



INDUSTRY EXTRANET GUIDE

michigan.org

Michigan Economic Development Corporation

300 North Washington Square | Lansing, MI 48913 | 888.522.0103 | michiganbusiness.org | michigan.org

Our team at Travel Michigan and the MEDC is pleased to announce the launch of the new Industry Extranet system. We welcome you to log in to review and manage your listing, deals and event information for michigan.org.

Since this is your first peek into the new system, we need you to reset your password to something memorable. Visit <https://extranet.michigan.org/password/reset> and enter your email address to receive a link to reset your password. Moving forward, your email address is your username.

If you do not yet have an account set up, visit <https://extranet.michigan.org/login> and click on "Request a New Account." This may take 3-5 business days in order for you to receive notice that you are set up and able to login. From there, visit the password reset page above and proceed as directed.

Once logged in, the left-hand navigation will guide you to each section to review and edit your information. Please see below this notice for step-by-step instructions.

If you have trouble or questions while using the system, please contact the Travel Michigan/MEDC support team at response@milespartnership.com. While we have strived to ensure that this new platform is intuitive, user-friendly and easy to navigate independently, please know that we're standing by to help assist with any questions you may have, and will be following up with you periodically over the next few weeks to offer additional assistance and training as needed.

Links of Note:

- **Password reset:** <https://extranet.michigan.org/password/reset>
 - a. **All industry users must first reset password prior to logging in the first time.**
- **URL to access Extranet:** <https://extranet.michigan.org/login>

Please bookmark for your records.

Thank you!

Step-by-step Instructions for the michigan.org Industry Extranet

The new michigan.org website provides enhanced opportunities for promoting your business to Michigan travelers. The new site features spruced-up business and event profile listing pages with a refreshed design that brings the most important information front and center for viewers of your profile. The new website uses listings you submit to the Michigan Extranet.

Enhanced Features in the Extranet

- Updated business profile page design
- Various amenities to choose from and custom amenities for each listing category
- Add social media links to display on your profile (Facebook, Twitter, Pinterest, YouTube and Instagram)
- Add photos, videos and PDF uploads for brochures, maps, menus and other items for your business profile page
- Trip Advisor rating and review information

System Requirements

- Internet Explorer 9+
- Firefox
- Google Chrome
- Safari
- Opera

How to Log In

- Using your browser enter: <https://extranet.michigan.org/login>
- In order to submit a new business listing or event or edit an existing business listing or event, you must first log in to access the Extranet.

miles**Extranet**

Sign in to start your session

Remember Me

Sign in

[Request a new account](#)

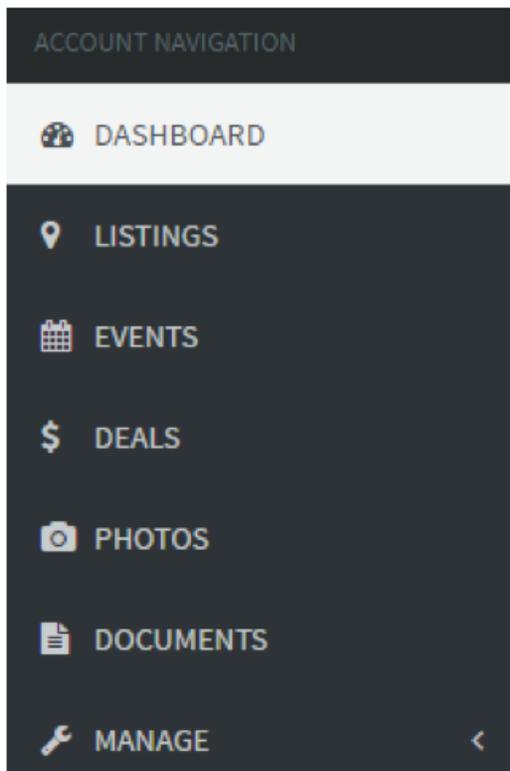
[I forgot my password](#)

[Need help?](#)

- Enter your email address and password on the log in screen and click the Sign in button.
- If you are new to the Extranet but already have an account:
<https://extranet.michigan.org/password/reset> and enter your email address to receive a link to reset your password. Moving forward your email address is your username.
- If you do not yet have an account setup, visit <https://extranet.michigan.org/login> and click on “Request a New Account.” This may take 3-5 business days in order for you to receive notice that you are setup and able to login. From there, visit the password-reset page above and proceed as directed.

The Extranet Dashboard

Extranet Dashboard



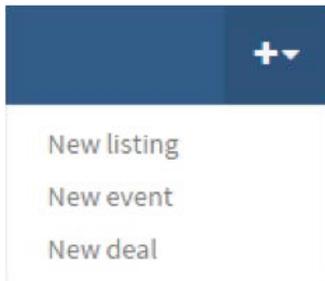
After logging in, your dashboard will display. You will use the dashboard to add new listings, events & deals and to make updates to your existing listings, events & deals. Use the left hand navigation to move through the section screens for review and updates.

