



Laurel Highlands

P E N N S Y L V A N I A

www.laurelhighlands.org

Partner Extranet Instructions
Updating & Maintaining Information in the Extranet

Why bother?

- The extranet is a super helpful tool.
- Partners have the ability to:
 - Review account information
 - Allows Partners to Manage/Modify
 - Contacts
 - Listings
 - Coupons
 - Media
 - Amenities
 - Review Partner Bulletins
 - ...and more!

Logging In

- Your username is your email address
- Need your password reset? Email Louise Bates at lbates@laurelhighlands.org.
 - She can reset it for you and have a temporary password sent to your email, that you will be prompted to change it when you log in.

Logging In

Laurel Highlands Visitors Bureau Extranet

Welcome, Breanna Smith - Logged in to:
Laurel Highlands Visitors Bureau

LOGOUT

Member Record | Submit Event | Partner Bulletins

Partner Bulletins

Search Messages

All Categories

Enter Search Keyword

Search

Message Categories


- [Marketing \(1\)](#)
- [Partnership \(1\)](#)
- [Tourism Grant Program \(1\)](#)

Recent Messages

Summer Fun Coupon Book (Not Read) 02/12/2016
Please click more to view this partner bulletin. [more >>](#)


Tourism Grant Program (Not Read) 02/12/2016
The purpose of this grant program is to increase visitation, enhance the visitor experience, and increase overnight stays in Fayette, Somerset, and Westmoreland counties. [more >>](#)

It's show time! (Not Read) 08/25/2015
Consumer Show Season [more >>](#)

 [Consumer Shows 2015-2016.pdf](#)

Member Record | Submit Event | Partner Bulletins

Version 3.0, Copyright ©2003-2016 simpleview, inc. All rights reserved.

simpleview 

This is the first screen you see every time you log into the extranet.

Partner Bulletins

We use the *Partner Bulletins* section to tell you about important bureau news!

The screenshot shows the 'Partner Bulletins' section of the Laurel Highlands Visitors Bureau Extranet. At the top, there is a navigation bar with 'Member Record', 'Submit Event', and 'Partner Bulletins' (the active tab). The main content area is titled 'Partner Bulletins' and contains a search box on the left and a list of recent messages on the right. The search box includes a category dropdown (set to 'All Categories'), a text input for keywords, and a 'Search' button. Below the search box are 'Message Categories' with links for 'Marketing (1)', 'Partnership (1)', and 'Tourism Grant Program (1)'. The 'Recent Messages' list includes three items: 'Summer Fun Coupon Book (Not Read)' dated 02/12/2016, 'Tourism Grant Program (Not Read)' dated 02/12/2016, and 'It's show time! (Not Read)' dated 08/25/2015. The third item includes a PDF attachment icon and the filename 'Consumer Show 015-2016.pdf'. A footer bar contains navigation links, version information, and the Simpleview logo.

View messages by categories

Easily identify read and unread messages

Toggle Between Accounts

The screenshot displays the Laurel Highlands Visitors Bureau Extranet interface. At the top, a dark header contains the site name and a user login status: "Welcome, Erica Schleicher - Logged in to:". A dropdown menu is open, showing three options: "Wilderness Voyageurs" (highlighted in blue), "Wilderness Voyageurs", and "Falls City Restaurant & Pub". A "LOGOUT" button is visible to the right of the dropdown. Below the header, a navigation bar includes links for "Member Record", "Submit Event", and "Partner Bulletins". The main content area is titled "Partner Bulletins" and features a search sidebar on the left and a list of recent messages on the right.

Laurel Highlands Visitors Bureau Extranet

Welcome, Erica Schleicher - Logged in to:

- Wilderness Voyageurs
- Wilderness Voyageurs
- Falls City Restaurant & Pub

LOGOUT

Member Record Submit Event Partner Bulletins

Partner Bulletins

Search Messages

All Categories ▾

Enter Search Keyword

Search

Message Categories

- [Marketing \(4\)](#)
- [Partnership \(2\)](#)

Recent Messages

Tourism After Hours (Not Read) 04/20/2016
May 4, 5-7 pm [more >>](#)

Send Us Your Summer Deals! (Not Read) 04/20/2016
Did you know that the "Deals" section of laurelhighlands.org is consistently one of the most viewed areas of our website, ranking in our top ten pages monthly? [more >>](#)

Partnership Dues (Not Read) 04/20/2016
As a reminder, you will be receiving an invoice reflecting the six months remaining in this calendar year for your partnership with the LHVB. [more >>](#)

If you have more than one property that is a member of the LHVB, you can switch between accounts in the header dropdown at anytime.

