

Member Account Center Instructions

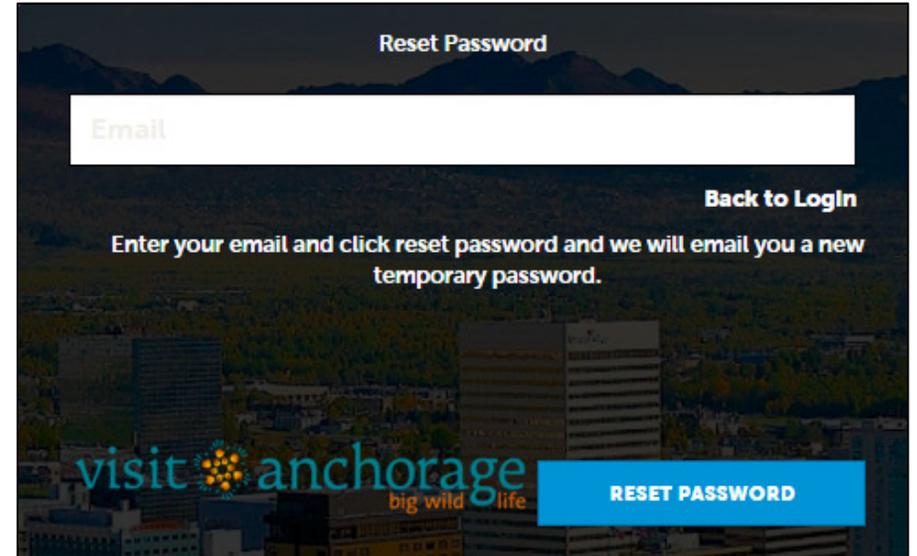
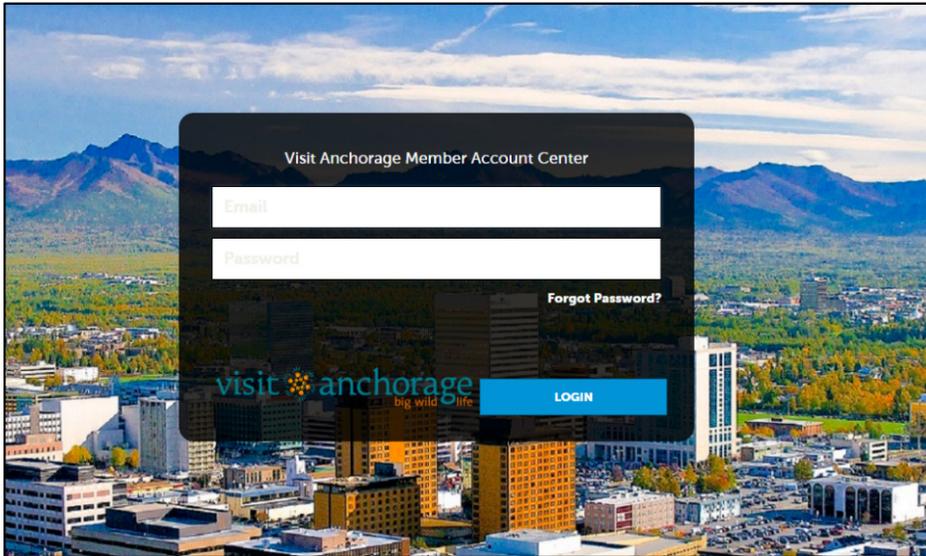
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Tips

Click "  " to edit. Click "  " to view. Click "  " to clone. Click "  " to delete.

"  " will display if a change is in a "pending" status and cannot be updated until the previous set of changes have been reviewed and approved by Visit Anchorage.

Logging In



Logging In

- The Primary Contact and any contact marked as Alternate Contact for Membership will be sent an email from Visit Anchorage with the link to the Member Account Center and a temporary password. If an additional contact within your company should have access to the Member Account Center contact your Visit Anchorage membership representative.
- Click on the link, which will take you to the "Visit Anchorage Member Account Center" screen.
- Enter your email address and the temporary password provided in the email.
- You will be asked to change your password to one of your preference. Enter that password twice.

Click on the "Forgot Password" link if you need to reset your password.

Unified Login

Your email address (cgeorge@simpleviewinc.com) has been found in the following Accounts:

Simpleview Sample Data

DoubleTree by Hilton Tulsa Downtown

- Hilton Hotel North

The Simpleview Lodge

Kara's Eco Hotel

- Simpleview Hotel and Conference Center
- Simpleview Hotel and Conference Center2

Please choose a single password that will be used for all of your accounts:

! New Password is required

LOGIN

Unified Login

If you use the same email address for multiple accounts, you will be presented with the Unified Login screen. This screen will list all of the accounts you have access to in the Member Account Center. Please provide a single password for all accounts and enter that password twice.

Home Screen

The screenshot shows the Visit Anchorage Member Account Center home screen. The top navigation bar includes the logo, user email (aarturo@anchorage.net), a Logout button, and a 'Visit Anchorage' dropdown menu. A search icon is located in the top right corner. A left-hand navigation menu contains icons for HOME, PROFILE, COLLATERAL, REPORTS, and ADMINISTRATION. The main content area features a 'Partner Bulletins' section with a dropdown menu set to 'All Bulletins' and a 'Post Board' section. Red callout boxes provide details for each menu item and feature.

HOME: Profile: Account (your company details); Contacts (within your company); Benefits (Listing views and advertising); and Invoices (pay online).

PROFILE: Collateral: Listings (your categories and descriptive text); Special Offers (travel deals); Calendar of Events (posted on Anchorage.net) and Media (your photos).

