

# Visit Huntington Beach Partner Portal Training Guide

## Home Screen Tour

### 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**”.

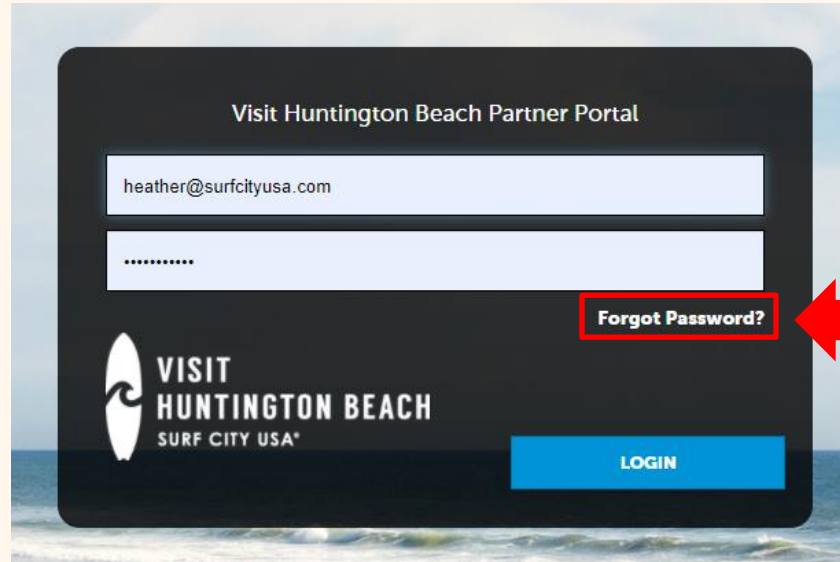


[ABOUT US](#) | [CONTACT](#) | [SITE MAP](#) | [PRIVACY POLICY](#) | [WEB ACCESSIBILITY](#)



© 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.

# VHB Partner Portal Home Screen

The screenshot shows the VHB Partner Portal Home Screen. At the top, there is a navigation bar with the logo for 'VISIT HUNTINGTON BEACH SURFCITYUSA.COM' on the left, the text 'Visit Huntington Beach Partner Portal' in the center, and user information 'heather@surfcityusa.com Logout' and a search icon on the right. A dark sidebar on the left contains navigation links: HOME, PROFILE, COLLATERAL, REPORTS, and a contact link. The main content area features a large banner for 'New for 2021! Virtual Education Series' with the text 'Visit HB is hosting complimentary virtual training sessions featuring marketing tools, tips, and strategies for your business. Registration is now open!' and a 'Register here' button. To the right of the banner is a section titled 'Upcoming Dates & Topics' listing dates from March to June 2021. Below the banner is a 'Partner Bulletins' section with a dropdown menu set to 'All Bulletins' and a 'Post Board' button. The bulletins list several articles with titles like 'Disruptive Behavior Placard', 'Why should I sign the OneHB Clean & Safe Pledge?', 'Share your COVID-19 Safety Precautions', 'OneHB Merchandise Now Available!', and 'SurfCityUSA.com Website Listing Policies'. The 'Post Board' shows a post from 'Visit Huntington Beach' by Heather Saez dated 03/08/2021, and another post from '4 Blue Waves' by Michael Soto dated 01/28/2021.

This is the view you will see upon logging in to the Partner Portal. This document will review each section of the Partner Portal home screen.

# Carousel Images



The large images at the top of the screen display important information such as upcoming Partner Education Series dates, marketing campaigns you can join, and a link to the Facebook group for Partners.

On the right side of the image, you'll find relevant information about that topic, including a **button** you can click to take action.

We recommend checking these images regularly to stay up to date with all the things you can participate in. To scroll through the images, **use the arrows** on either side of the image.

## Partner Bulletins

The screenshot shows a list of partner bulletins. A red box highlights a dropdown menu at the top right of the list, which contains the following items: All Bulletins (selected), Policies & Documentation, VHB Board Member Notices, VHB Partner Notices, VHB Partner Info Meetings, and Partner Resources. A red arrow points from the dropdown menu to the 'View Full' link of the first bulletin, 'Disruptive Behavior Placard'.

