



## **TravelAlaska.com NEW Partner Admin Profile Ad Cheat Sheet**

**Updated 10/2023**

The Alaska Travel Industry Association is pleased to announce the launch of the Travel Alaska Partner Admin. This training document covers the following:

- System Requirements
- Log In
  - New Account
  - New but have Account
  - Password Update
  - New Users
  - Forgot Password
- Admin Dashboard
- Purchase/Renew Profile Ads
- Updating Profile Ads
  - Updating Descriptions and Amenities
- Photos & Document Library

### **SYSTEM REQUIREMENTS**

- Firefox (72+)
- Google Chrome
- Safari
- Opera


### **LOG IN**

#### **How to Log In**

- **NEW ACCOUNT**  
First Time Users, BUT had an account in the past TravelAlaska.com Partner Admin:  
Click [here](#) or using your browser enter: <https://extranet.travelalaska.com/password/reset>

TRAVEL  
ALASKA®

Enter your email address and we will send you a link to reset your password.

E-mail 

Send password reset email

milesExtranet

- **NEW BUT HAVE ACCOUNT**


If you are new to the Admin but already have an account, visit <https://extranet.travelalaska.com/password/reset> and enter your email address to receive a link to reset your password. Moving forward your email address is your username.


- **PASSWORD UPDATE**


Once you have reset your password, all future logins to the Partner Admin will use your **email address and password** on the login screen and click the [Sign in](#) button.

TRAVEL  
ALASKA®

Sign in to start your session

leisa.cashmantrujillo@milespartnership.c 

..... 

☐ Remember Me 

[Request a new account](#)  
[I forgot my password](#)  
[Need help?](#)

milesExtranet

- **NEW USER**

If you do not yet have an account visit the [Admin dashboard](#) - click [Request a new account](#) and enter your request. New accounts requests will be approved within 24-48 hours. Contact Skye Hostetler with any questions.

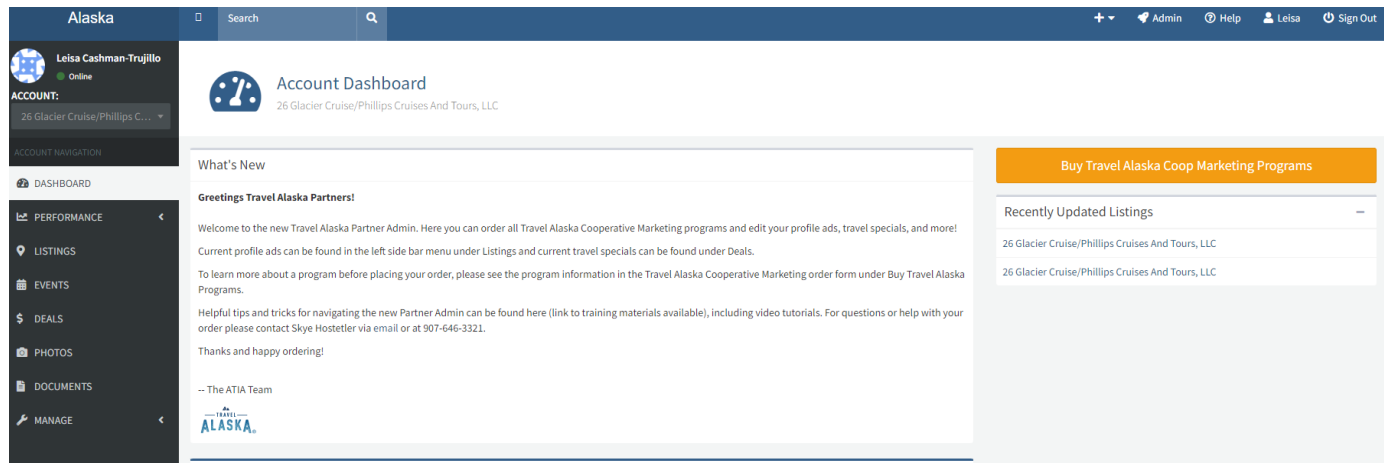
- **FORGOT PASSWORD**

Enter your email address and click the [Send password reset email](#) button.

