Member Extranet
Member Record

http://www.valleyforge.org/extranet

Section II - Member Record

You can view four items under your Member Record:
1. Contacts
2. Listings (on www.valleyforge.org)
3. Web – Media (Pictures and Logos)
4. Amenities

Section II.1 - Contacts

1. To update your contact records, click the "Edit" / **Pencil Icon** to the left of the appropriate contact.

2. To add a new Contact, click on the "**Add New Contact**" button on the right side above the contact listing.

3. You can also "clone" a contact by clicking on the **Double Window Icon** link to the left of a current contact (this will make a duplicate of that contact), then change the information that needs to be updated (name, e-mail, phone number, etc.).

4. When adding a new contact, please fill in all available fields. Fields in **RED** will be required.

5. When updating or adding accounts, please select the appropriate "Contact Type" for that individual. (See blowout)

   - **Primary** – Owner or General Manager
   - **Secondary** – General Manager or Director of Sales.
   - **Tertiary** – Sales manager or other key employees.
   - **Billing** – Accounts payable contact for membership due invoicing.
   - **Inactive** – Any contact that no longer works for the property / venue.

6. Select the appropriate "**Extranet Access**" for the individual (making changes to member records, responding to Meeting Sales or Tourism Sales Leads, viewing Service Request, etc.)
   - Hold down **Ctrl** and right click to select multiple access rights.

7. Make sure to click "**Save**" once you've filled out all of the fields.
   - Save & New Contact will save the contact information and open up a new blank screen to add an additional contact.
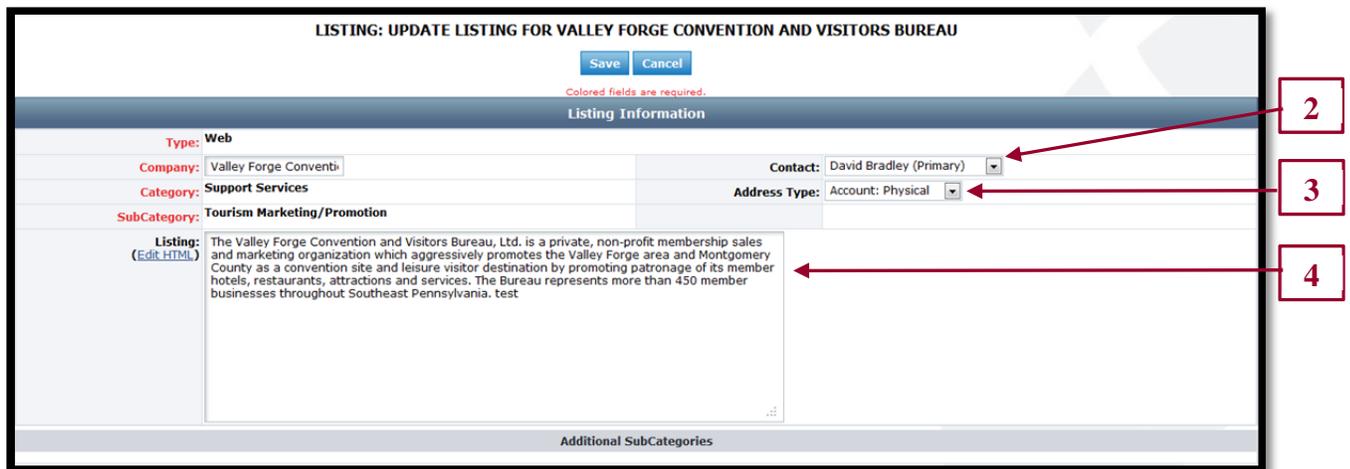
Section II.2 - Listings

Edit a Listing

1. To update your website listing, click the "Edit" / **Pencil Icon** to the left of the appropriate listing under the Listing tab.
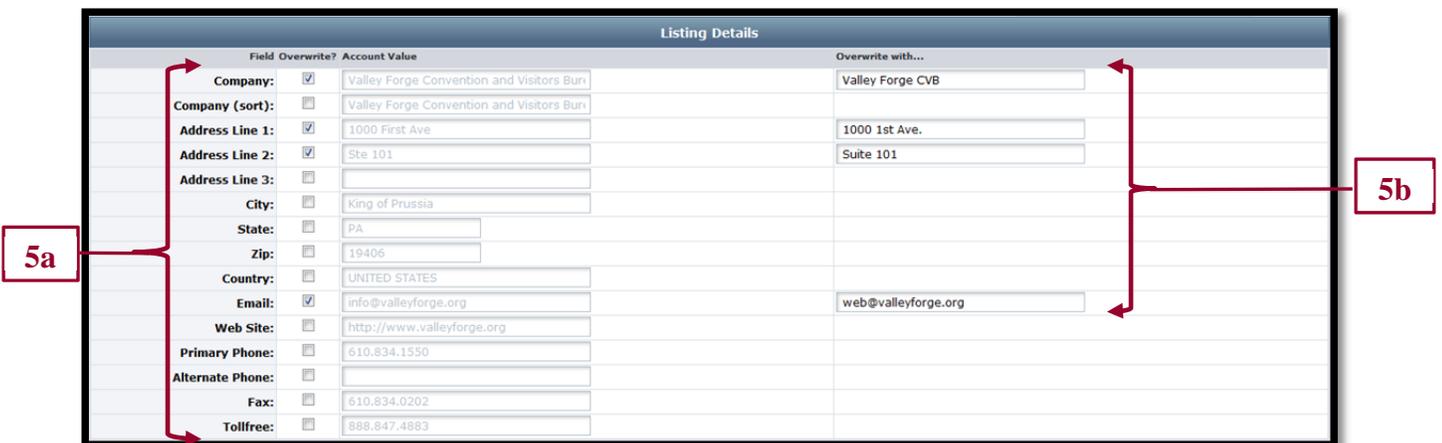

2. **Contact**: Main contact of your listing.

