



TravelAlaska.com NEW Partner Admin Travel Specials 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 Travel specials
- Updating Travel specials
 - Updating Descriptions and Amenities
- Photos & Document Library

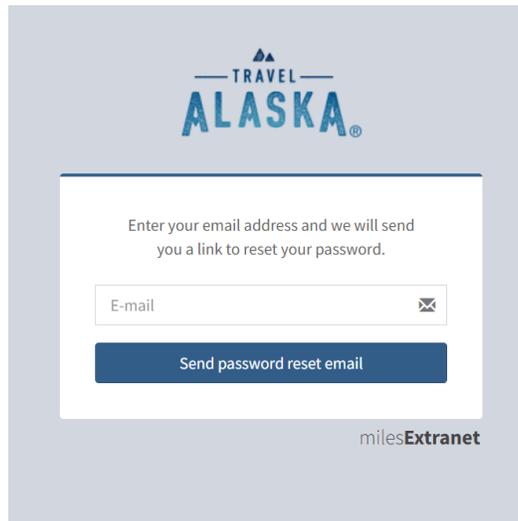
SYSTEM REQUIREMENTS

- 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>

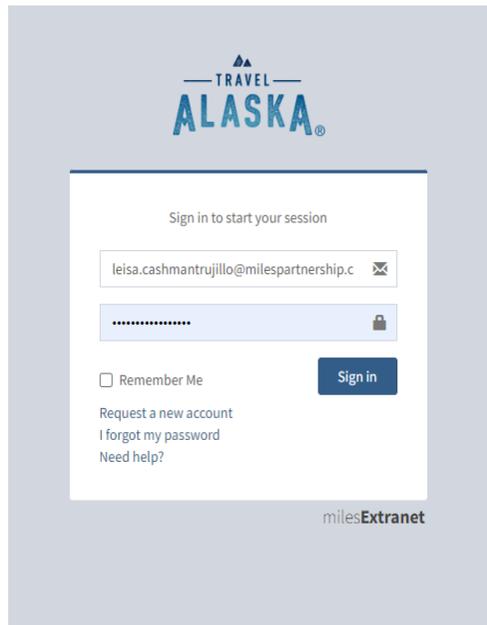


- **NEW BUT HAVE ACCOUNT**

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.



- **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.

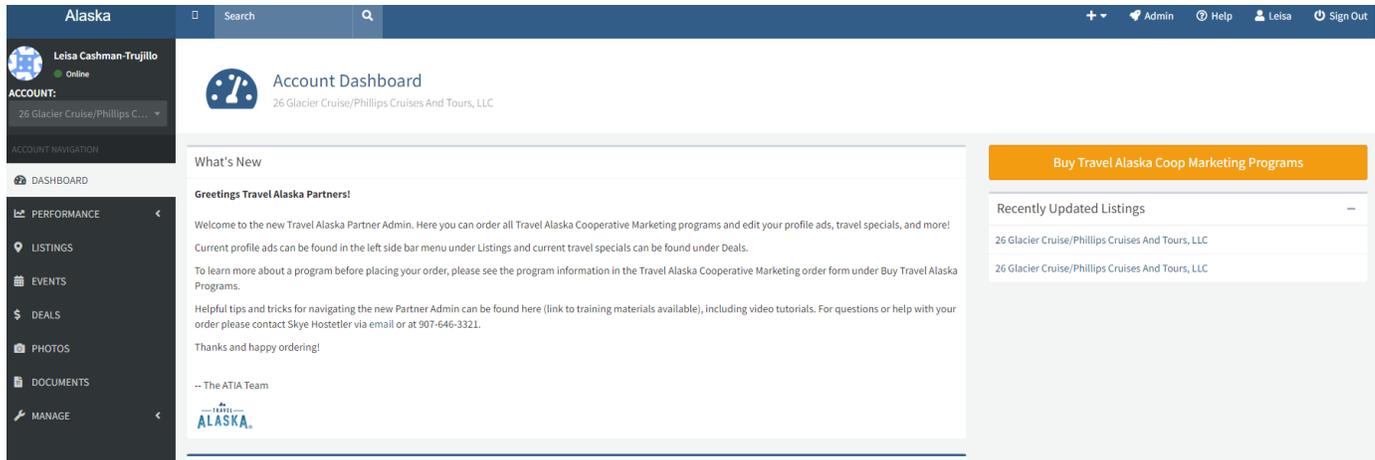
- **FORGOT PASSWORD**

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 travel specials and then to update/manage your travel special 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 Travel Special.



