

# Visit Huntington Beach Partner Portal Training Guide

## How to Add Images to Your Business Listing

### Where to access the Partner Portal:

<https://SurfCityUSA.Extranet.SimpleviewCRM.com/login/>

You can also access this link at the bottom of any page on SurfCityUSA.com by clicking “**Partner Portal Login**”.



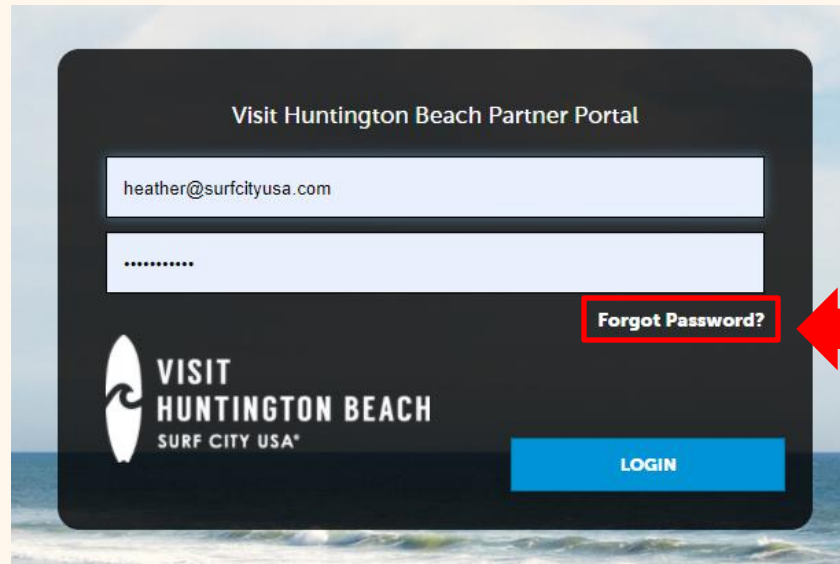
The screenshot shows the footer of the Visit Huntington Beach website. On the left is the logo for Visit Huntington Beach Surf City USA. In the center, contact information is provided: 155 Fifth Street, Suite 111, Huntington Beach, CA 92648-5171, phone numbers 714.969.3492 and 800.729.6232, and email info@surfcityusa.com. Below this are social media icons for Facebook, Twitter, Instagram, Pinterest, and YouTube. On the right, a vertical menu lists: MEETING PLANNERS, TRAVEL TRADE, FILM, MEDIA, PARTNERS, EVENT SPONSORSHIPS, and PARTNER PORTAL LOGIN. A red box highlights the 'PARTNER PORTAL LOGIN' link, and a red arrow points to it from the right.

[ABOUT US](#) | [CONTACT](#) | [SITE MAP](#) | [PRIVACY POLICY](#) | [WEB ACCESSIBILITY](#)



© 2021 Visit Huntington Beach | Surf City USA® is a registered trademark of Visit Huntington Beach

## Don't know your login info?



Try using the “**Forgot Password**” option to have your password reset and emailed to you. If you don't know the email account that was used to create your account, email [Heather@SurfCityUSA.com](mailto:Heather@SurfCityUSA.com) for assistance.

# Visit Huntington Beach

155 Fifth Street, Suite 111  
Huntington Beach, CA 92648  
(714) 969-3402  
(800) 729-6232

VISIT WEBSITE



OVERVIEW

FEATURES

MAP

Stop by the Visit Huntington Beach store to get official Surf City USA merchandise! While there, pick up the official Huntington Beach Visitor Guide, visitor maps, walking tours, and information about local restaurants, activities, and attractions.

Images are one of the most important parts of your business listing. Not only do these images provide visitors and residents with what to expect when visiting your business, but images can be used in other areas of SurfCityUSA.com, newsletters, social media, media pitches, and marketing campaigns.

Images are also required if you create an event or special offer in the Partner Portal.

## Image requirements:

High-resolution horizontal jpg photographs only. Flyers, logos, or other graphics will not be used.

Visit Huntington Beach reserves the right to use alternate photos if inappropriate photos are provided.

# View and Edit Your Media



After logging into the Partner Portal, use the icons on the left-hand side of the screen to click **Collateral** and choose **Media**.

HOME

PROFILE

COLLATERAL

REPORTS

CLICK HERE TO CONTACT US FOR HELP

## Media

Filters (0) [Manage Filters](#)













Account is one of:

CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA

Page 1 of 1 Go to Page: 1

Actions	Title	Description	Image	Listing Count
  	VHB Office			1
  	VHB Office Merchandise			1
  	Visit Huntington Beach Staff	2016 staff photo		0

Page 1 of 1 Go to Page: 1

Here you can view all of the images in your account including the title, description, and whether or not they are associated with a business listing.

# Add or Remove Images from Your Business Listing

The screenshot shows a web interface for managing business listing media. On the left is a dark sidebar with navigation options: HOME, PROFILE, COLLATERAL, REPORTS, and a help link. The main content area is titled 'Media' and includes a filter section with 'Filters (0)', a 'Manage Filters' link, an account selection dropdown, and an 'APPLY FILTERS' button. Below this is a blue 'ADD NEW MEDIA' button, which is pointed to by a red arrow. The main area contains a table of media items with columns for Actions, Title, Description, Image, and Listing Count. The table lists three items: 'VHB Office', 'VHB Office Merchandise', and 'Visit Huntington Beach Staff'. Each item has edit, delete, and share icons. The 'Visit Huntington Beach Staff' item has a description of '2016 staff photo' and a listing count of 0. Page navigation at the bottom indicates 'Page 1 of 1'.

