

## 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 <u>here</u> or using your browser enter: <u>https://extranet.travelalaska.com/password/reset</u>

ALASKA®
Enter your email address and we will send you a link to reset your password.
E-mail
Send password reset email
miles <b>Extranet</b>

## • NEW BUT HAVE ACCOUNT

If you are new to the Admin but already have an account, visit <u>https://extranet.travelalaska.com/password/reset</u> 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.

ALASKA	0
Sign in to start your sess	sion
leisa.cashmantrujillo@milespartr	ership.c 🔀
	<b>A</b>
Remember Me	Sign in
Request a new account I forgot my password Need help?	
	miles <b>Extranet</b>

### • NEW USER

If you do not yet have an account visit the <u>Admin dashboard</u> - click <u>Request a new account</u> 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.

Alaska	Search	٩.			+-	🜱 Admin	⑦ Help	🐣 Leisa	😃 Sign Out
Leisa Cashman-Trujillo online ACCOUNT: 26 Glacier Cruise/Phillips C *	:	Account Dashboard 26 Glacier Cruise/Phillips Cruises And Tours, LLC							
ACCOUNT NAVIGATION	What's New				Buy Travel	Alaska Coop	o Marketing	Programs	
DASHBOARD	Greetings Trave	Alaska Partners!							_
PERFORMANCE <	Welcome to the	ew Travel Alaska Partner Admin. Here vou can order all Travel Alaska Cooperative Marketing programs and edit your profile ads. travel speci	ials, and more!	Recent	ly Updated Li	stings			-
	Current profile a	s can be found in the left side bar menu under Listings and current travel specials can be found under Deals.		26 Glacier Cruise/Phillips Cruises And Tours, LLC					
🛱 EVENTS	To learn more ab Programs.	out a program before placing your order, please see the program information in the Travel Alaska Cooperative Marketing order form under B	Buy Travel Alaska	26 Glacier	Cruise/Phillips C	ruises And Tou	rs, LLC		
\$ DEALS	Helpful tips and order please cor	ricks for navigating the new Partner Admin can be found here (link to training materials available), including video tutorials. For questions o act Skye Hostetler via email or at 907-646-3321.	or help with your						
D PHOTOS	Thanks and hap	y ordering!							
	The ATIA Team								
🗲 MANAGE <	ALASKA.								

#### Sign Out

# ပံ 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: <u>Click here to view details on all products for purchase</u> 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

Products Av Select a prod TravelAlask	vallable for Purchase: Click here to view details on all products for purchase luct family to filter programs. a.com Travel Specials			
	Product Name	Description	~	Unit Price
٥	TravelAlaska.com Travel Specials 30 Days	Please enter your desired start date and end date will autofill.		\$75.00
٥	TravelAlaska.com Travel Specials 60 Days	Please enter your desired start date and end date will autofill.		\$150.00
Φ	TravelAlaska.com Travel Specials 90 Days	Please enter your desired start date and end date will autofill.		\$225.00
٥	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 $\checkmark$	Description $\lor$	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	畲

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		

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 Pic	cklist
* New deal	
NEW	•
Note: Enter your travel special key details below. Once p details such a photo and other contact info to your trave * Deal Title	rocessed, you'll be able to add additional I special via the Partner Admin.
* Category	
Select Category	<b>•</b>
* Existing Listing Name	
Select Listing	▼
* Description	
* Start Date	
	苗
Nov 8, 2022	
Nov 8, 2022 End Date	

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
	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.

Cart		1	Payment			
Product Name TravelAlaska.com Travel Specials 30 Days	Quantity 1	<b>Price</b> \$75.00	Select Payment N	Method		
	Т	otal \$75.00	Credit Card	Debit Card	Checkout Code	
			* First Name		* Last Name	
			* Card Number			
			* Exp Date		*CVV	
			02/25			
			Pilling Ad	drocc		
			Street	uless		
						li
			City		State	
			*Zip Code		Country	
					Go Back	Submit
					JU BACK	Submit

Proceed With Payment

- k. You will receive a "Success" message, as well as an order confirmation email.
- You will then receive notification from ATIA via email- <u>Skye Hostetler</u> 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.