COLLATERAL: Reports: Consumer Leads, Convention & Cruise Calendars; Visit Anchorage Member Directory

REPORTS: Switch between unified accounts

ADMINISTRATION: Quick Search

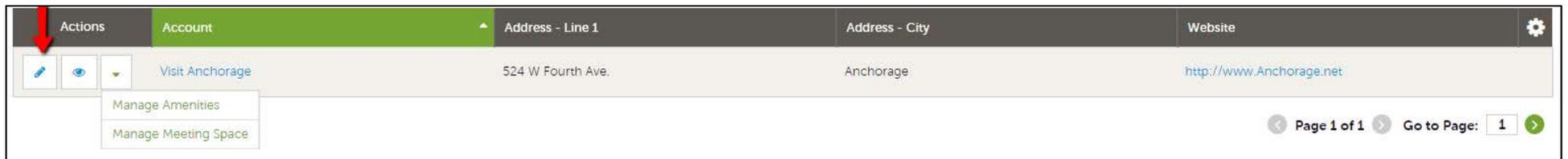
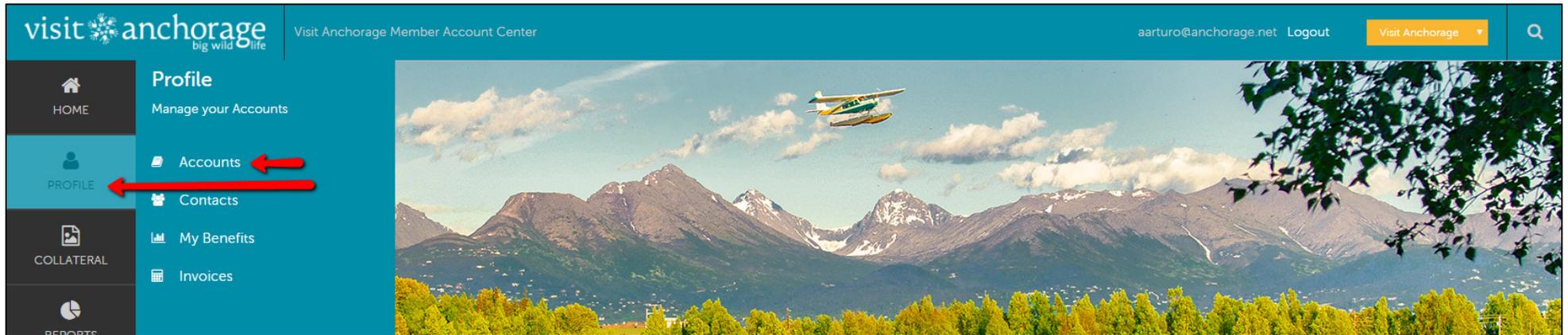
Partner Bulletins: All Bulletins

Post Board: Visit Anchorage Angela Arturo 09/21/2016

Welcome to the Visit Anchorage Member Account Center. Use the menu icons on the far left side of your screen to access your accounts, contacts, listings and more. Instructions are posted to the left under Partner Bulletins. If you need assistance please call us: Angela Arturo 257-2374; Spiff Chambers 257-2321; Clare Kreilkamp 257-2377.

- **Menu icons down** left hand side. Home, Profile, Collateral and Reports.
- **Partner Bulletins** are notices, documentation, events, etc. posted by Visit Anchorage. Important bulletins will be marked with a blue and white exclamation mark.
- **Post Board** allows Visit Anchorage members to communicate with each other. Clicking on the caption bubble icon allows a user to reply to a post. There is also an email icon for contacting the poster via email.

Manage Profile - Accounts



After you click the Profile icon and then Accounts, you will be presented with your account name (s) and various actions you can perform. If you see multiple account names, this is due to your business being associated with another business. The pencil icon will allow you to edit your business (account) information. By clicking the eyeball icon, you can view your business (account) information. The down arrow icon will allow you to view and edit your amenity and meeting space information if applicable to your category. Amenity and meeting space information displays on your Anchorage.net listing. The following categories include amenity details: Accommodations; Activities, Attractions & Tours; Dining & Nightlife; Transportation & Trip Planning and Meeting Facilities. Regardless of your business category, if you have meeting space please click Manage Meeting Space and update.

Manage Profile - Accounts (cont'd)

Update Account

SAVE **CANCEL**

Sections:
General
Account Information
Phone Information
Address Information

General

Account Info approved for 2017/18 Visitor's Guide?:
 YES NO

After reviewing details and making any changes click "YES" then click SAVE (upper left). When done here be sure to review your listings. Click on Collateral; then Listings (left hand side menu bar)

Account Information

The following lists your existing information for Visit Anchorage publications (as applicable) and online at www.Anchorage.net. Review for accuracy and make any necessary edits. After reviewing details click "YES" to approve for 2017/18 Visitor Guide (at top of screen); then click SAVE (upper left). When done in this section be sure to review your listings. Click on Collateral; then Listings (left-hand side menu bar).

Website:

Email:

During Visitor Guide listing verification time be sure to approve your account information by clicking "yes" after you've reviewed and made any changes. Then SAVE.

When you view or edit your account information, you can quickly scroll to a section on the page by clicking the links on the left of the page. Once in the account screen you can edit as needed. During Visitor Guide verification time be sure to review your account details. Edit as necessary. After making any changes toggle to YES at the top "Account Info approved for 2017/18 Visitor's Guide". Then SAVE. If you have no changes, please toggle to YES to let Visit Anchorage know you have reviewed your account information and it is approved as-is for the 2017/18 Visitor Guide. Then SAVE.

- Account Information: Website, Business email address; Reservations URL, Seasons of Operation, Handicap Accessibility. Business Name (if your business name needs to be changed please contact your member rep; this field can't be changed in the Member Account Center)
- Business Phone Information: Primary Phone, Alternate Phone, Toll Free
- Address Information: Physical, Billing and Shipping Addresses

If you are viewing the account, the top left will display an Edit button. If you are editing the account, the top left will display a Save button. **You must click the Save button before changes are applied!**

Manage Profile - Contacts

Contacts

Filters (0) [Manage Filters](#)

Account is one of:

Contact Type is one of:

Page 1 of 4 Go to Page:

Actions	Account	Full Name	Title	Email	Contact Type
	Visit Anchorage	Cherise Arola	Convention Sales and Research Manager	cliston@anchorage.net	Secondary
	Visit Anchorage	Andrea Schmidt	Convention Sales Manager	aschmidt@anchorage.net	Secondary

After you click the Profile icon and then Contacts, you will be presented with a list of all the contacts/employees associated with your business. On this page you can Add, Edit, View, or Clone (i.e. duplicate) a contact depending upon your member account center permissions.