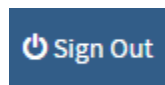
You will be emailed a link to reset your password, this process if followed vs. sending your password directly for your security.

## ADMIN DASHBOARD

After logging in with your new password, your dashboard will be displayed. You will use the dashboard initially to click purchase and renew TravelAlaska.com profile ads and then to update/manage your profile ad listings and in the future all other Travel Alaska Coop Marketing Programs.



Sign Out



1. Click the yellow button on the top right, “Buy Travel Alaska Coop Marketing Programs” to purchase/renew your TravelAlaska.com profile ad-listings.



2. You will now use the order form to purchase your new Profile Ad products.

Your account and contact information will auto-fill from your account.

- a. See Products Available for Purchase -

**Products Available for Purchase:** [Click here to view details on all products for purchase](#) if you want to view more details on the profile ads product.

- b. Click “Select Product Family” dropdown menu.  
c. Select TravelAlaska.com Profile Ads

**Products Available for Purchase:** [Click here to view details on all products for purchase](#)

Select a product family to filter programs.

TravelAlaska.com Profile Ads

	Product Name	Description	Unit Price
+	TravelAlaska.com Premium Profile Ads Member	Must be a current member of ATIA to receive this pricing. To check ATIA membership status g...	\$200.00
+	TravelAlaska.com Premium Profile Ads Non-Member		\$300.00

- d. Select the “+” sign for which product is applicable.

- e. Select Start Date: 3/16/2022 (or in the future the day after your ad expires). The End date will auto-fill to 365 days later for you.

**Selected Products:**  
Note: If purchasing **Consumer Leads**, you will be taken through a step-by-step process after selecting to determine number of leads relevant to your chosen filtered selections and purchase based on those leads. If purchasing **Travel Specials, Profile Ads or Opt-In Leads**, fill in the preferred start end date for participation and

	Product Name	Description	Start Date	End Date	Category	Name of Listing/Event	Unit Price	Quantity	Delete
1	TravelAlaska.com Premium Profile Ads Member	Must be a current member of ATIA to r...	03/16/2022 ✓	03/16/2023	Travel		\$200.00	1	✕

- f. Choose a Category type and choose New for new listing or Renew to renew an active or expired listing.

Select Picklist

\* New listing

Select Options ▼

NEW

RENEW

- g. To proceed to New, fill out fields...

Select Picklist

\* New listing

NEW ▼

Complete this field.

**Note:** Enter your profile ad key details below. Once processed, you'll be able to add additional details such as photos, video links and social channels to your profile ad via the Partner Admin.

\* Business Name

\* Category

Select Category ▼

\* Sub Category

Select Sub Category ▼

\* Start Date

Oct 12, 2022 📅

\* End Date

Oct 12, 2023 📅

Cancel Submit

- h. To proceed to Renew existing/past listings, choose listing you want to renew...

### Select Picklist

\* New listing

RENEW

Listing Name

Select Listing

- Leisa Test : Juneau : ATV & 4-Wheeling : Adventure
- Leisa Test Event : Juneau : Festivals : undefined
- Test Event Another Test Just Another : Juneau : Festivals : undefined
- Test Leisa Testing Travel Specials : Statewide : Cultural Centers, Tour & Demonstrations : Alaska Native C...
- Test Testy Test Event : St. Paul : Community : undefined

Cancel Submit

If you want to purchase more than one profile add, repeat steps d-h until you have the number of profile ads you would like to purchase for your business. You will be able to update and customize them later.

- Once you are done adding desired profile ads, hit the check out button at the bottom of the page.

Check Out

- You will now verify your order information on the left and enter your credit card details on the right and submit your order.

