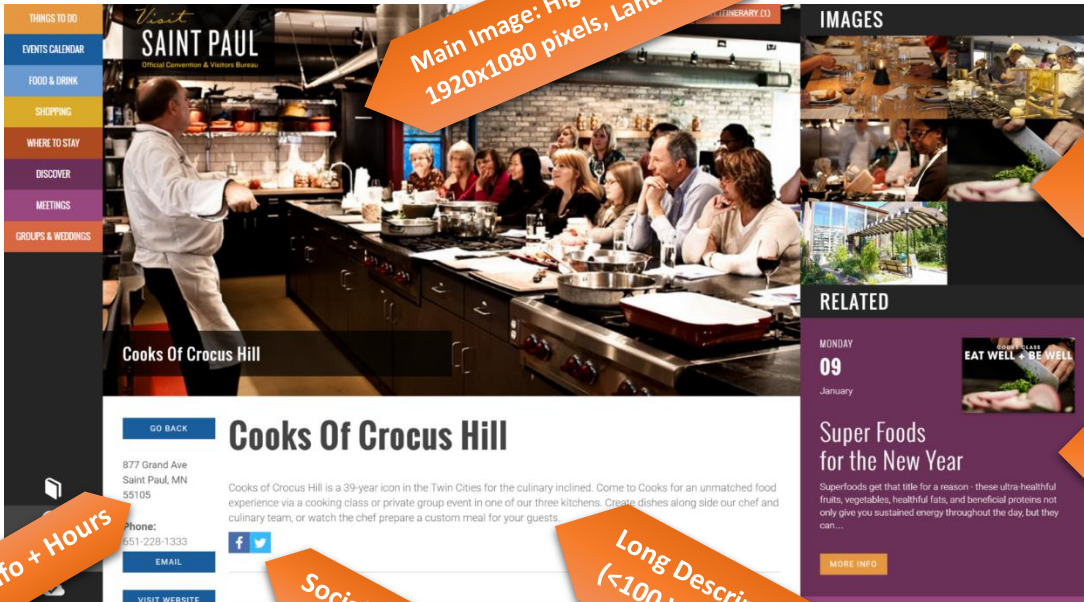


MyVSP Member Xtranet User Guide

The anatomy of your member page
on www.visitsaintpaul.com:

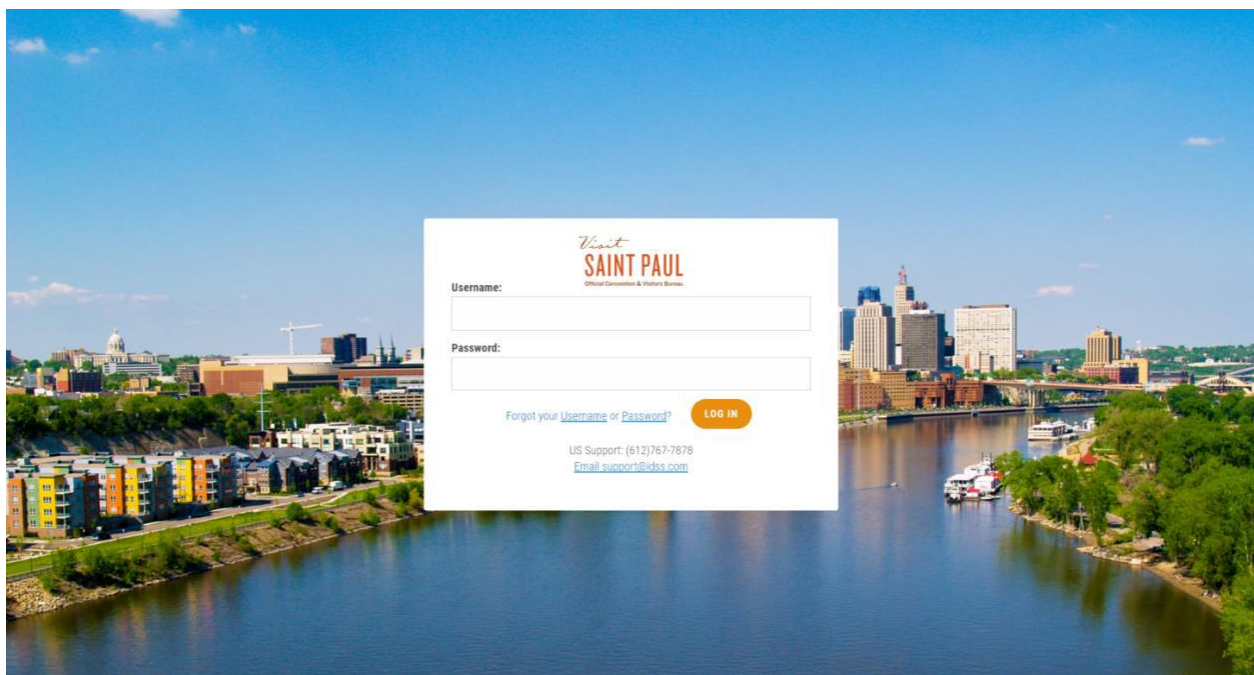


Log in at: <http://myvsp.idss.com>

Username: firstname.lastname

Password (until changed): mysaintpaul

Each member of your team has their own login and permissions based on their role.



