



Extranet 4.0 Member Instructions

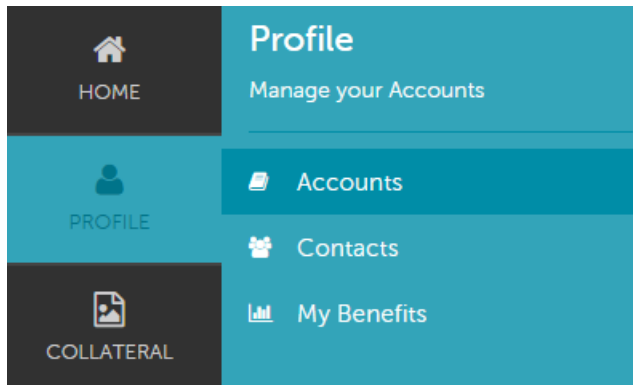
Accounts

<https://manitoba.extranet.simpleviewcrm.com>

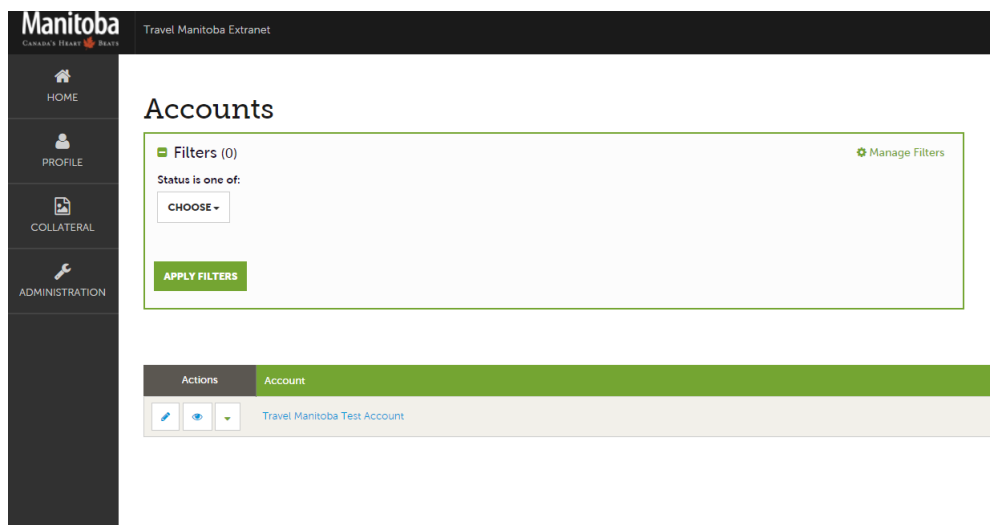
**Travel Manitoba
21 Forks Market Road
Winnipeg, Manitoba
Canada R3C 4T7
www.travelmanitoba.com**

Profile > Accounts

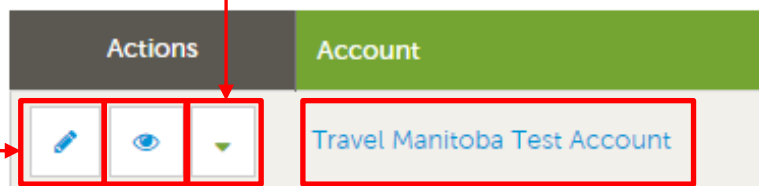
- The Account area will allow you to manage all of your account information including phone/fax numbers, address information and any additional fields used by Travel Manitoba.



- The main accounts page will list all of the accounts you have access to. In most cases you'll only have access to one account. In some cases, (where you are linked to more than one account) you'll have access to multiple accounts.



- You can navigate this page in the following manner:
 - The Pencil icon will bring you to the Update Account page and allow you to edit your account information.
 - The Eye icon or your Account Name will bring you to the Account Details page.
 - Once on the Account Details page clicking the Edit button will bring you to the Update Account page.
 - The Down Arrow icon will bring you to the Update Amenities page allow you to edit your account amenities.



Profile > Accounts > Update Account > Account & Phone Information

- Once on the Update Account page, you can edit all of your account details, except for your account name. If you need to change your account name, please contact Travel Manitoba at (204) 927-7800 or tmbpartnerextranet@travelmanitoba.com.
- Basic information such as region, website, email and various phone numbers can be entered in this area.

Account Information

If you need to change your account name, please contact Travel Manitoba at (204) 927-7800 or tmbpartnerextranet@travelmanitoba.com.