### Proceed With Payment

#### Cart

Product Name	Quantity	Price
TravelAlaska.com Premium Profile Ads Member	1	\$200.00

Total \$200.00

#### Payment

Select Payment Method

Credit Card Debit Card Checkout Code

\* First Name \* Last Name

\* Card Number

\* Exp Date \* CVV

#### Billing Address

Street

City State

Zip Code Country

Go Back Submit

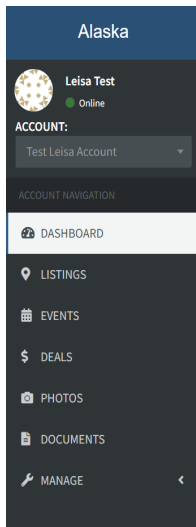
- k. You will receive a “Success” message, as well as an order confirmation email.
- l. You will then receive notification from ATIA via email– [Skye Hostetler](#) once the products have synced to the Partner Admin-and have been activated. It normally takes an hour or so to sync and receive your automated email.

## Once Approved by ATIA:

Log back into the NEW Partner Admin

Use the left-hand navigation to move through the section screens for review and updates.

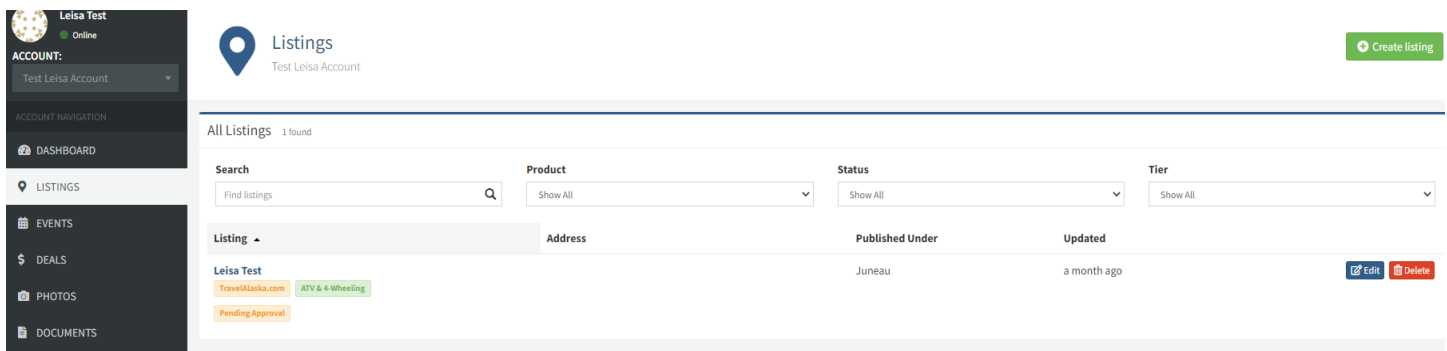
Under the DASHBOARD, you can now navigate to and update your Profile Ads.



## UPDATE YOUR NEW/RENEWED PROFILE AD LISTINGS

To see and edit the Profile Ads in your account, click on “Listings” in the left menu. That will display your current and active Travel Alaska profile ads. You will see each ad has a tag in green with the category tagged. Click the blue “Edit” button to the far right of the listing to begin your updates per profile ad.

**Note: All updates to your business Profile Ads and events must be approved by ATIA. Please allow up to 2 full business days for approval of any changes to appear on [TravelAlaska.com](#).**



