Southland NZ
Extranet Portal Guide

Extranet Guide - Overview

Visit Southland

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 ema that was 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 for assistance.

Visit
Southland
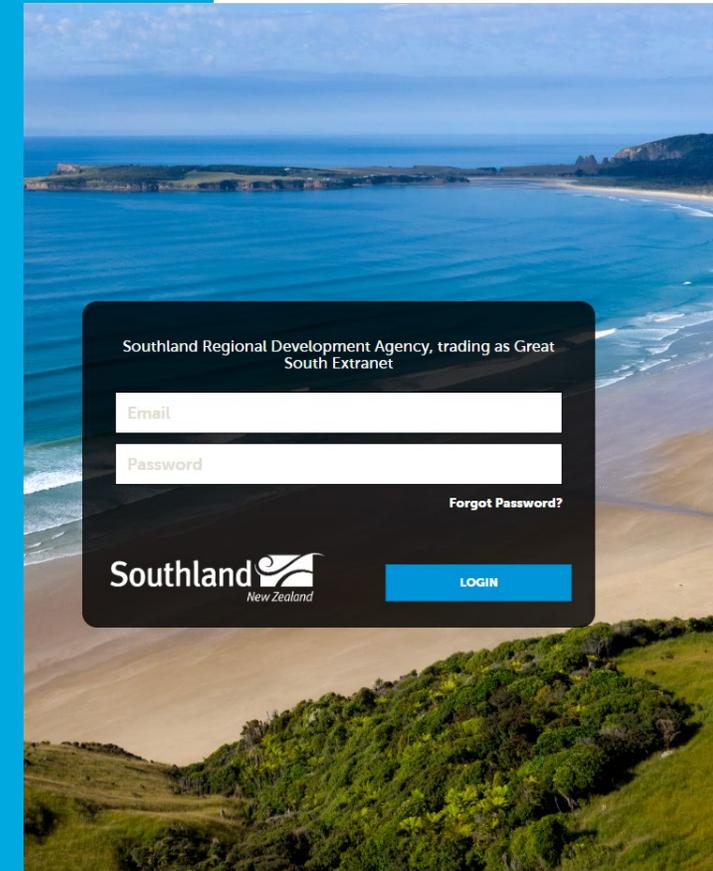
Extranet Portal - Homepage

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


*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.
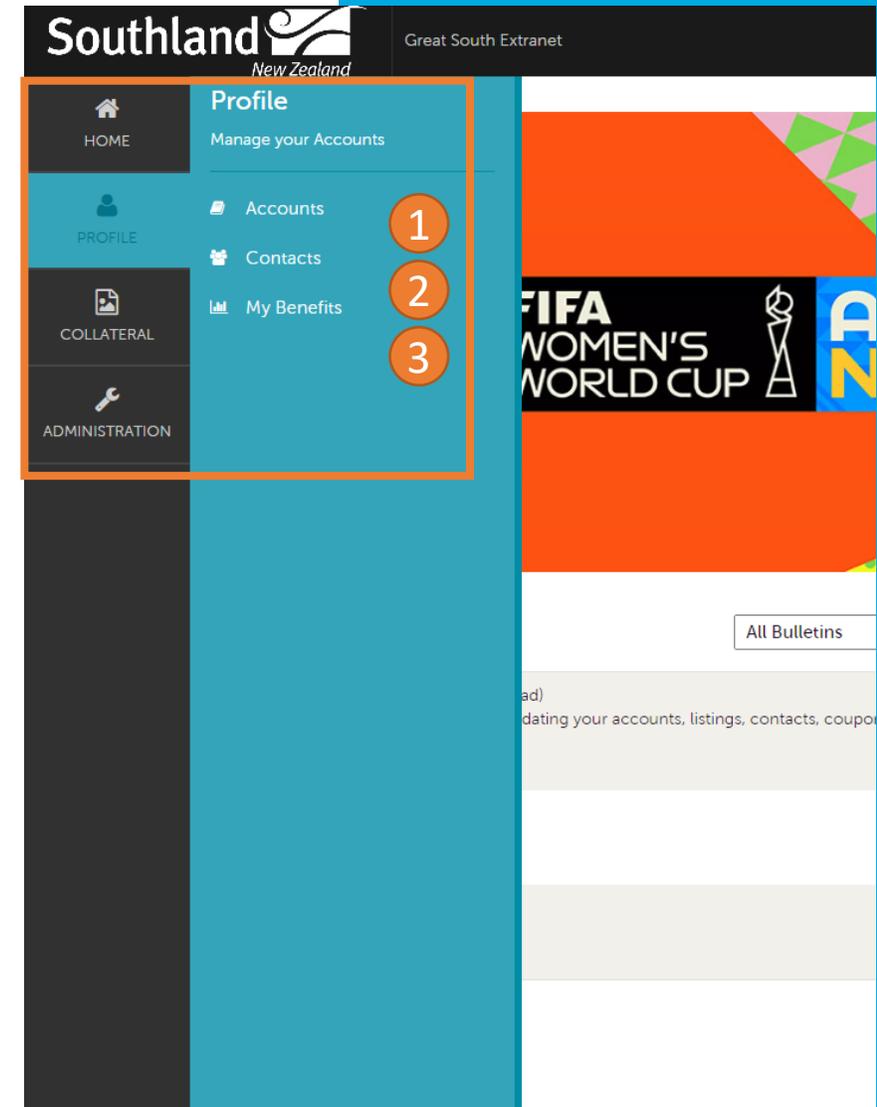
Extranet Portal – Account(s)

