



Visit  
Southland

# Southland NZ Extranet Portal Guide



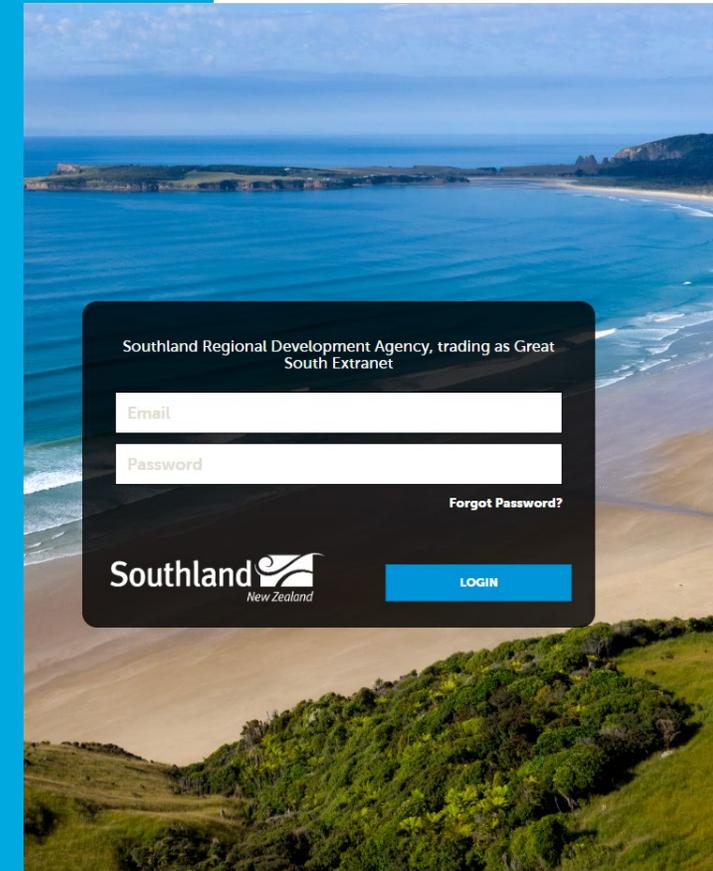
# Extranet Guide - Overview

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# Extranet Portal – How to Log In

1. You will be sent an email from Simpleview with a URL link and a temporary password.
  - a. Click on the link, which will take you to the “Southland NZ Extranet” login screen.
  - b. Or click on the [Login](#) button on [southlandnz.com](#)
2. Type in your username, this is your email address.
3. Type in your password, this has been emailed to you.
4. Upon logging in with your temporary password, you will be prompted to change your password.
  - a) If you are assigned to more than one member account (e.g. multiple hotels, restaurants, etc...), and have the same email address for each member account, you will be able to access all of your accounts with the same login credentials.
6. If you have problems getting into your account, contact [visit@southlandnz.com](mailto:visit@southlandnz.com) for assistance.



# Extranet Portal - Homepage

## Homepage

1. The main menu is displayed vertically on the left\*
2. An image carousel rotates links of interest.
3. Partner Bulletins may be used by to RTO for important updates.
4. The post board can be used to share news or information. This is visible to all extranet members