## EDITING PROFILE ADS: After clicking Edit to update a specific profile listing ad.

The screenshot shows the 'Leisa Test' profile editing page on the Alaska Travel website. The interface includes a top navigation bar with 'Alaska', a search bar, and links for Dashboard, Help, Leisa, and Sign Out. A left sidebar contains navigation options: ACCOUNT (Leisa Test, Online, Test Leisa Account), ACCOUNT NAVIGATION (DASHBOARD, LISTINGS, Back to Listings, Pending Data, Contact Information, Hours & Rates, TravelAlaska.com, Amenities, Settings), EVENTS, DEALS, PHOTOS, DOCUMENTS, and MANAGE. The main content area displays the 'Leisa Test' profile with a 'Contact Information' header. A yellow banner at the top of the main area states: 'Submitted changes require review. Please allow up to 48 business hours for the review process. View your pending updates [here](#).' Below this, the profile is divided into several sections, each with an 'Edit' button in the top right corner: 1. Business Information: Business name (Leisa Test), Address (Juneau), Published under (Juneau). 2. Map: A placeholder message stating 'Geocoding has not been set, click edit to do so.' 3. Phones: Local (none), Alt. local (none), Fax (none), Toll-free US (none), Toll-free worldwide (none). 4. Emails: Business (none), Booking (none). 5. Websites: Business (https://ak.extranet.milespartnership.com/accounts/ad458954/listings/cre...), Booking (none), Meetings (none), Mobile (none). 6. Social Media: A message stating 'Your listing doesn't have any social media accounts defined yet. Add some by clicking the button in the top-right of this box.' The date 'Monday, March 14, 2022' is visible in the bottom right corner.

2. Click the Edit text next to each area to edit.

3. To edit Business Information, Map location, Phone numbers, Emails and Websites – click the Edit button the top right of the appropriate edit box. You may choose to Edit, once in you can Undo in the right corner to undo changes. Otherwise click Cancel or the Save button once done.

To Update Business Information (aka Region/Cities you tag to your profile ad (this will reflect where it will show on the website – communities pages, region, etc.). **NOTE: You select one “Publish Under” region then choose any applicable cities or parks within those regions for your business.** Please **DO NOT** select cities or parks outside of your chosen region or the ad will not be approved. The exception to this is “Statewide” in your “Published Under” field – you can select Statewide and your cities/parks are not limited to just one region. To qualify for statewide your business must operate from/service all 5 regions of Alaska.

**Keep in mind that all updates to your profile ad must be approved by ATIA. Please allow up to 2 full business days for approval of any changes to appear on [TravelAlaska.com](https://www.travelalaska.com)**

Business Information

Undo

Business Name \*

26 Glacier Cruise/Phillips Cruises And Tours, LLC

Address Line 1

100 W Camp Rd

Address Line 2

City

Whittier

State

AK

Postal Code

99683

Publish Under \*

Anchorage

Other cities served

×

Whittier

Cancel

Save

4. Navigate to TravelAlaska.com in the left navigation and click arrow to drop-down menu.

Alaska

Search

Q

Leisa Cashman-Trujillo

Online

ACCOUNT:

26 Glacier Cruise/Phillips C...

ACCOUNT NAVIGATION

DASHBOARD

PERFORMANCE

LISTINGS

Back to Listings

Contact Information

Hours & Rates

TravelAlaska.com

Categories

Descriptions

Photos

Deals

Videos

Leads Programs

Amenities

Settings

EVENTS

DEALS

PHOTOS

DOCUMENTS

MANAGE

26 Glacier Cruise/Phillips Cruises And Tours, LLC

Contact Information

Business Information

Undo

Business Name \*

26 Glacier Cruise/Phillips Cruises And Tours, LLC

Address Line 1

100 W Camp Rd

Address Line 2

City

Whittier

State

AK

Postal Code

99683

Publish Under \*

Anchorage

Other cities served

×

Whittier

Cancel

Save

Map

Edit

Geocoding has not been set, click edit to do so.

