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Logging In/Getting Started

Logging In:

1. You will be sent an email from Positively Cleveland with the link and a temporary password.
2. Click on the link, which will take you to a “CRM Extranet Login” screen.
3. Your username is your full e-mail address.
4. Your password is the temporary password that was e-mailed to you.
5. You will be asked to change your password to one of your preference.

A login form titled "Positively Cleveland CVB Login". It has a light grey background with a white border. The form contains the following elements:

- Username:** A text input field.
- Password:** A text input field.
- Remember Username:** A checkbox.
- Login:** A green button with white text.

My Member Record

Viewing Your Member Record:

You can view five items under your Member Record:

1. Contacts
2. Listings (Website and Visitors Guide)
3. Coupons/Special Offers
4. Benefits Summary
5. Property

Contacts:

1. To update your contact records, edit the current contact under your listing by clicking "Edit" to the left of the contact.

2. To add a new Contact, click the "New Contact" button.

3. You can also make a copy of a contact by clicking on the "Clone" link to the left of a current contact (which will make a duplicate of that contact), then change the information that needs to be updated (i.e. name, e-mail address, phone #, etc).

4. When adding a new contact, please select the appropriate "security access" for that individual (if they can respond to leads, make changes to your member record and add/edit events).

Leads Member Record Occupancy Service Requests

CONTACT: UPDATE CONTACT FOR TEST ACCOUNT-DO NOT DELETE-BEING USED FOR TESTING

Save Save & New Contact Cancel

Colored fields are required.

Contact Information

| | | | |
|-------------------|---|-------------|--|
| First/Last Name: | Chris George | Account: | TEST ACCOUNT-DO NOT DELETE |
| Full Name: | Chris George | Title: | |
| Department: | | Email: | cgeorge@simpleviewinc.com <input checked="" type="checkbox"/> Send |
| Preferred Method: | Email | Ast. Phone: | |
| Assistant: | | Birthdate: | --Month-- --Day-- |
| Children: | | Spouse: | |
| Gender: | <input type="radio"/> Male <input type="radio"/> Female | | |

Phone/Fax Numbers

| | | | | | | | |
|----------|--|------|--|------------|--|------|--|
| Primary: | | ext. | | Alternate: | | ext. | |
| Cell: | | | | Fax: | | ext. | <input checked="" type="checkbox"/> Send |
| Home: | | | | | | | |

Address Information

| Physical | Billing | Shipping |
|---------------------------------|------------------------|------------------------|
| Use: Account: Physical | Use: Account: Billing | Use: Account: Shipping |
| Address: 7430 N. La Cholla Blvd | Address: | Address: |
| Line 2: | Line 2: | Line 2: |
| Line 3: | Line 3: | Line 3: |
| City: Tucson | City: | City: |
| State: AZ - Arizona | State: | State: |
| Zip: 85741 | Zip: | Zip: |
| Country: UNITED STATES | Country: UNITED STATES | Country: UNITED STATES |

Colored fields are required.

My Member Record

Listings:

1. In order to update your listing, click the "Edit" link to the left of the appropriate listing.
2. You will then be able to change your description.
3. Your changes will be pending until a representative of Positively Cleveland approves them.

Leads **Member Record** Occupancy Service Requests

ACCOUNT DETAIL: SIMPLEVIEWTEST

Account Information

| | |
|---------------------------------------|-------------------------|
| Account ID: 6903 | Status: Active |
| Account: SimpleViewTest | Region: --None-- |
| Account (sort): SimpleViewTest | Email: |
| Parent: | Web Site: |
| Formerly: | |

Phone/Fax Numbers

| | |
|-----------|------------|
| Primary: | Alternate: |
| Tollfree: | Fax: |



Address Information

| Physical Address | Billing Address | Shipping Address |
|--|-----------------|------------------|
| 7458 N. La cholla blvd. Tucson, AZ 85740 UNITED STATES | UNITED STATES | UNITED STATES |