Member Record

Welcome, Breanna Smith - Logged in to:
Laurel Highlands Visitors Bureau

Member Record | Submit Event | Partner Bulletins

Partner Bulletins

Search Messages
All Categories
Enter Search Keyword
Search

Message Categories
[Marketing \(1\)](#)
[Partnership \(1\)](#)
[Tourism Grant Program \(1\)](#)

Recent Messages

- Summer Fun Coupon Book (Not Read)** 02/12/2016
Please click more to view this partner bulletin. [more >>](#)
- Tourism Grant Program (Not Read)** 02/12/2016
The purpose of this grant program is to increase visitation, enhance the visitor experience, and increase overnight stays in Fayette, Somerset, and Westmoreland counties. [more >>](#)
- It's show time! (Not Read)** 08/25/2015
Consumer Show Season [more >>](#)
[Consumer Shows 2015-2016.pdf](#)

Member Record | Submit Event | Partner Bulletins
Version 3.0, Copyright ©2003-2016 simpleview, inc. All rights reserved.

simpleview

Click on the *Member Record* tab to be taken to your account

Partner Record

Laurel Highlands Visitors Bureau Extranet Welcome, Breanna Smith - Logged in to: **Laurel Highlands Visitors Bureau** [LOGOUT](#)

[Member Record](#) [Submit Event](#) [Partner Bulletins](#)

ACCOUNT DETAIL: LAUREL HIGHLANDS VISITORS BUREAU

| Account Information | | | |
|---------------------|---|-----------|---|
| Account ID: | 2255 | Status: | Non-Member |
| Account: | Laurel Highlands Visitors Bureau | Region: | WESTMORELAND |
| Account (sort): | Laurel Highlands Visitors Bureau | Email: | |
| Parent: | | Web Site: | http://www.laurelhighlands.org |
| Formerly: | | | |

| Phone/Fax Numbers | |
|-------------------|-----------------------|
| Primary: | (724) 238-5661 |
| Toll Free: | (800) 333-5661 |
| Alternate: | |
| Fax: | (724) 238-3673 |

| Address Information | | |
|--|--|--|
| Physical Address | Billing Address | Shipping Address |
| 120 East Main Street Ligonier, PA 15658 UNITED STATES | 120 East Main Street Ligonier, PA 15658 UNITED STATES | 120 East Main Street Ligonier, PA 15658 UNITED STATES |

| Additional Fields | |
|--------------------|---------------------|
| General | |
| DG Map Region | Towns & Communities |
| DG Map Region Note | |

This is your account detail. You do not have the ability to change any of this information. Keep an eye on it to make sure it is correct. If you see any issues, contact Louise Bates at lbates@laurelhighlands.org so that she can fix any issues.

General Icons

- These are used throughout the system and always mean the same thing.



Yellow Pencil Tool

- This tool is your best friend
- Click it to edit



Double Box

- Be careful with this
- Makes an exact clone of the information



Paper with Lightning Bolt

- This appears after you click save
- Means that your submitted information is in a pending status and will be reviewed soon

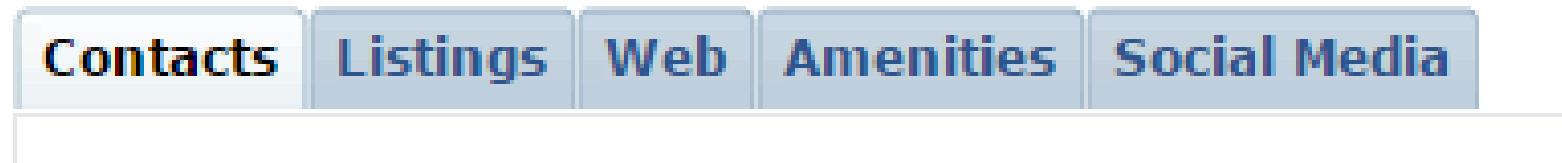


Red X

- Be careful with this
- Deletes

Member Record

- Below your account information, there is a secondary navigation



- You can view and edit five areas under your Member Record:
 - Contacts
 - Listings (This is your website listing on laurelhighlands.org)
 - Web (This is where you submit special offers and media)
 - Amenities
 - Social Media

Member Record - Contacts




The screenshot shows a contact management interface. At the top right, there is a blue button labeled "Add New Contact". Below it is a table with columns: Action, Contact ID, Contact Name, Title, Email, Phone, and Type. The table contains eight rows of contact information. Each row has a yellow pencil icon and a double box icon in the Action column. A filter dropdown is set to "--Any Type--". Page navigation shows "Page 1 of 1".


| Action | Contact ID | Contact Name | Title | Email | Phone | Type |
|--------|----------------------|--------------------------------|---|-------------------------------|---------------------|-----------|
| | 4715 | Renee Seifert | President & CEO | rseifert@laurelhighlands.org | (724) 238-5661 | Primary |
| | 3481 | Cesario Alviar | Information Counselor - Ohiopyle | cesarioalviar@gmail.com | (724) 238-5661 | Secondary |
| | 4971 | Louise Bates | Sales Development Manager | lbates@laurelhighlands.org | (724) 238-5661 x110 | Secondary |
| | 2776 | Kristin Ecker | Vice President - Marketing & Communications | kecker@laurelhighlands.org | (724) 238-5661 x104 | Secondary |
| | 3532 | Jim Hamerski | Brochure Distribution Coordinator | warehouse@laurelhighlands.org | (724) 238-5277 | Secondary |
| | 3134 | Patty Hoehn | Information Counselor - Ohiopyle | | (724) 329-1127 | Secondary |
| | 3136 | Dolores Love | Information Counselor - Ohiopyle | | (724) 329-1127 | Secondary |
| | 2108 | Stacey Magda | Group Sales Manager | smagda@laurelhighlands.org | (724) 238-5661 x111 | Secondary |



Select the *Yellow Pencil Tool* to edit existing contacts



Select the *Double Box Tool* to clone existing contacts.



