

Visit Huntington Beach Partner Portal Training Guide

How to Update 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**”.



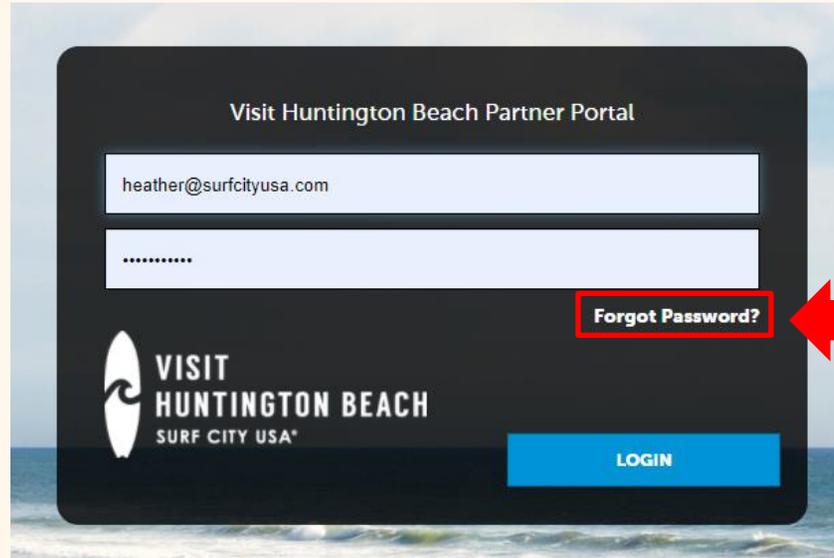
The screenshot shows the footer of the Visit Huntington Beach website. On the left is the logo for Visit Huntington Beach, Surf City USA. In the center, contact information is provided: 155 Fifth Street, Suite 111, Huntington Beach, CA 92648-5171, phone numbers 714.969.3492 and 800.729.6232, and email 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 arrow points to the 'PARTNER PORTAL LOGIN' button, which is highlighted with a red border.

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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 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.

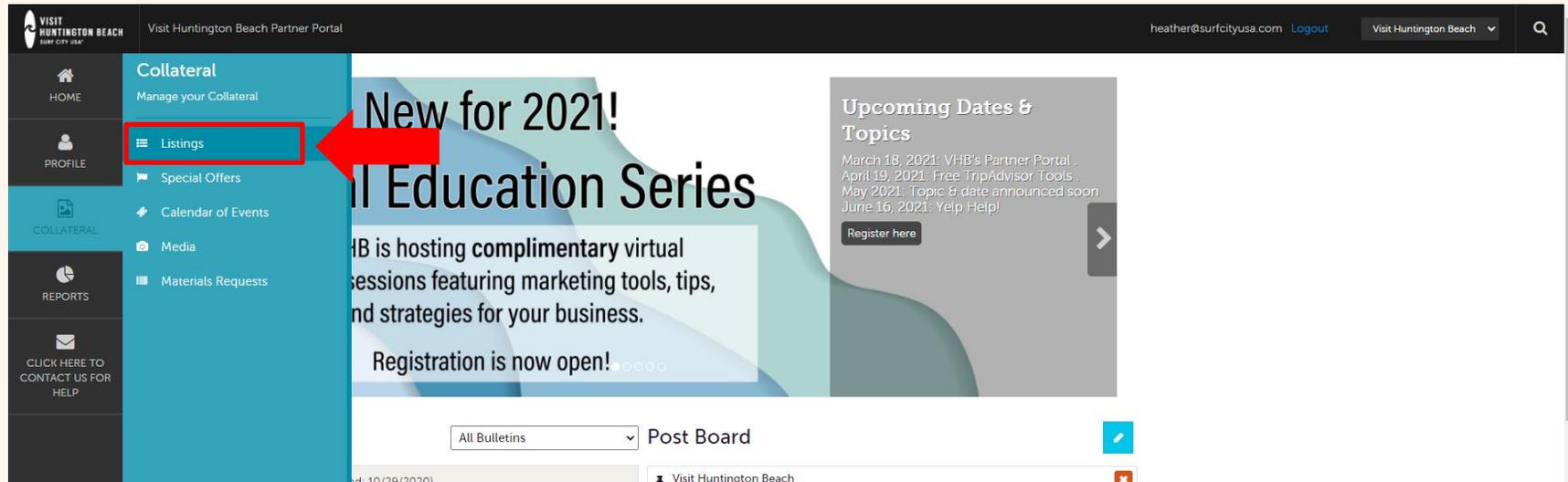
What is a business listing?

Your business listing is a page on SurfCityUSA.com that provides information about your business.