Additional Fields

Contacts **Listings** Web Amenities

Filters: All Listings --Any Type--

| Action | Listing ID | Type | Category | SubCategory | Rank | Listing |
|---|------------|-------------------------|---------------------------|----------------|----------|---------|
|   | 4225 | Website | Annual Events & Festivals | Arts and Music | Priority | |

Page 1 of 1

My Member Record

Editing a Listing:

1. The type of listing is "Web Site"
2. Address: Select "Physical" to display the main address on your Account.
3. E-mail: the e-mail address listed *will* be shown on the listing.
4. Contact Drop-down: This contact, if chosen, *will* show on the website listing.
5. Description: Please type in a general description (limit of 25 words).
You can italicize or highlight a word and create a link (click on the link button and a form will show up to enter link information)
6. You can spell check your listing by clicking on the "abc" button.
7. If you have cut & paste from a Word document, you should click on the "clean word" icon. This will pull up a window where you can paste the text to be inserted. This will take out the embedded Word formatting.
8. You can also enter an e-mail to be notified when your listing reaches a designated number of hits.
9. Click the "save" button to save your changes.

My Member Record

Save Cancel

Colored fields are required.

| Listing Information | |
|---|---------------------------|
| Type: | Website |
| Company: | SimpleViewTest |
| Contact: | --None-- |
| Category: | Annual Events & Festivals |
| Address Type: | Account: Physical |
| SubCategory: | Arts and Music |
| Listing: (Edit HTML) | |

Additional SubCategories

| Listing Details | | |
|-----------------|--------------------------|-------------------------|
| Field | Overwrite? | Account Value |
| Company: | <input type="checkbox"/> | SimpleViewTest |
| Company (sort): | <input type="checkbox"/> | SimpleViewTest |
| Address Line 1: | <input type="checkbox"/> | 7458 N. La cholla blvd. |
| Address Line 2: | <input type="checkbox"/> | |
| Address Line 3: | <input type="checkbox"/> | |
| City: | <input type="checkbox"/> | Tucson |
| State: | <input type="checkbox"/> | AZ |
| Zip: | <input type="checkbox"/> | 85740 |
| Country: | <input type="checkbox"/> | UNITED STATES |
| Email: | <input type="checkbox"/> | |
| Web Site: | <input type="checkbox"/> | |

My Member Record

Coupons/Special Offers: Optional

1. An exciting new feature of our new website/CRM is our Coupon/Special Offers module.
2. In this module you can create and update any special offers you would like to be made available to visitors.
3. In order to create a coupon, click on the “Add New Coupon” Button.

The screenshot displays the CRM interface for account management. At the top, there are tabs for 'Leads', 'Member Record', 'Occupancy', and 'Service Requests'. The main section is titled 'ACCOUNT DETAIL: SIMPLEVIEWTEST' and contains several data entry fields:

- Account Information:** Account ID: 6903, Account: SimpleViewTest, Status: Active, Region: --None--, Account (sort): SimpleViewTest, Parent: , Email: , Formerly: , Web Site: .
- Phone/Fax Numbers:** Primary: , Alternate: , Tollfree: , Fax: .
- Address Information:** Physical Address: 7458 N. La cholla Blvd. Tucson, AZ 85740 UNITED STATES; Billing Address: UNITED STATES; Shipping Address: UNITED STATES.
- Additional Fields:** (Collapsible section)

Below the account details, there are tabs for 'Contacts', 'Listings', 'Web', and 'Amenities'. Under the 'Web' tab, there are sub-tabs for 'Coupons' and 'Media'. A blue 'Add New Coupon' button is visible. Below this, there is a coupon list table with the following data:

| Action | Offer Title | Pending | Redeem Start | Redeem End | Post Start | Post End |
|--------|-------------|---------|--------------|------------|------------|------------|
| | Test | No | 04-12-2010 | 04-15-2010 | 04-05-2010 | 04-16-2010 |

At the bottom of the coupon list, there is a pagination control showing 'Page 1 of 1'.