Under the DASHBOARD view you will see your Business Name, updates under “What’s New” and a summary of your “Recently Updated Listings.”

Use the tools in the top right of the header for help:



To add a new listing, event or deal:



Contact the Help Desk with any questions or concerns:

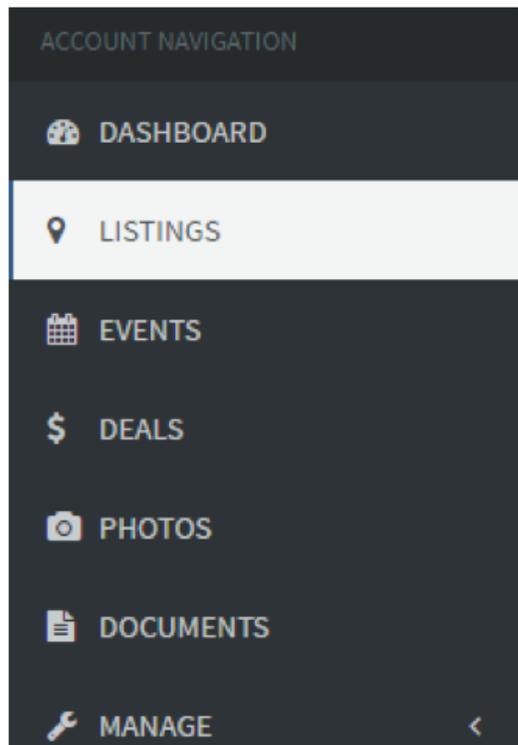


Or Sign Out:



Keep in mind that certain updates to your business listings and events must be approved by Travel Michigan/MEDC. Please allow up to 3-5 full business days for approval of any changes to appear on **michigan.org**.

Listings Updates



To see and edit the listings in your account, click on LISTINGS in the left menu. That will display your current listings in the main screen and designate which listings are Active with a green button and which are Expired or Inactive with an orange button.

The listing view shows the business name, address and last updated date. Use the search field to find listings quickly. Just enter a keyword in the search field such as part of the business name.

To view or edit your listing data, click on the blue Edit button. To delete the listing click on the red Delete button.

To edit Business Information, Map location, Phone numbers, Emails and Websites – click the Edit button the top right of the appropriate edit box.

Radisson Plaza Hotel at Kalamazoo Center Contact Information Jump to...

Business Information Edit

Business name Radisson Plaza Hotel at Kalamazoo Center

Address 100 West Michigan Avenue
Kalamazoo, MI 49007

Published under Kalamazoo

Phones Edit

Local (269) 343-3333

Alt. local none

Fax (269) 381-1560

Toll-free US (800) 964-0350

Toll-free worldwide none

Map Edit

@ Emails Edit

Business rhl_kala@radisson.com

Booking none

Websites Edit

Business <http://www.radisson.com/kalamazoomi>

Booking <http://www.radissonkz.com/>

Meetings none

Mobile none

This will open the edit box and display open fields to make changes. You may choose Undo in the right corner to undo changes. Otherwise click Cancel or the Save button once done.

Business Information
Undo

Business Name *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

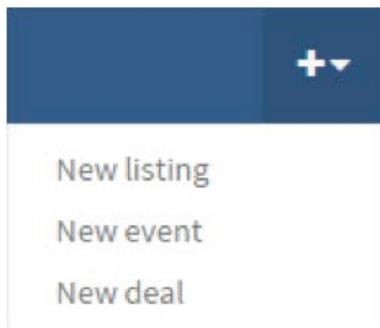
Publish Under *

Cancel Save

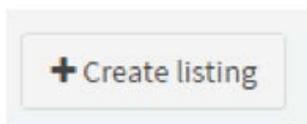
ADD A NEW LISTING, EVENT or DEAL

You have the ability to add multiple business listings, events & deals under your account from your main dashboard screen.

From the DASHBOARD, click the + button in the top right of the header tools. The dropdown allows you to choose what you would like to add. Add a new listing, event or deal.



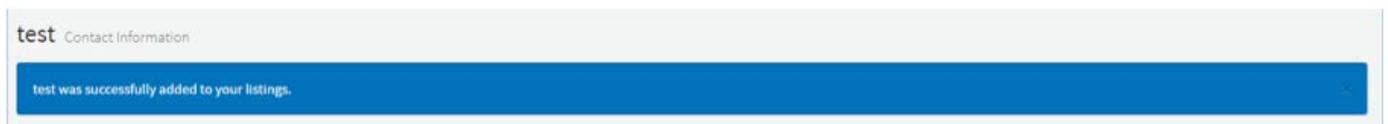
From the LISTINGS view, click the Create listing button on the top right.