Manage Profile - Contacts (cont'd)

New Contact

SAVE CANCEL

Sections:

- Contact Information
- Phone Information
- Address Information

Contact Information

Each account may only have one Primary contact under Contact Type. All others need to be Secondary or Alternate Contact for Membership if Primary contact is not main contact. Please use Inactive for any contacts that no longer work for your company/organization.

Account: Required
Visit Anchorage

Display contact in Member Directory:
 YES NO
Do you want your name, title, email and primary phone number to display in the digital Member Directory found in the Member Account Center?

First Name: Required

Last Name: Required

Full Name: Required

Salutation:

Title:

Email:

Contact Type: Required
--Choose One--

- Contact Information: First, Last, Full Name, Salutation, Title, Email, Contact Type*
- Display contact in Member Directory: Toggle to Yes to have your contact information display in the Visit Anchorage Member-to-Member online directory. Your name, title, email and primary phone will display, allowing for better member-to-member communication. By default, the Primary contact and title will display on each member's account within the directory. This is similar to the former printed Tourism Resource Directory.
- Phone Information: Primary, Mobile, Alternate and Fax Phone Numbers
- Address Information: Physical, Billing, and Shipping Addresses

*There is one "Primary" contact per account. This is the main contact and receives the Board of Directors voting ballot each year. All other contacts should be marked "Secondary" or "Alternate Contact for Membership". Use "Inactive" for anyone no longer with your company.

If you are viewing a contact, the top left will display an Edit button. If you are editing a contact, the top left will display a Save button. **You must click the Save button before changes are applied!** **IMPORTANT NOTE:** If a contact/employee has left your business it is your responsibility to notify Visit Anchorage and/or change their contact type to "Inactive".

Manage Profile - My Benefits

Benefits

- Overview
- Listings
- Offers
- Advertising Opportunities

PRINT

Account

-All-

Month

November

Year

2015

TO

Month

October

Year

2016

UPDATE

Listings [See Details](#) **Views**

Month	Views
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	20
May	20
Jun	11
Jul	14
Aug	67
Sep	1
Oct	1

Advertising Opportunities [See Details](#) **Cash Amount**

Month	Cash Amount
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	17.95K
Sep	0
Oct	0

Offers [See Details](#)

Month	Offers
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0

After you click the Profile icon and then My Benefits, you will be presented summary reports based on interaction with Visit Anchorage. The information you see on this page is specifically related to your business. Use the filters on the left to search for specific dates. Click "See Details" for more information.

Manage Profile - Invoices

Invoices

Filters (0)

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.

VISIT ANCHORAGE **PAY ACCOUNT BALANCE \$250.00**

Page 1 of 1 Go to Page: 1

Actions	Invoice ID	Account	Type	Invoice Date	Invoice Amount	Paid Amount	Balance Due	Payment Date	Description
 	5485	Visit Anchorage	Membership	09/21/2016	\$250.00	\$0.00	\$250.00		Extra text and/or categories.

Page 1 of 1 Go to Page: 1

After you click the Profile icon and then Invoices, you will see a list of invoices associated with your Account. To view the details of the invoice you can either click the eyeball icon or print. To pay an invoice, click the eyeball icon to first view the invoice; then click Pay Now. If you prefer, you can print the invoice and return payment via check.

At this time you can pay extra visitor guide narrative and extra listing invoices through the Member Account Center. **If you have extra text or extra listings please check the Invoice module for your invoices. Invoices will not be mailed.** Yearly dues invoices will be mailed.

Manage Profile – Invoices (cont'd)

Invoices

[RETURN](#)
[PRINT INVOICE](#)
[PAY NOW](#) ←

Sections:
[Recipient Details](#)
[Invoice Details](#)
[Item Details](#)
[Payment Details](#)

Recipient Details

Recipient Company: Visit Anchorage
Recipient Fullname: Angela Arturo
Recipient Title: Membership & Advertising Sales Director
Recipient Email: aarturo@anchorage.net

Invoice Details

Item Details

Item ID	Description	Price	Quantity	Extended Price
6305	Visit Anchorage: Extra Category Listing	\$100.00	1	\$100.00
6304	Visit Anchorage: Visitor Guide: Add 150 Character Narrative	\$125.00	1	\$125.00

Payment Details

 ←

Actions	Payment ID	Payment Method	Payment Date	Amount
No Records Were Found				

When viewing an invoice you can see the payment history associated to the invoice. If the invoice has an outstanding balance, you will see a Pay Now button in the top left of the page. Clicking the Pay Now button will take you to a secure page to pay using a credit card, much like any online payment portal on the internet.

Collateral

visit anchorage big wild life

Visit Anchorage Member Account Center

aarturo@anchorage.net Logout

Visit Anchorage

HOME

PROFILE

COLLATERAL

REPORTS

ADMINISTRATION

Partner Bulletins

All Bulletins

Welcome to the Member Account Center (Read: 07/19/2016)
Need assistance? Please call us: Angela Arturo 257-2374; Spiff Chambers 257-2321; Clare Kreilkamp 257-2377
[View Full](#)

Find your Member Representative (Read: 06/22/2016)
View list to find your Visit Anchorage Membership Representative.
[View Full](#)

Post Board

Visit Anchorage
Angela Arturo
07/21/2016

Welcome to the Visit Anchorage Member Account Center. Use the menu icons on the far left side of your screen to access your accounts, contacts, listings and more. Instructions are posted to the left under Partner Bulletins. If you need assistance please call us: Angela Arturo 257-2374; Spiff Chambers 257-2321; Clare Kreilkamp 257-2377.

0

Clicking the **Collateral** icon, displays options for Listings (Visitor Guide, Anchorage.net, Restaurant Guide), Special Offers (travel deals), Calendar of Events (public events on Anchorage.net), and Media (your photos).

Collateral – Listings

Listings

Filters (0)

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.

Page 1 of 1 Go to Page:

Actions	Company	Listing Type	Listing Rank	Category	SubCategory	VG Geographic	Website Geographic	Pending
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage		No
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Visitor Information	Statewide		No
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Publications & Publishers	Anchorage		No
 	Visit Anchorage	Website Listing	Website Complete	Services/Visitor	Visitor Information		Anchorage, Eagle River/Chugiak (North Anchorage), Girdwood/Portage (South Anchorage)	No

After you click the Collateral icon and then Listings, you will be presented with your business listings. These listings will include your Anchorage.net website listings and publication guide listings (Visitor Guide, Restaurant Guide) as applicable. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information.

