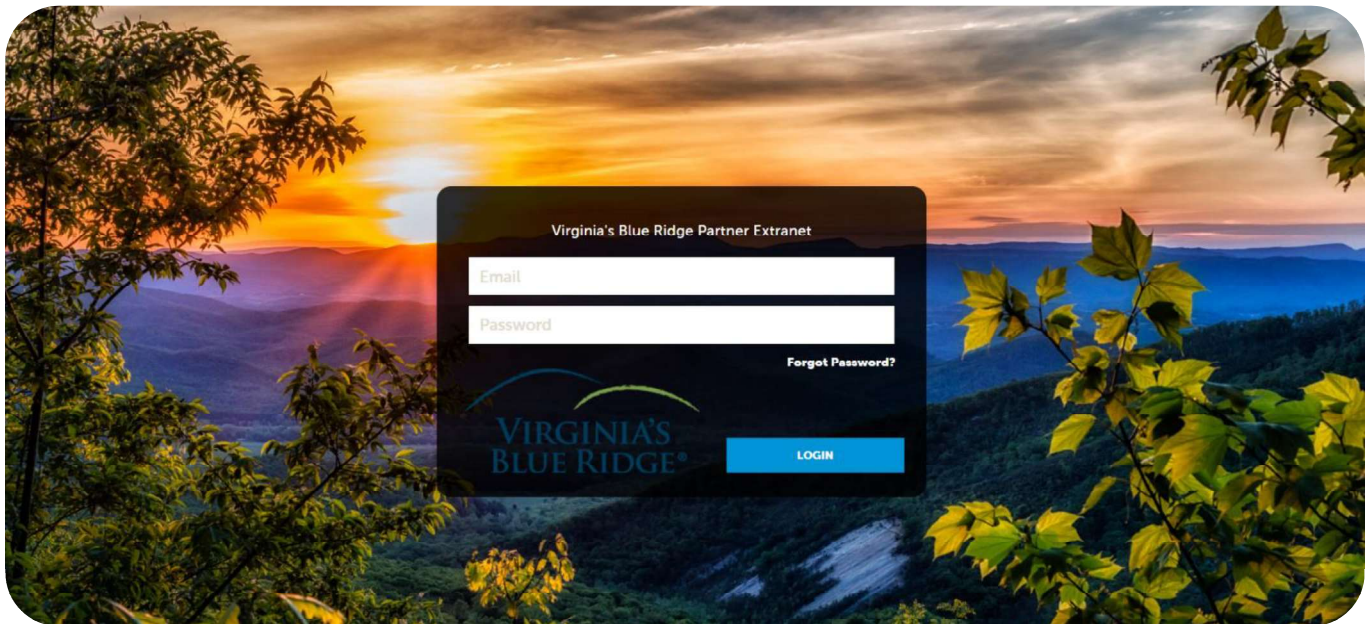
Want the latest on Virginia's Blue Ridge?
Securely sign up for our FREE e-newsletter:

Map > Sitemap > Visitor's Guide > Newsletter > About Us
> Contact Us > Partners > Privacy Policy > Partner Extranet

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

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

Login Screen:



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

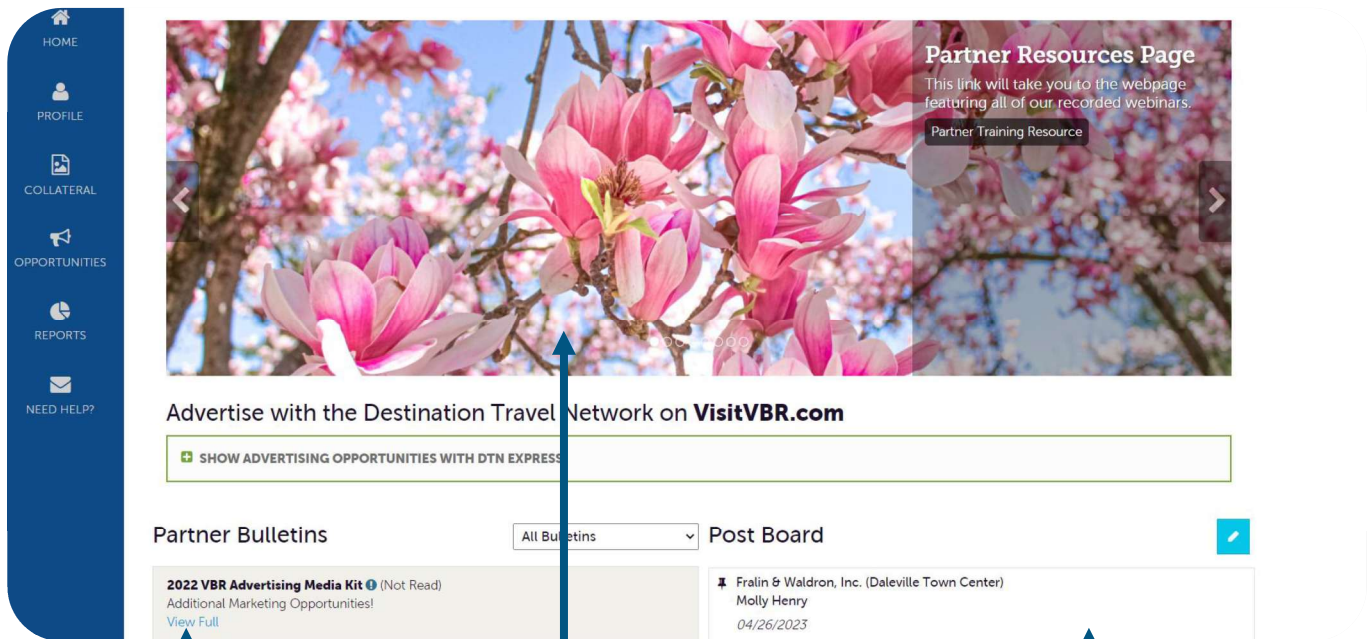
Home Screen:



The screenshot shows the user interface of the Virginia's Blue Ridge Partner Extranet. At the top, the header includes the logo, the text "Virginia's Blue Ridge Partner Extranet", the user email "rnunley@visitvbr.com", a "Logout" link, and a "Visit Virginia's Blue Ridge" dropdown menu. A vertical navigation sidebar on the left contains icons and labels for "HOME", "PROFILE", "COLLATERAL", "OPPORTUNITIES", "REPORTS", and "NEED HELP?". The main content area features a large image of pink magnolia flowers. Overlaid on the right side of the image is a "Partner Resources Page" card with the text: "This link will take you to the webpage featuring all of our recorded webinars." and a "Partner Training Resource" button. Below the image is an advertisement for "Advertise with the Destination Travel Network on VisitVBR.com" with a "SHOW ADVERTISING OPPORTUNITIES WITH DTN EXPRESS" button. At the bottom, there is a "Partner Bulletins" section with a dropdown menu set to "All Bulletins" and a "Post Board" button.

After logging in, you will see this Home Screen.

Home Screen:

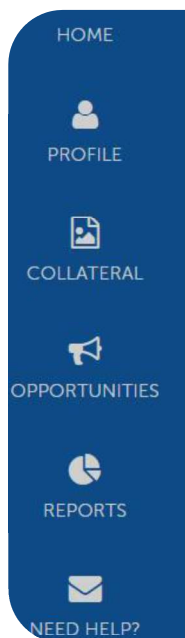


Partner Bulletins are where VBR will post information for our Partners (instructions, guidelines, campaigns, etc.).

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

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

Home Screen Navigations:



Advertise with the Destination Travel Network on **VisitVBR.com**

Home - Takes you to this Home Screen.

