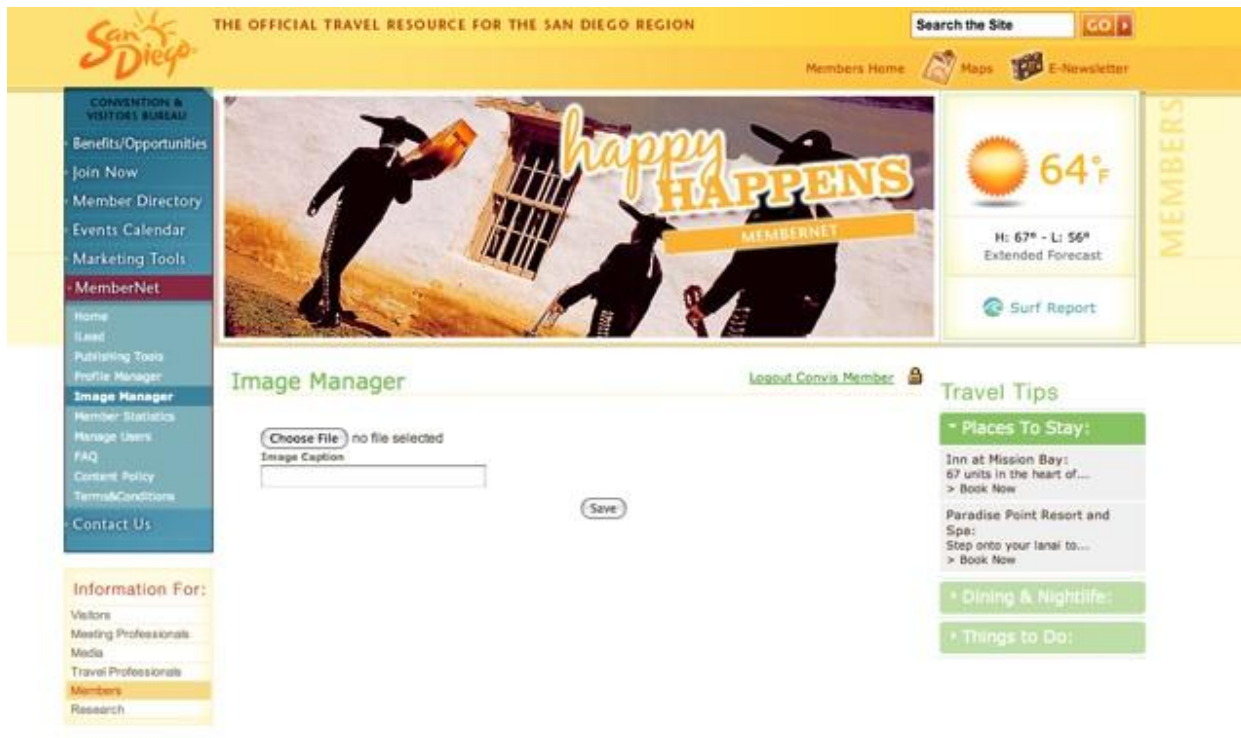


## MemberNet Use Overview

[Click here](#) to access MemberNet and enter your email address and unique password as prompted. Information is case-sensitive, so be sure to enter your information exactly how it was sent to you. **If you don't have your password, go to <http://www.sandiego.org/nav/Members/JoinNow/ArtSolRegistration>**

### Image Manager

To add images and/or logos that you would like to use in your profile listing or event submissions, go to the Image Manager tool. Click "Add" in the upper right-hand corner to begin adding your images. Browse for the file you would like to upload and enter a caption for will be displayed live on the website.



The screenshot displays the MemberNet interface. At the top, it features the San Diego Convention & Visitors Bureau logo and the tagline "THE OFFICIAL TRAVEL RESOURCE FOR THE SAN DIEGO REGION". A search bar and navigation links for "Members Home", "Maps", and "E-Newsletter" are visible. The main content area is divided into three sections: a left sidebar with a menu including "Benefits/Opportunities", "Join Now", "Member Directory", "Events Calendar", "Marketing Tools", "MemberNet", "Home", "About", "Publishing Tools", "Profile Manager", "Image Manager", "Member Statistics", "Manage Users", "FAQ", "Content Policy", "Terms & Conditions", and "Contact Us"; a central "Image Manager" tool with a "Choose File" button (showing "no file selected"), an "Image Caption" input field, and a "Save" button; and a right sidebar with a weather widget showing "64°F" and "H: 67° - L: 56°", a "Surf Report" link, and a "Travel Tips" section with expandable categories like "Places To Stay" (listing "Inn at Mission Bay" and "Paradise Point Resort and Spa") and "Dining & Nightlife".