Select *Add New Contact*, to see a blank contact form.

Member Record - Contacts

No matter which button you click to edit contacts, you will see this screen.

If you clicked *New Contact*, it will be blank. When adding a brand 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.

The *Yellow Pencil* and *Clone* will bring up the prepopulated information. You can clone a contact, then change the information that needs to be updated (i.e. name, e-mail address, phone #, etc).

DO NOT CHANGE INFORMATION ON A PREVIOUS CONTACT TO SOMEONE NEW.

CONTACT: UPDATE CONTACT FOR LAUREL HIGHLANDS VISITORS BUREAU

Colored fields are required.

| Contact Information | | |
|--|---|--------------------------------------|
| First/Last Name: Breanna Smith | Account: Laurel Highlands Visitors Bureau | |
| Full Name: Breanna Smith | Contact Type: Secondary ▼ | |
| Department: | Title: Marketing Coordinator | |
| Preferred Method: Email ▼ | Email: bsmith@laurelhighlands.org <input checked="" type="checkbox"/> Send | |
| Assistant: | Ast. Phone: | |
| Children: | Birthdate: --Month-- --Day-- | |
| Gender: <input type="radio"/> Male <input type="radio"/> Female | Spouse: | |
| Phone/Fax Numbers | | |
| Primary: (724) 238-5661 ext. | Alternate: ext. | |
| Mobile Phone: | Fax: (724) 238-3673 ext. <input checked="" type="checkbox"/> Send | |
| Home: | | |
| Address Information | | |
| 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: 15658 | Zip/Postal Code: 15658 | Zip/Postal Code: 15658 |
| Country: UNITED STATES | Country: UNITED STATES | Country: UNITED STATES |

Colored fields are required.

Member Record - Contacts

| | |
|---------------|-------------|
| Contact Type: | Secondary ▾ |
| | --None-- |
| Title: | Primary |
| | Secondary |
| Email: | Attendee |
| | Inactive |

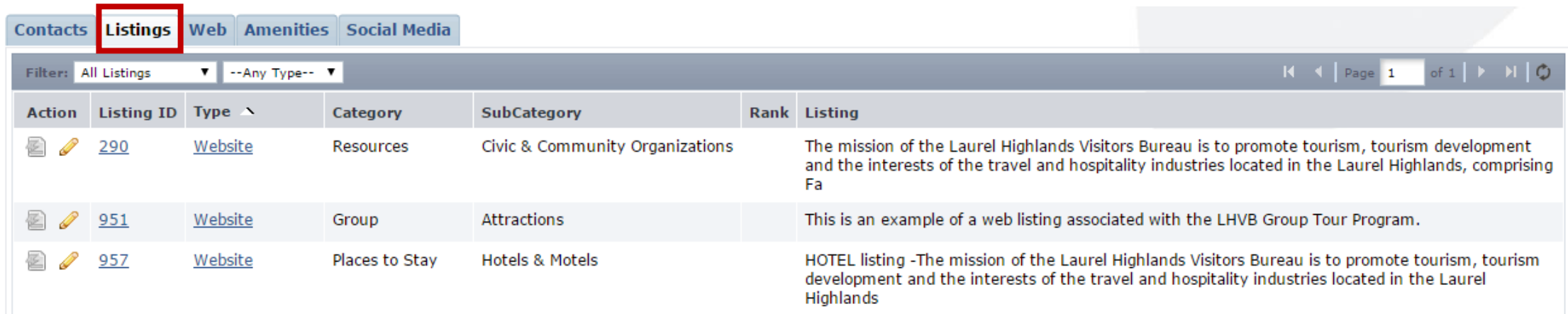
- Primary – These individuals are the main point of contact for the account. They receive our Newsletters.
- Secondary – These individuals are people that have interactions with the bureau, but shouldn't be the first people we reach out to, or the main people dealing with the account. They receive our newsletters.
- Attendee – These individuals are added by the bureau. They have no interactions regarding the account, but have attended an event hosted by the bureau.
- Inactive – These individuals are no longer at your property. An inactive selection notifies us to not reach out to them. They will no longer receive our emails. They still need to be in the system, and **SHOULD NOT BE OVERWRITTEN** with another employee, because their history is still tied to their contact number. We can see what they've previously done in the system.