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Ø	DASHBOARD	
•	LISTINGS	
苗	EVENTS	
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٥	PHOTOS	
Ē	DOCUMENTS	
r	MANAGE	

#### 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 <u>TravelAlaska.com.</u>

Alaska	Search	۹					-	👻 🛷 Adm	in 🕜 Help	💄 Leisa	ථ Sign Out
Leisa Cashman-Trujillo © Online ACCOUNT: Denali ATV Adventures ~	Listings Denali ATV Adv	entures								C C	eate listing
ACCOUNT NAVIGATION	All Listings 1 found										
2 DASHBOARD	Search		Product			Status		Tier			
PERFORMANCE <	Find listings	Q	Show All		$\sim$	Show All	~	Show All			~
	Listing 🔺			Address		Published Under	Updated				
₩ EVENTS	Denali ATV Adventures			Mile 238.6 Parks Highway		Interior	8 months	go		🕑 Edit	Delete
\$ DEALS	TravelAlaska.com - Featured +	ATV & 4-Wheeling		Denali Park, AK 99755						Trave	IAlaska.com
D PHOTOS											
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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-Truji Online ACCOUNT: Denali ATV Adventures	illo •	\$	Denali ATV Adventures Deals for TravelAlaska.com			
ACCOUNT NAVIGATION	e.	Doolo				A rain
🙆 DASHBOARD	JD	Title		Display Dates	Valid Dates	∂r Euit
<ul> <li>PERFORMANCE</li> <li>LISTINGS</li> </ul>	* 1 *	ATV TO Active	DURS IN THE DENALI NATIONAL PARK AREA - SPECIAL SAVINGS OF 10%!	October 7, 2022 - April 4, 2023	October 7, 2022 - April 4, 2023	Edit Deal
<ul> <li>Back to Listings</li> <li>Contact Information</li> <li>Hours &amp; Rates</li> <li>TravelAlaska.com</li> <li>Categories</li> <li>Descriptions</li> <li>Photos</li> <li>Deals</li> <li>Videos</li> </ul>	v					

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 approval of any changes to appear o	l by ATIA. Please allow up to 2 full busii n <mark>TravelAlaska.com</mark>	ness days for		
Denali ATV Adver	ltures ∕ Edit	Date Information	<i>₿</i> ° Edit		
Title	ATV TOURS IN THE DENALI NATIONAL PARK AREA - SPECIAL SAVINGS OF 10%!	Valid Dates October 7, 2022 - April 4, 2023			
Phone	(907) 683-4288	Display Dates October 7, 2022 - April 4, 2023			
Email	reservations@denaliatv.com				
Website	https://www.denaliatv.com/?utm_source=travelalaska&utm_medium=travelspecial&utm_campaign=t ak1023	Dhata dita			
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!	Proto Poto			
	<ul> <li>Brand New Single and 2-6 rider Side by Side ATVs available</li> <li>Small tour sizes = Maximized adventures</li> <li>Tour times throughout the day</li> <li>Wildlife sightings possible on all tours</li> <li>Fun adventures for all ages and skill levels</li> <li>Customized private tours available</li> <li>Car seats available and non-drivers welcome</li> </ul>				
	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 <b>TAK1023</b> - 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	💼 Delete Deal	<b>a</b>		
Deal Disclaimer	Direct bookings only. Advanced reservations required. Excludes private tours.	Click here to unlock the delete button.			
Deal Code	TAK1023				
<b>Deal Categories</b>	Activities				

### **PHOTOS LIBRARY**

**Photo Specs**: Images cannot be under 800 pixels in height/length, 72 dpi. Jpegs (.jpg) are preferred, but .png can we 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!

Alaska		Search	۹					
Leisa Cashman-Truj Online ACCOUNT: 26 Glacier Cruise/Phillips C	illo 🔻	26 Glacier Cruises & Phillips Cruises And Tours Profile Ad Image.jpg 26 Glacier Cruise/Phillips Cruises And Tours, LLC						
ACCOUNT NAVIGATION		Photo Infor	mation		₽ Edit			
2 DASHBOARD				Caption				
	<		5.6500	Not yet supplied.				
		Alt Text						
EVENTS		Not yet supplied.						
\$ DEALS								
PHOTOS	*	Q View Full Size Image						
K Back to Photos								
Photo Details		Assigned Li	stings		obnU C			
DOCOMENTS		V Hoorgine a 20						
🔑 MANAGE	< .	Product	Listing					
	Tra	TravelAlaska.com 26 Gla	1 26 Glacier Cr	tier Cruise/Phillips Cruises And Tours, LLC	Remove			
					TravelAlaska.com - 26 Glacier Cruise/Phillips Cruises And Tours, LLC 🗸			
					Select a listing Translated a same 20 Classics (Spikes (Phillips Cruises and Translated			
					Traveialaska.com - 26 Glacier cruise/Phillips Cruises And Tours, LLC			

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.

+ Hide Upload

Photos

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 <u>TravelAlaska.com,</u> Please contact <u>Skye Hostetler</u> with any questions.