Actions	Title	Description	Image	Listing Count
	VHB Office			1
	VHB Office Merchandise			1
	Visit Huntington Beach Staff	2016 staff photo		0

You have the option to add or remove images from your business listing. You can also fully delete an image from your account.

To add a new image, click the blue **Add New Media** button.

# Add New Media

HOME

PROFILE

COLLATERAL

REPORTS

CLICK HERE TO CONTACT US FOR HELP

## New Media

SAVE

CANCEL

Sections:

Media Information

Media Information

Please provide horizontal high resolution jpg photographs only using the image option under Type. Event flyers, logos, or other graphics will not be used. Visit HB reserves the right to use alternate photos if inappropriate photos are provided. Video links may also be submitted via the YouTube option under Type.

Accounts: Required  
Visit Huntington Beach


Title: Required  
Visit Huntington Beach Office

Type: Required  
Image

Sort Order:

Description:

File: Required



You can drag a file to the page to replace this file or use the "Browse" button

Listings:

VISIT HUNTINGTON BEACH (PENDING) / WEBSITE / SHOPPING / GIFTS/SOUVENIRS - 1123

Complete the fields and upload a photo from your computer. We can only accept high-resolution horizontal jpg photographs. Vertical images, flyers, logos, or other graphics will not be used.

HOME

## New Media

**SAVE**

**CANCEL**

COLLATERAL

REPORTS

CLICK HERE TO CONTACT US FOR HELP

Sections:

Media Information

Please provide horizontal high resolution jpg photographs only using the image option under Type. Event flyers, logos, or other graphics will not be used. Visit HB reserves the right to use alternate photos if inappropriate photos are provided. Video links may also be submitted via the YouTube option under Type.

Account: **Required**  
Visit Huntington Beach

Title: **Required**  
Visit Huntington Beach Office

Type: **Required**  
Image

Sort Order:

Description:

File: **Required**

**BROWSE** **REMOVE**

You can drag a file to the page to replace this file or use the "Browse" button

Listings:  
VISIT HUNTINGTON BEACH (PENDING) / WEBSITE / SHOPPING / GIFTS/SOUVENIRS - 1123













If you want the image to be displayed on your business listing, use the **Listings dropdown box** at the bottom to select the appropriate listing. You have the option to select multiple listings if applicable to your business.

Don't forget to click the blue **Save** button when finished.



# Remove Media from a Listing

The screenshot displays the 'Media' management page. On the left is a dark sidebar with navigation options: HOME, PROFILE, COLLATERAL, REPORTS, and a link to contact support. The main content area has a 'Media' header and a filter section with 'Filters (0)', a 'Manage Filters' link, an account selection dropdown, and an 'APPLY FILTERS' button. Below this is an 'ADD NEW MEDIA' button and a table of media items. The table has columns for Actions, Title, Description, Image, and Listing Count. The first row, 'VHB Office', has a blue pencil icon highlighted with a red square and a red arrow pointing to it from the left. The second row is 'VHB Office Merchandise' and the third is 'Visit Huntington Beach Staff' with a description of '2016 staff photo'. The table includes pagination controls at the bottom right, showing 'Page 1 of 1' and 'Go to Page: 1'.

Actions	Title	Description	Image	Listing Count
  	VHB Office			1
  	VHB Office Merchandise			1
  	Visit Huntington Beach Staff	2016 staff photo		0

From the Media page under Actions, click the **blue pencil icon** of the image you want to remove from a listing.

HOME

PROFILE

COLLATERAL

REPORTS

CLICK HERE TO CONTACT US FOR HELP

## Update Media

**SAVE**

**CANCEL**

Sections:

Media Information

*Please provide horizontal high resolution jpg photographs only using the image option under Type. Event flyers, logos, or other graphics will not be used. Visit HB reserves the right to use alternate photos if inappropriate photos are provided. Video links may also be submitted via the YouTube option under Type.*

**Account:** Required Visit Huntington Beach


**Title:** Required VHB Office

**Type:** Required Image

**Sort Order:** 1

**Description:**

**Image Preview:**



Note: Once created, the image/file associated with the media record can no longer be modified. You must create a new image.

**Listings:**

VISIT HUNTINGTON BEACH (PENDING) / WEBSITE / SHOPPING / GIFTS/SOUVENIRS - 1123

Visit Huntington Beach (Pending) / Website / Shopping / Gifts/Souvenirs - 1123 ✓

Use the **Listings dropdown box** at the bottom to unselect the business listing you want to remove the image from. Click the blue **Save** button when finished.

# Delete an Image

Media

Filters (0) [Manage Filters](#)

Account is one of:  
CHOOSE

APPLY FILTERS

ADD NEW MEDIA

Page 1 of 1 Go to Page: 1

Actions	Title	Description	Image	Listing Count
	VHB Office			1
	VHB Office Merchandise			1
	Visit Huntington Beach Staff	2016 staff photo		0

Page 1 of 1 Go to Page: 1

To completely remove an image from your account and business listing, use the **red X**.

Questions? Contact [Heather@SurfCityUSA.com](mailto:Heather@SurfCityUSA.com).