Collateral – Listings (cont'd)

Update Listing

SAVE (blue button) | **CANCEL** (grey button)

Sections: Categories, Listing Information, Listing Image

Categories

2017/18 Visitor Guide Listing Approved:

<input type="radio"/>	YES	<input checked="" type="radio"/>	NO
-----------------------	------------	----------------------------------	-----------

After reviewing details and making any changes click "YES" then click SAVE (upper left). When done here be sure to review your account if you haven't already. Click on Member Profile; then Accounts (left hand side menu bar)

Category: *Required
Services/Visitor
You can't change your categories here. Please contact your member rep to change.

SubCategory: *Required
Visitor Information
You can't change your categories here. Please contact your member rep to change.

VG Geographic:
Anchorage

Website Geographic:
CHOOSE AMONG THE FOLLOWING... ▾

Listing Information

When you view or edit a listing, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing a listing, the top left will display an Edit button. If you are editing a listing, the top left will display a Save button. **You must click the Save button before changes are applied!**

IMPORTANT NOTE: Any edits of listings will require approval from Visit Anchorage. Upon saving your updates, Visit Anchorage will be notified of your changes/additions.

Collateral – Listings (cont'd)

Visitor Guide Verification

During Visitor Guide listing verification you will need to review your Visitor Guide listings (categories, text, and extra listings) for accuracy and make any changes.

Be sure to review and edit, as needed, your Visitors Guide 50 or 200 Character listing. Up to 50 characters are included in your primary category listing in the Official Guide to Anchorage. You can add up to 150 characters of text to your primary listing in the Official Guide to Anchorage for \$125. If you would like to add additional text please contact your member rep.

Click the pencil to edit/review your listing text. Once you are in the edit mode review all fields for accuracy (category, subcategory, VG geographic, address type and description). Make edits as needed.

Actions	Company	Listing Type	Listing Rank	Category	SubCategory	VG Geographic	Website Geographic	Pending
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage		No
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Visitor Information	Statewide		No
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Publications & Publishers	Anchorage		No
 	Visit Anchorage	Website Listing	Website Complete	Services/Visitor	Visitor Information		Anchorage, Eagle River/Chugiak (North Anchorage), Girdwood/Portage (South Anchorage)	No

When editing your visitor guide listing text do not include company name or contact information, it is automatically included in each business listing. Do not use abbreviations, multiple exclamation points (!), ampersands (&), dashes (-) or slashes (/), or CAPS (unless a proper name). Punctuation and spaces between words count as characters. Visit Anchorage reserves the right to edit.

Categories

2017/18 Visitor Guide Listing Approved:

YES NO

After reviewing details and making any changes click "YES" then click SAVE (upper left). When done here be sure to review your account if you haven't already. Click on Member Profile; then Accounts (left hand side menu bar)

Category: Required

Services/Visitor

You can't change your categories here. Please contact your member rep to change.

VG Geographic:

Anchorage

SubCategory: Required

Visitor Information

You can't change your categories here. Please contact your member rep to change.

Website Geographic:

CHOOSE AMONG THE FOLLOWING...

Listing Information

Up to 50 characters of listing description text is included in your primary category listing in the Official Guide to Anchorage. Add an additional 150 characters of text to your primary listing for \$125. If your Character Limit below is at 200 the additional text will be printed and you will be billed \$125. If do not want the extra text printed please contact your member rep. If your Character Limit below is at 50, and you would like additional text, please contact your member rep. A Character Limit below of 0/1 means you are editing an Extra Listing. Extra Listings are additional listings in different categories or geographic areas you have purchased for \$100 each. Visitors will then find your business under different categories or areas in the printed Official Guide and online. Extra listings do not include text in the visitor guide, but a reference listing to your main listing. Extra listings on Anchorage.net can have up to 1,000 characters of text and up to 10 photos. Edit website listings to add text and photos. Please contact your member rep if you would like to purchase additional listings.

Account: Required

Visit Anchorage

Address Type:

Shipping

Type: Required

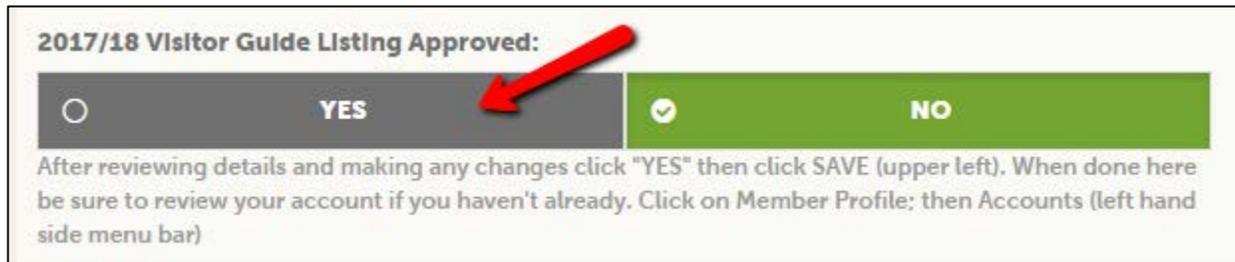
2017/18 Visitors Guide Listing

Description:

Discover Alaska's natural wonders in Anchorage. Find free advice from friendly Alaskans at the historic Log Cabin Visitor Information Center located on the corner of Fourth Avenue and F Street.

Click in the "Description" box to change your visitor guide text. Be sure to SAVE.

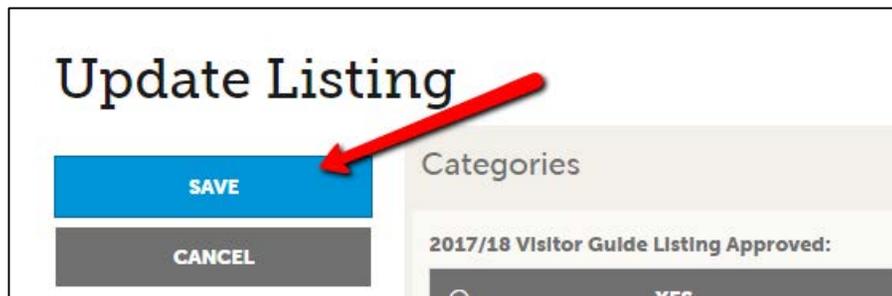
After reviewing and editing, if needed, scroll to top and toggle to YES at 2017/18 Visitor Guide Listing Approved. If you did not edit anything you still need to toggle to YES to approve as-is; then SAVE.