4. A window will open up, allowing you to enter a title of the coupon, as well as a description and what the coupon entails (discount, free item, etc).
 - a. The same editing rules apply as in the listing area
 - b. You can link the coupon to your web listing by highlighting the listing you selected for the website
 - c. The “Redeem From” & “Redeem To” Dates – these will print on the coupon as dates which the coupon is valid
 - d. The “Post To” and “Post From” Dates – determined by you, your coupon will only show up on the website during these dates – it will automatically be removed on the day after the “Post From” date

My Member Record

COUPON: UPDATE COUPON FOR SIMPLEVIEWTEST

Colored fields are required.

Coupon Information

| | |
|---------------------|---|
| Offer Title: | <input type="text" value="Test"/> |
| Offer Link: | <input type="text" value="www.simpleviewinc.com"/> |
| Offer Text: | <input style="height: 80px;" type="text" value="Offer Text"/> |

Coupon Dates

| | |
|---|---|
| Redeem From: <input type="text" value="04/12/2010"/> | Redeem To: <input type="text" value="04/15/2010"/> |
| Post From: <input type="text" value="04/05/2010"/> | Post To: <input type="text" value="04/16/2010"/> |

Coupon Categories

| | | |
|--|-------------------|--|
| Available <input type="text" value="General"/> | ▶ ▶ ◀ ◀▶ | Selected <input type="text" value="--None--"/> |
|--|-------------------|--|

Add To Listing(s)

| |
|---|
| <input checked="" type="checkbox"/> SimpleViewTest (Website: Annual Events & Festivals: Arts and Music) |
|---|

Colored fields are required.

5. This coupon will then appear on your individual listing, as well as on a page listing all Coupons/Special Offers that our partners have available.

6. Visitors can then print the coupon that you have available, and bring it to your venue.

7. To edit the coupon, you just need to click on the "Edit" link to the left of your coupon, and make the desired changes.

My Member Record

Benefits Summary:

There are several items you can currently view under the Benefits Summary tab (the items grayed out are not currently being utilized, but will be at a future date):

1. Inkind/Expenses
2. Leads (explained in Meeting Sales & Group Tour instructions)
3. Web Site
4. Events/Marketing
5. Articles
6. Services
7. Coupons

Leads Member Record Occupancy Service Requests

ACCOUNT DETAIL: SIMPVIEW

Account Information

| | |
|----------------------------|------------------|
| Account ID: 34433 | Status: Active |
| Account: Simpleview | Region: --None-- |
| Account (sort): Simpleview | Email: |
| Parent: | Web Site: |
| Formerly: | |

Phone/Fax Numbers

| | |
|-----------|------------|
| Primary: | Alternate: |
| Tollfree: | Fax: |

Address Information

| Physical Address | Billing Address | Shipping Address |
|--------------------------------------|-----------------|------------------|
| 1234 test Tucson, AZ 85741 USA | --None-- | --None-- |

Additional Fields

Contacts Listings Web Amenities **Benefits Summary**

Inkind/Expenses Leads Services Events Articles Web Site Coupon Hits

Filters: --Both-- --All Types-- --All Groups-- 05/01/2010 to 05/31/2010 Page 1 of 0

| Inkind ID | I/E | Group | Entity | Type | Date | Amount | Service | Date Added | Added By |
|--|-----|-------|--------|------|------|--------|---------|------------|----------|
| THERE ARE NO MATCHING RECORDS FOR THIS VIEW. | | | | | | | | | |

Page 1 of 0

My Member Record

Inkind/Expenses:

1. The Expenses section shows you when the CVB has taken a client to your venue; You can see which department went there, the date, and how much was spent at your facility.