Member Record - Contacts

- Save – Saves your progress and returns you to the *Member Record Page*.
- Save & New Contact – Opens a blank form. This is for adding numerous contacts. Please note, after you add the last contact, you must select *Save* to save all of the additions. If not, you will lose all work.
- Cancel – Does not save any changes you made and returns you to the *Member Record Page*.



Member Record - Listings



| Action | Listing ID | Type ^ | Category | SubCategory | Rank | Listing |
|---|---------------------|-------------------------|----------------|---------------------------------|------|--|
|  | 290 | Website | Resources | Civic & Community Organizations | | 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 Fa |
|  | 951 | Website | Group | Attractions | | This is an example of a web listing associated with the LHVB Group Tour Program. |
|  | 957 | Website | Places to Stay | Hotels & Motels | | HOTEL 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 |

To update your website listing, select *Listings* from the second navigation. Click the *Yellow Pencil Tool* to open a listing. Make sure you select the correct listing to edit if you have more than one listing on laurelhighlands.org.

You can change your web listing description at anytime. We suggest at least 75 words, but more are welcome!

Member Record - Listings

Type in the box...

| | |
|--|--|
| Listing: (Edit HTML) | HOTEL 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. UPdating a listing is very easy! The more details the better! |
|--|--|

... or use the WYSIWYG editor

The screenshot shows a WYSIWYG editor interface. At the top right, there is a button labeled "Listing: (Edit HTML)" with a red box around it and a green arrow pointing down to the editor. The editor itself has a toolbar with various icons for text formatting (bold, italic, underline, font color, background color), alignment, and other functions. Below the toolbar is a text area containing the same text as the first screenshot: "HOTEL 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. UPdating a listing is very easy! The more details the better!". At the bottom of the editor, there is a "Path: p" label and an "Update" button.

There are two ways to edit your listing. You can type directly into the box, or select *Edit HTML* to open the WYSIWYG editor. If you want to break your information into separate paragraphs, you must use the WYSIWYG editor for them to actually display on laurelhighlands.org. Select *Update* for the code to pull through to the original box. To get out of the WYSIWYG editor without saving your changes, select the x in the right-hand corner.

Member Record - Listings

Extranet

```
Listing:
(Edit HTML)
<p><strong>Mystic Rock</strong></p>
<p>The remarkable Mystic Rock, designed by the legendary Pete Dye, promises golfers a challenge like no other. The Par-72, 7,550-yard course has received top honors from Golf Magazine, Golfweek and Golf Digest, and was recently awarded one of "America's 100 Greatest Public Golf Courses" by Golf Digest.</p>
<p>Mystic Rock is a golf tour de force. On any given hole, players will likely encounter Dye's Sahara-like bunkers and rolling greens. The course, as rated by the Western Pennsylvania Golf Association, boasts a rating of 77 with a 149 slope from the championship tees, one of the highest ratings in the country.</p>
<p><strong>The Links</strong></p>
<p>A traditional design with a flair for the dramatic. The Links course offers its own test of golf. Elevation changes provide some of the most picturesque views on the property, while undulating greens demand both patience and precision with the putter. The par 70 layout is a fun, fair test of golfing skills. Group golf options available.</p>
```



Laurelhighlands.org

Mystic Rock

The remarkable Mystic Rock, designed by the legendary Pete Dye, promises golfers a challenge like no other. The Par-72, 7,550-yard course has received top honors from Golf Magazine, Golfweek and Golf Digest, and was recently awarded one of "America's 100 Greatest Public Golf Courses" by Golf Digest.

Mystic Rock is a golf tour de force. On any given hole, players will likely encounter Dye's Sahara-like bunkers and rolling greens. The course, as rated by the Western Pennsylvania Golf Association, boasts a rating of 77 with a 149 slope from the championship tees, one of the highest ratings in the country.

The Links

A traditional design with a flair for the dramatic. The Links course offers its own test of golf. Elevation changes provide some of the most picturesque views on the property, while undulating greens demand both patience and precision with the putter. The par 70 layout is a fun, fair test of golfing skills. Group golf options available.

Note: Once you use the WYSIWYG editor, you must continue to edit your listing through it, or you could mess up the code.

Member Record - Listings

- 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 that if you are over-writing account detail information, such as your physical address, website, or phone number, you contact us so it can be changed on the account level in our system.

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

Member Record - Listings

- You can also enter an e-mail to be notified when the website listing reaches a designated number of hits.
- Type the appropriate email in the *Email to Notify Box*
- Select an interval
- The provided email will receive a notification every time the listing receives that amount of views (so don't make it a super low number unless you want constant notifications).

| Website Notifications | |
|-----------------------|---|
| Email To Notify | <input type="text"/> <small>(You can add multiple email addresses by separating them by semi-colons) (Example: joe@msn.com;fred@aol.com;...)</small> |
| 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"/> Hits |

Member Record - Listings

| Additional Information | |
|--------------------------------------|--|
| General | |
| Hours | <input type="text"/> |
| Teaser Text - For Website ONLY | The Laurel Highlands Visitors Bureau helps to promote and develop tourism in the counties of Fayette, Somerset and Westmoreland. |
| Additional Notes (Internal Use Only) | <input type="text"/> |

Colored Fields are Required

Make sure to enter the "hours" and "teaser text" description too. These items enhance your listing.