2017/18 Visitor Guide Listing Approved:

YES NO

After reviewing details and making any changes click "YES" then click SAVE (upper left). When done here be sure to review your account if you haven't already. Click on Member Profile; then Accounts (left hand side menu bar)



Update Listing

SAVE **CANCEL**

Categories

2017/18 Visitor Guide Listing Approved:

YES

You must click the Save button before changes are applied!

IMPORTANT NOTE: Any edits of listings will require approval from Visit Anchorage. Upon saving your updates, Visit Anchorage will be notified of your changes/additions.

You will also need to confirm any extra listings. If you currently have additional listings they will be listed. Please verify to run again in 2017/18. Click to edit each extra listing and approve. **NOTE: IF YOU HAVE ADDITIONAL TEXT OR LISTINGS GO TO PROFILE; INVOICES TO PAY DIRECTLY THROUGH MEMBER ACCOUNT CENTER OR PRINT INVOICES AND RETURN WITH CHECK.**

Actions	Company	Listing Type	Listing Rank	Category	SubCategory	VG Geographic	Website Geographic	Pending
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage		No
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Visitor Information	Statewide		No
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Publications & Publishers	Anchorage		No

After reviewing the categories and geographic location be sure to approve the extra listings.

2017/18 Visitor Guide Listing Approved:

YES NO

After reviewing details and making any changes click "YES" then click SAVE (upper left). When done here be sure to review your account if you haven't already. Click on Member Profile; then Accounts (left hand side menu bar)

You must click the Save button before changes are applied!

Update Listing

SAVE CANCEL

Categories

2017/18 Visitor Guide Listing Approved

You can purchase additional listings in different categories or geographic areas for \$100 each. Visitors will then find your business under different categories or areas in the printed Official Guide and online. Please contact your member rep to purchase additional listings.

Collateral – Listings (cont'd) - Website Listings

You can update your Anchorage.net website listing text anytime throughout the year. Once you are in the edit mode click in to the description box to edit your listing text. As mentioned previously, any edits of listings will require approval from Visit Anchorage. Upon saving your updates, Visit Anchorage will be notified of your changes/additions.

Actions	Company	Listing Type	Listing Rank	Category	SubCategory	VG Geographic	Website Geographic	Pending
 	Visit Anchorage	Website Listing	Website Complete	Services/Visitor	Visitor Information		Anchorage, Eagle River/Chugiak (North Anchorage), Girdwood/Portage (South Anchorage)	No
 	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage		No

Account: ◀Required
Visit Anchorage

Address Type:
Shipping

Type: ◀Required
Website Listing

Description:
Find free travel advice from friendly Alaskan experts at Visit Anchorage's visitor information centers. Get tips on things to see and do in Anchorage and the lowdown on travel in Alaska. You might be surprised how close Alaska adventures are!
Visitor centers are at the historic Log Cabin Visitor Information Center on the corner of Fourth Avenue and F Street and in Anchorage's International Airport.
Open year-round in the heart of downtown, the log cabin is a picturesque piece of Alaskana packed with Alaska travel information. Pick up brochures for local attractions and tours, get trip planning assistance and even catch one of the many shuttles or tours departing nearby.
Find travel information as soon as you arrive; visitor information centers are in the Ted Stevens Anchorage International Airport's South Terminal on the baggage claim level and in the North Terminal for international arrivals.

Character Limit: 910/2,000

Collateral – Listings (cont'd)

When you edit a website listing, you can select up to 10 images to associate to the listing by clicking on an image. **(You must first add your images under Collateral – Media).** As mentioned previously, any edits of listings will require approval from Visit Anchorage. Upon saving your updates, Visit Anchorage will be notified of your changes/additions.

SAVE

CANCEL

Sections:

- Categories
- Listing Information
- Listing Image

Category: *Required

Services/Visitor

You can't change your categories here. Please contact your member rep to change.

SubCategory: *Required

Visitor Information

You can't change your categories here. Please contact your member rep to change.

VG Geographic:

--Choose One--

Website Geographic:

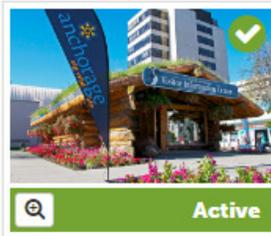
ANCHORAGE, EAGLE RIVER/CHUGIAK (NORTH ANCHORAGE), GIRLWOOD/PORTAGE (SOUTH)

Listing Image



Select up to 10 photos on Website listings. (Click on Collateral (upper left), then Media to add more photo choices)

Select one or more images



Collateral – Listings (cont'd)

Categories

2017/18 Visitor Guide Listing Approved: N/A when editing a website listing

YES NO

After reviewing details and making any changes click "YES" then click SAVE (upper left). When done here be sure to review your account if you haven't already. Click on Member Profile; then Accounts (left hand side menu bar)

Please note that the “2017/18 Visitor Guide Listing Approved” Yes and No boxes will appear on all listings. If you are editing a website listing this toggle does not apply. When editing your Visitor Guide listings be sure to approve the listings using this button.

Collateral – Special Offers

Offers

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.

[ADD OFFER](#) Page 1 of 1 Go to Page: 1

Actions	Account	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending
	Visit Anchorage	Free Anchorage Visitor Guide	09/30/2015	10/06/2015	09/30/2015	10/06/2015	No

After you click the Collateral icon and then Special Offers, a list of your past and present offers will display. These are your travel deals/packages that are posted on Anchorage.net (www.anchorage.net/plan-your-trip/travel-deals). You can edit, view or clone an existing offer. You can create a new offer by clicking the Add Offer button.