2. You will now use the order form to purchase your Travel Special products.

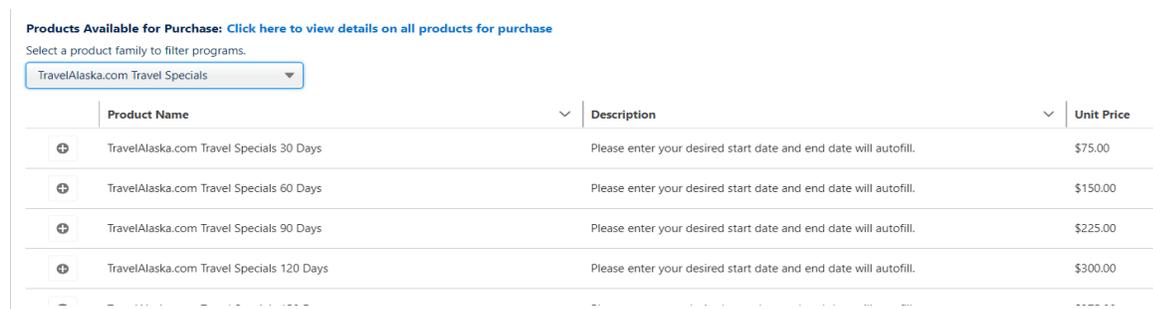
Your account and contact information will auto-fill from your account.

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 travel specials product.

b. Click "Select Product Family" dropdown menu.

c. Select TravelAlaska.com Travel Specials



	Product Name	Description	Unit Price
+	TravelAlaska.com Travel Specials 30 Days	Please enter your desired start date and end date will autofill.	\$75.00
+	TravelAlaska.com Travel Specials 60 Days	Please enter your desired start date and end date will autofill.	\$150.00
+	TravelAlaska.com Travel Specials 90 Days	Please enter your desired start date and end date will autofill.	\$225.00
+	TravelAlaska.com Travel Specials 120 Days	Please enter your desired start date and end date will autofill.	\$300.00

d. Select the "+" sign for which product is applicable.

- e. Select Start Date: any day in future. The End date will auto-fill to to product you are purchasing – ie 30 days from start date for Travel Special 30 day placement, etc.

Product Name	Description	Start Date	End Date	Category	Additional Details	Unit Price	Quantity	Delete
1 TravelAlaska.com Travel Specials 30 Days	Please enter your desired start date an...	11/08/20...	12/08/2022			\$75.00	1	

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

Select Picklist

* New listing

Select Options

NEW

RENEW

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

Note: Existing Listing Name=listing to attach the Travel Special. This will be a list of existing profile ad listing. YOU MUST have a listing travel special in order to purchase a Travel Special. You will be prompted to purchase a travel special if you do not have one before proceeding.

Select Picklist

* New deal

NEW

Note: Enter your travel special key details below. Once processed, you'll be able to add additional details such a photo and other contact info to your travel special via the Partner Admin.

* Deal Title

* Category

Select Category

* Existing Listing Name

Select Listing

* Description

* Start Date

Nov 8, 2022

End Date

Dec 8, 2022

Cancel Submit

- h. To proceed to Renew existing/past listings, choose the Travel Special you want to Renew.

Select Picklist

* New deal

RENEW

Deal Name

Select Deal Name

Test Deal

End Date

Dec 8, 2022

Cancel Submit

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

- i. Once you are done adding desired travel specials, hit the check out button at the bottom of the page.



