Viewing & Responding to Leads:

1. Click on the Lead ID or Title to open and respond to it
2. Please note that the Hotel Response Date listed is your deadline to be able to respond to the lead online (or edit your response)
3. If a client response is required, click on the client's email address to send your response directly to the client (**respond to the CVB through the extranet in addition to this response**)
4. If the lead has an attached RFP, it will be located in a field titled "Meeting Specs". Simply click the file name to open/download it.

5. In the bottom left corner you will see an "Add Your Response" or "Edit Your Response" link – click the link to open and respond to th

6. Fill in the appropriate information, and click "Save" at the bottom
7. Note that items in red are required fields

Bureau Only Comments will only be seen by the Greater Newark CVB (the client will not see them)