MyVSP Member Xtranet User Guide

Upon login, you'll see your homepage:

The screenshot shows the homepage of the Visit Saint Paul Member Xtranet. On the left is a dark blue sidebar with icons for Home, Account, and Leads. The main content area has a white background with the Visit Saint Paul logo at the top left. A welcome message states: "Welcome to your Visit Saint Paul Member Xtranet! Within your account, you can view and respond to leads, make changes to your website listing & images, and access members-only resources like the Visit Saint Paul Convention Calendar. The Calendar can be found below, in the 'file' section - this document is updated monthly." Below this, contact information for Connie (651-265-4903 or cstadelman@visitsaintpaul.com), Magdalene (651-265-4906 or mritschke@visitsaintpaul.com), and a link to upcoming events ([click here](#)) is provided. A "Reports" section shows a dropdown menu set to "Partner - Lead Responses for Selected Leads". Below this, a message says: "These are notes related to leads assigned to you. Please read the notes then check the 'Close Note box' and then Refresh after reading the notes." A "Lead Message" section with a "Note Type" dropdown set to "All" and an "Open Notes Only" checkbox is shown. A table of notes follows:

Date	Type	Event	Account	Notes	Close Note	Action
8/12/2016 9:12 AM	Definite	Maria Pham/Jonathan Pfleger Wedding	Pham/Pfleger Wedding	August 12, 2016 DEFINITE	<input type="checkbox"/>	GO TO LEAD
8/12/2016 9:08 AM	Status Changed	Maria Pham/Jonathan Pfleger Wedding	Pham/Pfleger Wedding	Definite	<input type="checkbox"/>	GO TO LEAD

At the bottom right of the page is the "DSS" logo.

Click through to Accounts > Account Details:

The screenshot shows the "Account Details" page. The sidebar on the left has "Account" highlighted. The main content area has the Visit Saint Paul logo and the same welcome message as the homepage. Below the welcome message, the same contact information for Connie, Magdalene, and the link to upcoming events is provided. The "DSS" logo is at the bottom right.

This is where you can edit, add/remove your business contact details, social media links, and employee contact information:

The screenshot shows the "Account Information" page. The sidebar on the left has "Account" highlighted. The main content area has the Visit Saint Paul logo and the same welcome message as the homepage. Below the welcome message, the same contact information for Connie, Magdalene, and the link to upcoming events is provided. The "DSS" logo is at the bottom right.

Account Information

No Changes Needed [CANCEL] [SUBMIT]

Account Name	Website Link
Cooks of Crocus Hill	http://www.cooksforcrocushill.com

Main Phone	Secondary Phone
651-228-1333	

Fax	Email
651-228-9084	cookie@cooksforcrocushill.com

Twitter	Facebook
http://www.twitter.com/CooksCrocusHill	http://www.facebook.com/CooksOfCrocusHill

YouTube

Addresses [ADD]

Type	Address	Edit
main	877 Grand Ave Saint Paul, MN 55105 US	[DELETE] [EDIT]

Contacts [ADD]

Name	Title	Phone	Email	Edit
Marie Dwyer	Marketing Director		Marie@cooksforcrocushill.com	[DELETE] [EDIT]
Allison Sundquist	Event Sales Coordinator	651-228-7237	Allison@cooksforcrocushill.com	[DELETE] [EDIT]
Lindsay Thron	Marketing & Design Specialist	651-228-1333	lindsay@cooksforcrocushill.com	[DELETE] [EDIT]
Susie Tucker	Director of Culinary Sales	651-288-7238	Susie@cooksforcrocushill.com	[DELETE] [EDIT]

MyVSP Member Xtranet User Guide

To edit your short and long descriptions, click “edit”. The long description (<100 Words) shows on your member page, and the short description (<140 Characters) shows in directory listings.

Your business has a long and short description for each category that it falls into (i.e. if your business is a hotel AND a venue). You can customize the descriptions to be specific to each category (your business has a different page on the website for each category). Descriptions should not contain URLs/links and must be written in third person (do not use “we”, “us”, “our”).