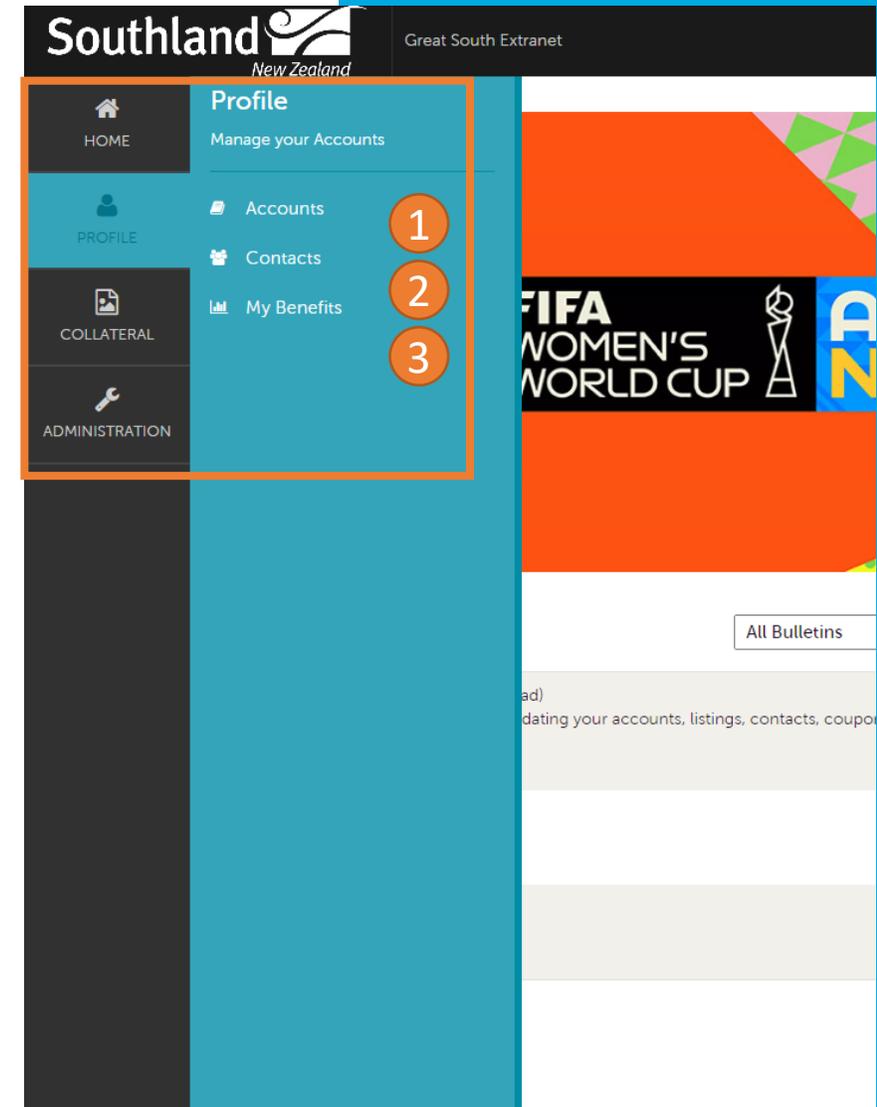
The screenshot shows the Southland Extranet homepage. At the top left, the Southland New Zealand logo is visible. The main navigation menu is a vertical sidebar on the left with four items: HOME, PROFILE, COLLATERAL, and ADMINISTRATION, each with an icon. A callout '1' points to this menu. The main content area features a large image carousel with a colorful geometric pattern and text for 'FIFA WOMEN'S WORLD CUP AU NZ 2023'. A callout '2' points to this carousel. Below the carousel is a 'Partner Bulletins' section with a dropdown menu set to 'All Bulletins'. It lists three items: 'Extranet - How to Guide' (Not Read), 'March Newsletter' (Not Read), and 'February Newsletter' (Not Read), each with a 'View Full' link. A callout '3' points to this section. To the right of the bulletins is a 'Post Board' section, which is currently empty. A callout '4' points to this section. The top right corner of the page has a 'Great South Extranet' label and a 'FIFA Women's Campaign' sidebar with text and a 'Learn More' link. A callout '2' also points to this sidebar.

*\*Your extranet may not display all menu items, such as Opportunities*

# Extranet Portal - Profile

## The Account Menu

1. [Accounts \(Business Information\)](#)
  - Edit and manage your business amenities, and if relevant meeting space(s)
2. [Contacts](#)
  - Edit and add the contact information of the people who manage your business
3. [My Benefits](#)
  - Review the benefits Visit Southland has supplies. Such as listing visits and clicks to your site.