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!

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.

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.

Extranet Portal – Contact(s)

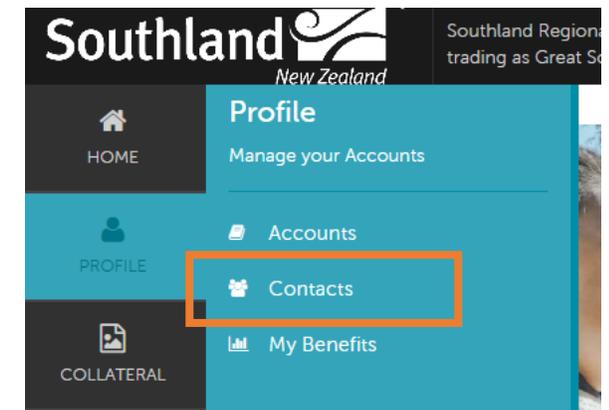1. View your user contacts. Manage your active and inactive users. Add a new user, or edit existing users

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.

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.
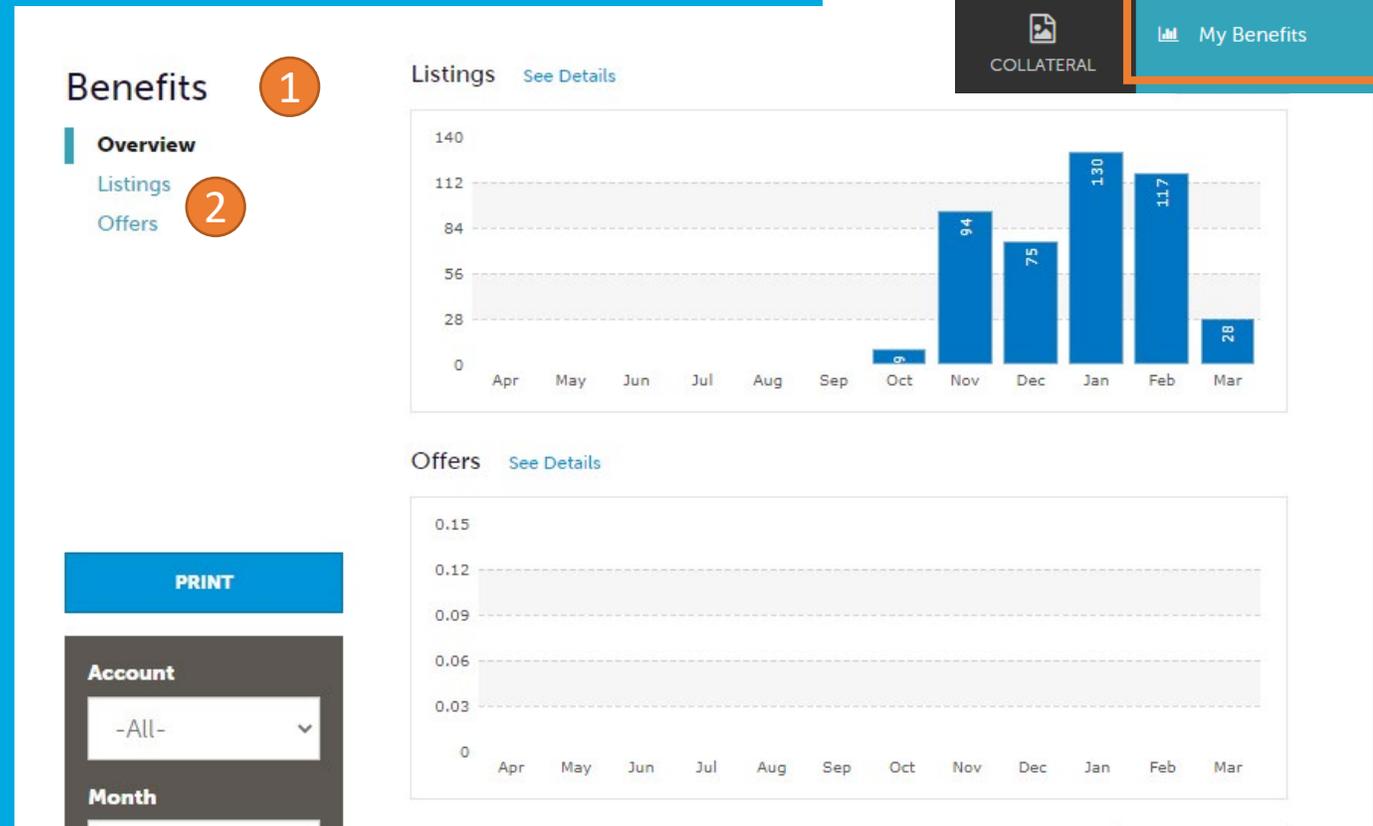
Extranet Portal - Collateral