2. The Inkind section shows if you have donated your services to the CVB, and which department was helped.

Leads
Member Record
Occupancy
Service Requests

ACCOUNT DETAIL: SIMPLEVIEW

Account Information

| | |
|-----------------------------------|-------------------------|
| Account ID: 34433 | Status: Active |
| Account: Simpleview | Region: --None-- |
| Account (sort): Simpleview | Email: |
| Parent: | Web Site: |
| Formerly: | |

Phone/Fax Numbers

| | |
|-----------|------------|
| Primary: | Alternate: |
| Tollfree: | Fax: |

Address Information

| Physical Address | Billing Address | Shipping Address |
|--------------------------------------|-----------------|------------------|
| 1234 test Tucson, AZ 85741 USA | --None-- | --None-- |

Additional Fields

Contacts
Listings
Web
Amenities
Benefits Summary

Inkind/Expenses
Leads
Services
Events
Articles
Web Site
Coupon Hits

Filter: --Both-- --All Types-- --All Groups-- 05/01/2010 to 05/31/2010

| Inkind ID | I/E | Group | Entity | Type | Date | Amount | Service | Date Added | Added By |
|-----------|---------|----------------|------------|----------------|------------|----------|--|------------|-----------|
| 91 | Expense | Member/Partner | Simpleview | Accommodations | 05/13/2010 | \$100.00 | CVB paid for room night for travel writer. | 05/13/2010 | Test User |
| 92 | Inkind | Member/Partner | Simpleview | Meal | 05/13/2010 | \$25.00 | Meal paid for by business owner. | 05/13/2010 | Test User |

Page 1 of 1

My Member Record

Website & Coupons:

1. Under the Website & Coupons tabs, you can view the following:
 - a. How many times your listing or coupon has been viewed during the specified dates (you can view month-by-month by using the drop-down menus as seen below).
 - b. How many times your listing or coupon has been viewed since a specified date (since March 31, 2010 as stated below)
 - c. Under Web Site, you can change the Notification Number (you will be sent a notification e-mail when your listing has been viewed 100 times, or whatever number you choose to set that to)

| Inkind/Expenses | Leads | Services | Events | Articles | Web Site | Coupon Hits |
|--|-------|----------|--------|----------|----------|-------------|
| Month: <input type="text" value="May"/> Year: <input type="text" value="2010"/> <input type="button" value="Refresh"/> | | | | | | |
| SimpleViewTest - Annual Events & Festivals/Arts and Music | | | | | | |
| Listing Views: | | | | | | 0 |
| Reservation Click-thrus: | | | | | | 0 |
| Listing Click-thrus: | | | | | | 0 |
| This listing has been viewed 0 times since March 31, 2010 | | | | | | |
| Total Views for Calendar Year (2010) are 1. | | | | | | |
| Total Clicks for Calendar Year (2010) are 0. | | | | | | |

| Inkind/Expenses | Leads | Services | Events | Articles | Web Site | Coupon Hits |
|--|-------|----------|--------|----------|----------|-------------|
| Month: <input type="text" value="May"/> Year: <input type="text" value="2010"/> <input type="button" value="Refresh"/> | | | | | | |
| Coupon Title | | | | | | Hits |
| Test | | | | | | 0 |

My Member Record

Articles:

1. Under the Articles tab, you can view if your property has been included in any articles that have been generated in publications, due to the efforts of the CVB.
2. The publication, article title, date of publication and circulation of the publication will be detailed in this section.
3. There will also be a total calculation of the number of articles and overall circulation exposure for your venue due to the efforts of the CVB.

| Inkind/Expenses | Leads | Services | Events | Articles | Web Site | Coupon Hits |
|----------------------------------|------------|------------|--------|-------------|----------|-------------|
| Filter: 01/01/2010 to 12/31/2010 | | | | | | |
| Page 1 of 1 | | | | | | |
| Article Date | Headline | Journalist | Medium | Circulation | | |
| 05-13-2010 | Good Times | Smith, Bob | | 20000 | | |
| Page 1 of 1 | | | | | | |

Meeting Sales Leads

Reviewing Leads:

1. Upon logging in, you will be taken to your home screen – the default is the leads tab.
2. On this screen, you can view the following:
 - a. All Leads
 - b. New Leads
 - c. Pending Leads
 - d. Closed/Won Leads
 - e. Closed/Lost Leads
 - f. Closed/TBD Leads (meeting has chosen city, but hasn't selected hotels yet)
3. You are able to sort your list of leads by clicking on any of the column headers (i.e. Meeting Name, Organization, etc)
4. If you select “New Leads,” that will show the leads that are waiting for you to respond to.

| Leads Member Record Occupancy Service Requests | | | | | | | |
|--|----------------------|---|--|---------------------|-------------------|-------------|-----------|
| ALL LEADS - CURRENTLY 2108 IN VIEW | | | | | | | |
| Filters: --Any Status-- --All Groups-- | | | | | | | |
| Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other All | | | | | | | |
| Lead Type | Lead ID | Lead | Organization | Hotel Response Date | Arr/Dept Dates | Status | Responded |
| Meeting Sales | 7990 | 2022 World Cup | Fédération Internationale de Football Association | 01-25-2010 | Jun 9-Jul 9, 2022 | Pending | Yes |
| Meeting Sales | 7581 | 2020 Business Conference | AcuSport Corporation | 08-01-2009 | Jan 25-31, 2020 | Pending | Yes |
| Meeting Sales | 8292 | 2019 Educational Symposium and Trade Show | National Association of EMS Educators | 04-26-2010 | Aug 2-4, 2019 | Closed/Won | No |
| Meeting Sales | 8053 | 2019 Annual National Convention | National Association of Free Will Baptists | 02-05-2010 | Jul 19-25, 2019 | Pending | No |
| Meeting Sales | 7580 | 2019 Business Conference | AcuSport Corporation | 08-01-2009 | Jan 20-26, 2019 | Pending | Yes |
| Meeting Sales | 7309 | 2018 Annual Convention and Trade Show | Texas FFA Association | 05-15-2009 | Jul 8-14, 2018 | Pending | Yes |
| Meeting Sales | 7986 | 2018 World Cup | Fédération Internationale de Football Association | 01-25-2010 | Jun 9-Jul 9, 2018 | Pending | Yes |
| Meeting Sales | 7579 | 2018 Business Conference | AcuSport Corporation | 08-01-2009 | Jan 20-26, 2018 | Pending | Yes |
| Meeting Sales | 6181 | Annual Fall North American Convention | International City & County Management Association | 11-24-2008 | Oct 15-18, 2017 | Closed/Lost | Yes |
| Meeting Sales | 7195 | 2017 Annual Convention and Trade Show | Texas FFA Association | 05-15-2009 | Jul 24-28, 2017 | Pending | Yes |
| Meeting Sales | 8043 | 2017 Annual Meeting | Conference for the Advancement of Mathematics Teaching | 02-04-2010 | Jul 8-12, 2017 | Closed/Won | Yes |
| Meeting Sales | 8082 | ACA 2017 Winter Conference | American Correctional Association | 02-26-2010 | Jan 22-25, 2017 | Closed/Lost | Yes |
| Meeting Sales | 7573 | 2017 Business Conference | AcuSport Corporation | 08-01-2009 | Jan 21-27, 2017 | Pending | Yes |