The "Add Listing" form will be displayed, enter the Business Information, physical address, select your published city from the drop down menu, choose your appropriate categories and enter your description.

Please note *required fields and character count outlines.

Click the **Create** button. Your new listing is now created. You will see a "success" message at the top of the screen and you are then allowed to make edits.

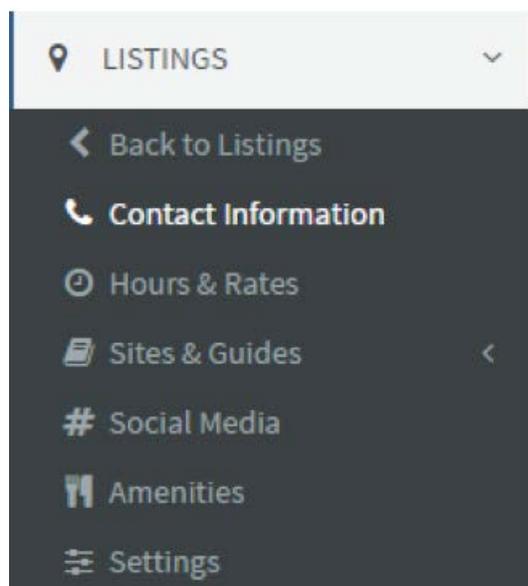


The page will reload showing the modules you can edit for your new listing. Follow instructions for editing a listing in this document.

Remember that your new listing information must be approved by Travel Michigan/MEDC before it will show up on **michigan.org**. Please allow up to 3-5 business days.

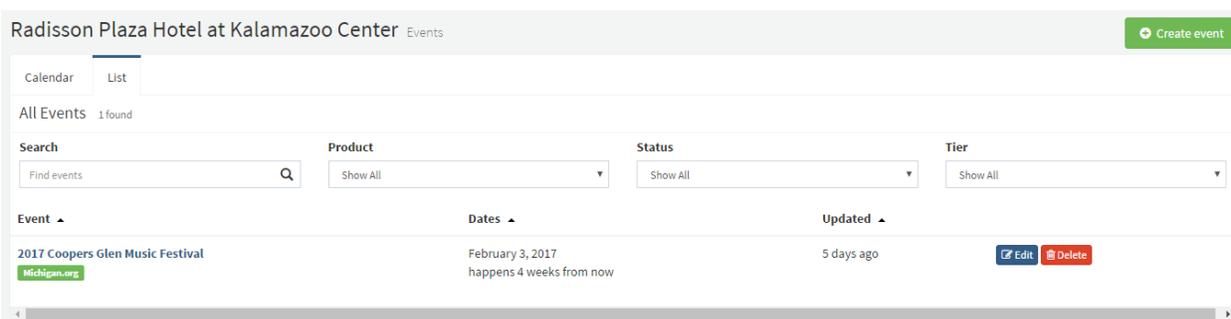
To go back to your list view without editing, click on the LISTINGS link in the left navigation menu and you will see the added listing in the main screen.

To update additional listing information navigate to the appropriate section by clicking on the section name in the left navigation.



EVENTS

To update events navigate to the event screen by clicking on EVENTS in the left navigation. Your events will appear in a list format by default.



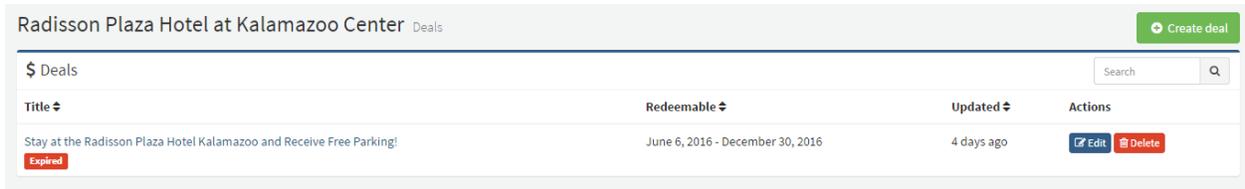
The listing view shows the business name, event dates and last updated date. Use the Action buttons on the far right to Edit or Delete events.

To search your events just enter a keyword in the search field at the top such as part of the event name. You may also switch to a Calendar view of your events by clicking on the Calendar tab at the top under your business name.

Remember that certain changes you make will go to an approval queue prior to publishing on **michigan.org**.

DEALS

To update deals navigate to the Deals screen by clicking on DEALS in the left navigation. Your deals will appear in an alphabetical list format by default. Click on the arrows next to the Title header to resort the alphabetical list.



