












**Partner Extranet Instructions**  
**Updating & Maintaining Information in the Extranet**

## Viewing Your Partner Record:

You can view and edit six areas under your Partner Record:

1. Contacts
2. Listings (Website)
3. Web (Coupons/Special Offers and Media)
4. Amenities
5. Social Media
6. Events (Located in the top Left)

Contacts Listings Web Amenities Social Media							Add New Contact	
Filter: --Any Type--							Page 1 of 1	
Action	Contact ID	Contact Name	Title	Email	Phone	Type		
 	2664	<a href="#">Ron Virag</a>	President & CEO	rvirag@laurelhighlands.org	(724) 238-5661 x105	Primary		
 	3481	<a href="#">Cesario Alviar</a>	Information Counselor - Ohiopyle	cesarioalviar@gmail.com	(724) 238-5661	Secondary		
 	2773	<a href="#">Julie Donovan</a>	Vice President - Public Relations	jdonovan@laurelhighlands.org	(724) 238-5661 x109	Secondary		
 	2776	<a href="#">Kristin Ecker</a>	Senior Marketing Manager	kecker@laurelhighlands.org	(724) 238-5661 x104	Secondary		
 	3532	<a href="#">Jim Hamerski</a>	Brochure Distribution Coordinator	warehouse@laurelhighlands.org	(724) 238-5277	Secondary		

## Contacts:

1. To update your contacts click "Edit" next to the appropriate contact (this is the yellow pencil icon).



2. To add a new Contact, click the "Add New Contact" button.

3. You can also "Clone" a contact by clicking on the "Clone" icon 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). The clone icon is two boxes that overlap each other, next to the edit pencil icon.



4. When adding a new contact, please fill in all available fields. Fields in **RED** will be required. If changing any of the address fields, be sure to spell out the address with no abbreviations. Make sure to click "save" once you've filled out all of the fields.

Laurel Highlands Visitors Bureau Extranet

Welcome, Rebecca Shaffer - Logged in to: Laurel Highlands Visitors Bureau

Partner Record Partner Bulletins

CONTACT: NEW CONTACT FOR LAUREL HIGHLANDS VISITORS BUREAU

Save Save & New Contact Cancel

Colored fields are required.

Contact Information

First/Last Name: Full Name: Department: Preferred Method: Assistant: Children: Gender: Male Female

Account: Laurel Highlands Visitors Bureau

Contact Type: Title: Email: Send

Asst. Phone: Birthdate: Spouse: Send

Phone/Fax Numbers

Primary: (724) 238-5661 ext. Mobile Phone: Home: Alternate: ext. Fax: (724) 238-3673 ext. Send

Address Information

Physical Billing Shipping

Use: Account: Physical Use: Account: Billing Use: Account: Shipping

Address: 120 East Main Street Address: 120 East Main Street Address: 120 East Main Street

Line 2: Line 2: Line 2:

Line 3: Line 3: Line 3:

City: Ligonier City: Ligonier City: Ligonier

State/Province: PA State/Province: PA State/Province: PA

Zip/Postal Code: 15650 Zip/Postal Code: 15650 Zip/Postal Code: 15650

Country: UNITED STATES Country: UNITED STATES Country: UNITED STATES

## Listings:

1. To update your website listing, click the “Edit” icon to the left of the appropriate listing under the Listings tab. (The edit icon is the yellow pencil.) Make sure you select the correct listing to edit if you have more than one listing on laurelhighlands.org or if you participate in the Group Tour Program and have a listing on laurelhighlands.org/groups

Laurel Highlands Visitors Bureau Extranet

Welcome, Rebecca Shaffer - Logged in to: Laurel Highlands Visitors Bureau

Partner Record Partner Bulletins

LISTING: UPDATE LISTING FOR LAUREL HIGHLANDS VISITORS BUREAU

Save Cancel

Colored Fields are Required

Listing Information

Type:	Website
Company:	Laurel Highlands Visiti
Category:	Resources
SubCategory:	Civic & Community Organizations
Contact:	--None--
Address Type:	Account: Physical
Listing:	The mission of the Laurel Highlands Visitors Bureau is to promote tourism, tourism development and the interests of the travel and hospitality industries located in the Laurel Highlands, comprising Fayette, Somerset and Westmoreland Counties, thereby contributing to our economic vitality and quality of life.

2. You will then be able to add or change your web listing description. We suggest at least 75 words, but more are welcome!

