



**TravelAlaska.com NEW Partner Admin
Consumer Leads
Cheat Sheet**

Updated 11/01/2022

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

- System Requirements
- Log In
 - New Account
 - New but have Account
 - Password Update
 - New Users
 - Forgot Password
- Partner Admin Dashboard
- Purchase Consumer Leads

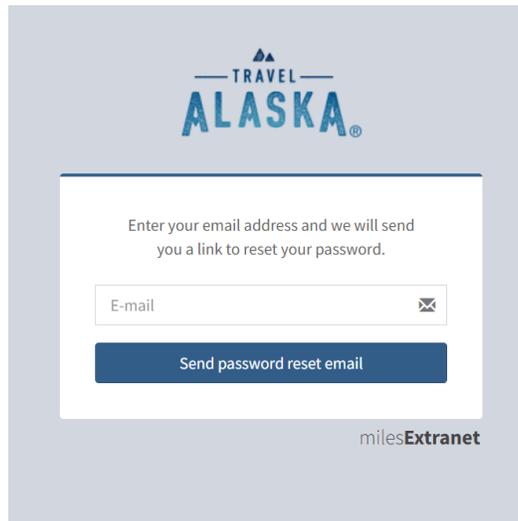
SYSTEM REQUIREMENTS

- 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 Portal:
Click [here](#) or using your browser enter: <https://extranet.travelalaska.com/password/reset>

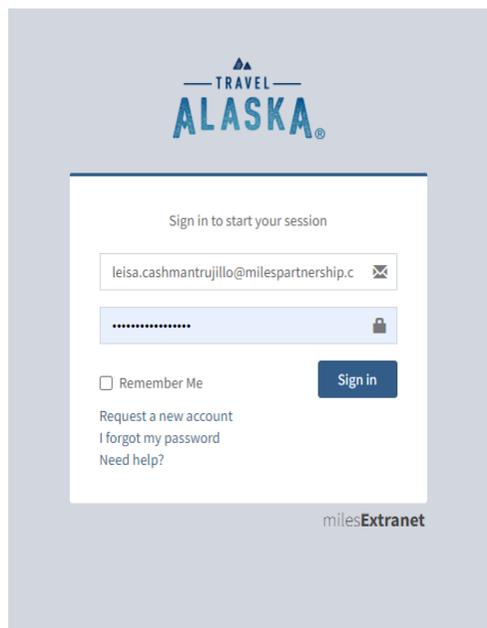


- **NEW BUT HAVE ACCOUNT**

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 is followed vs. sending your password directly for your security.

PARTNER ADMIN DASHBOARD

After logging in with your new password, your dashboard will be displayed. You will use the dashboard initially to click purchase Travel Alaska Consumer Leads.

Alaska | Search | Admin | Help | Leisa | Sign Out

Leisa Cashman-Trujillo Online

ACCOUNT: 26 Glacier Cruise/Phillips C...

ACCOUNT NAVIGATION

DASHBOARD

PERFORMANCE

LISTINGS

EVENTS

DEALS

PHOTOS

DOCUMENTS

MANAGE

Account Dashboard

26 Glacier Cruise/Phillips Cruises And Tours, LLC

What's New

Greetings Travel Alaska Partners!

Welcome to the new Travel Alaska Partner Admin. Here you can order all Travel Alaska Cooperative Marketing programs and edit your profile ads, travel specials, and more! Current profile ads can be found in the left side bar menu under Listings and current travel specials can be found under Deals.

To learn more about a program before placing your order, please see the program information in the Travel Alaska Cooperative Marketing order form under Buy Travel Alaska Programs.

Helpful tips and tricks for navigating the new Partner Admin can be found here (link to training materials available), including video tutorials. For questions or help with your order please contact Skye Hostetler via email or at 907-646-3321.

Thanks and happy ordering!

-- The ATIA Team

ALASKA

Buy Travel Alaska Coop Marketing Programs

Recently Updated Listings

- 26 Glacier Cruise/Phillips Cruises And Tours, LLC
- 26 Glacier Cruise/Phillips Cruises And Tours, LLC

Sign Out



1. Click the yellow button on the top right, "Buy Travel Alaska Coop Marketing Programs" to purchase your Vacation Planner Ads.



2. You will now use the order form to purchase your Travel Alaska Consumer Leads 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 products and ordering/management process.

b. Click "Select Product Family" dropdown menu.

c. Select Travel Alaska Consumer Leads

Account Name: Test Leisa Account
Contact Name: Leisa Cashman-Trujillo
Contact Email: leisa.cashmantrujillo@milespartnership.com

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

Select a product family to filter programs.