- j. 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		1
Product Name	Quantity	Price
TravelAlaska.com Travel Specials 30 Days	1	\$75.00
		Total \$75.00

Payment	
Select Payment Method	
<input checked="" type="button" value="Credit Card"/>	<input type="button" value="Debit Card"/>
<input type="button" value="Checkout Code"/>	
* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Card Number	<input type="text"/>
* Exp Date	* CVV
<input type="text" value="02/25"/>	<input type="text"/>
Billing Address	
Street	
<input type="text"/>	
City	State
<input type="text"/>	<input type="text"/>
* Zip Code	Country
<input type="text"/>	<input type="text"/>
<input type="button" value="Go Back"/>	<input type="button" value="Submit"/>

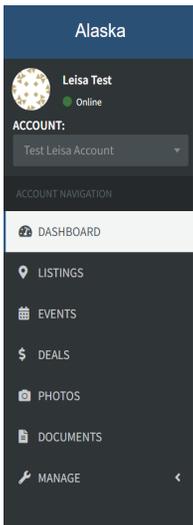
- k. You will receive a “Success” message, as well as an order confirmation email.
- l. You will then receive notification from ATIA via email– [Skye Hostetler](#) once the products have synced to the Partner Admin-and have been activated. It normally takes an hour or so to sync and receive your automated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

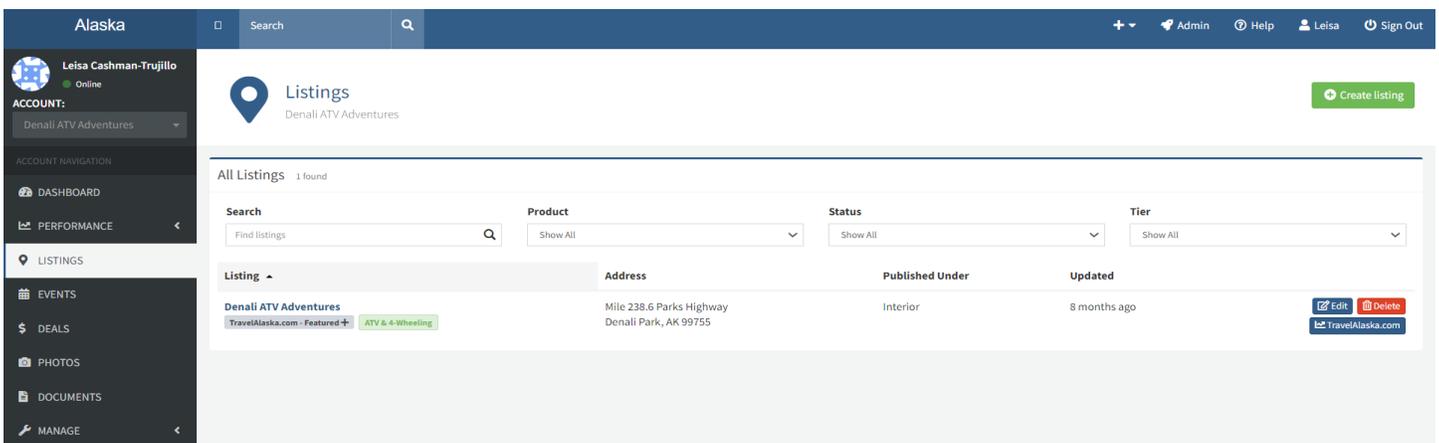
Under the DASHBOARD, you can now navigate to and update your Travel Special.



UPDATE YOUR NEW/RENEWED TRAVEL SPECIAL

To see and edit the Travel Special in your account, click on “Listings” in the left menu. That will display your current and active Travel Alaska travel specials, click on the listing business name that you attached your Travel Special to when purchasing. Note: to make easier to find you will see each ad has a tag in green with the category tagged. Click the listing title to get into the listing (ie Denali ATV Adventures).

Note: All updates to your all updates to Travel Specials must be approved by ATIA. Please allow up to 2 full business days for approval of any changes to appear on TravelAlaska.com.



EDITING TRAVEL SPECIALS: Go to Deals on the left navigation under TravelAlaska.com to see deals attached to that travel special. Choose relevant ad.

Leisa Cashman-Trujillo
Online

ACCOUNT:
Denali ATV Adventures

ACCOUNT NAVIGATION

- DASHBOARD
- PERFORMANCE
- LISTINGS
- Back to Listings
- Contact Information
- Hours & Rates
- TravelAlaska.com
 - Categories
 - Descriptions
 - Photos
 - Deals
 - Videos

\$ Deals Edit

ID	Title	Display Dates	Valid Dates	
1	ATV TOURS IN THE DENALI NATIONAL PARK AREA - SPECIAL SAVINGS OF 10%! Active	October 7, 2022 - April 4, 2023	October 7, 2022 - April 4, 2023	Edit Deal

2. Click the Edit Deal next to the special to edit that special.

3. To edit Travel Special areas – 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. Make sure you add a photo from your listings photo library for display on the website Travel Specials landing page and special detail page. If you need to load more photos go back to your photo library to add more photos then edit the photo for this special again and save – see Photos Library details below.