3. Listing Details – The fields located in the listing details section will be automatically populated with your LHVB Partnership account detail information. If you have any edits to this information for the purposes of your web listing, please check the Overwrite? Box and type into the appropriate fields and the information in the field will be overwritten. If you have no edits to the populated data, then you can disregard this portion of the information. **PLEASE NOTE:** We ask if you are over-writing account detail information, such as your physical address, website or phone number to contact us so that it can be changed on the account level in our system.

Listing Details		
Field Overwrite?	Account Value	Overwrite with...
Company:	<input type="text" value="Laurel Highlands Visitors Bureau"/>	
Company (sort):	<input type="text" value="Laurel Highlands Visitors Bureau"/>	
Address Line 1:	<input type="text" value="120 East Main Street"/>	
Address Line 2:	<input type="text"/>	
Address Line 3:	<input type="text"/>	
City:	<input type="text" value="Ligonier"/>	
State:	<input type="text" value="PA"/>	
Zip:	<input type="text" value="15658"/>	
Country:	<input type="text" value="UNITED STATES"/>	
Email:	<input type="text"/>	
Web Site:	<input type="text" value="www.laurelhighlands.org"/>	
Primary Phone:	<input type="text" value="(724) 238-5661"/>	
Alternate Phone:	<input type="text"/>	
Fax:	<input type="text" value="(724) 238-3673"/>	
Toll Free:	<input type="text" value="(800) 333-5661"/>	

4. You can also enter an e-mail to be notified when the website listing reaches a designated number of hits.

5. Make sure to enter the "hours" and "teaser text" description too. These items will only enhance your listing. The teaser text is the short descriptive text that appears next to your image and property name in a search or query list under specific categories on the website. (i.e. if someone searches for B&B, a list of B&B's will appear with images and short descriptions. Those short descriptions are "teaser text.")

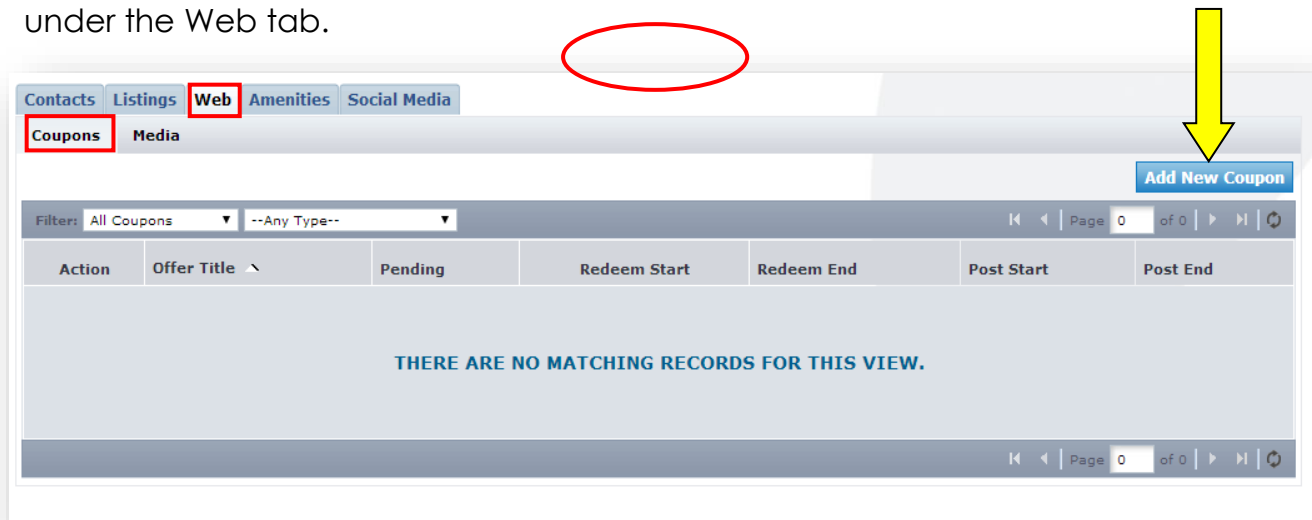
Website Notifications	
Email To Notify	<input type="text"/>
(You can add multiple email addresses by separating them by semi-colons) (Example: joe@msn.com;fred@aol.com;...)	
Interval:	<input checked="" type="radio"/> Never <input type="radio"/> Every 250 Hits <input type="radio"/> Every 500 Hits <input type="radio"/> Every <input type="text" value="0"/> H
Additional Information	
General	
Hours	<input type="text"/>
Teaser Text	<input type="text" value="The Laurel Highlands Visitors Bureau helps to promote and develop tourism in the counties of Fayette, Somerset and Westmoreland."/>
Additional Notes	<input type="text"/>
Colored Fields are Required	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

6. Click the "save" button to save your changes. All updates will be placed in "pending" status until the updates have been approved by the LHVB. After edits

are approved the listing will display on the website. Make sure you click save at the top or bottom of the page once you have edited your listing.

