Visit Tucson Partner
Extranet 4.0
Logging on the Partner Extranet

• Go to either
  www.VisitTucson.org
    o Select Partners at top of page
      OR
  • Go to https://tucson.extranet.simpleviewwcrm.com/login/#/login
• Log in using your email address and password
The Home Page - View Left Navigation, Partner Bulletins and Post Board
Your Benefits Summary
Member/Partner Extranet
Homepage

Default Tools

• **Site Search:** Search the extranet for a specific listing, lead service request or contact

• **At a Glance:** An overview of key metrics from the benefits summary

• **Partner Bulletins:** A bulletin board that is controlled by the DMO

• **Post Board:** A user forum where local businesses can connect with each other
What do I want to do?

- Manage your account
- Personalize listings and media
- Respond to leads and service requests
Member Profile

- **Update** your account and contact information
- **Manage** amenities
- **Link** Social Media
- **Drag & drop** image files, easier than ever
- **View** Invoices
View, Edit, & Add New Contacts with Ease

- Click pencil icon to Edit
- Click eye icon to View
- Click pages icon to Clone
Performance Metrics

- Under Profile
- Set date range in left column
- Select Overview, Offers, Events, Leads, Service Request, Inkind, Advertising Opportunities or Press Mentions
- Click update
- You may view your reports or print them
Lead Conversion Analysis

My Benefits
Overview
Listings
Offers
Events
Leads/RFPs
Service Requests
Inbound/Expenses
Advertising Opportunities
Press Mentions

Leads
Conversion Analysis
The following is a conversion analysis of all leads that you were sent during this time period. It will help provide some insight as to where in the process you are losing out on these opportunities.

![Leads Sent - Conversion Diagram]

Period Summary
Unlike the conversion data above, the following is a full summary of updates for the time period. In this section, you will see how many you won or lost during this time period, regardless of when the lead was sent.

<table>
<thead>
<tr>
<th>Total</th>
<th>Sent</th>
<th>Responded</th>
<th>Pending</th>
<th>Won</th>
<th>Lost - City</th>
<th>Lost - Property</th>
<th>Cancelled</th>
<th>Assists</th>
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<td>229</td>
<td>122</td>
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<td>8</td>
<td>90</td>
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Convention Sales

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<th>Won</th>
<th>Lost - City</th>
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Opportunities & Collateral just a Click Away
Manage Your Collateral

- **View** or edit your listings
- **Add** high resolution images by dragging & dropping into screen
- **Submit** an event to the calendar of events
- **Create** special offers
Add Events at your location to the Events Calendar
Opportunities, View Leads, Service Request and More

- Select Response Date
- Create Date
- Property Lead Status Dropdown
- Click on Apply Filter
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<tr>
<th>Actions</th>
<th>Lead ID</th>
<th>Lead Name</th>
<th>Property Lead Status</th>
<th>Create Date</th>
<th>Group Type</th>
<th>Lead Type</th>
<th>Organization</th>
<th>Account</th>
<th>Response Date</th>
<th>Arrival (Preferred)</th>
<th>Departure (Preferred)</th>
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To View Leads, Click on the eye icon to View & Respond to RFP’s.
Reports

- View or download Visit Tucson Brand Standards
- View the Visit Tucson Marketing Plan
- User Manual or Tutorials
- Visit Tucson Staff Listing
For More Information

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