# Extranet Portal – Account(s)

1. View Your Accounts. You may only have one account unless you are managing more than one business/property. Use the Edit icons (pencil) to modify your account information
2. Manage your amenities and meeting space by clicking the arrow button.
3. Click on your account name to edit your account details, including website, email, phone, address, social media links etc.

Don't forget to click the save button!

**Update Account**

**SAVE** **CANCEL**

Sections:

- Account Information
- Phone Information
- Address Information
- Social Media

**Account Information**

Account: Great South

Website: www.greatsouth.nz

info@greatsouth.nz

**Phone Information**

Primary: Alternate:

**Southland** New Zealand

HOME PROFILE COLLATERAL

**Profile**  
Manage your Accounts

- Accounts
- Contacts
- My Benefits

**Accounts**

Filters (0) Manage Filters

Status is one of:  
CHOOSE

APPLY FILTERS

Page 1 of 1 Go to Page: 1

Actions Account

Great South

Snuggery

Manage Amenities

Manage Meeting Space

Page 1 of 1 Go to Page: 1

# Extranet Portal – Account(s)

1. Managing Amenities. Based on your type of listing (e.g. Accommodation, Food, Activity) you can select from various amenities. It is important to keep your amenities accurate. If there is an amenity not on the list, let us know.

## Update Amenities

SAVE

CANCEL

Dining & Entertainment

1

### Dining & Entertainment

#### Dining

**Alcohol Served:**  YES  NO

**Cash Only:**  YES  NO

**Casual Dining:**  YES  NO

**Cuisine:** CHOOSE AMONG THE FOLLOWING... ▾

**Delivery:**  YES  NO

**Dining Options:** CHOOSE AMONG THE FOLLOWING... ▾

**Family Friendly:**  YES  NO

**Fine Dining:**  YES  NO

**Group Dining:**  YES  NO

**Kids Menu:**  YES  NO

**Late Night:**  YES  NO

**Live Music:**  YES  NO

**Motorhome Parking:**  YES  NO

**Non Smoking:**  YES  NO

# Extranet Portal – Account(s)

1. Managing Meeting Spaces. Similar to Amenities if your listing is categorised as a Meeting Space, you can update your Meeting Room “Standard Amenities”
2. You can also add new meeting rooms.

## Update Facility

SAVE

CANCEL

Sections:

Standard Amenities **1**

### Standard Amenities

Number of Rooms:	Total m <sup>2</sup> :
<input type="text"/>	<input type="text"/>
Largest Room:	Ceiling:
<input type="text"/>	<input type="text"/>
Theater Capacity:	Banquet Capacity:
<input type="text"/>	<input type="text"/>
Classroom Capacity:	Reception Capacity:
<input type="text"/>	<input type="text"/>
Sleeping Rooms:	Suites:
<input type="text"/>	<input type="text"/>
Villas:	Exhibit Space?:
<input type="text"/>	<input type="radio"/> YES <input type="radio"/> NO
Exhibits:	Booths:
<input type="text"/>	<input type="text"/>
Description:	Space Notes:
<input type="text"/>	<input type="text"/>

### Rooms

**+** 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.

**2** [NEW ROOM](#)

Page 1 of 1 Go to Page:

Actions	Room
No Records Were Found	

# Extranet Portal – Contact(s)

1. View your user contacts.  
Manage your active and inactive users. Add a new user, or edit existing users



## Contacts

Filters (0) Manage Filters

Account is one of:  Contact Type is one of:

Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type	
<input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="share"/>	Anke Ruwette	Great South	Tourism Marketing Manager	anke@greatsouth.nz	Primary	
<input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="share"/>	Florine Potts	Great South		florine@greatsouth.nz	Primary	