**Disruptive Behavior Placard** ⓘ (Read: 10/29/2020)  
Teach your employees what to do in case they experience a disruptive business.  
[View Full](#)

**Why should I sign the OneHB Clean & Safe Pledge?** ⓘ  
There is still time to take advantage of the benefits of the OneHB Clean & Safe Pledge!  
[View Full](#)

**Share your COVID-19 Safety Precautions** ⓘ (Read: 07/06/2020)  
Don't forget to share your COVID-19 safety precautions!  
[View Full](#)

**OneHB Merchandise Now Available!** ⓘ (Read: 08/10/2020)  
[View Full](#)

**SurfCityUSA.com Website Listing Policies** ⓘ (Read: 06/24/2020)  
View the website listing policies for all business listings on SurfCityUSA.com.  
[View Full](#)

**Welcome to the Visit Huntington Beach Partner Portal!** ⓘ (Read: 06/24/2020)  
[View Full](#)

**Free Marketing Tools for Your Business** (Read: 02/25/2021)  
In case you missed VHB's Free Marketing Tools presentation, watch it here!  
[View Full](#)

**Social Media 101** (Read: 01/19/2021)  
In case you missed VHB's Social Media 101 presentation, watch it here!  
[View Full](#)

## Partner Bulletins

The Partner Bulletins section is used for Visit Huntington Beach to communicate important information to Partners. This might include updates from the City, important reminders, notices, recordings from previous virtual training sessions, and more.

Very important bulletins will be marked with a blue and white exclamation mark. **Use the drop-down arrow** at the top to sort notices by category if necessary. Click **View Full** to see more details, including links to more information.

## Post Board



**Visit Huntington Beach**  
Heather Saez  
03/08/2021

Need help using the Partner Portal? Don't miss our upcoming Partner Info meeting to learn how to update your business information, add photos, deals, events, and more!

Join us live on Zoom on March 18th from 9-10am. If you can't make it, you'll receive the recording to watch later. Register here: <https://www.surfcityusa.com/partner/partner-information-meetings/>  
Read More...

0 0

**4 Blue Waves**  
Michael Soto  
01/28/2021

Insurance Coverage for your Small Business and Individuals. Covered California and other Health options. Life Insurance, Accident coverage, Living benefits and family security. Signup for Social Media Presentaion Webinars .Please contact Mike at [mike@nickersonpartnersins.com](mailto:mike@nickersonpartnersins.com)

0 0

**Visit Huntington Beach**  
Heather Saez  
01/19/2021

The new Partner Education Series kicked off last week with an amazing turnout for Social Media 101. Thank you to everyone who joined!

In case you missed it, you can view the presentation by clicking the link under Partner Bulletins (left side of your screen) titled Social Media 101.

Read More...

0 0

**HB Hot**  
Natalia Pappas  
12/11/2020

HB HOT by FOUR SONS BREWING TAPROOM & KITCHEN open at Bella Terra in Huntington Beach! Order 'TO-GO' by calling or UBEREATS/DOORDASH! Open 11-8pm daily! Browse our menu [www.hbhotchicken.com](http://www.hbhotchicken.com) and follow us on instagram @hbhotchicken!



## Post Board

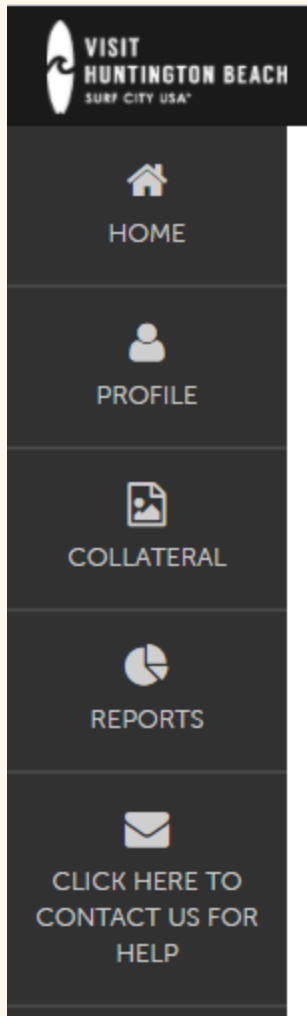
The Post Board is used for Partners to communicate with each other. Occasionally you will also see VHB staff create posts.

You can share things such as new business information, important updates, or anything else you would like other partners to know.

VHB reserves the right to moderate inappropriate posts on the Post Board.

To post a new bulletin, **use the blue pencil** button at the top. Type in your information and click **Create Post**. If you need to delete one of your bulletins, use the red X in the top right corner.

You can also comment on other bulletins or email a bulletin by using the small blue icons below it.



## Home Screen Icons

The icons on the left-hand side of the screen take you further into the Partner Portal so you can do things like update your business listing, add images, deals, events, and more.

**You can find individual training guides for each function here:**

[How to add images](#)

[How to update your business listing](#)

[How to add a special offer for our deals page](#)

[How to add an event to our event calendar](#)

[How to update your business amenities](#)

[How to order free publications](#)

[How to manage your account, contacts, & benefits](#)

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