P

E

W

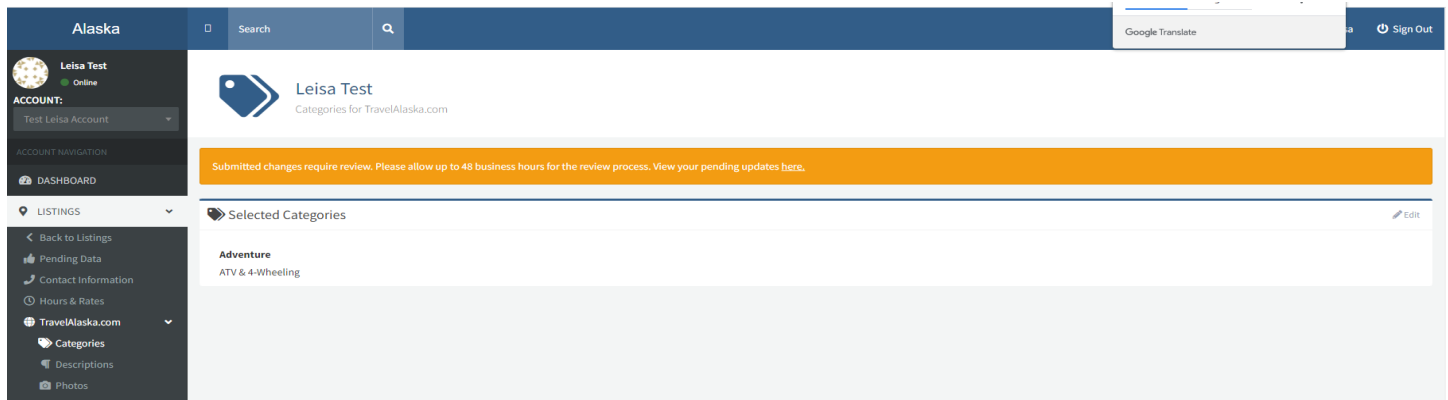
S

Yc in

**Categories:** You will have already chosen your category/subcategory when you ordered your profile ad product. Profile ads are sold by category, by region. You can purchase multiple profile ads in multiple categories as long as the category

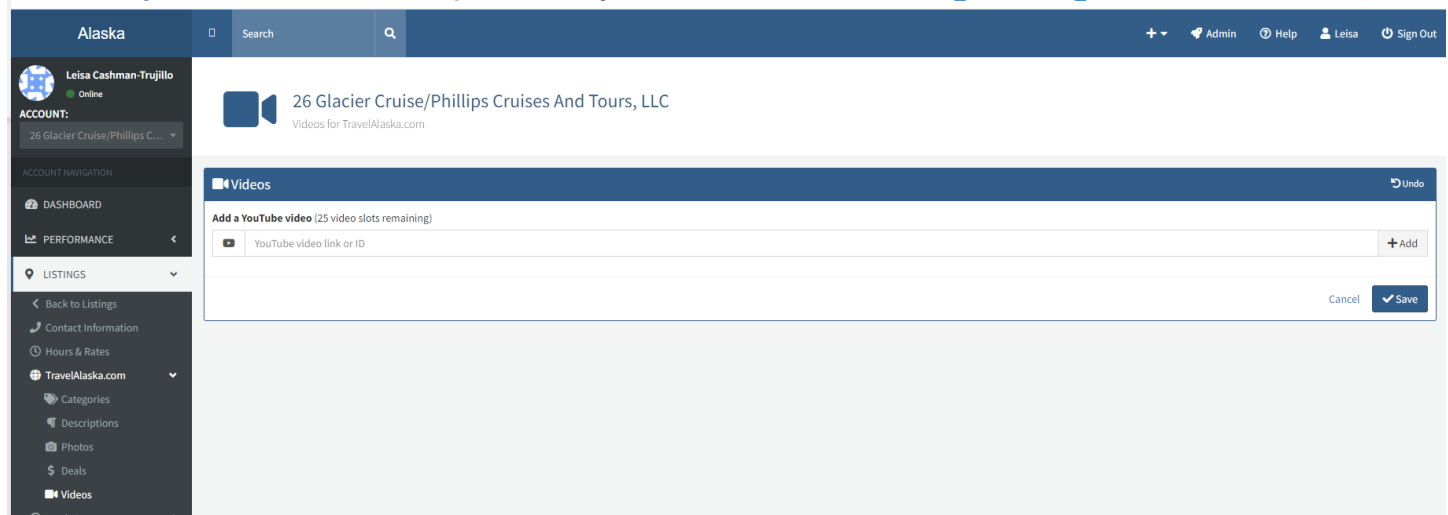


selected truly represents your business. Same for regional selection.