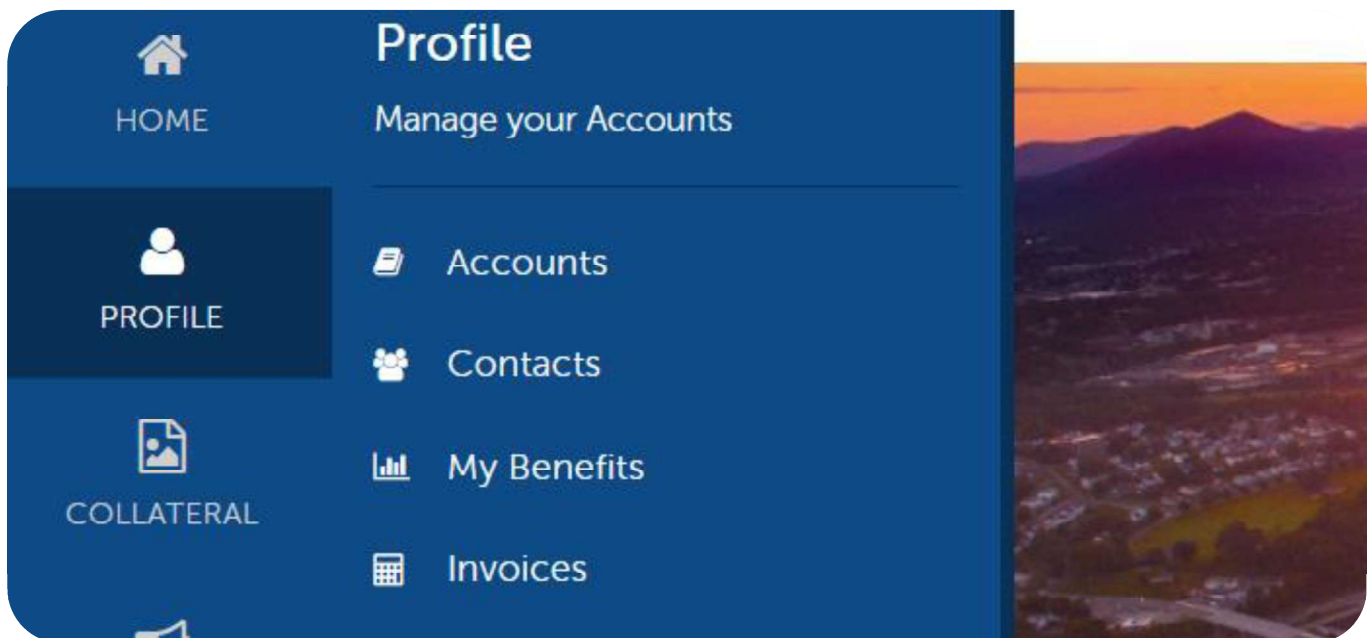
Profile - Basic account information (contacts, address, amenities).

Collateral - What shows up on our site (listing, leisure events, special coupons, photos).

Opportunities - Mainly pertains to Lodging Properties, Sports & Meetings Facilities (Sales Leads/RFP & Service Requests).

Need Help? - Will prompt you to email kflack@visitvbr.com

Home Screen Navigations: Profile



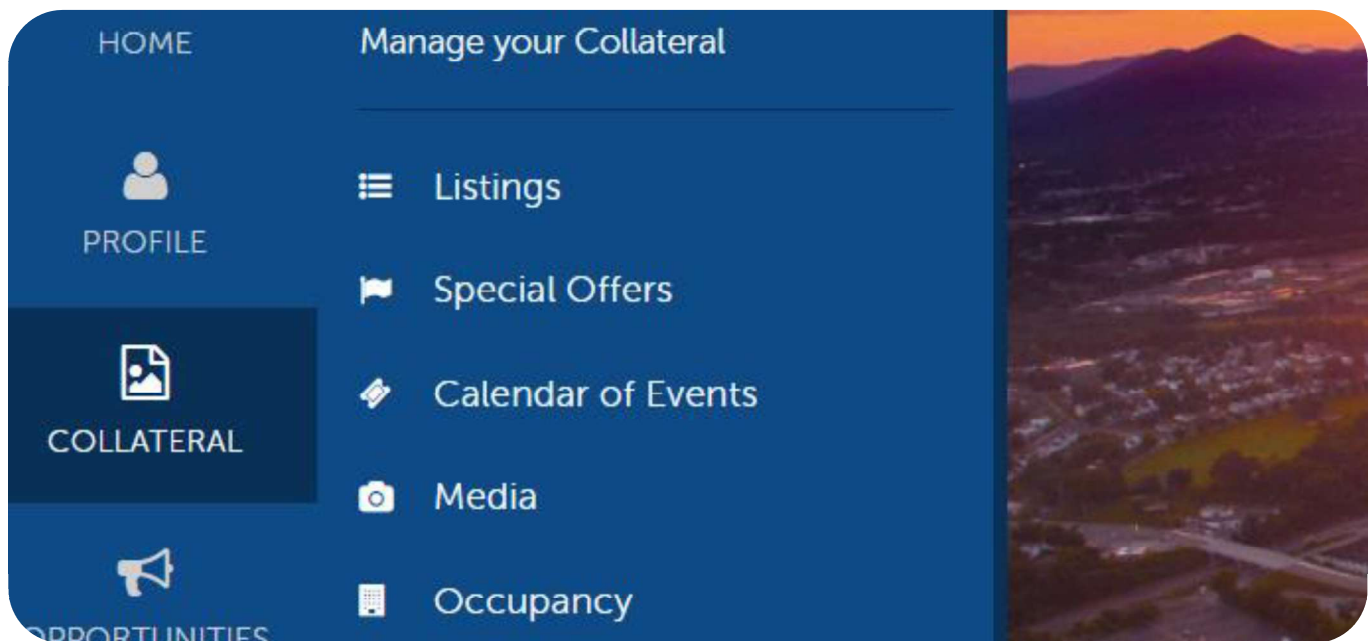
Accounts - Edit and manage your account.