Meeting Sales Leads

5. Click on the Lead Detail to open and respond to it.
6. Click "Add Your Response" to respond to the lead.

| Lead Information | | | | | | |
|--|-----------------------------------|-------------------------|--|---|----------|--------------------------------|
| Lead ID: 17 | | | | Status: New | | |
| Company: Jen's Test | | | | Last Updated: 05/13/2010 "Lead Status" | | |
| Meeting Name: Test Lead | | | | Primary Type: Banquet | | |
| Sales Manager: | | | | Contact: none | | |
| | | | | United States | | |
| Decision Date: 05-27-2010 | | | | Decision-Making Process: | | |
| Hotel Response Date: 05-28-2010 | | | | Source Code: Direct Mail | | |
| Room Attendees: 20 | | | | Show Attendees: 20 | | |
| Lost Code: | | | | Market Segment: Athletic & Sports/Recreation | | |
| Company Profile: | | | | Site Inspection? No | | |
| Comments: Comments | | | | | | |
| Action Requested: Action Requested: | | | | | | |
| Schedule of Events: Schedule of Events: | | | | | | |
| Meeting Requirements: Meeting Requirements | | | | | | |
| EEl Type: Default | | | | Lost Business Code: <i>--None--</i> | | |
| Attached Files: <i>--None--</i> | | | | | | |
| Arrival Dates | | | | Date Information | | |
| Preferred Date: 1/1/2011 - 1/2/2011 | | | | Meeting Pattern: | | |
| Alternate Date: | | | | Date Comments: | | |
| Alternate Date: | | | | | | |
| Room Summary | | | | | | |
| Requested Rooms | | | | | | Totals and Peak |
| Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| 01/01 | 01/02 | | | | | |
| 20 | 20 | | | | | |
| | | | | | | Requested Rooms: 40 |
| | | | | | | Peak Requested: 20 |
| | | | | | | Additional room requests/needs |
| History/Futures | | | | | | |
| History/Futures are not available for this lead | | | | | | |
| Additional Fields | | | | | | |
| Proposal document #1 <i>-- No File Attached --</i> | | | Proposal document #2 <i>-- No File Attached --</i> | | | |
| Proposal document #3 <i>-- No File Attached --</i> | | | Proposal document #4 <i>-- No File Attached --</i> | | | |
| Proposal document #5 <i>-- No File Attached --</i> | | | | | | |
| Responses | | | | | | |
| Add/Edit | Arrival - Departure | Room Request Dates | Responded | Last Updated | Comments | Attachments |
| Add Your Response | 01/01/2011 - 01/02/2011 (Primary) | 01/01/2011 - 01/02/2011 | No Response Entered | | | --Attachments-- |
| <input type="button" value="Return"/> | | | | | | |

Meeting Sales Leads

7. Items in red are required fields.

8. If a client response is required, click on the client's e-mail address to send your response directly to the client (respond to the CVB online in addition to this response).

9. Hotel Response Date – after this date, you will not be able to respond or edit your lead responses online. Please contact the CVB.

Response Information

Pursuing this lead? Yes No

Comments:

Bureau-Only Comments:
These comments will not be seen by the client; they will only be seen by the staff of Corvallis Tourism.

Rate Range to

Requested Rooms

Peak Night Rooms

Room Information

| | Saturday 01/01/2011 | Sunday 01/02/2011 | Monday 01/03/2011 | Tuesday 01/04/2011 | Wednesday 01/05/2011 | Thursday 01/06/2011 | Friday 01/07/2011 |
|-----------|--------------------------------|--------------------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|
| Singles | <input type="text" value="0"/> | <input type="text" value="0"/> | | | | | |
| Doubles | <input type="text" value="0"/> | <input type="text" value="0"/> | | | | | |
| Multiple | <input type="text" value="0"/> | <input type="text" value="0"/> | | | | | |
| Kings | <input type="text" value="0"/> | <input type="text" value="0"/> | | | | | |
| Suites | <input type="text" value="0"/> | <input type="text" value="0"/> | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Requested | 20 | 20 | 0 | 0 | 0 | 0 | 0 |


File Attachments

Tour & Travel Leads

Reviewing Leads:

1. Upon logging in, you will be taken to your home screen – the default is the leads tab.
2. On this screen, you can view the following:
 - a. All Leads
 - b. New Leads
 - c. Pending Leads
 - d. Closed/Won Leads
 - e. Closed/Lost Leads
 - f. Closed/TBD Leads (meeting has chosen city, but hasn't selected hotels yet)
3. You are able to sort your list of leads by clicking on any of the column headers (i.e. Meeting Name, Organization, etc)
4. If you select "New Leads," that will show the leads that are waiting for you to respond to.



