Web Listing Update Instructions
My Member Record

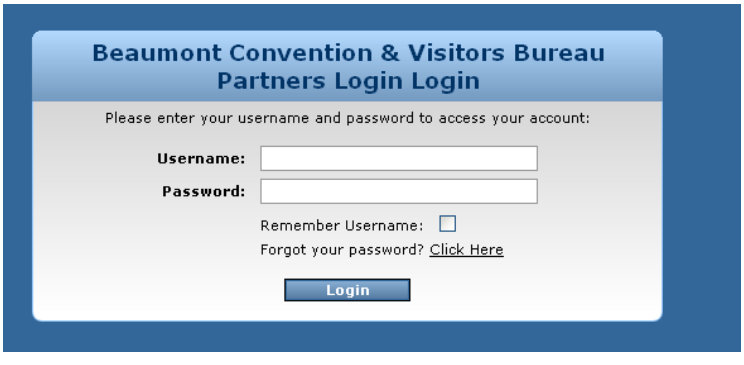
1. Login

2. Viewing Member Record

    - Contacts
    - Listings
    - Media
    - Coupons/Special Offers
    - Benefits Summary
    - Property

Logging In:

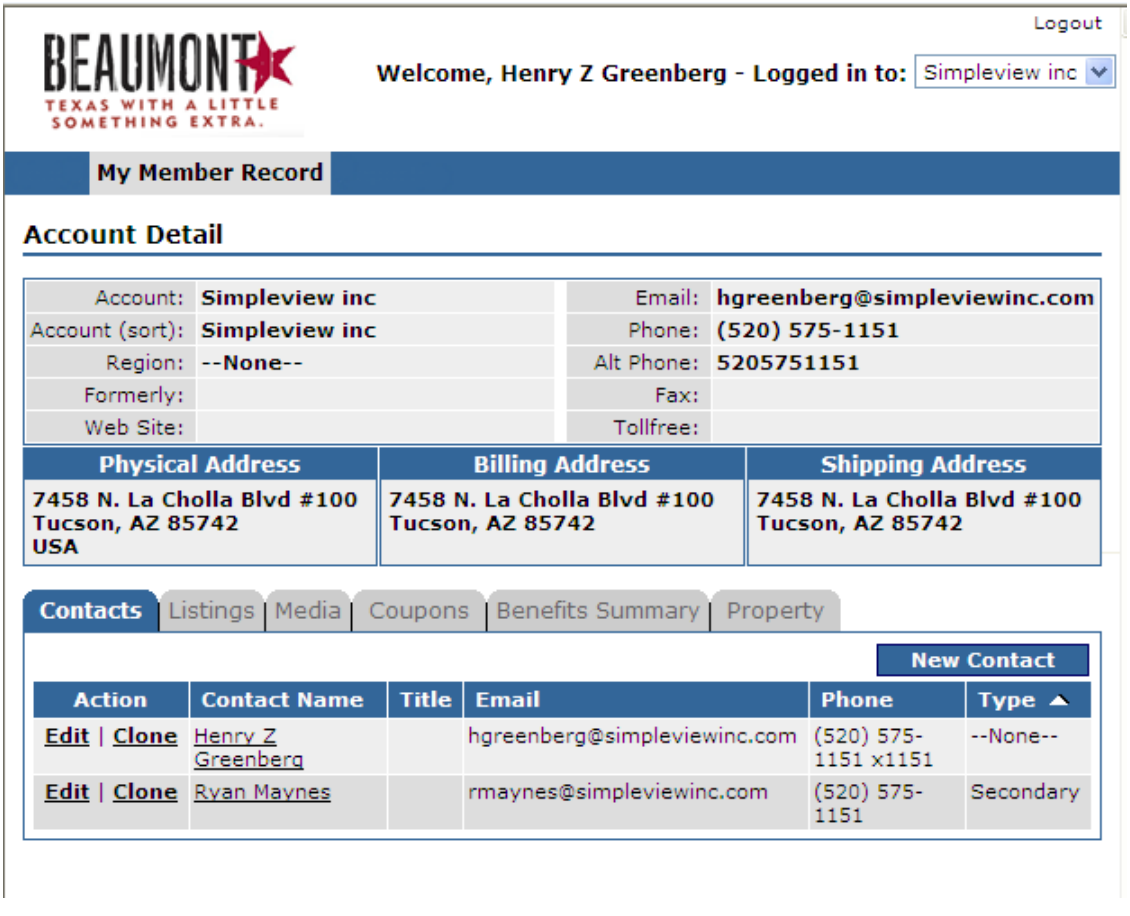
1. You will be sent an email from the **Beaumont CVB** with the link and a temporary password.
2. Click on the link, which will take you to a "Partners Login" screen.
3. Your username is your full e-mail address.
4. Your password is the temporary address that was e-mailed to you.
5. You will be asked to change your password to one of your preference.