Radisson Plaza Hotel at Kalamazoo Center Deals				Create deal
Deals				Search
Title	Redeemable	Updated	Actions	
Stay at the Radisson Plaza Hotel Kalamazoo and Receive Free Parking!	June 6, 2016 - December 30, 2016	4 days ago	Edit Delete	

The listing view shows the business name, event dates and last updated date.

Use the Action buttons on the far right to Edit or Delete events.

To search your deals just enter a keyword in the search field in the top right search box such as part of the event name.

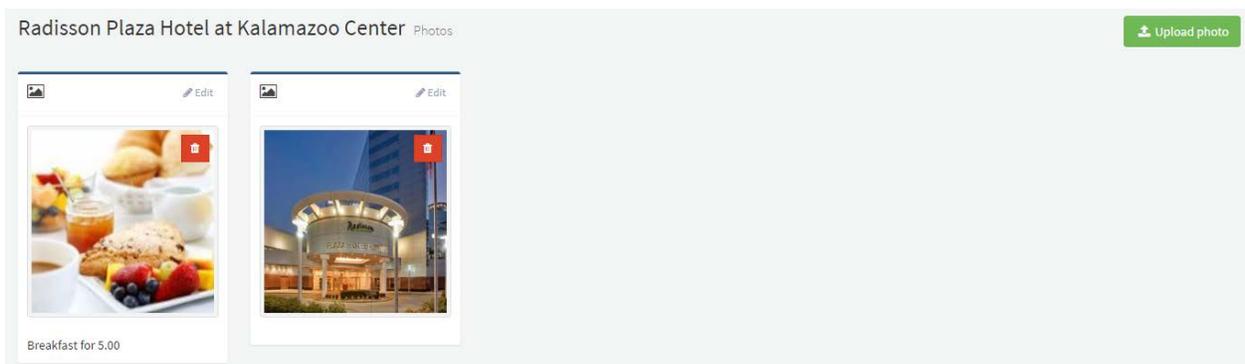
Remember that certain changes you make will go to an approval queue prior to publishing on **michigan.org**.

PHOTOS & DOCUMENT LIBRARY

Photos and documents should first be edited in the Extranet library and can then be managed for your listing, event or deal.

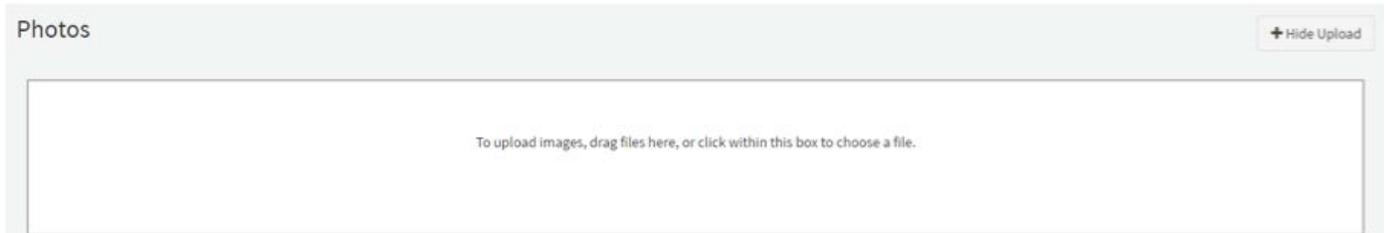
To add, remove and update photos and documents click on the desired menu item in the left navigation.

Photos are displayed with thumbnail images labeled with their file name.



Click Edit in the top right corner of each photo box to update the photo caption, assign it to listings, events and/or deals.

Use the orange 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.



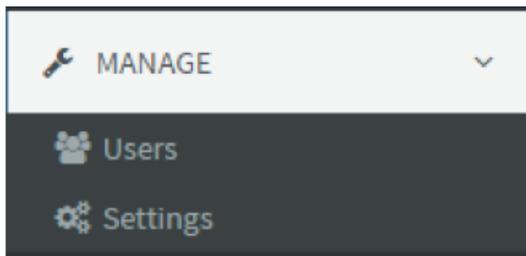
The same functionality exists for uploading DOCUMENTS.



MANAGE YOUR ACCOUNT

If you have more than one account under your management you may use the drop down in the top left navigation under your username to switch accounts.

Once in the appropriate account click on MANAGE at the bottom of the left navigation menu. From there you can see the users and update settings.



Click on USERS for the main screen to display the users on the account in a list format with Email, First & Last names and Role.

Click on **SETTINGS** to edit by clicking the edit button in the top right of the “Account Information” screen or use the orange Delete button to “Delete the Account.” Please note, once you delete an account, there is no going back. It is deleted forever, as well as the listings, events, deals and media linked to it. Please be certain you want to delete the account.