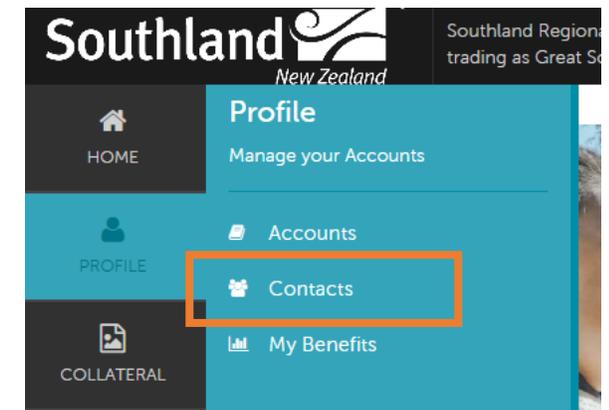
1

# Extranet Portal – Contact(s)

## 1. Editing Contact

Edit your contact details, including title, email, phone, assistants, and other information.

Note: It is important to select Yes for Send Email. Otherwise, the user will not be able to receive emails from the RTO and won't be getting login information to the extranet.



## Update Contact

SAVE

CANCEL

Sections:

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

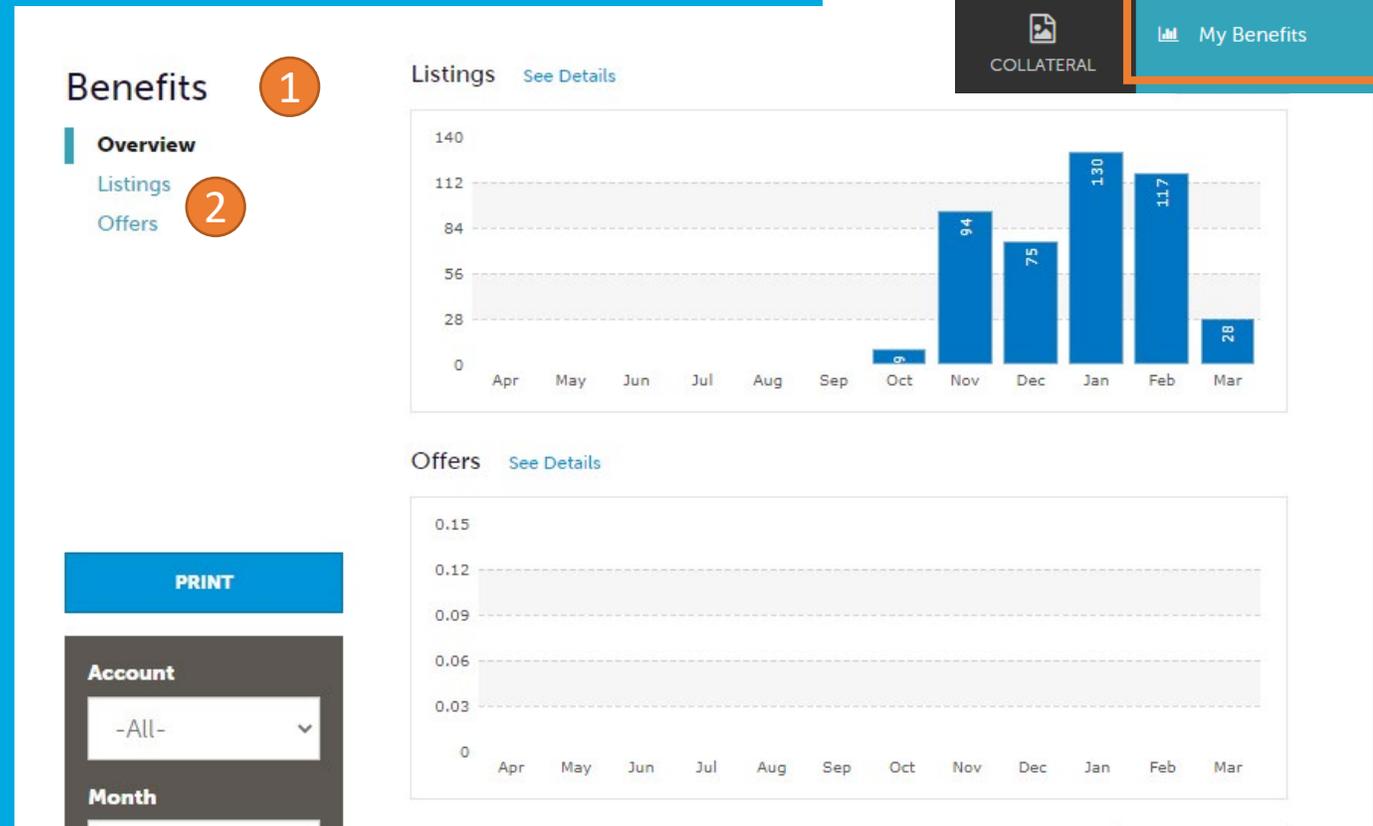
1

### Contact Information

<b>Account:</b> ◀Required	<b>First Name:</b> ◀Required
Great South	Anke
<b>Last Name:</b> ◀Required	<b>Full Name:</b> ◀Required