Member Record - Listings

Extranet

Teaser Text - For Website ONLY

There's no better way to cool down after a hot summer day than a stop at Dairy Queen!

Laurelhighlands.org



Dairy Queen Grill & Chill - Connellsville


805 East Crawford Avenue
Connellsville, PA 15425
(724) 628-3310

There's no better way to cool down after a hot summer day than a stop at Dairy Queen! [More info](#)

The teaser text is the **short** descriptive text (**approximately 105 characters**) that appears next to your image and property name in a search or query list under specific categories on the website.

Helpful Hint: This is the first glimpse visitors get of your property. If your teaser is too long, it gets cut off and does not continue anywhere. Keep this super important info short and sweet!

Member Record - Listings

- 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 changes will display on the website.
- **YOU CANNOT EDIT THE LISTING WHILE IT IS IN A PENDING STATUS**
(So do not prematurely click save)
- Make sure you click **Save** at the top or bottom of the page once you have finished edited your listing.
- Select **Cancel** exit without saving.

Member Record - Coupons/Special Offers

| Action | Offer Title | Pending | Redeem Start | Redeem End | Post Start | Post End |
|--------|--|---------|--------------|------------|------------|------------|
| | Holiday Halloween Getaway | No | 10/30/2014 | 10/31/2014 | 10/01/2014 | 10/30/2014 |
| | Idlewild Package | No | 07/10/2015 | 08/31/2015 | 07/10/2015 | 08/31/2015 |
| | St. Patrick's Day Weekend Dine, Party & Stay Package | No | 03/19/2016 | 03/19/2016 | 03/02/2016 | 03/18/2016 |

- This feature gives partners the opportunity to create and update special offers/coupons to be displayed on the website.
- A window will open up, allowing you to enter the deal information.

Select the *Yellow Pencil Tool* to edit existing deals.

Select the *Double Box Tool* to clone existing deals.

Select *Add New Coupon*, to see a blank Deals form.

Member Record – Coupons/Special Offers



\$10 daily bike rental

Valid Dates: Jan 1, 2016 - Dec 31, 2016

Visit Website



Wilderness Voyageurs

+ ADD TO TRIP

PRINT

Largest selection of bikes on the Great Allegheny Passage. Cannondale Bikes! Based on availability. No cash value.

Categories: Outdoor Packages, Coupons

COUPON: UPDATE COUPON FOR WILDERNESS VOYAGEURS

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

Colored fields are required.

Coupon Information

| | |
|---------------------|--|
| Offer Title: | <input type="text" value="\$10 daily bike rental"/> |
| Offer Link: | <input type="text" value="www.wilderness-voyageurs.com"/> |
| Offer Text: | <input type="text" value="<p>Largest selection of bikes on the Great Allegheny Passage. Cannondale Bikes! Based on availability. No cash value.</p>"/> |

Coupon Image

| | |
|---|------------------------|
| <input type="text" value="Coupon-2015-Summer-Fun-Wilderness-Voyageurs0.jpg"/> | Selected Image: |
| | |

Member Record – Coupons/Special Offers



\$10 daily bike rental

Valid Dates: Jan 1, 2016 - Dec 31, 2016

[Visit Website](#)



Wilderness Voyageurs

+ ADD TO TRIP

PRINT

Largest selection of bikes on the Great Allegheny Passage. Cannondale Bikes! Based on availability. No cash value.

Categories: Outdoor Packages, Coupons

| Coupon Dates | | | |
|--------------|---|------------|---|
| Redeem From: | <input type="text" value="01/01/2016"/> | Redeem To: | <input type="text" value="12/31/2016"/> |
| Post From: | <input type="text" value="01/01/2016"/> | Post To: | <input type="text" value="12/31/2016"/> |

