2017/18 Official Guide to Anchorage
Visitor Guide Listing Approval Process

Please review and approve your account information and listing details to print in the 2017/18 Official Guide to Anchorage by Friday, January 13, 2017 through the online Member Account Center.

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.
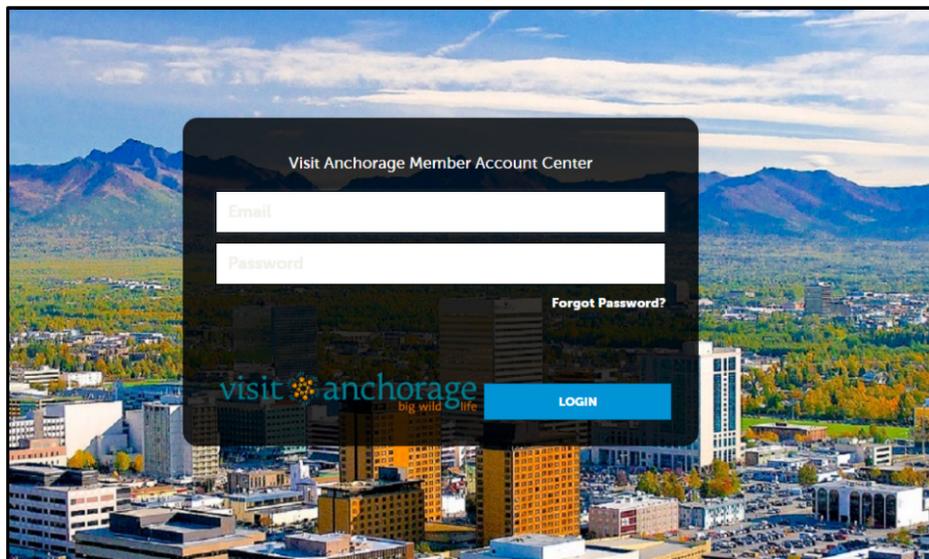
Once you log in to the Member Account Center there are three areas you will want to review, edit and approve:

1. **Account**
2. **Listings**
3. **Invoices – to pay for any additional text or extra listings if applicable**

1. ACCOUNT – REVIEW, EDIT, APPROVE AND SAVE

After you click the Profile icon and then Accounts, you will be presented with your account name(s). If you see multiple account names, this is due to your business being associated with another business. Review and approve each account. If you don't have any changes please still "edit" the account so you can "approve" your information for the 2017/18 Visitor Guide.
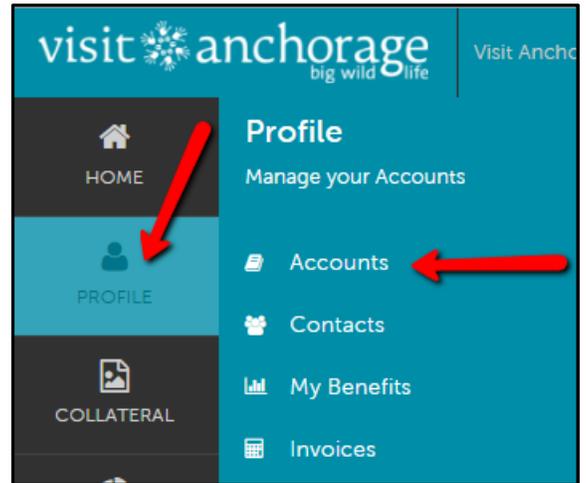
Click the pencil icon to review, edit and approve your account.
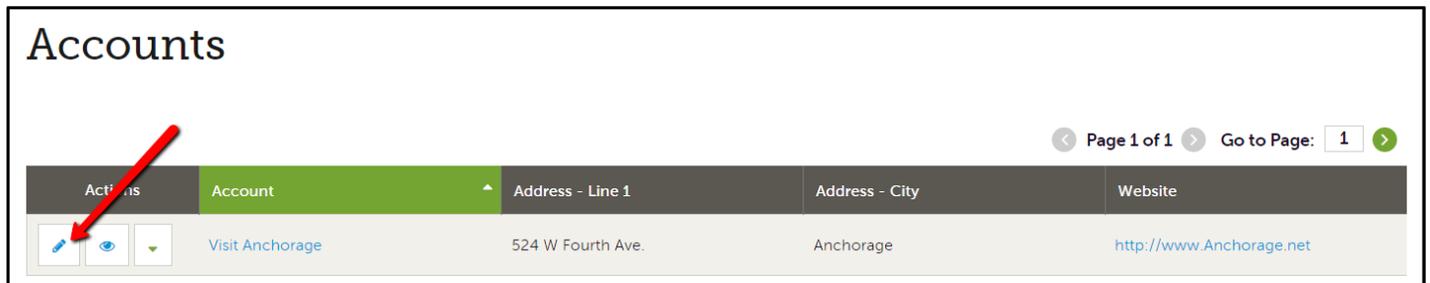
Review your account details and edit as necessary.