**Amenities:** As noted above, choose what is applicable per profile ad. This distinction also allows for profile grids to be added to pages and filter just by that amenity (examples used accessible, senior discount)

**Videos:** Click Videos in the left navigation. Click Edit and add the YouTube Video link/url or ID in the field and hit save. Examples: <https://youtu.be/IGOZy99AdzE> or <https://youtu.be/eUSJcG5Aq04>



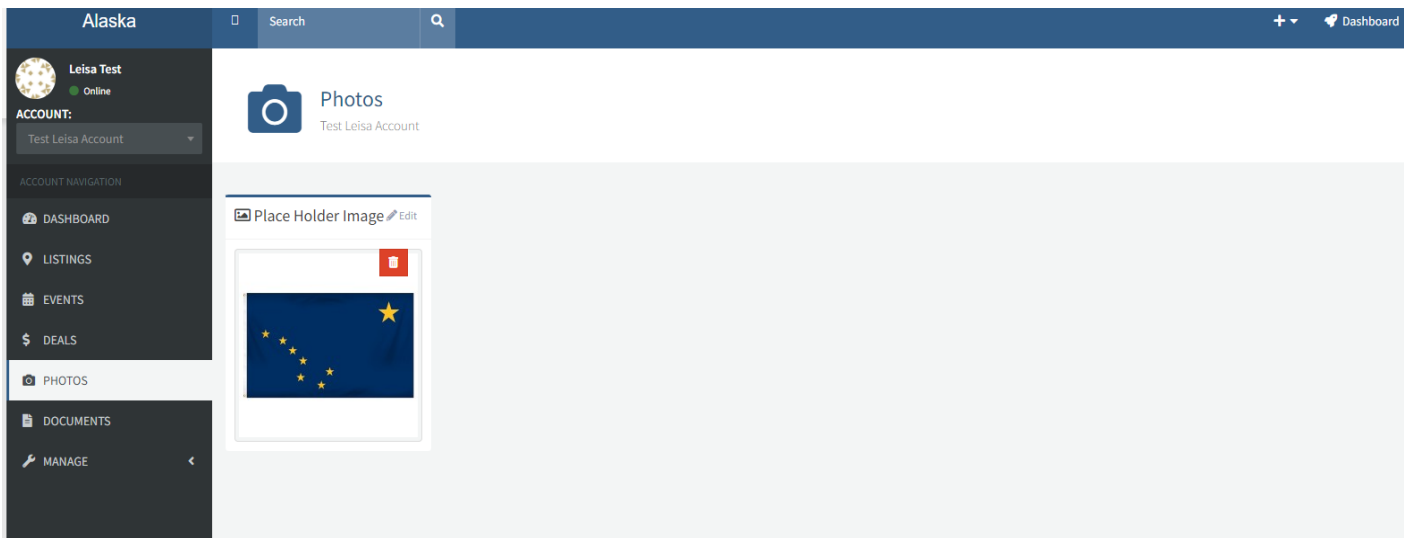
**Descriptions:** Main description for your profile ad or event. Hint: Do NOT copy and paste in text from an email or formatted document. Copy and paste first into Notepad to strip all formatting then copy the content back out and paste into appropriate Description field. Use **EDIT** button on far top right to start editing each section, then **Save or Cancel** for each section.

**Photos:** Assigning and ordering per profile ad. Follow directions below to first upload new photos and videos to the Admin. Then, go to your listing and in menu above, choose Photos to add new photos uploaded to your profile ad, delete them and/or change ordering in how they appear on the profile ad page carousel. You will need to manage them first in your Photos Library – see below then you can assign to a profile ad.