### Coupons/Special Offers:

1. This feature gives partners the opportunity to create and update special offers/coupons to be displayed on the website.
2. To create a coupon or special offer, click on the “Add New Coupon” Button under the Web tab.



3. A window will open up, allowing you to enter a title of the coupon or package, a specific URL to link to the offer, as well as a description of what the offer entails (discount, free item, what the package includes etc).
  - a. You can link the coupon or package to your laurelhighlands.org web listing by selecting the appropriate listing
  - b. You can select an image or logo to appear with your offer by choosing it from the dropdown box. (Refer to Media section to learn how to upload images.)

- c. The "Redeem From" & "Redeem To" Dates – these will print on the coupon/package as dates which the offer is valid
- d. The "Post To" and Post From" Dates – determined by you, your offer will only show up on the website during these dates – it will automatically be removed on the day after the "Post From" date
- e. Select the category or categories that best fit the type of coupon or package you are submitting. You can select more than one using the arrow buttons to add them to the list on the right hand side.

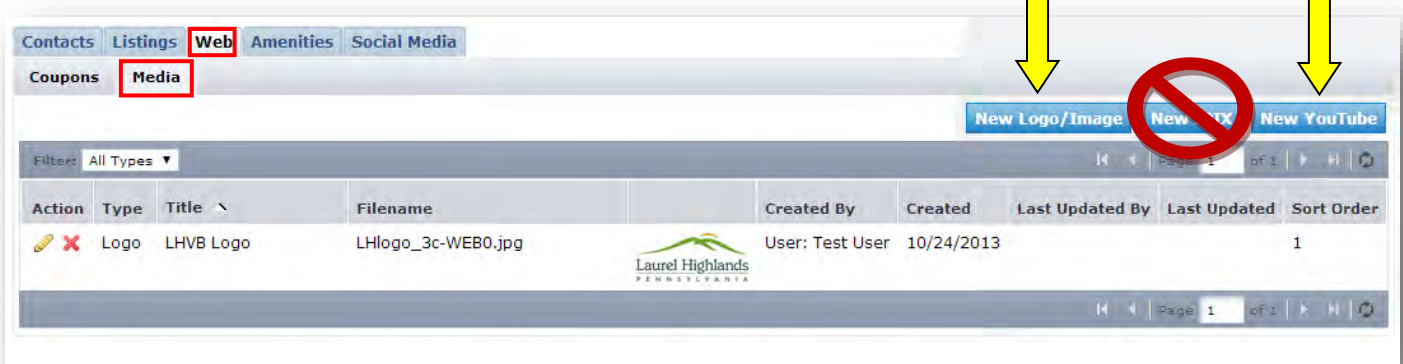
Click save once you have entered in all information necessary for the coupon/special offer. The coupon will go through an approval process. Once approved, the coupon/package will be published on the website with the listing

The screenshot shows a web form titled "New Coupon" for the "LAUREL HIGHLANDS VISITORS BUREAU". At the top, there are three buttons: "Save", "Save & New Coupon", and "Close". Below these is a red error message: "Colored fields are required." The form is divided into several sections: "Coupon Information" with fields for "Offer Title", "Offer Link", and "Offer Text"; "Coupon Image" with a dropdown menu and a "Selected Image" area; "Coupon Dates" with fields for "Redeem From", "Redeem To", "Post From", and "Post To"; and "Coupon Categories" at the bottom. The form is displayed in a window titled "Simpleview" with a close button in the bottom right corner.

you've selected as well as on the coupon/special offer portion of the website.

## Media:

1. This feature gives partners the opportunity to upload new images and video for their listings on the website.
2. To upload an image click on the "New Logo/Image" Button under the Web tab. Please do NOT select New IPIX. To upload a video click "New YouTube" button.



3. A window will open, allowing you to select the type of media (unless you are loading a video), as well as a title box so you can name the image/logo/video. Please select Image/
  - a. You can link the image or video to your web listing by selecting the appropriate listing
  - b. Click the "choose file" button to upload the logo or image you wish to use.
  - c. When uploading a YouTube video, rather than browsing for a file it simply requests that you enter a URL for the YouTube video.



d. Click save once you have entered in all information necessary for the image, logo or video. The media upload will go through an approval process. Once approved, the image, logo or video will be published with your web listing.