Ruwette	Anke Ruwette
<b>Department:</b>	<b>Title:</b>
Tourism Team	Tourism Marketing Manager
<b>Contact Type:</b> ◀Required	<b>Preferred Contact Method:</b>
Primary	Email
<b>Email:</b>	<b>Send Email:</b>
anke@greatsouth.nz	<input checked="" type="radio"/> YES <input type="radio"/> NO

# Extranet Portal – My Benefits(s)

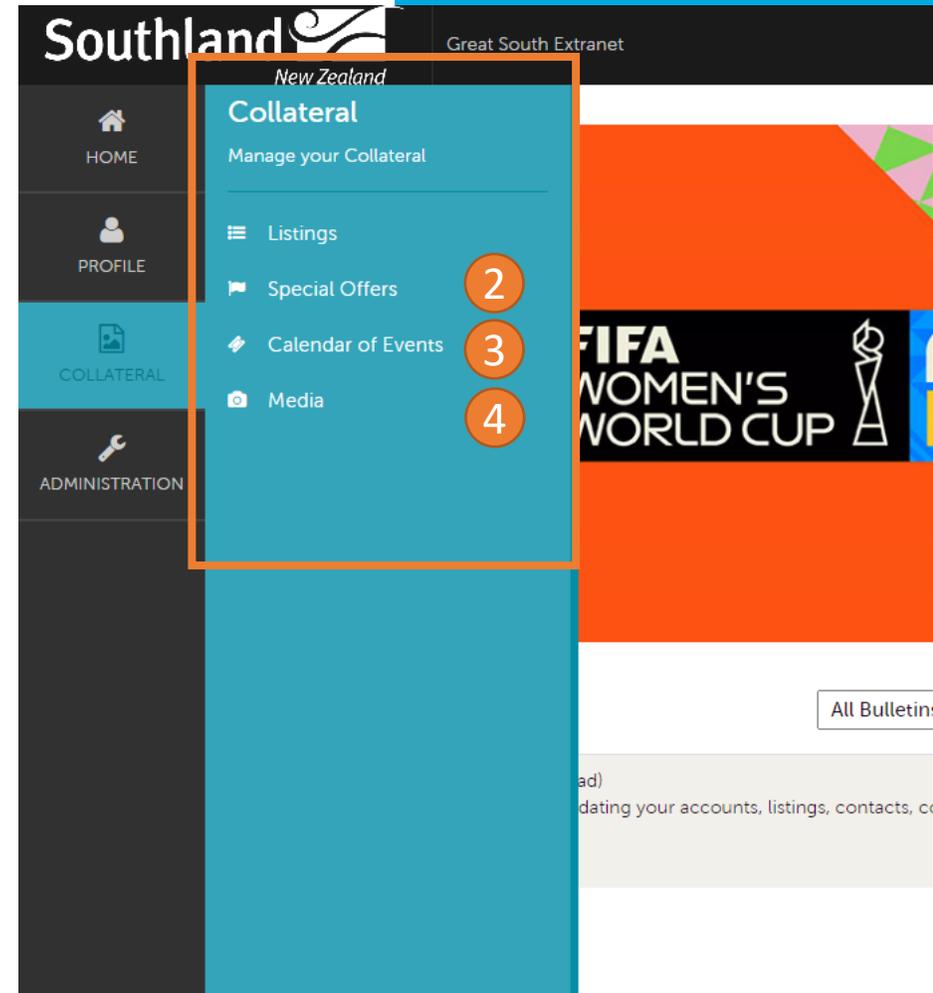
1. Here, you can view many benefits the RTO has provided, such as listing views/clicks and coupon views/clicks. Additional benefits may be turned on at a later stage from Press Mentions, Famils etc.
2. You can click on the links under “Overview” to see more detail and also filter by a date range.



