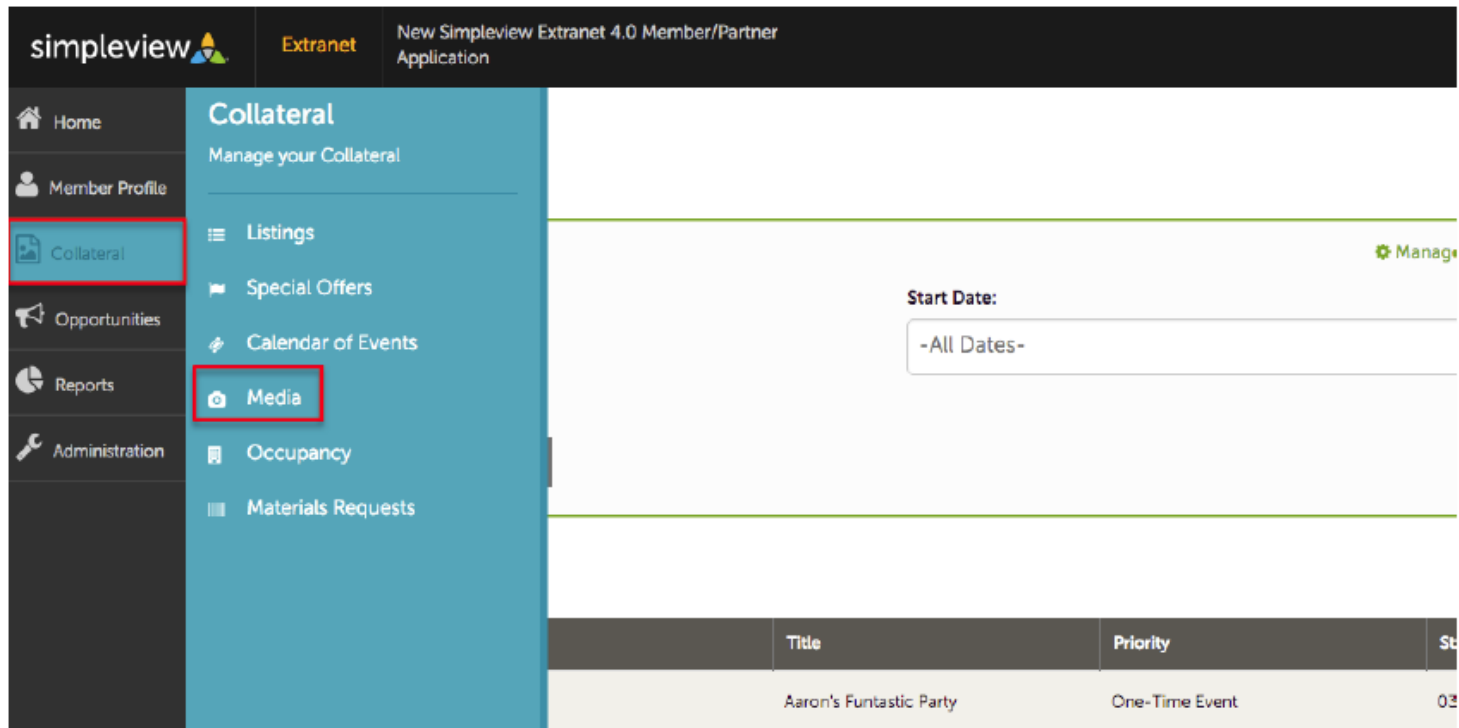


How to Update Media for SeattleSouthside.com

- After you login to Seattle Southside's Extranet, click on 'Collateral' and 'Media' or click on this direct link:
<https://seattlesouthside.extranet.simpleviewcrm.com/media/#/list>



The screenshot shows the Simpleview Extranet interface. The top navigation bar includes the Simpleview logo, the word "Extranet", and the text "New Simpleview Extranet 4.0 Member/Partner Application". A left-hand navigation menu lists several options: Home, Member Profile, Collateral (highlighted with a red box), Opportunities, Reports, and Administration. A secondary menu under "Collateral" lists: Listings, Special Offers, Calendar of Events, Media (highlighted with a red box), Occupancy, and Materials Requests. The main content area features a "Start Date:" dropdown menu currently set to "-All Dates-", and a "Manage" button. At the bottom, a table displays a list of items.

Title	Priority	St
Aaron's Funtastic Party	One-Time Event	03

- Add new media or edit current media

Media

Filters (0) [Manage Filters](#)

Account is one of:

CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA

Actions	Title	Description	Image
	Apollo		
	Apollo Command Module		

- Choose the title, type of media, and assign to a listing. After the media is approved, it will appear with the listing you selected on SeattleSouthside.com.

The screenshot shows a 'New Media' form with a sidebar on the left containing navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and CLICK HERE TO CONTACT US. The form has a 'Media Information' section with a 'SAVE' button and a 'CANCEL' button. A note at the top states: 'Please make sure all images uploaded are 1440x385 pixels. This is an aspect ratio of 7x2. Select "Image" as the type.' The form contains several fields, four of which are highlighted with red boxes and error messages:

- Account:** A dropdown menu with 'The Museum of Flight' selected. A red error message below it says 'Account is required'.
- Type:** A dropdown menu with '--Choose One--' selected. A red error message below it says 'Type is required' and includes the instruction: 'Only select "Logo" if this is a Logo, otherwise select "Image".'
- Title:** An empty text input field. A red error message below it says 'Title is required' and includes the instruction: 'Title of image (i.e. meeting space; guestroom; main entrance)'. A 'Sort Order' field is also visible below the title field.
- Listings:** A dropdown menu with 'CHOOSE AMONG THE FOLLOWING...' selected. A red error message below it says 'Listings is required' and includes the instruction: 'Choose a listing you want this referenced to'.

***DON'T FORGET TO