Contacts - Edit and manage your new and old users in your account.

My Benefits - View many of the benefits VBR has supplied.

Invoices - View & pay your invoices through the Simplepay Portal. Payments will show as "Simpleview" on bank statements.

Home Screen Navigations: Collateral



Listings - Edit and manage your web presence on our site.

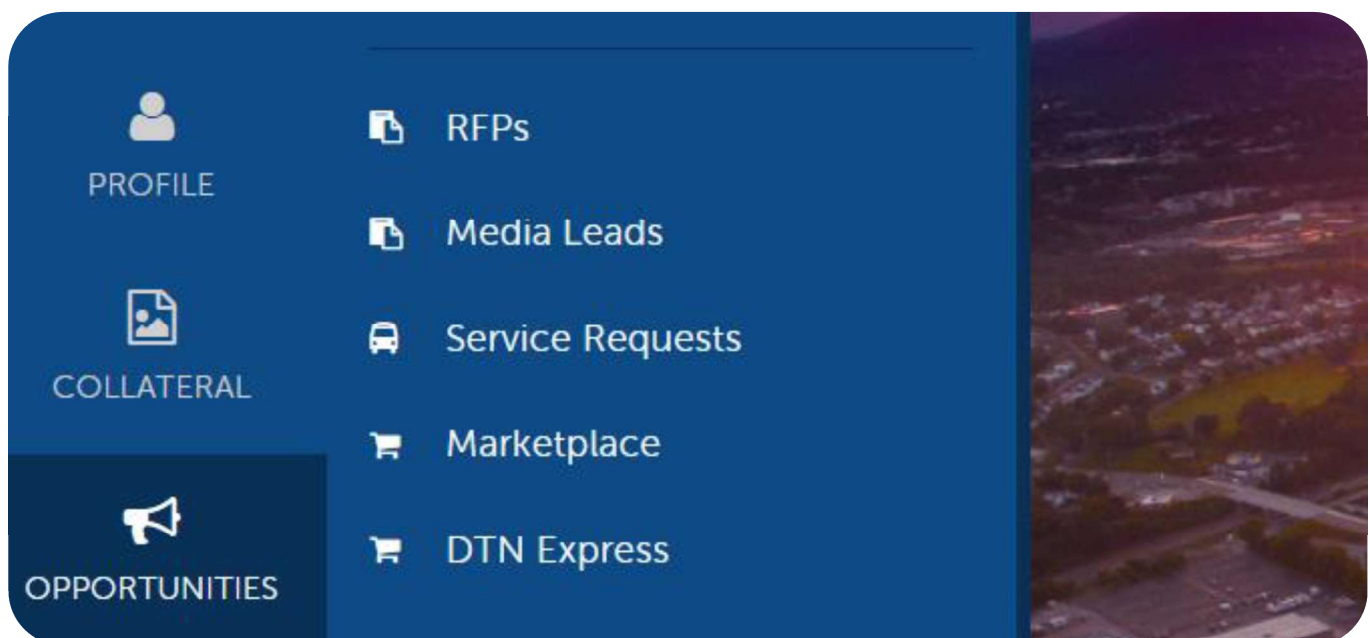
Special Offers - Add and edit your coupons and special offers. See Guidelines in the Partner Bulletins.

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 Navigations: Opportunities



RFPs - (Request for Proposal) View and respond to leads for conventions, meetings, and 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.

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