| Coupon Categories | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------|------------------|----------|---------------------|---|------------------|-------------------|---|---------|---------------------------|---|--|--------------|---|--|----------------------------|---|--|---------------|---|--|--------------|---|--|----------------|---|--|--|
| <table border="1"><thead><tr><th>Available</th><th></th><th>Selected</th></tr></thead><tbody><tr><td>Family Fun Packages</td><td>▶</td><td>Outdoor Packages</td></tr><tr><td>Culinary Packages</td><td>▶</td><td>Coupons</td></tr><tr><td>Romantic Getaway Packages</td><td>▶</td><td></td></tr><tr><td>Spa Packages</td><td>▶</td><td></td></tr><tr><td>History & Culture Packages</td><td>▶</td><td></td></tr><tr><td>Golf Packages</td><td>▶</td><td></td></tr><tr><td>Dining Deals</td><td>▶</td><td></td></tr><tr><td>Shopping Deals</td><td>▶</td><td></td></tr></tbody></table> | Available | | Selected | Family Fun Packages | ▶ | Outdoor Packages | Culinary Packages | ▶ | Coupons | Romantic Getaway Packages | ▶ | | Spa Packages | ▶ | | History & Culture Packages | ▶ | | Golf Packages | ▶ | | Dining Deals | ▶ | | Shopping Deals | ▶ | | |
| Available | | Selected | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Family Fun Packages | ▶ | Outdoor Packages | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Culinary Packages | ▶ | Coupons | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Romantic Getaway Packages | ▶ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spa Packages | ▶ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| History & Culture Packages | ▶ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Golf Packages | ▶ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dining Deals | ▶ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shopping Deals | ▶ | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Add To Listing(s) | |
|-------------------------------------|--|
| <input type="checkbox"/> | Historic Float Trips by Wilderness Voyageurs (Website: Things To Do: Historic Sites & Museums) - Listing ID: 237 |
| <input type="checkbox"/> | Wilderness Voyageurs (Website: Outdoors: Whitewater Rafting & Water Sports) - Listing ID: 541 |
| <input type="checkbox"/> | Wilderness Voyageurs (Website: Group: Attractions) - Listing ID: 680 |
| <input checked="" type="checkbox"/> | Wilderness Voyageurs (Website: Outdoors: Biking & Hiking) - Listing ID: 777 |
| <input type="checkbox"/> | Wilderness Voyageurs (Website: Outdoors: Rock Climbing) - Listing ID: 778 |
| <input type="checkbox"/> | Wilderness Voyageurs (Website: Sporting Activities: Fishing) - Listing ID: 779 |

Colored fields are required.

Member Record - Media

- 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.

The screenshot shows a web application interface for managing media. At the top, there are tabs for 'Contacts', 'Listings', 'Web', 'Amenities', and 'Social Media'. Below these, there are sub-tabs for 'Coupons' and 'Media'. The 'Media' sub-tab is highlighted with a red box. To the right of the sub-tabs, there are three buttons: 'New Logo/Image', 'New IPIX', and 'New YouTube'. The 'New IPIX' button is circled in red with a prohibition sign. Below the buttons, there is a filter dropdown set to 'All Types' and a pagination control showing 'Page 1 of 1'. The main content is a table with the following columns: Action, Type, Title, Filename, Created By, Created, Last Updated By, Last Updated, and Sort Order.

| Action | Type | Title | Filename | Created By | Created | Last Updated By | Last Updated | Sort Order |
|--------|-------|--------------------------------------|--|-----------------|------------|---------------------|--------------|------------|
| | Image | Wilderness Voyageurs - Rock Climbing | Wilderness-Voyageurs ---Rock-Climbing-800x5330.jpg | User: Admin/Web | 03/26/2014 | User: Breanna Smith | 05/29/2015 | 4 |
| | Image | Wilderness Voyageurs Fly Fishing | wilderness-voyageurs -fly-fishing-800x5330.jpg | User: Admin/Web | 03/26/2014 | User: Breanna Smith | 05/29/2015 | 2 |

Member Record - Media

New Logo/Image

MEDIA: NEW MEDIA FOR WILDERNESS VOYAGEURS

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

Colored fields are required.

Media Information

Type: Image ▾

Title:

Upload Image: No file chosen

Add To Listing(s)

Historic Float Trips by Wilderness Voyageurs (Website: Things To Do: Historic Sites & Museums) - Listing ID: 237

Wilderness Voyageurs (Website: Outdoors: Whitewater Rafting & Water Sports) - Listing ID: 541

Wilderness Voyageurs (Website: Group: Attractions) - Listing ID: 680

Wilderness Voyageurs (Website: Outdoors: Biking & Hiking) - Listing ID: 777

Wilderness Voyageurs (Website: Outdoors: Rock Climbing) - Listing ID: 778

Wilderness Voyageurs (Website: Sporting Activities: Fishing) - Listing ID: 779

Colored fields are required.

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

- Type: should be image
- Link the media to your web listing by checking the appropriate listing
- Click the *Choose File Button* to upload the logo or image you wish to use
- When uploading a YouTube video, rather than browsing for a file it simply requests that you enter a URL for the YouTube video.
- Click *Save* when finished. The media upload will go through an approval process. Once approved, it will be published with your web listing.