3. **Address Type:** Select "Physical" to display the main address of your account.

4. **Listing:** Enter the description for your venue. There is a 400 character limitation.

5. **Listing Details:** Information on the left will pull in from your Account Detail (**a**). By checking on the "**Overwrite**" box, you may replace it with alternate text to display on **www.valleyforge.org** (**b**).

6. **Website Notifications:** Enter any email addresses to be notified when the website listing reaches a designated number of hits (number of times it has been viewed).

7. Make sure to click "**Save**" once you've filled out all of the fields.

8. All updates will be placed in a ****Pending Approval**** status until the updates have been approved by the Valley Forge CVB. The updated listing will display on **www.valleyforge.org** once it has been approved.

9. Pending changes have been approved when the icon next to the "edit" icon is greyed out. If the icon is still blue and yellow, approval is still pending.

Section II.3 - Web

Media – Logos and Pictures

To attach an image to your listing(s), click on the **Web** tab and then the **Media** sub-tab. If you have any images already uploaded, you will see them there. To add new images

1. Click on the "New Logo/Image" button on the right hand side of the screen.

2. For your main image, choose "**Logo**" under Type and for secondary choose "**Image**" for the Type.

3. Enter a Title of the image you are uploading.

4. Browse to find the file on your PC (make sure files are RGB, under 1MB in size and either a jpg or png type).

5. Check the box to the left of the listings that you would like the image to appear on.

6. Click Save to save the to your account.
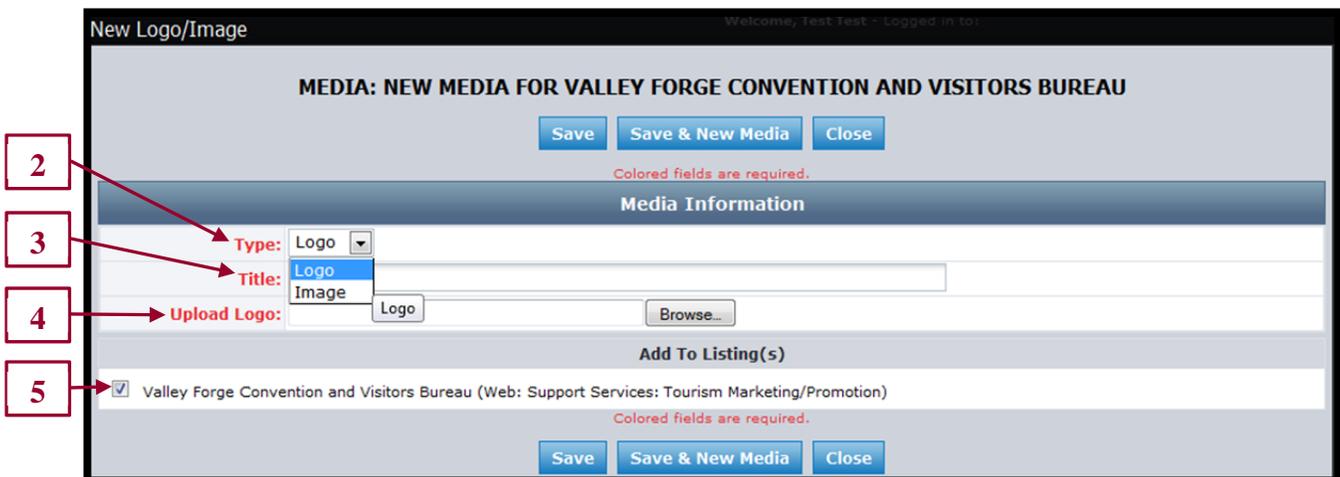
YouTube Video

1. You can also add a YouTube video to your listing within the Media tab by clicking on the "New YouTube" button.
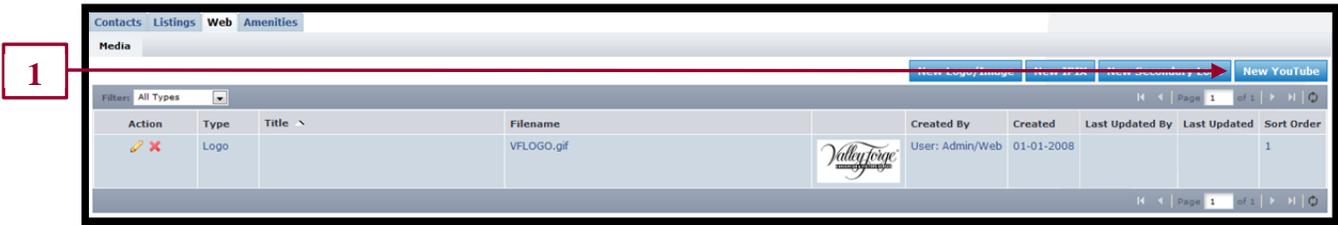
2. Add a Title for your video

3. Copy the link of your YouTube video and paste it onto the YouTube Link.

4. Check the box for the online listings where you wish to have the video shown.

5. Click "Save" to save the information to your account.

Section II.4 - Amenities

1. Each member can update their amenity information as they see fit. This information can be viewed on the Valley Forge CVB website & may be included in print materials.

2. There are sub-tabs under this section that you can use to promote your property / venue. Select the appropriate sub-tab under Amenities (General or Meeting Facilities).

3. Click "Edit Amenities" to update.

4. Select or Edit the appropriate amenities fields as it relates to your property / venue.

General

General information about your property / venue can be updated in this section.

Meeting Facilities

The Meeting Facilities sub-tab is used to update our facilities' specification sheets for marketing purpose and to populate our online venue search.