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
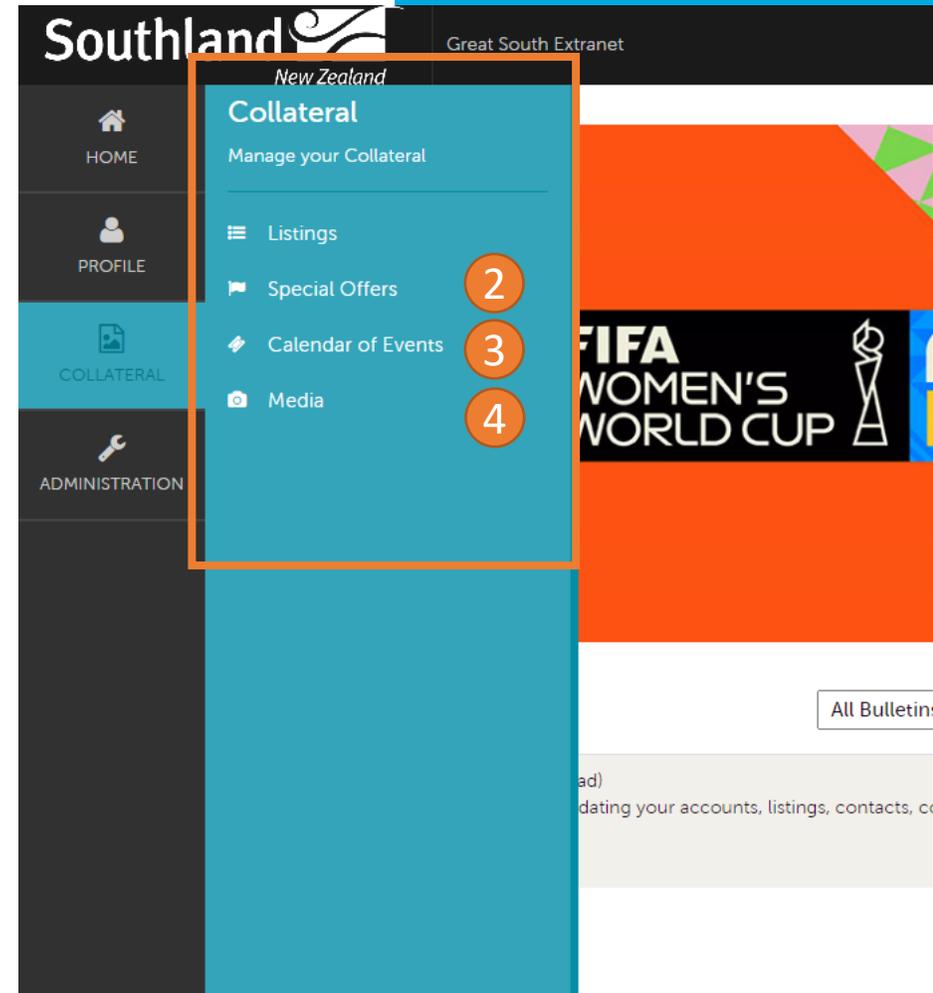
Extranet Portal - Listings

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.

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.