Account: Travel Manitoba Test Account	Region: Winnipeg
Website: http://www.travelmanitoba.com	Email: test@travelmanitoba.com


Phone Information

Primary: (204) 555-1234 Ext	Alternate: 222-5558 Ext
Toll Free: 	Fax: (204) 555-9876 Ext


Profile > Accounts > Update Account > Address Information

- To edit the address information, click on any of the pencil icons next to either physical, billing or shipping.
- Clicking the pencil icon will allow you to chose the existing physical address or enter a custom address.


Address Information

Physical Address 

Address 1 21 Forks Market Road
City Winnipeg
State/Province MB
Zip/Postal Code R3C 4T7
Country CANADA

Billing Address 

Address 1 21 Forks Market Road
City Winnipeg
State/Province MB
Zip/Postal Code R3C 4T7
Country CANADA

Shipping Address 

Address 1 21 Forks Market Road
City Winnipeg
State/Province MB
Zip/Postal Code R3C 4T7
Country CANADA

Billing Address

Same As Physical **Custom Address**

Street Address 21 Forks Market Road
City Winnipeg
State/Province MB
Zip/Postal Code R3C 4T7
Country CANADA

APPLY CHANGES **CANCEL**

Profile > Accounts > Update Account > Social Media

- Enter your social media details. Please note the for the Facebook & Youtube Username fields, please enter your username and not an url.
- Do not include the "@" symbol for your Twitter Username.

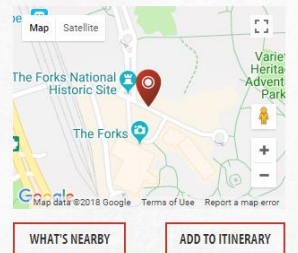
Social Media

Facebook URL: <input type="text" value="https://www.facebook.com/TravelManitoba"/>	Facebook Username: <input type="text" value="TravelManitoba"/> <small>Enter username. Do not enter the full URL.</small>
Instagram URL: <input type="text" value="https://www.instagram.com/travelmanitoba/?hl=en"/>	Pinterest URL: <input type="text" value="https://www.pinterest.ca/travelmanitoba/"/>
Twitter Username: <input type="text" value="TravelManitoba"/> <small>Do not include the "@" symbol</small>	YouTube Username: <input type="text" value="TravelManitoba"/> <small>Enter username. Do not enter the full URL.</small>



Travel Manitoba Test

At the Explore Manitoba Centre, travel counsellors provide year-round information on special events and activities throughout the province. test



- After editing your account details, click on the Save button to save your changes.
- Please note that any edits made to your account details will be reflected on your listing on TravelManitoba.com. If you make any changes that you don't want to show up on your TravelManitoba.com listing, please refer to the Listing section of this document to learn how to hide them.

Profile > Accounts > Manage Amenities

- Once on the Update Amenities page, you can update the amenities your business offers.
- All amenities can be modified except for the Licensed For (TRAVEL MANITOBA OFFICE USE ONLY) options within the Lodges & Outfitters group. Also, in order to modify the Fish Species Available group, the Angling option within the Licensed For (TRAVEL MANITOBA OFFICE USE ONLY) area must be set to yes. Please contact Travel Manitoba at (204) 927-7800 or tmbpartnerextranet@travelmanitoba.com with any questions.
- The images below detail where the amenity information you enter into the extranet will appear on TravelManitoba.com.

Drinking water:		Dumping Station/Sewage Disposal:	
<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Electric & water sites:		Electric Sites:	
<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Entry fees apply:		Full Service Sites:	
<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Group camping:		Non-modern Washrooms:	
<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Online Reservation Service:		Pull-through RV sites:	
<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Unserviced sites:		Winter camping:	
<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> YES	<input checked="" type="radio"/> NO

Listing Page

Plan Your Trip

Campgrounds / RV Parks | Regions

Amenities | Keywords | SEARCH

- Birding
- Beluga Whale Watching
- Beach
- Dog sledding tour
- Fishing
- Chair lift
- Polar Bear Viewing
- Groomed trails
- Manitoba Conservation Resource
- Air charter
- Angling
- Blue Flag Award
- Fishing guide
- Adults Only
- Association of Manitoba Museums
- Boat launch
- Service in French
- Star Attraction
- Catch & release only
- CAA/AAA approved
- Amusement park
- Drinking water
- Black bear (Cdn resident)
- Air strip
- Bed and Breakfast Manitoba
- Full wheelchair access
- Boat-in

- After editing your amenities, click on the Save button to save your changes.
- Amenity changes do **not** go through a review process.