Viewing Your Member Record:

You can view 6 items under your Member Record:

1. Contacts
2. Listings (Website and Visitors Guide)
3. Coupons/Special Offers
4. Benefits Summary
5. Property



Contacts:

1. To update your contact records, edit the current contact under your listing by clicking "Edit" to the left of the contact.
2. To add a new Contact, click the "New Contact" button.
3. You can also "clone" a contact by clicking on the "Clone" link to the left of a current contact (which will make a duplicate of that contact), then change the information that needs to be updated (i.e. name, e-mail address, phone #, etc).

Account Detail

Account:	**Simpleview inc**	Email:	**hgreenberg@simpleviewinc.com**
Account (sort):	**Simpleview inc**	Phone:	**(520) 575-1151**
Region:	**--None--**	Alt Phone:	**5205751151**
Formerly:		Fax:	
Web Site:		Tollfree:	

Physical Address	Billing Address	Shipping Address
7458 N. La Cholla Blvd #100 Tucson, AZ 85742 USA	**7458 N. La Cholla Blvd #100 Tucson, AZ 85742**	**7458 N. La Cholla Blvd #100 Tucson, AZ 85742**

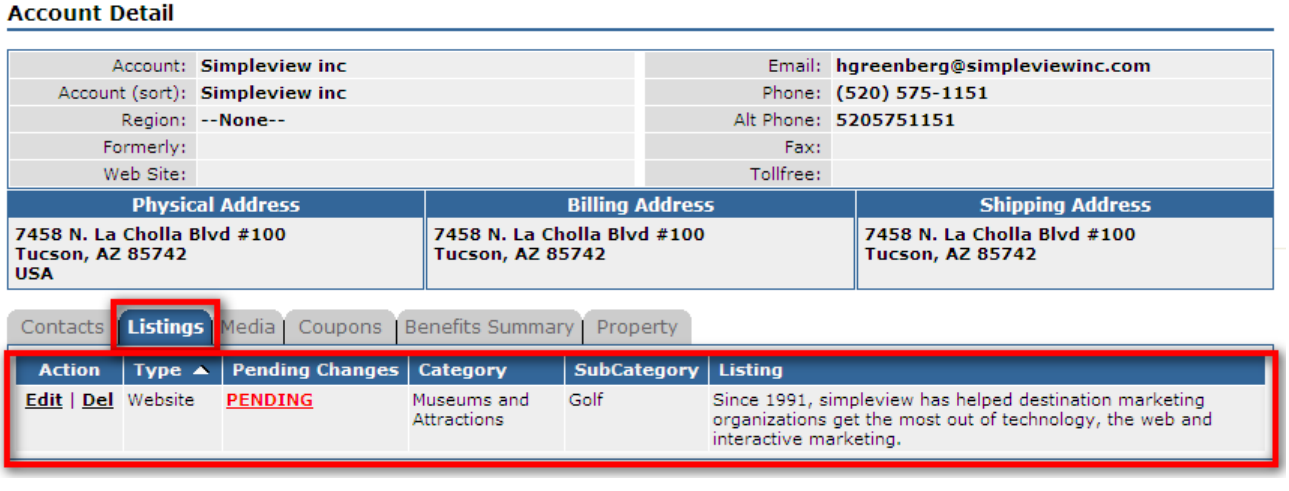
Contacts | Listings | Media | Coupons | Benefits Summary | Property

New Contact

Action	Contact Name	Title	Email	Phone	Type
Edit | Clone	Henry Z Greenberg		hgreenberg@simpleviewinc.com	(520) 575-1151 x1151	--None--
Edit | Clone	Ryan Maynes		rmaynes@simpleviewinc.com	(520) 575-1151	Secondary

Listings:

1. In order to update your listing, click the "Edit" link to the left of the appropriate listing.
2. You will then be able to change your description.
3. Your changes will be pending until a representative of the **Beaumont CVB** goes in and approves them (within two business days).