Keep in mind that all updates to your travel special must be approved by ATIA. Please allow up to 2 full business days for approval of any changes to appear on TravelAlaska.com

Deal Information Edit

Title ATV TOURS IN THE DENALI NATIONAL PARK AREA - SPECIAL SAVINGS OF 10%!

Phone (907) 683-4288

Email reservations@denaliatv.com

Website https://www.denaliatv.com/?utm_source=travelalaska&utm_medium=travelspecial&utm_campaign=tak1023

Deal Text Denali ATV Adventures is the premiere ATV tour company in the Denali National Park area in Alaska. We offer 4 guided tour options from mid May - mid September. Come out and ride with us in Alaska's scenic wilderness!

- Brand New Single and 2-6 rider Side by Side ATVs available
- Small tour sizes = Maximized adventures
- Tour times throughout the day
- Wildlife sightings possible on all tours
- Fun adventures for all ages and skill levels
- Customized private tours available
- Car seats available and non-drivers welcome

Travel Alaska Special - 10% off any Denali Wilderness Adventure, Denali ATV Trailblazer or Midnight Sun Adventure reservation. Direct bookings only. Advanced reservations required. Use coupon code **TAK1023** - Expires 9/10/23

Visit our website for more information, pictures, videos, and to make a reservation! Contact us now at (907) 683-4288 or reservations@denaliatv.com

Deal Disclaimer Direct bookings only. Advanced reservations required. Excludes private tours.

Deal Code TAK1023

Deal Categories Activities

Date Information Edit

Valid Dates October 7, 2022 - April 4, 2023

Display Dates October 7, 2022 - April 4, 2023

Photo Edit



No Caption

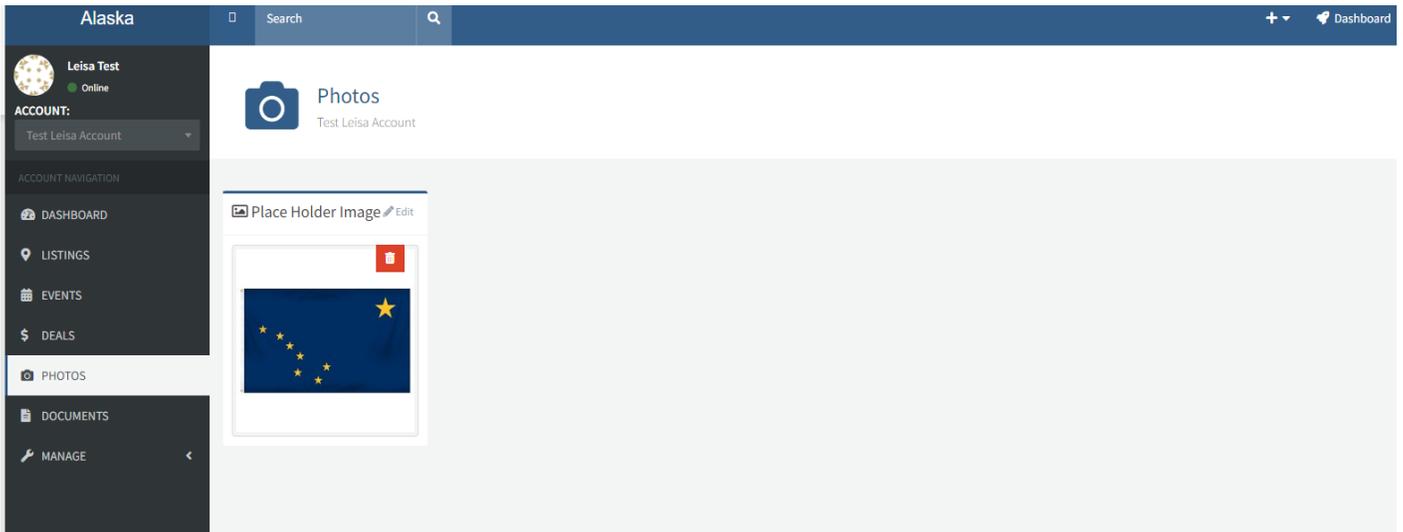
Delete Deal 🔒

Click here to unlock the delete button.