Member Record - Amenities

- Each business can update their amenity information. This information can be viewed on the LHVB website may be included in some print materials.
- Select the appropriate tab under Amenities (your partnership listing category will determine what tabs are displayed under amenities).
- Click *Edit Amenities* to update

Contacts Listings Web **Amenities** Social Media

General Shopping Dining Accommodations Parks Group

AMENITIES FOR GENERAL

[Edit Amenities](#)

| General | |
|--|---|
| Adult Admission: \$12 | National Registry of Historic Places: No |
| ATM Available: Yes | Public Restroom(s) Available: No |
| Discounts Available: Children AAA | Smoke Free Property: No |
| Free Wi-Fi: Yes | Trail Town Certified: No |
| Gift Cards/Certificates Available: No | Wheelchair Accessible: Yes |
| Gift Shop: No | |

| Payment Methods Accepted | |
|------------------------------|------------------------|
| American Express: Yes | MasterCard: Yes |
| Cash: Yes | Paypal: No |
| Check: Yes | Visa: Yes |
| Discover: No | |

[Edit Amenities](#)

Member Record - Amenities

AMENITIES: UPDATE AMENITIES

Colored fields are required.

| General | |
|---|---|
| Adult Admission: <input style="width: 100%;" type="text" value="\$12"/> | National Registry of Historic Places: <input type="radio"/> Yes <input checked="" type="radio"/> No |
| ATM Available: <input checked="" type="radio"/> Yes <input type="radio"/> No | Public Restroom(s) Available: <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Discounts Available: <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">▲Children Seniors AAA Groups ▼</div> | Smoke Free Property: <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Free Wi-Fi: <input checked="" type="radio"/> Yes <input type="radio"/> No | Trail Town Certified: <input type="radio"/> Yes <input checked="" type="radio"/> No <small style="color: red;">Businesses along the GAP who have earned this certification</small> |
| Gift Cards/Certificates Available: <input type="radio"/> Yes <input checked="" type="radio"/> No | Wheelchair Accessible: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Gift Shop: <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| Payment Methods Accepted | |
| American Express: <input checked="" type="radio"/> Yes <input type="radio"/> No | MasterCard: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Cash: <input checked="" type="radio"/> Yes <input type="radio"/> No | Paypal: <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Check: <input checked="" type="radio"/> Yes <input type="radio"/> No | Visa: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Discover: <input type="radio"/> Yes <input checked="" type="radio"/> No | |

Colored fields are required.

- 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.

Member Record – Social Media

Contacts Listings Web Amenities **Social Media**

Update

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" value="https://www.flickr.com/photos/laurelhighlands/"/> |
| 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"/> |

Update

- The *Social Media* tab contains any social media URLs for your property. This information will feed through to the new LHVB website making it easy for visitors to interact with you directly via social media.
- You can edit the fields provided at any time. When a change has been made, click the *Update button*, and the data will be saved and updated on your web listing.

Submit Event



- Each business has the opportunity to submit events for free to populate the *events section* of laurelhighlands.org. Click the *Submit Event tab* in the upper right hand corner of the extranet to be taken to the events module.

Submit Event




EVENTS - CURRENTLY 132 IN VIEW

Add New Event

Select Add New Event, to see a blank Event form.

Filter: All Events --Any Type--

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 | Other | All

| Action | Event ID | Title | Type | Account | Start Date | End Date | Location | Category | Description |
|---|----------------------|-----------------------------|--------------------------------|--|------------|------------|----------------------------|-----------------------------------|--|
|    | 3809 | Thanksgiving Holiday Brunch | OnGoing Events | Nemacolin Woodlands Resort | 11/28/2013 | 11/28/2013 | Nemacolin Woodlands Resort | Family Fun Food and Drink Holiday | Enjoy over 100 menu items featuring all of the traditional Nemacolin Brunch favorites that our guests love, and not to mention all the favorite foods of the Thanksgiving Holiday! Our Thanksgiving Holi |

Select the *Yellow Pencil Tool* to edit existing events.

Select the *Double Box Tool* to clone existing events.

- This feature gives partners the opportunity to create and update events to be displayed on the website.
- A window will open up, allowing you to enter the event information.

Submit Event

EVENT: NEW EVENT

[Save](#) [Cancel](#)

Colored fields are required.

Event Information

| | | | |
|-----------------------------------|--|------------------------|----------------------------|
| Title: | <input type="text"/> | Contact: | Ashli Mazer |
| Host Organization Listing: | <input type="text"/> | Priority: | --Choose One-- |
| Host Organization Name: | Nemacolin Woodlands Resort | Select A Venue: | --Choose One-- |
| Event Category: | <ul style="list-style-type: none">Antique & AuctionsArt Exhibits & MuseumsDining SpecialsFamily FunFestivals and FairsFood and DrinkHealth & WellnessHeritageHolidayMusic & Dance | Location: | Nemacolin Woodlands Resort |
| Event Admission: | <input type="text"/> | Address 1: | 1001 Lafayette Drive |
| Email: | <input type="text"/> | Address 2: | <input type="text"/> |
| Phone: | <input type="text"/> | Address 3: | <input type="text"/> |
| Event Website: | http://www.simpleviewinc.com | City: | Farmington |
| Start Time: | 04:00 PM | State: | PA |
| End Time: | 08:00 PM | Zip: | 15437 |
| Event Times: | e.g. 3PM on Tuesdays and 12PM on Thursdays | | |

Select the listing this event should be associated with in the venue box and the address will auto populate.