| Action | Lead ID | Create Date | Lead | Account | Hotel Response Date | Arr/Dept Dates | Market Segment | Type | Status |
|---|---------|-------------|---|---|---------------------|--------------------|----------------|----------|-----------|
|    | 5400 | 07-09-2010 | Mayflower Tours | Mayflower Tours | 07-15-2010 | Oct 31-Nov 1, 2010 | FlyDrive | --None-- | Lead |
|    | 5578 | 04-26-2010 | Global Travel Design | Global Travel Design | 04-30-2010 | Oct 8-9, 2010 | Seniors | --None-- | Lead |
|    | 5492 | 07-21-2010 | Supreme Travel | Supreme Travel | 07-27-2010 | Oct 1-2, 2010 | Mixed Adults | --None-- | Lead |
|    | 5429 | 12-08-2009 | Unicorn Tours | Unicorn Tours | | Sep 7-8, 2010 | Mixed Adults | --None-- | Definite |
|    | 4690 | 02-08-2007 | USCGC Duane - Stan Barnes | USCGC Duane - Stan Barnes | 02-08-2007 | Sep 2-6, 2010 | Family | --None-- | Lead |
|    | 5423 | 10-14-2009 | Mossley Bus | Mossley Bus | | Aug 26-29, 2010 | Mixed | --None-- | Tentative |

Tour & Travel Leads

- Click on the Lead Detail to open and respond to it.
- Click "Add Your Response" to respond to the lead.

| Leads | Member Record | Occupancy | Service Requests | | |
|--|---|---|--|----------|-----------------|
| LEAD DETAIL: TEST LEAD-DO NOT DELETE-USED FOR TESTING | | | | | |
| Lead Information | | | | | |
| Lead ID: 1 | Company: Lindblad Expeditions | Status: New | Last Updated: 04/14/2010 "Lead Status" | | |
| Tour Name: TEST LEAD-DO NOT DELETE-USED FOR TESTING | Sales Manager: Eric Kingstad eric@visitcoryvallis.com (541) 757-1544 | Primary Type: Fly-Drive | Contact: Trey Byus 96 Morton Street 9th Floor New York, NY 10014 UNITED STATES (212) 765-7740 explore@expeditions.com | | |
| Decision Date: 06-30-2010 | Hotel Response Date: 06-29-2010 | Source Code: Tradeshaw | Nights: 2 | | |
| People: 20 | Lost Code: | Market Segment: Athletic & Sports/Recreation | Hotel Type: Upper Moderate | | |
| Client Type: Airline | Company Profile: | Comments: | | | |
| Meeting Specification Files: --None-- | | | | | |
| Arrival Dates | | Date Information | | | |
| Preferred Date: 6/22/2010 - 6/24/2010 | Alternate Date: | Meeting Pattern: | | | |
| Requested Rooms | | | | | |
| Rooms: | Singles 20 | Doubles 20 | Total Requested 156 | | |
| | Multiple 20 | Kings 2 | | | |
| | Suites 20 | | | | |
| Responses | | | | | |
| Add/Edit | Arrival - Departure | Responded | Last Updated | Comments | Attachments |
| Add Your Response | 06/22/2010 - 06/24/2010 | No Response Entered | | | --Attachments-- |
| Return | | | | | |

Tour & Travel Leads

7. Items in red are required fields.

8. If a client response is required, click on the client's e-mail address to send your response directly to the client (respond to the CVB online in addition to this response).

9. Response Date – after this date, you will not be able to respond or edit your lead responses online. Please contact the CVB.

| Response Information | |
|---|--|
| Comments: | |
| Bureau-Only Comments: <small>These comments will not be seen by the client; they will only be seen by the staff of Corvallis Tourism.</small> | |

| Room Information | |
|------------------|--------|
| Rate Range | 0 to 0 |

| Room Breakdown | | | | | |
|----------------|---|---------|---|----------|---|
| Singles | 0 | Doubles | 0 | Multiple | 0 |
| Kings | 0 | Suites | 0 | | |

| File Attachments | |
|-------------------|--|
| File Attachments: | --None-- |
| | <input type="button" value="Add"/> <input type="button" value="View"/> <input type="button" value="Remove"/> |