Travel deals must meet the following criteria:

For single-day deals: All offers must include Anchorage product or be available as a day tour from Anchorage. In addition, each deal must meet at least one of the following criteria:

- Two-for-one discount
- Free gift with purchase
- Discount value of \$10 or more
- For Accommodations, a 20 percent reduction or more from any regular rack rate

For multi-day travel packages: Anchorage: Must include two nights in Anchorage. Southcentral: Must include two nights in Anchorage and at least three nights in Southcentral.

Deals will be reviewed by Visit Anchorage and if approved, posted online within two business days.

Collateral – Special Offers (cont'd)

New Offer

SAVE

CANCEL

Sections:

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

Offer Information

Have a special offer for visitors to Anchorage? Submit the details for your deals or packages here. For single-day deals: All offers must include Anchorage product or be available as a day tour from Anchorage. In addition, each deal must meet at least one of the following criteria: Two-for-one discount; Free gift with purchase; Discount value of \$10 or more. For Accommodations, a 20 percent reduction or more from any regular rack rate. For multi-day travel packages: Anchorage: Must include two nights in Anchorage. Southcentral: Must include two nights in Anchorage and at least three nights in Southcentral. Deals will be reviewed by Visit Anchorage and if approved, posted online within two business days.

Account: Required

Visit Anchorage

Offer Title: Required

Offer Link: Required

URL for more information

Offer Text:

Source B I S I_x

When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing an offer, the button in the top left will say Edit. If you are editing an offer, the top left will display a Save button. You must click the Save button before changes are applied! As with listings, you have the ability to attach images to your offers.

IMPORTANT NOTE: Any edits or adding of offers will require approval from Visit Anchorage. Upon saving your updates, Visit Anchorage will be notified of your changes/adds.

- Offer Information: Account Name (fixed). Enter Offer Title, Offer Link, and Offer Text.
- Offer Image: Choose an image from the account's image library. (Add your images under Collateral – Media)
- Offer Dates: Enter Redeem From and To; Post From and To Dates
- Offer Categories: Select the category that pertains to your business.
- Offer Listing: Select your website listing(s) and the special offer will show on that listing in addition to displaying under Travel Deals on Anchorage.net

You must click the Save button before changes are applied.

Collateral – Calendar of Events

Events

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.

ADD EVENT

Actions	Account	Title	Start Date	End Date	Event Category	Priority	Event ID	
	Visit Anchorage	First Friday at the Visit Anchorage Information Center	02/03/2012	02/03/2012	Visual Arts, Arts & Culture	Downtown	28029	
	Visit Anchorage	First Friday at Visit Anchorage Visitor Center	03/02/2012	03/02/2012	Food & Drink	Special Events	28066	

Page 1 of 1 Go to Page: 1

After you click the Collateral icon and then Calendar of Events, a list of your past and present events will display. These events are posted on the public Calendar of Events found on Anchorage.net (<http://www.anchorage.net/events/>). Visit Anchorage's online event calendar features events appealing to out-of-town leisure visitors and convention delegates. Before entering your event, please search the calendar to make sure it isn't already listed.

Criteria for inclusion on Visit Anchorage's event calendar:

- The event must be open to the public.
- Only events inside the municipality of Anchorage and select regional events will be listed.
- Priority will be given to events with high visitor appeal and those that best present a compelling reason to travel to Anchorage.
- Non-visitor events including auctions, clinics, seminars and classes of limited appeal to travelers will not be included.

For best results, events should be submitted at least 90 days in advance. Visit Anchorage reserves the right to decline to list any event and edit submissions for grammar, spelling, clarity, accuracy or to meet style guidelines.

Collateral – Calendar of Events (cont'd)

New Event

SAVE 

CANCEL

Sections: 

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

Event Information

Account: ◀Required
Visit Anchorage

Primary Category: ◀Required
--Choose One--

Priority: ◀Required
--Choose One--

Phone:
Will display on Anchorage.net

Admission:

Description: ◀Required

Source **B** **I** **S** **I_x** [List Icons] [Link Icon] [Unlink Icon]

Contact:
--Choose One--
Does NOT appear on website. For Visit Anchorage use only.

Categories: ◀Required
CHOOSE AMONG THE FOLLOWING... ▾

Email:
Will display on Anchorage.net

Website:

Title: ◀Required
Name of the Event

The pencil icon will allow you to edit an existing event. By clicking the eyeball icon, you can view the existing event. The clone icon will allow you to duplicate an event and then update as needed. You can also create a new event by clicking the Add Event button. When you view, edit, or add an event, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing an event, the top left will display an Edit button. If you are editing an event, the top left button will say Save. You must click the Save button before any of your changes are actually saved!

IMPORTANT NOTE: Any edits or adding of events will require approval from Visit Anchorage. Upon saving your updates, Visit Anchorage will be notified of your changes/adds.

Collateral – Calendar of Events (cont'd)

The screenshot displays a web form for creating an event. On the left, there are buttons for 'SAVE' (blue) and 'CANCEL' (grey), and a 'Sections:' menu with links for 'Event Information', 'Event Location', 'Event Dates', 'Image Gallery', and 'General'. The main form area is divided into several sections:

- Location Fields:** 'City:', 'State/Province:', 'Zip/Postal Code:', and 'Location:'.
- Event Dates:** 'Start Date: *Required' (with a calendar icon), 'Start Time:', 'Times:', and 'End Time:'.
- Recurrence Selection:** A row of buttons for 'One Day', 'Daily', 'Weekly' (highlighted in green), 'Monthly', 'Yearly', and 'Custom'. A red arrow points to the 'Custom' button.
- Weekly Recurrence Options:** A green bar containing 'Every 1 Week(s) on CHOOSE ~'. A red arrow points to the 'CHOOSE ~' dropdown.
- Recurrence End:** A section with three options: 'No End Date' (highlighted in green), 'End after [input] occurrences', and 'End on [input]'. Two red arrows point to the 'End after' and 'End on' options.

The Calendar of Events has a recurrence model built in. You can make your event a one-time event, daily, weekly, monthly, or yearly. If it is not a one day event, you can choose your recurring days of the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At the bottom of the recurrence section, you can choose to end your event after a certain number of occurrences or on a specified date.

Collateral – Calendar of Events (cont'd)

Image Gallery ←

Preferred image dimensions: 1600x800 pixels at 72 dpi; Provide a horizontal photo in jpeg (JPG) format (no logos please). Images can not include URLs, phone numbers, text or logos; No animated or Flash images.