Editing a Listing:

1. The type of listing is "Web Site"
2. Address: Select "Physical" to display the main address on your account
3. Category: the main category your listing is in (i.e. Attractions, Accommodations, etc)
4. Sub-Category: (i.e. museum, historical site, etc – a more defined category)
5. Company Name & Address – anything you enter into these fields will override the information in your "Account Detail" – otherwise it will automatically pull that information into your listing
6. E-mail: the e-mail address listed *will* be shown on the listing
7. Contact Drop-down: This contact, if chosen, *will* show on the website listing
8. Description: Please type in a general description (limit of 40 words). You can italicize or highlight a word and create a link (click on the link button and a form will show up to enter link information)
9. You can spell check your listing by clicking on the "abc" button
10. If you have cut & paste from a Word document, you should click on the "clean word" (or "w" icon) to take out any extra formatting
11. Underneath the description, you can add multiple categories for your listing (final approval from CVB)
12. Click the "save" button to save your changes

Save Close

Red fields are required.

Listing Information

Type:	**Website**	**Category:**	**Museums and Attractions**
Address Type:	Physical	**SubCategory:**	**Casino**
Contact:	--None--		

Listing:

Since 1991, simpleview has helped destination marketing organizations get the most out of technology, the web and interactive marketing.

Property Inspector

This is the "Property Inspector" panel. Special options will appear in this space once you select elements like TABLE, TR, TD, A, IMG.

Additional Categories/SubCategories

Museums and Attractions: Golf
Museums and Attractions: Museums
Museums and Attractions: Agricultural

Optional Fields (If filled in will use these fields instead of what is in account)

Company:		**Address:**	
Phone:			
Alt Phone:			
Cell Phone:		**City:**	
Pager:		**State:**	
Fax:		**Zip**	
Email:		**Country:**	
		Website:	

Red fields are required.

Save Close

Media:

1. In order to update your listing photos, click the "Edit" link to the left of the appropriate media file.
2. You will then be able to change your media file.
3. When editing or adding a new image/logo be sure to Select the listing that the image/logo should be assigned to. You may have different images assigned to different listings. See figure 2
4. Your changes will be pending until a representative of the **Beaumont CVB** goes in and approves them (within two business days).

Figure 1

Figure 2

Media: New Media for Simpleview inc

Save | Save & New Media | Close

Red fields are required.

Media Information

Type: Image

Add to Listing(s): Website: Museums and Attractions: Casino: Simpleview inc

Title:

Image: Browse...

Please remove all spaces from file name before uploading.
Example: "Member Logo.jpg" should be "Member_Logo.jpg"
(Maximum width: 250 pixels)

Current Image:

NONE

Coupons/Special Offers:

1. An exciting new feature of our new website is our Coupon/Special Offers module
2. In this module you can create and update any special offers you would like to be made available to visitors
3. In order to create a coupon, click on the "Add New Coupon" button
4. A window will open up, allowing you to enter a title of the coupon, as well as a description and what the coupon entails (discount, free item, etc).

a. The same editing rules apply as in the listing area
b. You can link the coupon to your web listing by highlighting the appropriate listing
c. The "Redeem From" & "Redeem To" Dates – these will print on the coupon as dates which the coupon is valid
d. The "Post To" and Post From" Dates – determined by you, your coupon will only show up on the website during these dates – it will automatically be removed on the day after the "Post From" date

5. This coupon will then appear on your individual listing, as well as on a page listing all Coupons/Special Offers that our partners have available (www.beaumontcvb.com /coupons).
6. Visitors can then print the coupon that you have available, and bring it to your venue
7. To edit the coupon, you just need to click on the "Edit" link to the left of your coupon, and make the desired changes