### Profile Listing

Click the "plus" icon to view your current profile. Your profile is pre-populated with your information that you have previously posted on the SanDiegoArtandSol.com website.

San Diego THE OFFICIAL TRAVEL RESOURCE FOR THE SAN DIEGO REGION

Search the Site

Members Home Maps E-Newsletter

CONVENTION & VISITORS BUREAU

Benefits/Opportunities  
Join Now  
Member Directory  
Events Calendar  
Marketing Tools  
MemberNet

Home  
Lead  
Publishing Tools  
Profile Manager  
Image Manager  
Member Statistics  
Manage Users  
FAQ  
Content Policy  
Terms/Conditions  
Contact Us

Information For:  
Visitors  
Meeting Professionals  
Media  
Travel Professionals  
Members  
Research

happy HAPPENS MEMBERNET

64°F  
Hi: 67° - L: 56°  
Extended Forecast  
Surf Report

MEMBERS

Profile Manager Logout: Corvix Member

Your Profiles

You have the ability to set up a different profile for each of the SDCVB websites.

Visitors: [EDIT]  
Antique Gas & Steam Engine Museum

Media:

Members:

Meeting Professionals:

Travel Professionals:

Travel Tips

Places To Stay:  
Hard Rock Hotel San Diego: Rock star service meets... > Book Now  
Estancia La Jolla Hotel & Spa: A coastal sensory retreat... > Book Now

Dining & Nightlife:  
Things to Do:

**Summary** – Appears on lists and search results of similar businesses.

**Description** – Appears on your profile page giving more details about your business. You can also list any long-term exhibitions, tours, or annual happenings in your description.

**Save your Profile:** When you have finished updating your profile, click the save button to save your work. You can then edit your profile for other visitor types, often cutting and pasting the contents from one to another.

CONVENTION & VISITORS BUREAU

Visitor Information  
Where to Stay  
Dining & Nightlife  
What to Do  
Activities & Attractions  
Arts & Culture  
Beaches & Parks  
Casinos  
Cruise San Diego  
Shopping  
Sports & Recreation  
Spa & Relax  
Tours & Sightseeing  
Event Calendar  
Getting Around  
Resources

Information For:  
Visitors  
Meeting Professionals  
Media  
Travel Professionals  
Members  
Research

Read Our Blog

SHARE

City of San Diego Commission for Arts and Culture

Address:  
1200 Third Avenue, Suite 924  
San Diego, CA 92101

Phone Numbers  
619-236-6800

The City of San Diego Commission for Arts and Culture vitalizes the City by supporting the region's cultural assets, integrating arts and culture into community life and showcasing San Diego as an international cultural tourist destination.

Features:

- Get More Bang for the Buck: Arts and culture lovers can get more Bang for their Buck by searching out all the great...
- Hablamos Artes y Cultura: Imagine watching an IMAX film about the Amazon at the Reuben H. Fleet Science Center... in...
- Twentiless Teen Tours: So you are planning a vacation with your teens and want to be sure they do more than lay on the...

Build Your Vacation

TICKETS CARS FLIGHTS  
HOTELS SPRING DEALS

Check in: Check out:  
mm/dd/yyyy mm/dd/yyyy

Rooms: Adults: Children:  
[1] [1] [0]

Advanced search > BOOK NOW

Toll free: 800-350-6205

Travel Tips

Places To Stay:  
San Diego Marriott Hotel & Marina: The San Diego Marriott... > Book Now  
Sycuan Golf & Tennis Resort: 54 holes of golf, 100... > Book Now  
More Places to Stay...

VISITORS

## Event Listings

To publish events, select Publishing Tools in the navigational column.

Select events, and then select "add" from the upper right hand corner of the Events publishing page.