Travel Alaska Consumer Leads

	Product Name	Description	Unit Price
+	Domestic Consumer Leads New Direct Mail	Click "checkout" at bottom of screen and you will be prompted to enter your leads ord...	\$0.35
+	Domestic Consumer Leads New Email	Click "checkout" at bottom of screen and you will be prompted to enter your leads ord...	\$0.35
+	Domestic Consumer Leads Reuse Direct Mail	Click "checkout" at bottom of screen and you will be prompted to select your reuse or...	\$0.15
+	Domestic Consumer Leads Reuse Email	Click "checkout" at bottom of screen and you will be prompted to select your reuse or...	\$0.15

DIRECT MAIL LEADS:

- d. Select the “+” sign for which product you would like to purchase.

Selected Products:

- 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 **Vacation Planner Ads**, there will be a next step to fill in all required information for your ads chosen.
- If purchasing **Travel Specials, Profile Ads or Opt-In Leads**, fill in the preferred start end date for participation and the business/event name or offer title that should be featured on the site.

Product Name	Description	Start Date	End Date	Category	Additional Details	Unit Price	Quantity	Delete
1 Domestic Consumer Leads New Direct Mail	Click “checkout” at bottom of screen a...					\$0.35	1000	

- e. You can **ONLY** purchase one consumer leads product order transaction. Return to the form through the Partner Admin after each purchase, then, repeat steps d-f one vacation planner product per order until you have the number Consumer Leads products you desire for your business. You will choose criteria along the way for each product you wish to purchase.
- f. You will be prompted to accept Consumer Leads Conditions of Use prior to proceeding with your order at the bottom of the page. Check the “I accept Conditions of Use” box.

CONDITIONS OF USE:

1. Consumer leads rented under this program list may only be used to promote an Alaska tourism product or service.
2. A reuse order list only be used twice per month and six times per program year.
3. Rates are for a single product broadcast, determined by a single response address/reservation number. Non-profit Destination Marketing Organizations are exempt from this condition.
4. The Alaska Marketing Program mailing list from which you are renting names is generated from individual inquiries.
5. All Travel Alaska Consumer Lead orders will be paid by credit card at the time of order. Or provide a credit card for auto-billing in the case of a repeating lead order.

I accept the Conditions of Use

Email receipt to additional contacts

Please add comma separated email addresses

Check Out

- g. Next, choose  button at the bottom of the page to be taken to the next steps of filling out information for your Consumer Leads order. You will need to fill out all information per consumer leads ad added to your cart/purchased.
- h. Choose New or Reuse list (reuse is past list you have purchased).

ORDER TYPE

- Order a new list
 Place a reuse order

Previous

Next

- i. If you choose “Order a new list” you will proceed to this screen to fill out your order form:

Note: You can choose One Time Order is one-time purchase where you enter order max or leave blanks to pull all available lead with your criteria selections. Repeating (Recurring) orders that will send bi-weekly or monthly until the quantity for Order Max is reached.

Fill out desired criteria then hit “Next”. Any select boxes you leave as is will include all in that criteria field. Most popular leads pull is for current year (defaulted Fiscal year) and Geographic location to All United States or All United States except Alaska.

QUANTITY, FREQUENCY AND DATE OF INQUIRY

- One Time Order
 Repeating Order (Continue Until Quantity Below is Reached)

Order Max

You may choose a date range for when the Program received the leads, or if you leave this blank you will receive the most recent leads received.

* FiscalYear

FY 22 is from 9/1/2021-8/31/2022

From

To

Order Criteria

These are questions that potential visitors are asked when they request travel planning information from any Alaska Marketing Program source. All answers are voluntary on the part of the visitor. Check the box next to your selections to narrow your list.

Note: For WIDE OPEN orders - do not select anything in select list - leave as defaulted except for geography which is required.

Have you decided to visit Alaska

Available

- Yes, most likely in 2023
- Yes, most likely in 2024
- Probably within the next 3 years, but not sure when
- Someday, but not sure when
- Haven't decided
- No response

Selected

-

Have you previously visited Alaska?

Do you have children at home?

Highest level of education attained?

Available

- High School
- Attended College
- Graduated College
- Post Graduate

Chosen

-

Min Age

Max Age

Are you interested in travel to Alaska by

Available

- Air
- Ferry
- Cruiseship
- Package Tour

Chosen

-

Accommodations

Available

- Lodges, Resorts & Cabins
- Hotels & Motels
- Camping Facilities
- Bed & Breakfasts

Chosen

Activities in Alaska

Available

- Day Cruises
- Native Cultural Attractions
- Fishing
- Flightseeing

Chosen

Do you want to include travel agents?