Name	Description	Edit
Catering-Website Listing-Short	Come to Cooks for an unmatched food experience in one of our kitchens. Create dishes along side our chef or have a meal prepared for you.	EDIT
Catering-Website Listing-Long	Cooks of Crocus Hill is a 39-year icon in the Twin Cities for the culinary inclined. Come to Cooks for an unmatched food experience via a cooking class or private group event in one of our three kitchens. Create dishes along side our chef and culinary team, or watch the chef prepare a custom meal for your guests.	EDIT
Retail-Website Listing-Short	At Cooks, you will find a well-edited assortment of kitchen tools, gadgets, cookware, books, gourmet ingredients and more.	EDIT
Retail-Website Listing-Long	Cooks of Crocus Hill is a 39-year icon in the Twin Cities for the culinary inclined. At Cooks, you will find a well-edited assortment of kitchen tools, gadgets, cookware, books, gourmet ingredients and more. Combined with a cooking school, all three locations in the Twin Cities offer a direct connection to culinary education and high-level experiences in the kitchens and in the stores. "Cooks of Crocus Hill is the foodie perennial that just won't quit." -NY Times 2008	EDIT

Be sure to click “submit” to save your changes:

Account Retail->Website Listing - Short

Describe your company in 140 characters or less, to be used as a short description on the website directory. Your description should be written in 3rd person (please refrain from using I, us, we, etc.).

Description Information - Retail->Website Listing - Short

BACK CANCEL SUBMIT

Contact	Unspecified
Address	Unspecified
Phone To Display	Use Category Settings
Other Phone	
Fax To Display	Use Category Settings
Other Fax	
Email to Display	Use Category Settings
Other Email	

Description HTML

Format (inherited font) (inherited size) A B I U X X [] [] [] []

At Cooks, you will find a well-edited assortment of kitchen tools, gadgets, cookware, books, gourmet ingredients and more.

To add/edit photos (specific to your different categories) click on “edit” under the Details section:

Name	Type	Parent	Edit
Cooks of Crocus Hill	Professional Services		EDIT
Cooks of Crocus Hill	Retail		EDIT
Cooks of Crocus Hill	Venue		EDIT

MyVSP Member Xtranet User Guide

Make sure all applicable attributes are checked so that your business can be found in our website directories. To upload images, click “upload new file”, find the image you’d like to use, and click “submit”. **Photos must be high-resolution and must not have any overlays of logos or text.**

The screenshot shows the 'Account Detail Information' page for a user named 'Cooks of Crocus Hill'. The page is divided into several sections: 'Detail Name' (Cooks of Crocus Hill), 'Detail Type' (Retail), 'Comments' (a rich text editor), 'Addresses' (a table with one address: 877 Grand Ave Saint Paul, MN 55105 US), and 'Attributes' (a grid of checkboxes for various categories like ADA Accessible, Parking, etc.). At the bottom, there are fields for 'Hours', 'Longitude', 'Latitude', 'Trip Advisor ID', and 'Logo', along with a grid of image upload slots (Main Image, Image 2-6) with 'UPLOAD NEW FILE' buttons.

Type	Address
main	877 Grand Ave Saint Paul, MN 55105 US

Attributes			
<input type="checkbox"/> ADA Accessible	<input checked="" type="checkbox"/> Parking	<input type="checkbox"/> Recreation	
<input type="checkbox"/> Accessories	<input type="checkbox"/> Books, Art and Gifts	<input type="checkbox"/> Electronics and Music	
<input type="checkbox"/> Food and Spirits	<input checked="" type="checkbox"/> Home and Garden	<input type="checkbox"/> Men's Apparel	
<input type="checkbox"/> Toys and Games	<input type="checkbox"/> Wellness and Beauty	<input type="checkbox"/> Women's Apparel	

Field	Value
Hours	
Longitude	-93.137152
Latitude	44.940273
Trip Advisor ID	
Logo	LogoHorizontal_Pret_000.jpg

Image	File Name	Action
Main Image - 1920 x 1080	Locations..._St_Paul..._01.jpg	UPLOAD NEW FILE
Image 2 - 1920 x 1080 (min. 800 pixels)	CooksOfCrocusHill000.jpg	UPLOAD NEW FILE
Image 3 - 1920 x 1080 (min. 800 pixels)	CooksOfCrocusHill001.jpg	UPLOAD NEW FILE
Image 4 - 1920 x 1080 (min. 800 pixels)	CooksOfCrocusHill002.jpg	UPLOAD NEW FILE
Image 5 - 1920 x 1080 (min. 800 pixels)	CooksOfCrocusHill003.jpg	UPLOAD NEW FILE
Image 6 - 1920 x 1080 (min. 800 pixels)	CooksOfCrocusHill004.jpg	UPLOAD NEW FILE

You will not see your changes immediately. A summary of changes is sent to Visit Saint Paul staff each morning. VSP staff will approve edits if the content fits within our guidelines. After VSP approval, the information will sync with our site at noon or midnight.

If you have questions or need assistance:

Contact Chelsea at cfey@visitsaintpaul.com or 651-265-4906