New Logo/Image

**MEDIA: NEW MEDIA FOR LAUREL HIGHLANDS VISITORS BUREAU**

[Save](#) [Save & New Media](#) [Close](#)

Colored fields are required.

**Media Information**

Type: Image ▼

Title:

Upload Image:  No file chosen

**Add To Listing(s)**

- ☒ Laurel Highlands Visitors Bureau (Website: Resources: Civic & Community Organizations) - ListingID: 290
- ☐ Laurel Highlands Visitors Bureau (Website: Group: Attractions) - ListingID: 951
- ☐ Laurel Highlands Visitors Bureau (Website: Places to Stay: Hotels & Motels) - ListingID: 957
- ☐ Laurel Highlands Visitors Bureau (Website: Shopping: Retail & Specialty Shops) - ListingID: 958
- ☐ Laurel Highlands Visitors Bureau (Website: Parks: State) - ListingID: 959
- ☐ Laurel Highlands Visitors Bureau (Website: Dining: Sweet Treats) - ListingID: 960

Colored fields are required.

[Save](#) [Save & New Media](#) [Close](#)

## Amenities:

1. Each business can update their amenity information. This information can be viewed on the LHVb website and some may be included in print materials.
2. Select the appropriate tab under Amenities (depending on your partnership listing category, this will determine what tabs are displayed under amenities).
3. Click "Edit Amenities" to update

**Contacts Listings Web Amenities Social Media**

**General Shopping Dining Accommodations Parks Group Meeting Facilities**

**AMENITIES FOR GENERAL**

**Edit Amenities**

**General**

Wheelchair Accessible:	No	Gift Cards Available:	No
Discounts Available:		Gift Shop:	No
Hours of Operation:		National Registry of Historic Places:	No
Adult Admission:		Public Restroom(s) Available:	No
ATM Available:	No		

**Payment Methods Accepted**

Cash:	No	American Express:	No
Check:	No	Discover:	No
MasterCard:	No	Paypal:	No
Visa:	No		

**Edit Amenities**

4. The update amenities box will display a number of options. If you do not complete the amenity field or if the value you have entered is "no" those fields will NOT display on your web listing. When you have finished, click save and the information will display under your web listing.

**AMENITIES: UPDATE AMENITIES**

Colored fields are required.

General	
Wheelchair Accessible: <input type="radio"/> Yes <input checked="" type="radio"/> No	Gift Cards Available: <input type="radio"/> Yes <input checked="" type="radio"/> No
Discounts Available: <input type="text"/>	Gift Shop: <input type="radio"/> Yes <input checked="" type="radio"/> No
Hours of Operation: <input type="text"/>	National Registry of Historic Places: <input type="radio"/> Yes <input checked="" type="radio"/> No
Adult Admission: <input type="text"/>	Public Restroom(s) Available: <input type="radio"/> Yes <input checked="" type="radio"/> No
ATM Available: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Payment Methods Accepted	
Cash: <input type="radio"/> Yes <input checked="" type="radio"/> No	American Express: <input type="radio"/> Yes <input checked="" type="radio"/> No
Check: <input type="radio"/> Yes <input checked="" type="radio"/> No	Discover: <input type="radio"/> Yes <input checked="" type="radio"/> No
MasterCard: <input type="radio"/> Yes <input checked="" type="radio"/> No	Paypal: <input type="radio"/> Yes <input checked="" type="radio"/> No
Visa: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Colored fields are required.

## Social Media:

1. The social media tab contains any social media URLs for your property. This information will feed through to the new LHV B website making it easy for visitors to interact with you directly via social media.

[Contacts](#)
[Listings](#)
[Web](#)
[Amenities](#)
[Social Media](#)

Social Media for Member/Partner

Blog URL	<input type="text"/>
Facebook URL	<input type="text" value="https://www.facebook.com/laurelhighlandsPA"/>
Flickr URL	<input type="text"/>
Foursquare URL	<input type="text"/>
GooglePlus URL	<input type="text"/>
Instagram URL	<input type="text" value="http://instagram.com/laurelhighlands_pa"/>
Pinterest URL	<input type="text" value="http://www.pinterest.com/laurelhighlands/"/>
Twitter Username	<input type="text" value="laurelhighlands"/>
YouTube Username	<input type="text" value="Laurel Highlands Visitors Bureau"/>

2. You can edit the fields provided at any time. When a change has been made, simply click the "update" button and the data will be saved and updated on your web listing.