Select categories that should be associated with the event by holding the *Ctrl* key and clicking the appropriate ones.

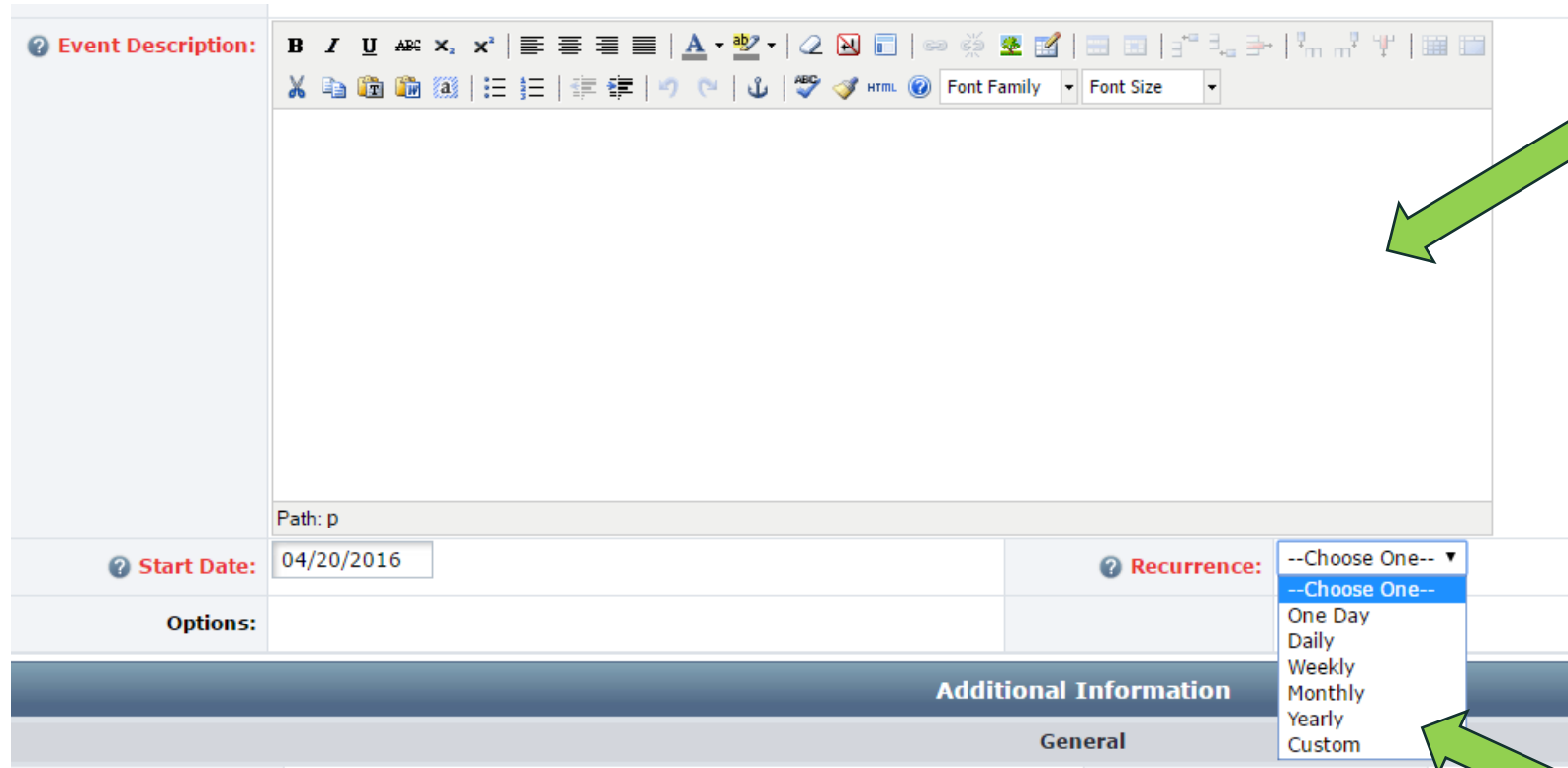


[Upload Images](#)



Upload one horizontal image

Submit Event



The screenshot shows a web form for submitting an event. At the top is a large text area for the event description, which has a rich text editor toolbar above it. Below this are fields for 'Start Date' (set to 04/20/2016) and 'Recurrence' (a dropdown menu currently open to show options like 'One Day', 'Daily', 'Weekly', 'Monthly', 'Yearly', and 'Custom'). A green arrow points to the description box, and another points to the recurrence dropdown. At the bottom, there is a 'Save' button and a section for 'Additional Information' with a 'General' tab.

Fill in event information in the description box.

Fill in the appropriate dates and recurrence from the dropdowns, and calendars. The Start day should be the first day of the event. Events must have an end date to display on the site.

Save

Ignore the additional information box, and click *Save* at the bottom or top when finished. Your event will be submitted for the approval process. You cannot edit it at this time.