

## Updating Your Listing and Submit Events

**Partners can login at** <http://extranet.asheville.simpleviewcrm.com> using the email address of the primary contact (username) and the password provided you've been provided.

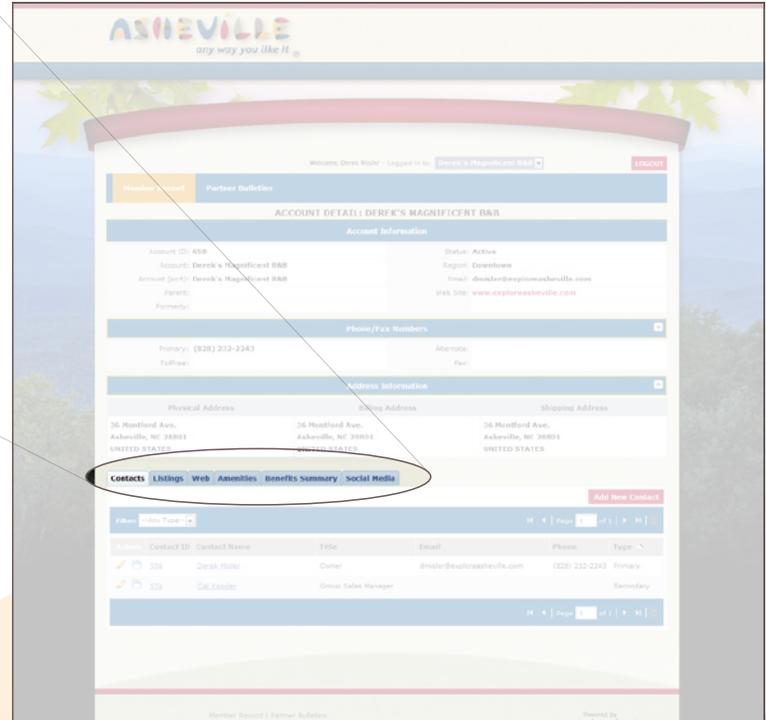


**Homepage (Member Record):** Displays basic account information that can only be changed by the CVB web manager.



**Contacts Tab:** Displays the contact persons for the account. Here you can add a new contact (by clicking the red button) or edit a contact (by clicking the pencil icon). Clicking on a contact name or ID number will display more of that contact's detailed information.

**Listings Tab:** Allows you to edit your website listing. Clicking on listing type or ID number will display the current information, including Category and SubCategory, which are used for navigation and search purposes on the site.



Clicking the red "edit" button (or clicking on the pencil icon from the homepage view) will allow you to edit your listing details. Please note that any changes to categories must be made by the CVB web manager.

Add your email address to the "Website Notifications" box to be notified automatically regarding the number of times your listing is viewed. You can chose how often you wish to be notified.

**Web Tab:** Allows you to upload and edit your packages and deals (called "Coupons" here) and your photos and videos (called "Media").

**Coupons:** Add additional deals by clicking the "Add New Coupon" button and filling out the form. Please be creative and make sure your description is informative! Include a photo (one that you have already uploaded—see below)! All new coupons require administrator approval before they will appear on the site, and during that time, you will see a "yes" in the Pending column.

**Media:** Add new images and logos by clicking on the appropriate red button under the "Media" menu and filling out the form.

If you need help or wish to submit feedback, send an email to [dmsler@exploreasheville.com](mailto:dmsler@exploreasheville.com), and be sure to include "ExploreAsheville.com Feedback" in the subject line. Thank you!

**Amenities Tab:** Allows you to review and edit the amenities that are listed on your listing page. Use the sub-menu beneath the tabs to view available amenities for your listing categories, and click on "Edit Amenities" to make changes.

**Benefits Summary:** Displays statistical information related to your listing. All of this information can be filtered by date.

**Events:** Every event on ExploreAsheville.com is linked with a venue. This view shows stats for all events for which one of your listings is the venue, whether or not you submitted the event.

**Web Site:** This view shows how many times people have viewed your listing on ExploreAsheville.com and how many of them have clicked through to your business's website.

**Coupon Hits:** This view shows how many times your coupons (packages & deals) have been viewed.

## Note:

Please take this opportunity to refresh your memory regarding our web listing guidelines—particularly our eligibility criteria and our reciprocal link requirement.

Details can be found at [www.AshevilleCVB.com](http://www.AshevilleCVB.com).

**Partner Bulletins:** Here you will be able to see messages left for you by the CVB web manager, including this instruction page and more information on managing your account.

**Event Submissions:** Events are handled through ExploreAsheville.com.

You can find the submission form under the "Members" menu in the "About Asheville" section, or at <http://www.exploreasheville.com/about-asheville/members/submit-an-event>.

Fill out the form, including details for recurring events, venue and photos.

All events require administrator approval before they will appear on the site.

The screenshot shows the 'Submit an Event' form on the ExploreAsheville.com website. At the top, there is a navigation bar with tabs for 'HOTELS & LODGING', 'RESTAURANTS & DINING', 'THINGS TO DO', 'PACKAGES & DEALS', 'SEASONAL FUN', and 'ABOUT ASHEVILLE'. The 'ABOUT ASHEVILLE' tab is selected. On the left side, there is a sidebar menu with the following items: 'ABOUT ASHEVILLE', 'Asheville History', 'Getting Around', 'Asheville Visitor Center', 'Weather', 'Cool Asheville Stories', 'Video Photo Tour', 'Webcams', 'Request a Travel Guide', 'E-Newsletter Signup', 'Members', and 'Submit an Event'. The main content area is titled 'SUBMIT AN EVENT' and includes a 'Print' icon. Below the title, there is a text box with the following instructions: 'Fill out the fields below in order to have your events listed in our online calendar. Please note: Your event will not automatically be added to the calendar once you click "Submit Event" at the bottom of the form. It will first go through an approval process to make sure that it contains all the information needed to be added. You will be notified if your event can not be approved.' Below this text box, there is a blue notification box that says 'Red fields are required.' Underneath, there is a section titled 'EVENT INFORMATION' with three form fields: 'Event Title' (a text input field), 'Event Category' (a dropdown menu with '--None--' selected), and 'Event/Start Date' (a date input field).

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