--None--

* Geographic Area

--None--

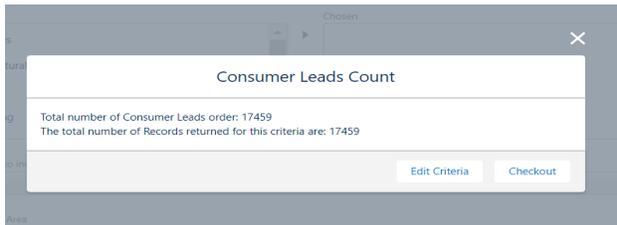
Notes

Use this text box to explain any special requests or notes about your order, such as per order quantity maximums or reuse order numbers.

Notes

[Back](#) [Next](#)

- j. Next the query will come up with criteria you selected from the leads database. Your number of leads in your order (top number) will be the order max if you entered one of all available. The Total number of Records are what additional is available for your criteria. **YOU WILL BE CHARGED** for the top number selected from your order, if you wish to update choose “Edit Criteria”, otherwise go to Checkout to pay for your order.



Proceed With Payment

Cart		Quantity	Price	1
Product Name		1000	\$350.00	
Domestic Consumer Leads New Direct Mail				
				Total \$350.00

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. If you purchased Direct Mail leads: You will receive an order receipt with your direct mail leads attached.

EMAIL LEADS:

Selected Products:

- 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 **Vacation Planner Ads**, there will be a next step to fill in all required information for your ads chosen.
- If purchasing **Travel Specials, Profile Ads or Opt-In Leads**, fill in the preferred start end date for participation and the business/event name or offer title that should be featured on the site.

Product Name	Description	Start Date	End Date	Category	Additional Details	Unit Price	Quantity	Delete
1 Domestic Consumer Leads New Email	Click "checkout" at bottom of screen a...					\$0.35	1	

- You can **ONLY** purchase one consumer leads product order transaction. Return to the form through the Partner Admin after each purchase, then, repeat steps d-f one vacation planner product per order until you have the number Consumer Leads products you desire for your business. You will choose criteria along the way for each product you wish to purchase.
- You will be prompted to accept Consumer Leads Conditions of Use prior to proceeding with your order at the bottom of the page. Check the "I accept Conditions of Use" box.

CONDITIONS OF USE:

1. Consumer leads rented under this program list may only be used to promote an Alaska tourism product or service.
2. A reuse order list only be used twice per month and six times per program year.
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4. The Alaska Marketing Program mailing list from which you are renting names is generated from individual inquiries.
5. All Travel Alaska Consumer Lead orders will be paid by credit card at the time of order. Or provide a credit card for auto-billing in the case of a repeating lead order.

I accept the Conditions of Use

Email receipt to additional contacts

Please add comma separated email addresses

- Next, choose button at the bottom of the page to be taken to the next steps of filling out information for your Consumer Leads order. You will need to fill out all information per consumer leads ad added to your cart/purchased.
- Choose New or Reuse list (reuse is past list you have purchased).

ORDER TYPE

- Order a new list
- Place a reuse order

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Fill out desired criteria then hit “Next”. Any select boxes you leave as is will include all in that criteria field. Most popular leads pull is for current year (defaulted Fiscal year) and Geographic location to All United States or All United States except Alaska.

Note: You will choose desired email send dates at least 10 days or more out from date of purchase.

QUANTITY, FREQUENCY AND DATE OF INQUIRY

- One Time Order
- Repeating Order (Continue Until Quantity Below is Reached)

Order Max

You may choose a date range for when the Program received the leads, or if you leave this blank you will receive the most recent leads received.

*FiscalYear

FY 22 is from 9/1/2021-8/31/2022

From To

Order Criteria

These are questions that potential visitors are asked when they request travel planning information from any Alaska Marketing Program source. All answers are voluntary on the part of the visitor. Check the box next to your selections to narrow your list.

Note: For WIDE OPEN orders - do not select anything in select list - leave as defaulted except for geography which is required.

Have you decided to visit Alaska

Available

- Yes, most likely in 2023
- Yes, most likely in 2024
- Probably within the next 3 years, but not sure when
- Someday, but not sure when
- Haven't decided
- No response

Selected

-

Have you previously visited Alaska?

--None--

Do you have children at home?

--None--

Highest level of education attained?