- **Account Information:** Website, Seasons of Operation, Handicap Accessibility. Business email address and Reservations URL do not print in the visitor guide, but do display on your Anchorage.net listing. 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 (you will choose which address to be printed when you approve your listings)

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.**
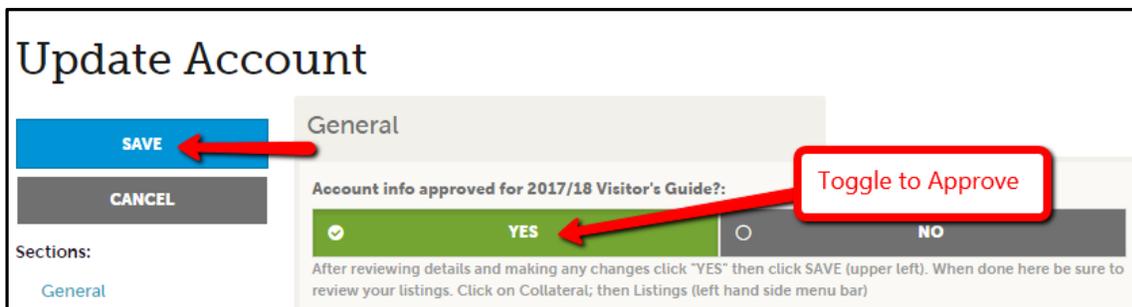
2. LISTINGS – REVIEW, EDIT, APPROVE AND SAVE

Next you will want to review your visitor guide listings (text, category and any extra listings you may have). After you click the Collateral icon and then Listings, you will be presented with your business listings.

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 for visitor-related categories. 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.
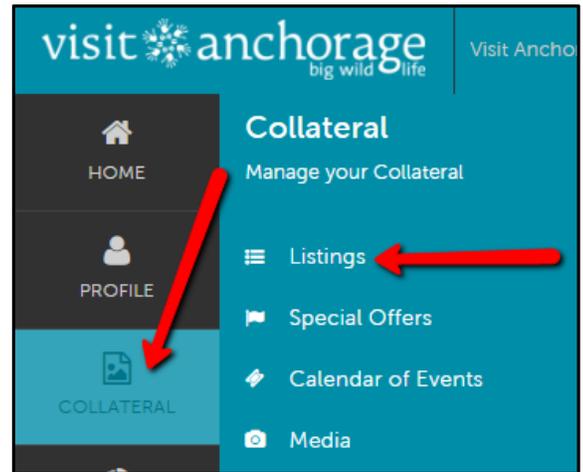
Click the pencil to review, edit and approve your listing.

Actions	Company	Listing Type	Listing Rank	Category	SubCategory	VG Geographic
✏️ 👁	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage

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

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.

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.**

Update Listing

Categories

2017/18 Visitor Guide Listing Approved:

Toggle to Approve

✔ **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)

SAVE

CANCEL

Sections:
Categories

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. These listings will have a "Listing Rank" of Visitors Guide Extra Listing. Please verify each to run again in 2017/18. Click to edit each extra listing and approve.

Actions	Company ▲	Listing Type	Listing Rank	Category	SubCategory	VG Geographic
✏ 👁	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide 200 Characters	Services/Visitor	Visitor Information	Anchorage
✏ 👁	Visit Anchorage	2017/18 Visitors Guide Listing	Visitors Guide Extra Listing	Services/Visitor	Visitor Information	Statewide

There isn't much to edit on an extra listing. After reviewing scroll to top and toggle to **YES at 2017/18 Visitor Guide Listing Approved; then SAVE.**

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. Contact your member rep to add additional listings.

3. INVOICES – PAY ONLINE OR PRINT AND MAIL PAYMENT

IF YOU HAVE ADDITIONAL TEXT OR EXTRA LISTINGS GO TO PROFILE; INVOICES TO PAY DIRECTLY THROUGH MEMBER ACCOUNT CENTER OR PRINT INVOICES AND RETURN WITH CHECK.

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. 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.