Drag and Drop Files here ←
or use the "Browse" button below to find a file to add

BROWSE

As with Listings and Special Offers you can add images to your event. Adding images to an event is a little different though. In the Image Gallery section on the event, you can drag and drop an image or click the Browse button to search your computer for an image. **Photos must be horizontal; jpeg format with minimum dimensions of at least 1600 x 800. Photos should not contain any added graphic elements (logos, text overlays, clip art, captions, etc.).**

Collateral – Media

Media

Filters (0) Manage Filters

Account is one of:
CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA ←

Page 1 of 1 Go to Page: 1

Actions	Account	Title	Description	Image	Sort Order
  	Visit Anchorage	VIC2	JodyO Photo		2

After you click the Collateral icon and then Media, you will be presented with your account’s images. You can add new photos to this storage area by clicking the Add New Media button. The pencil icon will allow you to edit an existing image. By clicking the red x icon, you can delete an existing image. The clone icon will allow you to duplicate an image. Once you upload images to the Media area you can add them to your listings, special offers and event listings.

Collateral – Media (Cont'd)

Description:

File:

Drag and Drop File To Page ←

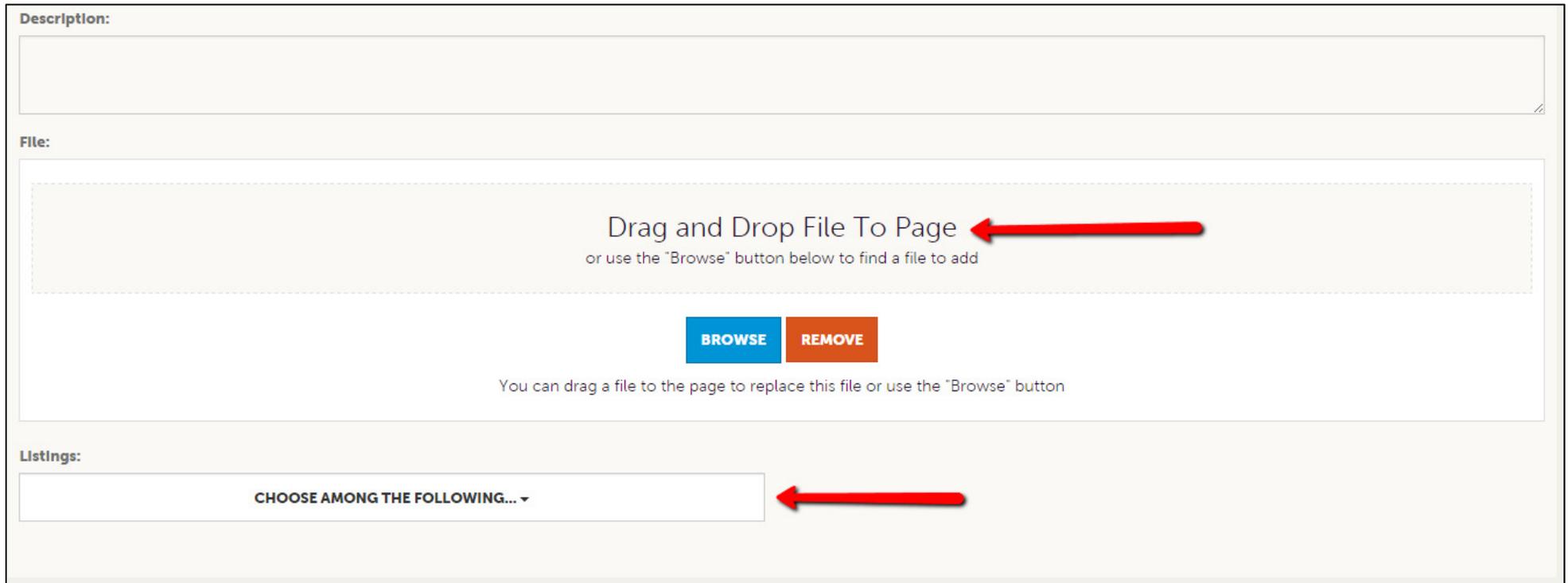
or use the "Browse" button below to find a file to add

BROWSE **REMOVE**

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

Listings:

CHOOSE AMONG THE FOLLOWING... ▾ ←



As with Calendar of Events you can browse your hard drive or drag and drop an image. Once you upload a new image or edit an existing one you can attach the image to one or multiple listings by selecting the Listings pull down menu. **Photos must be horizontal; jpeg format with minimum dimensions of at least 1600 x 800. Photos should not contain any added graphic elements (logos, text overlays, clip art, captions, etc.).**

Reports

visit anchorage
big wild life

Visit Anchorage Member Account Center

aarturo@anchorage.net Logout Visit Anchorage

HOME

PROFILE

COLLATERAL

REPORTS

ADMINISTRATION

Reports

Convention Calendar

[Convention Calendar](#)

Up-to-date information on who has booked Anchorage. Dates, hotel/convention center, contact names, phone, email, and mailing address.

Convention Tips

[Tips for Working With Conventions](#)

Do's and Don'ts of Getting Business from Conventions

Cruise Calendar and Road Show Calendars

[2016 Cruise Calendar](#)

The cruise ship schedule, produced annually, is a Visit Anchorage member benefit. We hope it will help you decide how best to serve the many visitors that will be visiting our state. The ship, dates, times in port, ship's capacity and hospitality centers are provided. Remember, this is a Visit Anchorage member benefit. Refer non-members requesting copies of this calendar to your membership sales representative. Schedules are subject to change without notice. All information is deemed reliable and accurate as of last update, but is not guaranteed. Please contact cruise lines for specific information.

[Tourism Development & Sales Calendar](#)

Trade Shows - Members can partner with Visit Anchorage and share the cost of a booth at trade shows allowing members to interact directly with consumers, as well as travel agents and tour operators who are looking for new and unique experiences to sell to their clients. Each group is unique and may already have agreements in place for services. Contact the sales manager listed for each event for more information or to participate.

Clicking the **Reports** icon will display various reports including calendars (convention, cruise, travel), member directory and visitor leads. To view an item just click the name of the item.