PHOTOS LIBRARY

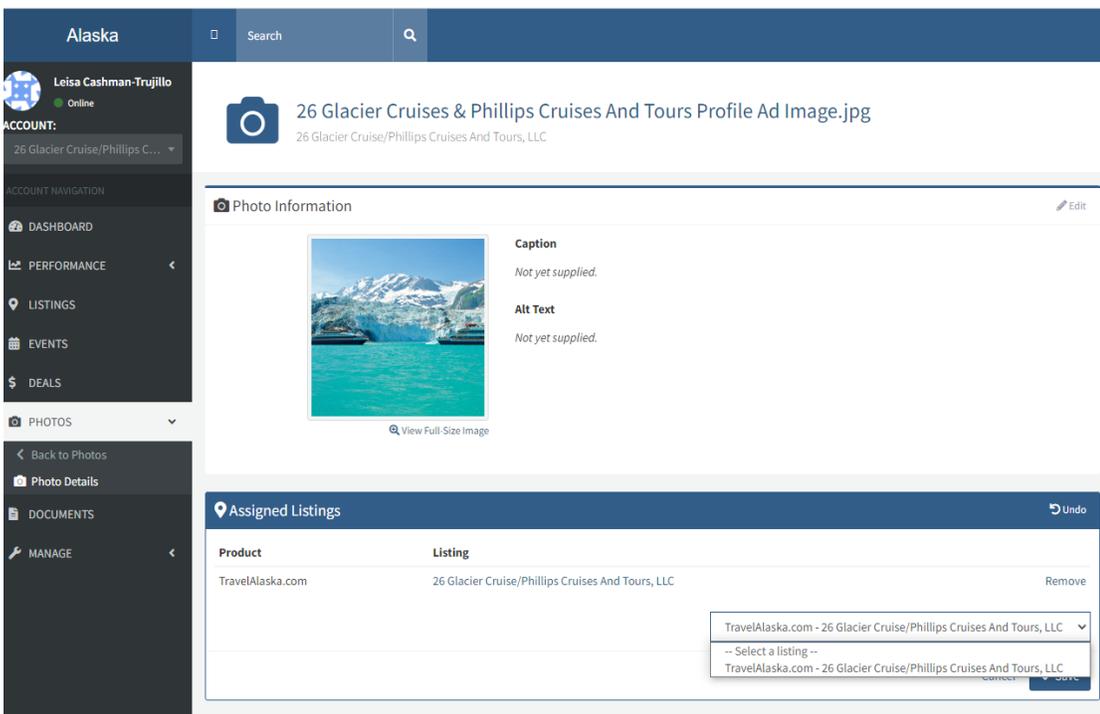
Photo Specs: Images cannot be under 800 pixels in height/length, 72 dpi. Jpegs (.jpg) are preferred, but .png can be used. The images will scale in all their uses on the website.

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

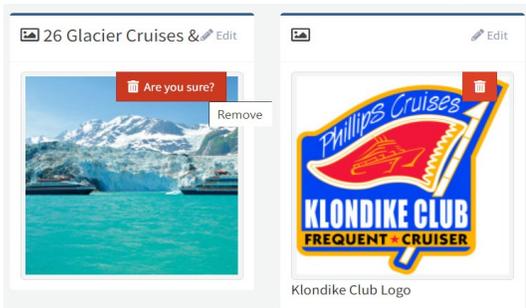


Photos are displayed with thumbnail images labeled with their file name. Upload new images, add alt text or captions for images. Once loaded into the library, you can attach to the listing.

Next, Click Edit in the top right corner of each photo box to update the photo caption, assign it to the appropriate listing travel special 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 travel specials must be approved by ATIA. Please allow up to 2 full business days for approval of any changes to appear on TravelAlaska.com. Please contact [Skye Hostetler](#) with any questions.