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

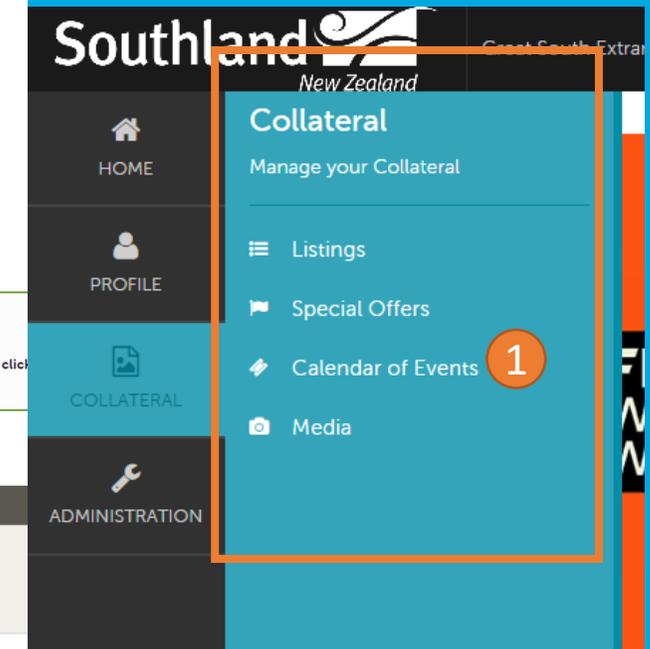Events will display in the event calendar as well as on your listing

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. <u>Once Image Type has been selected the file "Drag and Drop area appears</u>. 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
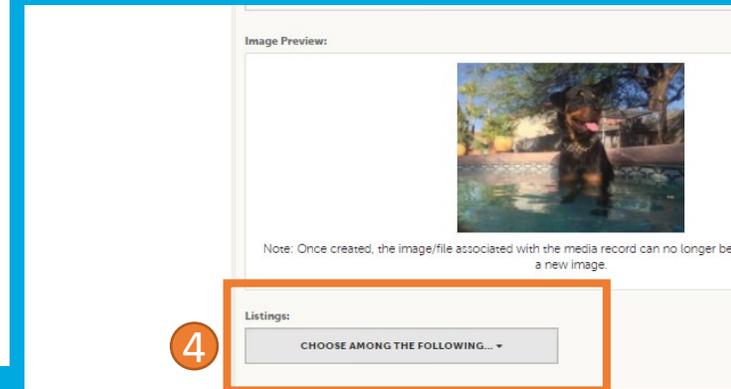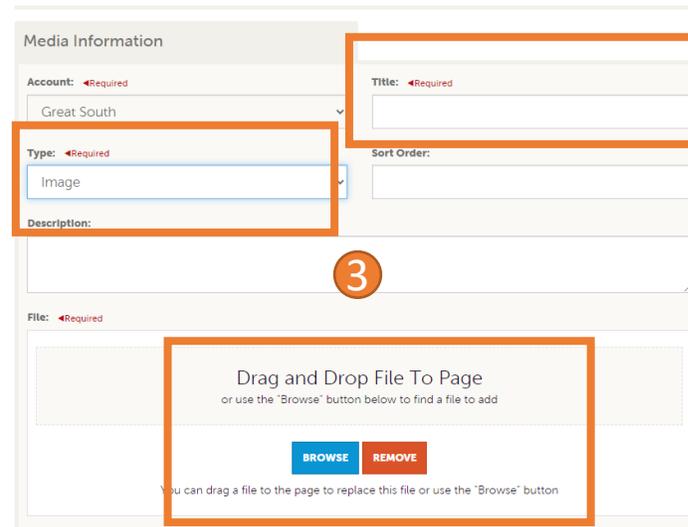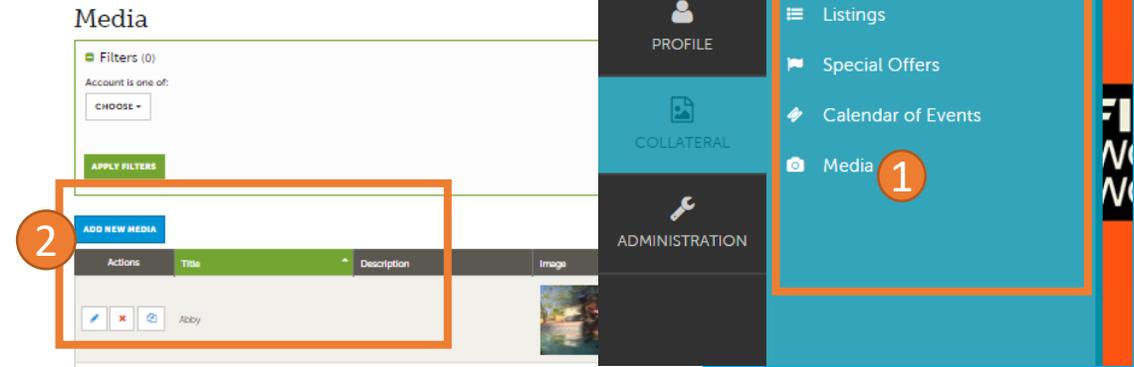
Questions

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