Reports – Convention Calendar

Convention Calendar

Date Range: to

Attendance Greater than

Headquarter Hotel is:

Meeting Location is:

15-Jul-16

July 30, 2016 - December 31, 2017

Dates: 07/30/2016 - 07/30/2016	Scope: Sporting Event
Organization: USA Track & Field Alaska	Attendance: 100
Meeting: USATF Track & Field Championships	Room Block: 20
	Exhibits: 0
	Headquarter Hotel: City-wide Lodging
	Meeting Location: The Dome
	EEl: \$2,970
	Sales Manager: Magda Withers
	Booking Date: 06/21/2016

Click the Convention Calendar link for lists of upcoming meetings and conventions. Enter desired date range, along with any other filters, then click Apply Filters. You can print if needed. On the Report Menu, below the Convention Calendar is a link to Convention Tips “Tips for Working With Conventions. Do's and Don'ts of Getting Business from Conventions”. Click the link to access a tip sheet.

Reports – Cruise Calendar and Road Show Calendars

Cruise Calendar and Road Show Calendars

[2016 Cruise Calendar](#) ←

The cruise ship schedule, produced annually, is a Visit Anchorage member benefit. We hope it will help you decide how best to serve the many visitors that will be visiting our state. The ship, dates, times in port, ship's capacity and hospitality centers are provided. Remember, this is a Visit Anchorage member benefit. Refer non-members requesting copies of this calendar to your membership sales representative. Schedules are subject to change without notice. All information is deemed reliable and accurate as of last update, but is not guaranteed. Please contact cruise lines for specific information.

[Tourism Development & Sales Calendar](#) ←

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[Convention and Meeting Sales & Service Calendar](#) ←

Attendance Promoters and Sales Blitzes – Throughout the year, Visit Anchorage attends meetings and conventions of groups who are scheduled to come to Anchorage in the coming year. These attendance promoters are a great way to connect with large numbers of people who are already guaranteed to come to Anchorage. Visit Anchorage staff also drums up business by "blitzing" or visiting various cities in Alaska and the Lower 48, reminding tour operators and meeting planners of what there is to see and do in our great state. Each group is unique and may already have agreements in place for services. Contact the sales manager listed for each event for more information or to participate.

Clicking the Cruise Calendar link will download a pdf of the current year's schedule and cruise line contact information. New calendars will be posted in January of each year for the upcoming summer.

Clicking the Tourism Development & Sales Calendar link or the Convention and Meeting Sales & Service link will download the current road show travel calendars.

Reports – Member Directory

Member Directory

Category is: 
 Sub-Category is one of: CHOOSE 
 Keyword Contains: 

APPLY FILTERS CLEAR FILTERS 

PRINT PRINT TO PDF RETURN

In order to print to PDF, please use filters above to create smaller list.

Account/Contact Name	Title	Mailing Address/Email	Telephone	Website Address	Listing
(A & P) America & Pacific Tours, Inc.		PO Box 101068 Anchorage, AK 99510-1068	(907) 272-9401	http://www.apptoursalaska.com	View Details
Junco Skinner	General Manager	aptours@alaska.net			
10th & M Seafoods		1020 M St. Anchorage, AK 99501-3317	(907) 272-3474	http://www.10thandmseafoods.com	View Details
Skip Winfree	President	tenmsea@alaska.net			

Click the Member Directory link and use drop-downs to filter. Select a category (and sub-category if applicable) to narrow your search. Use the Keyword Contains box to find a member by business name. Click the Apply Filters button for results.

The Member Directory lists the Primary contact's name on the account, along with the account contact information. You can display individual contacts to the Member Directory by opting in. Go to Member Profile; Contacts. Edit individual contacts and toggle to "Yes" to have individual contact information display in the Member Directory. Sample below with additional contacts.

Account/Contact Name	Title	Mailing Address/Email	Telephone	Website Address	Listing
Visit Anchorage		524 W Fourth Ave Anchorage, AK 99501-2212	(907) 276-4118	http://www.Anchorage.net	View Details
Julie Saupe	President & CEO	info@Anchorage.net			
Andrea Schmidt	Convention Sales Manager	aschmidt@anchorage.net	(907) 276-4118		
Angela Arturo	Membership & Advertising Sales Director	aarturo@anchorage.net	(907) 276-4118		
Anita Nelson	Public Affairs & Corporate Giving Manager	anelson@anchorage.net	(907) 276-4118		
Ashley Heimbigner	Tourism Media & Sales Manager	aheimbigner@anchorage.net	(907) 276-4118		

Reports – Visitor/Consumer Leads

Reports

Consumer Leads

[Consumer Leads September 16, 2016](#)

This spreadsheet contains potential visitors who recently ordered the Anchorage Visitor Guide on www.Anchorage.net. They also selected that they would like to receive more information from businesses and opted to share their email and mailing address for more information. Please see the comments field for visitor's specific questions. You will want to sort by the category that represents your business type and only contact those that requested information for your category. The leads are confidential and provided as a membership benefit from Visit Anchorage. In accordance with the Visit Anchorage leads policy, each lead may be contacted once via email and mail. Sharing with non-members or other third parties may result in suspension from the program. We strongly recommend that you do not add these contacts to your general distribution lists unless you first ask them to opt in to your e-communications.

[Consumer Leads September 9, 2016](#)

This spreadsheet contains potential visitors who recently ordered the Anchorage Visitor Guide on www.Anchorage.net. They also selected that they would like to receive more information from businesses and opted to share their email and mailing address for more information. Please see the comments field for visitor's specific questions. You will want to sort by the category that represents your business type and only contact those that requested information for your category. The leads are confidential and provided as a membership benefit from Visit Anchorage. In accordance with the Visit Anchorage leads policy, each lead may be contacted once via email and mail. Sharing with non-members or other third parties may result in suspension from the program. We strongly recommend that you do not add these contacts to your general distribution lists unless you first ask them to opt in to your e-communications.

The consumer leads program spreadsheets will be available under Reports for those members that are interested. Clicking the Consumer Leads link will download the corresponding weekly spreadsheet. Lead spreadsheets will be added weekly. **Be sure to log in and download the spreadsheets on a weekly basis.** The two most recent weeks will be available.