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Contacts | Listings | Media | **Coupons** | Benefits Summary | Property

New Coupon

Action	Offer Title ▲	Pending	Redeem Start	Redeem End	Post Start	Post End	Offer Type
Edit	Another test coupon	No	03/15/2010	04/30/2010	03/15/2010	04/30/2010	Coupon
Edit	Coupon test 3 - buy one get one free	No	03/03/2010	03/31/2020	03/03/2010	03/31/2010	Coupon
Edit	Special Offer Test	No	03/11/2010	03/15/2010	03/11/2010	03/16/2010	Coupon
Edit	Test coupon 2	No	03/02/2010	03/31/2010	03/02/2010	03/31/2010	Coupon
Edit	Test Coupon title	No	03/01/2010	03/31/2010	03/01/2010	03/31/2010	Coupon

Save **Cancel**

Red fields are required.

Coupon Information

Offer Title:

Offer Text:

None LINK B I U

Property Inspector

This is the "Property Inspector" panel. Special options will appear in this space once you select elements like TABLE, TR, TD, A, IMG.

Offer Link: (verify link)

Coupon Dates

Redeem From: (mm-dd-yyyy) **Redeem To:** (mm-dd-yyyy)

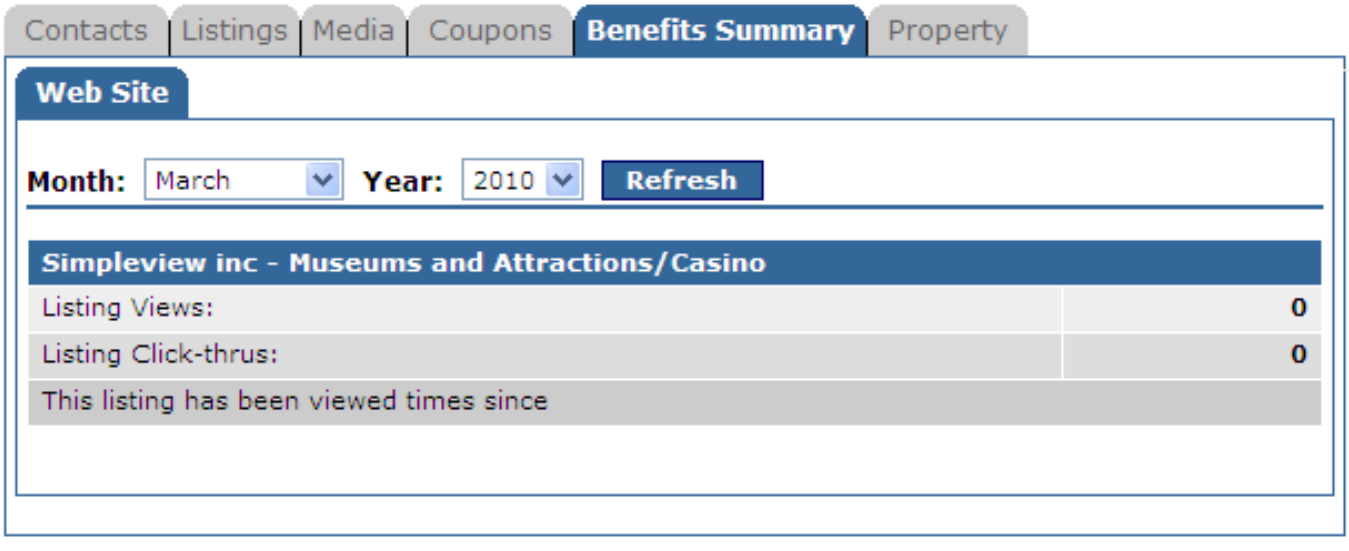
Post From: (mm-dd-yyyy) **Redeem To:** (mm-dd-yyyy)

Benefit Summary: Website

1. Under the Website tab, you can view the following:

a. How many times your listing has been viewed during the specified dates (you can view month-by-month by using the drop-down menus as seen below)

b. How many times your business listing has been viewed since a specified date



Property Tab:
The property Tab will be a series of questions pertaining to the amenities for a business (hours, pool, pet friendly..etc)