Available

High School
Attended College
Graduated College
Post Graduate

Chosen

Min Age

Max Age

Are you interested in travel to Alaska by

Available

Air
Ferry
Cruiseship
Package Tour

Chosen

Accommodations

Available

Lodges, Resorts & Cabins
Hotels & Motels
Camping Facilities
Bed & Breakfasts

Chosen

Activities in Alaska

Available

Day Cruises
Native Cultural Attractions
Fishing
Flightseeing

Chosen

Do you want to include travel agents?

--None--

* Geographic Area

--None--

BROADCAST DETAILS

For the benefit of our inquirers, Alaska Marketing Program email broadcasts are limited to one business per day per business category type. In cases where two businesses with substantially similar list requests the same day for a one-time order, orders will be processed on a first come, first served basis. In cases where recurring orders have schedule conflicts, all affected businesses will be contacted and a proposed schedule will be offered by ATIA staff.

The broadcast date must be at least 10 days after the date that you place your order.

* Preferred Date

* Alternate Date

Subject Line

Notes

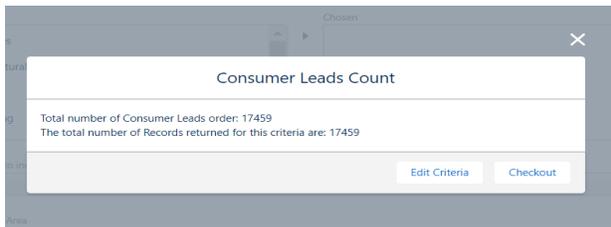
Use this text box to explain any special requests or notes about your order, such as per order quantity maximums or reuse order numbers.

Notes

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Next

- k. Next the query will come up with criteria you selected from the leads database. Your number of leads in your order (top number) will be the order max if you entered one of all available. The Total number of Records are what additional is available for your criteria. YOU WILL BE CHARGED for the top number selected from your order, if you wish to update choose "Edit Criteria", otherwise go to Checkout to pay for your order.



Proceed With Payment

Cart	Quantity	Price
Product Name Domestic Consumer Leads New Direct Mail	1000	\$350.00
		Total \$350.00

Payment

Select Payment Method

Credit Card Debit Card Checkout Code

* First Name * Last Name

* Card Number

* Exp Date 02/25 * CVV

Billing Address

Street

City State

* Zip Code Country

- k. For Email Leads, you will receive an order receipt, but you will not receive the email leads in your order receipt. By law, ATIA cannot share email leads, but these are stored from the order and will be used to send the email.

I. You will be contacted by the ATIA/Miles team to obtain email materials for your send. ATIA has a selection of email templates as well that can be used.

Please contact [Skye Hostetler](#) with any questions.

REUSE LEADS PRODUCTS:

Note: You must have had a previous purchase to order this product.

	Domestic Consumer Leads Reuse Direct Mail	Click "checkout" at bottom of screen and you will be prompted to select your reuse or...	\$0.15
	Domestic Consumer Leads Reuse Email	Click "checkout" at bottom of screen and you will be prompted to select your reuse or...	\$0.15

You can **ONLY** purchase one consumer leads product order transaction. Return to the form through the Partner Admin after each purchase, then, repeat steps d-f one vacation planner product per order until you have the number Consumer Leads products you desire for your business. You will choose criteria along the way for each product you wish to purchase.

- a. You will be prompted to accept Consumer Leads Conditions of Use prior to proceeding with your order at the bottom of the page. Check the "I accept Conditions of Use" box.

CONDITIONS OF USE:

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I accept the Conditions of Use

Email receipt to additional contacts

Please add comma separated email addresses

Check Out

- b. Next, choose **Check Out** button at the bottom of the page to be taken to the next steps of filling out information for your Consumer Leads order. You will need to fill out all information per consumer leads ad added to your cart/purchased.
- c. Choose Reuse list (reuse is past list you have purchased). Choose from the drop-down which past leads order you want to reuse.

ORDER TYPE

- Order a new list
- Place a reuse order

Use this previous order:

Select an Option

Previous

Next

- d. Hit Next then you will be taken to Check out. Finish your purchase.

Proceed With Payment

Cart		1
Product Name	Quantity	Price
Domestic Consumer Leads New Direct Mail	1000	\$350.00
Total		\$350.00

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. If you purchased Reuse Direct Mail leads: You will receive an order receipt with your direct mail leads attached. If you purchased Reuse Email Leads, you will receive an order receipt, but you will not receive the email leads in your order receipt. By law, ATIA cannot share email leads, but these are stored from the order and will be used to send the email.

Please contact [Skye Hostetler](#) with any questions.