# Extranet Portal - Collateral

## The Collateral Menu

1. [Listings](#)
  - This is your public profile on the RTO website. Add and edit your business listings
2. [Special Offers](#)
  - Add and edit your coupons and special offers
3. [Calendar of Events](#)
  - Add and edit your events
4. [Media](#)
  - Upload the images and videos used in your listings



# Extranet Portal - Listings

1. The listing is the presence of your account on the RTO website.

2. When you scroll down you will see that you have the ability to customize the address, and website, choose an image to display (to add images, see the media tab) and other information.

Note: To edit, make sure you click the checkbox in the grey form, once it turns green, you can edit the information.

## Listings

**Filters (0)**

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

Actions	Company	Listing Type	Category
<input type="checkbox"/>	Great South	Website	Business Events

## Update Listing

**SAVE** **CANCEL**

Sections:  
[Listing Information](#)  
[Categories](#)  
[Details](#)  
[Website Notifications](#)  
[Listing Image](#)

**Listing Information**

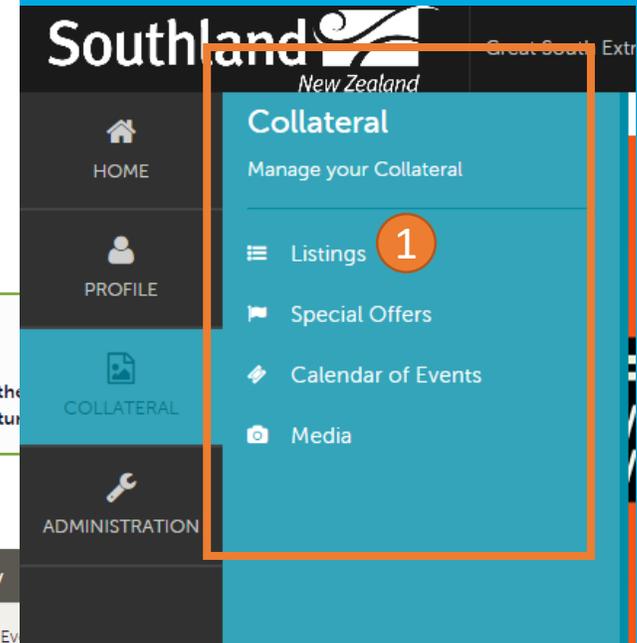
**Account:** Required Great South **Type:** Required Website

**Contacts:** --Choose One-- **Description:** [Rich Text Editor]

**Categories**

**Category:** Required Business Events **SubCategory:** Required Meeting Venues

**Additional Subcategories:** --Category-- --Subcategories--



# Extranet Portal - Offers

1. You can add special offers here, these offers will appear on your listing
2. Provide an overview of the offer in the title. Add a link if there is a special page for the coupon. Include a detailed description in the Offer Text. Don't forget to add media before creating a coupon
3. The Redeem fields define when an offer is valid. The Post dates define when the offer will show on the web.
4. Attach the offer to a listing so that it will be linked on the web.