## PHOTOS LIBRARY

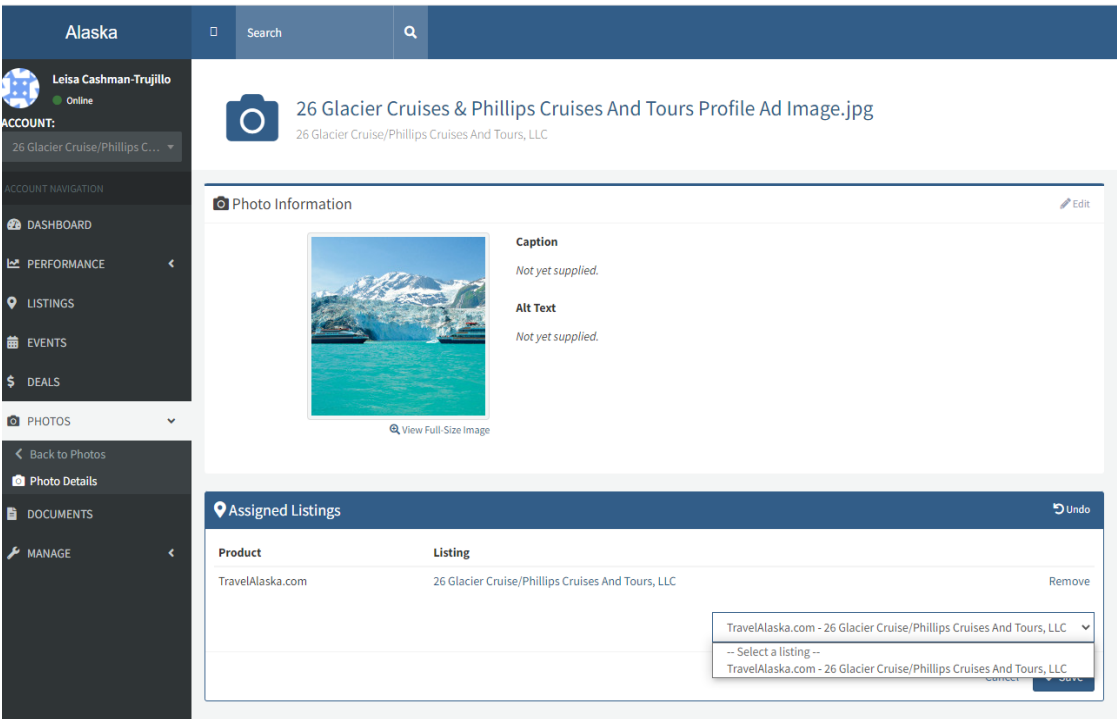
**Photo Specs:** Images cannot be under 800 pixels in height/length, 72 dpi. Jpegs (.jpg) are preferred, but .png can be used. The images will scale in all their uses on the website.

To add, remove and update photos and documents click on the desired menu item in the left navigation.

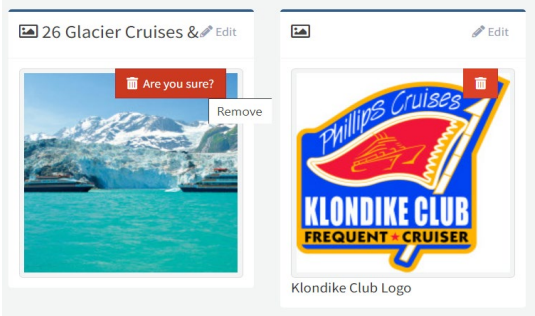


Photos are displayed with thumbnail images labeled with their file name. Upload new images, add alt text or captions for images. Once loaded into the library, you can attach to the listing.

Next, Click Edit in the top right corner of each photo box to update the photo caption, assign it to the appropriate listing profile **ad** then hit SAVE!



Use the red delete button on the top right corner of the photo to delete the photo.



To add a photo, use the +Upload photo button in the top right of the main screen. This function allows you to drag and drop files into the window for upload or click to choose the file from your computer.

Photos

+ Hide Upload

To upload images, drag files here, or click within this box to choose a file.

Reminder: updates to your profile ad and events must be approved by ATIA. Please allow up to 2 full business days for approval of any changes to appear on [TravelAlaska.com](https://TravelAlaska.com). Please contact [Skye Hostetler](#) with any questions.