Laurel Highlands Visitors Bureau Extranet

Welcome, Michele Wisnesck - Logged in to: Laur

Partner Record Partner Bulletins Events

ALL EVENTS - CURRENTLY 0 IN VIEW

Add new Event

Filter: --Any Category-- --Any Status--

Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Action	Pending	Event	Start Date
THERE ARE NO MATCHING RECORDS FOR THIS VIEW.			

Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Number of Results: 25

## Events:

1. Each business has the opportunity to submit events for free to populate the events section of laurelhighlands.org. Click the events tab in the upper right hand corner of the extranet. Then select "Add new Event"
2. Please be sure to populate all of the red fields before clicking Save. The Event/Start Date autopopulates to the current date, so be sure to change it to the correct date with the calendar (to make the calendar appear,



just click in the box.

**Event Recurrence**

Please Select

One Day      Daily      **Weekly**      Monthly      Yearly

Weekly Recurrence Options

Every  week(s) on:

☐ Sunday   ☐ Monday   ☒ Tuesday   ☐ Wednesday  
☐ Thursday   ☐ Friday   ☐ Saturday

Recurrence Range

☐ No End Date  
☐ End After  occurrences  
☒ End on

**Event Description**

Start Time: -- -- AM  
End Time: -- -- AM

Partner Listing: Laurel Highlands Visitors Bureau (Civic & Community Organizations) Partner Name (required)  
Event Address: 120 East Main Street (i.e. 1001 Farnam St.)  
Event City: Ligonier

Choose Event/End Date x  
February 2015  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14

**Events: Add New Event**

Save Save & New Event Close

Red fields are required.

**Event Information**

Event Title:

Event/Start Date: 12/08/2014

Choose Event/Start Date x  
December 2014  
Su Mo Tu We Th Fr Sa  
30 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31 1 2 3  
4 5 6 7 8 9 10

**Event Recurrence**

Please Select

One Day      **Weekly**

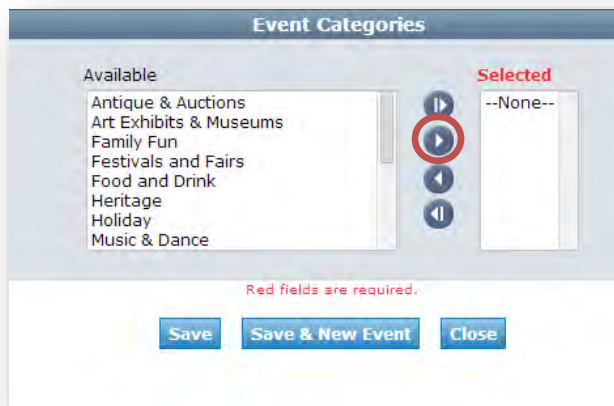
No event recurrence, this event will occur only on the date shown above.  
In click the other buttons above to create a daily, weekly, monthly, or yearly recurring

**Event Description**

Start Time: -- --  
End Time: -- --

Partner Listing: Laurel Highlands Visitors Bureau (Civic & Community Organizations)

3. If the event recurs, please put in the recurrence instead of creating different events.
4. Select the times from the drop-downs.
5. Select the listing this event should be associated with and the address will autopopulate.
6. Fill in the rest of the event information.
7. At the bottom of the event, select that categories that should be associated with the event by clicking on one and clicking the right arrow to make it selected



The image shows a software dialog box titled "Event Categories". It features two main sections: "Available" on the left and "Selected" on the right. The "Available" section contains a list of event categories: "Antique & Auctions", "Art Exhibits & Museums", "Family Fun", "Festivals and Fairs", "Food and Drink", "Heritage", "Holiday", and "Music & Dance". Between these two sections are four circular navigation buttons: a right arrow, a right arrow inside a red circle, a left arrow, and a double left arrow. The "Selected" section currently shows "--None--". At the bottom of the dialog, there is a red text message "Red fields are required." and three buttons: "Save", "Save & New Event", and "Close".

Event Categories

Available

- Antique & Auctions
- Art Exhibits & Museums
- Family Fun
- Festivals and Fairs
- Food and Drink
- Heritage
- Holiday
- Music & Dance

Selected

--None--

Red fields are required.

Save Save & New Event Close

8. Click save and your event will be submitted for the approval process.
9. Once you have events submitted you can edit and clone them in the home events area.