The image shows two screenshots from the Southland Extranet Portal. The top screenshot is the 'Offers' page, which includes a navigation sidebar on the right with options like HOME, PROFILE, COLLATERAL, and ADMINISTRATION. The 'Offers' table lists offers such as '40% off on rooms' and 'Buy one get one free'. A red circle with the number '1' highlights the 'ADD OFFER' button and the first row of the table. The bottom screenshot is the 'New Offer' form, which has sections for Offer Information, Offer Image, Offer Dates, Offer Categories, and Offer Listings. Red circles with numbers 2, 3, and 4 highlight the Offer Information section, the Redeem and Post date fields, and the Offer Listings section, respectively.

**Offers**

Filters (0)

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

**ADD OFFER**

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Share</a>	40% off on rooms				
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Share</a>	Buy one get one free	09/21/2016			
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Share</a>	Buy one get one free	09/21/2016	12/21/2016	09/21/2016	

**New Offer**

SAVE CANCEL

Sections:

- Offer Information
- Offer Image
- Offer Dates
- Offer Categories

**Offer Information**

Account:  Offer Title:

--Choose One--

Offer Link:  Offer Text:

**Offer Image**

There are no images available to choose

**Offer Dates**

Redeem From:  Redeem To:

Post From:  Post To:

**Offer Categories**

Offer Categories:

CHOOSE AMONG THE FOLLOWING...

**Offer Listings**

Offer Listings:

CHOOSE AMONG THE FOLLOWING...

# Extranet Portal – Events

1. If you are hosting any events, you can add these here.
2. You can edit the information about the event, it is important is to include a title, description and to select a category(s) that fits best with your events
3. When you scroll down you will see that you have the ability to add the event dates, times, and if it is a reoccurring event. Also make sure you add in an image

Events will display in the event calendar as well as on your listing

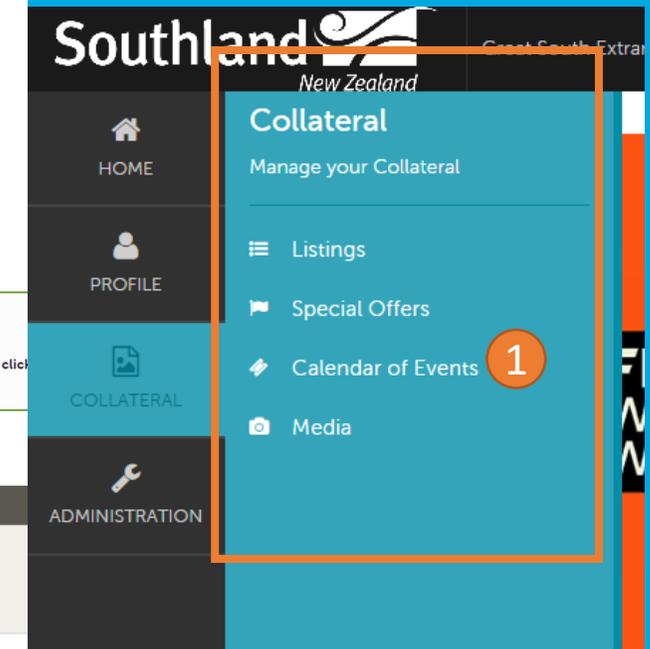
### Events

Filters (0)

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

**ADD EVENT**

Actions	Event ID	Title
   	2016	Free for all



Southland New Zealand Extranet Portal navigation menu. The 'Collateral' menu is highlighted with an orange box and a red circle containing the number 1. The menu items are: HOME, PROFILE, COLLATERAL, ADMINISTRATION, Listings, Special Offers, Calendar of Events, and Media.