Businesses listed on SurfCityUSA.com must be Huntington Beach-based visitor-serving businesses in the hotel, retail, dining, activity, attraction, and transportation categories or must be industry-serving resources for meetings and events.

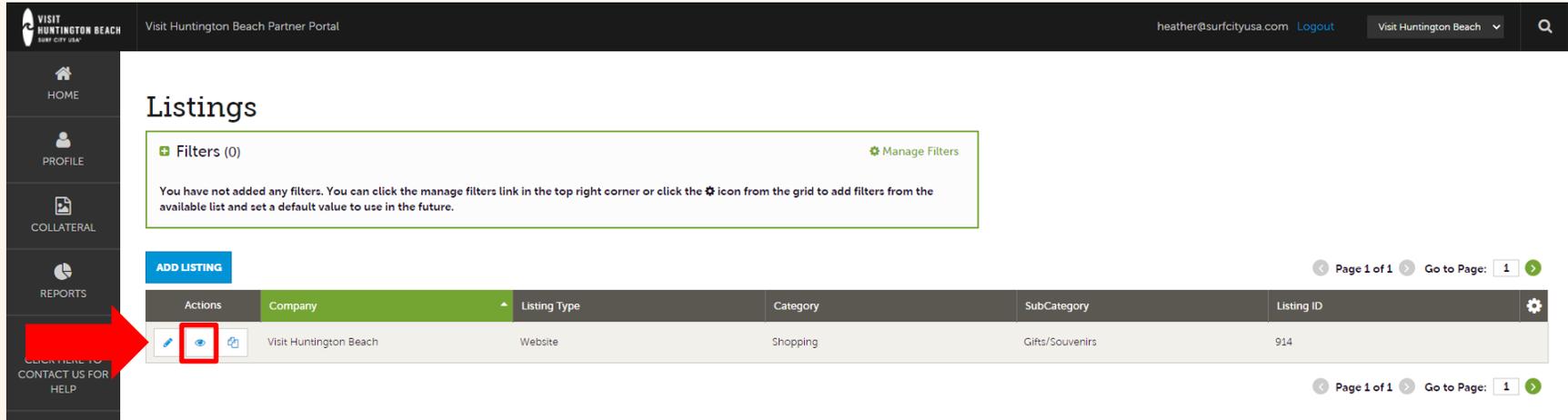
Non-competitive activities and attractions located outside Huntington Beach will be considered on a case-by-case basis.

Update Your Business Listing



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

View Your Business Listing



The screenshot shows the 'Listings' page in the Visit Huntington Beach Partner Portal. The page includes a navigation sidebar on the left with options like HOME, PROFILE, COLLATERAL, and REPORTS. The main content area displays a table of listings. A red arrow points to the blue eye icon in the 'Actions' column of the first listing, which is for 'Visit Huntington Beach'.

Actions	Company	Listing Type	Category	SubCategory	Listing ID
  	Visit Huntington Beach	Website	Shopping	Gifts/Souvenirs	914

Your current business listing(s) will appear here. Some accounts may see multiple listings depending on the type of business. For example, some hotels have multiple listings, one for tourist information and one for meetings & events information.

The information that is included in your listing will appear on the SurfCityUSA.com website so it is important to keep it accurate.

To view what is shown on your listing, click the **blue eye icon** under Actions.

Edit Your Business Listing

The screenshot displays the 'Listing Details' page in the Visit Huntington Beach Partner Portal. The page is divided into a sidebar and a main content area. The sidebar contains navigation links: HOME, COLLATERAL, REPORTS, and a link to CONTACT US FOR HELP. The main content area features a 'Listing Details' section with three buttons: EDIT (blue), CLONE (light blue), and RETURN (grey). A red arrow points to the EDIT button. Below the buttons is a 'Sections:' list with links to Listing UDF Group, Listing Information, Categories, Details, Website Notifications, and Listing Image. The 'Listing Information' section contains a table with the following data:

Listing Information	
Account	Visit Huntington Beach
Contact	Nicole Llido
Address Type	Account: Physical
Listing Description	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.

Below the Listing Information section is a 'Categories' section.

If you need to update, add, or remove something on your listing, use the blue **Edit** button on the top left.

You can also edit your listing from the previous screen by using the blue pencil icon.

Visit Huntington Beach reserves the right to edit your business listing for accuracy, grammatical errors, and tone of voice.

Any updates made to your listing need to be approved by Visit Huntington Beach. You will receive an approval or denial email once changes have been reviewed. Changes may take a few hours to appear on the website.

View our full [website listing policy](#) for more information.

Questions? Contact Heather@SurfCityUSA.com.