### New Event

**SAVE**

**CANCEL**

Sections:

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

2

### Event Information

Event Facebook URL:

Audience:

Ticketing:

Event Information

Account:  **Required**

Featured:  YES  NO

Admission:

Event Instance:

Region:

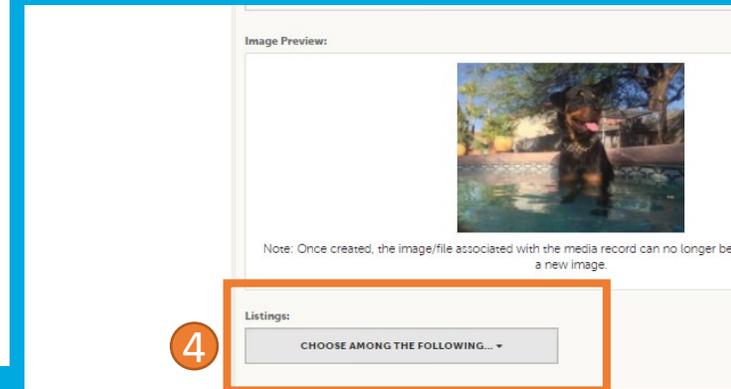
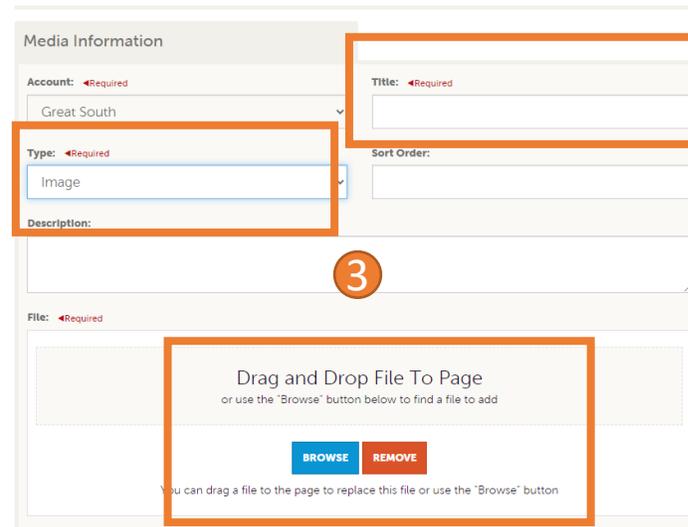
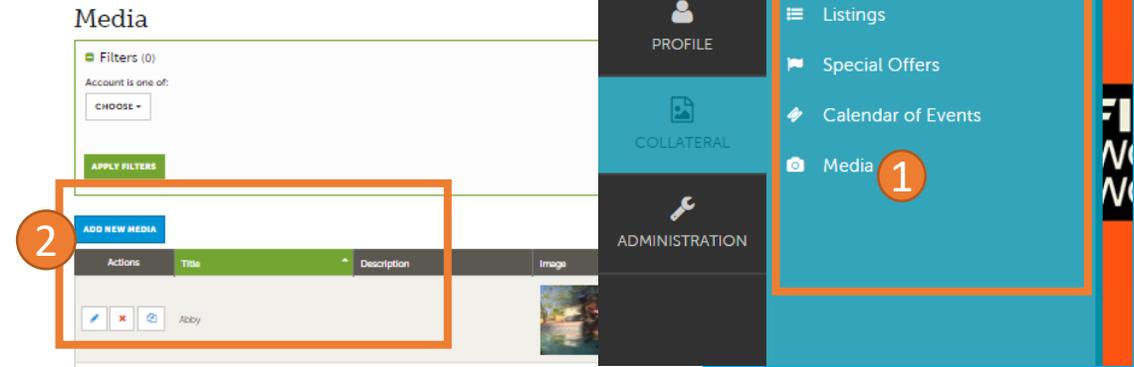
Expected A:

Title:  **Required**

Contact:

# Extranet Portal - Media

1. Add and edit your media used for listings and coupons
2. Either choose “Add New Media” if you want to add a new image or click the “pencil icon” to edit an existing image
3. Add a “Title” and select the “Type” of asset. Once Image Type has been selected the file “Drag and Drop area appears. To change the order of images, add a number in the “Sort Order” section (1= first image)
4. Select the listing you want this image to appear on





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# Questions

If you ever have problems getting into your account,  
contact [visit@southlandnz.com](mailto:visit@southlandnz.com) for assistance.