Complete the form fields as completely as possible. Include start and end dates, and set a renewal notification to be notified by e-mail when your event is about to expire.

You may upload images to the system using the browse button. This will take you to your images that you have uploaded into the Image Manager.

Upon completion, click Save. Your event will then be reviewed by a ConVis staff member before being published live.


The screenshot shows the website interface for the San Diego Convention & Visitors Bureau. At the top, there is a search bar and navigation links for 'Members Home', 'Maps', and 'E-Newsletter'. A main banner features a photograph of people in a desert setting with the text 'happy HAPPENS MEMBERNET'. To the right of the banner is a weather widget showing '60°F' and a 'Surf Report' link. On the left, a vertical navigation menu includes 'CONVENTION & VISITORS BUREAU', 'Benefits/Opportunities', 'Join Now', 'Member Directory', 'Events Calendar', 'Marketing Tools', and 'MemberNet'. Below this menu is a 'Publishing Tools' section with links for 'Profile Manager', 'Image Manager', 'Member Statistics', 'Manage Users', 'FAQ', 'Contents Policy', 'Terms&Cond/Dems', and 'Contact Us'. The main content area is titled 'Publishing Tools' and includes a 'Logout ConVis Member' link. Under 'Event Management', there is an 'ADD' button and a message stating 'There are no events.' To the right, a 'Helpful Hints' section provides instructions on how to add an event and upload images.

**Event Definition:** Something that is regarded as happening or occurrence of some importance that does not span over a three month period. Events should be published with the intent of promoting a date specific function. Events by nature should have a start and end date and should promote exclusive things to do while visiting San Diego.

**What an event is:** A festival, a concert, a play or opera that does not span over a 3-month period, a temporary museum exhibit, a holiday celebration, a grand opening, fashion show, parade, reading or lecture, or sporting event

**What an event is not:** A tour, a weekly or monthly happy hour or promotion, an installment. This information may be submitted as content in your profile listing.

**Event Guidelines:**

- 
- Only one submission per event (No multiple listings for one event)
  - Summary and Description must not be the same content; Summary should provide a general idea of Description content.
  - One-day events must be submitted into MemberNet with the correct start and end dates.
  - Summary – 40 character minimum, 150 character maximum
  - Description – 60 character minimum, 250 character maximum

## **Publishing Coupons**

To add coupons, first select add from the upper right hand corner of the publishing page. Complete the form fields as completely as possible. Include Coupon Title and your own Coupon Code and set a renewal date for the coupon to auto renew.

You can upload 3 graphics for your coupon: a general Image, a company Logo and an optional UPC barcode graphic.

To remove an unwanted image, hit the "DEL" icon, and start over, or simply browse to a new image to replace.

**Coupon Definition:** An offer that entitles the coupon holder to a discount or free gift.

### **Coupon Guidelines:**

- Coupons may be only be submitted to Member category if specifically targeted to Members
- Coupons must provide an offer of either % off, \$ off or free item with purchase.
- Coupons must clearly explain what the offer entails. For instance, a coupon cannot say "Entitles you to receive anywhere between 20-40% off merchandise". Instead, coupon should say "Entitles user to 20% off entire purchase," or "Entitles user to 20% off clearance items".

## **General**

- No HTML is allowed in content submitted by members, this content should be rejected. HTML is allowed in content created by CONVIS staff.
- **Businesses claiming superiority i.e. "# 1," "the best," "most," "only," in a category must be rejected to be edited unless the claim is referenced by a third party source.**
- Summary size is limited to 150 characters with spaces.
- Summary should provide a general description of content represented.
- Any changes in contact information (address, phone, URL, email, etc) should be reported to Membership Coordinator to update database.
- All entries must be checked for correct spelling, grammar and typos – entries with incorrect spelling, grammar on typos will be rejected.
- Content may not begin with a number.
- No content may contain titles or content in all capital letters.



- No listings related to guns, violence, drugs, or illegal activities
- No exclamations points may exist in titles
- ConVis staff has the right to modify all content for to comply with website standards

The screenshot shows the San Diego Convention and Visitors Bureau website. At the top, it says "THE OFFICIAL TRAVEL RESOURCE FOR THE SAN DIEGO REGION". The main banner features a dinosaur skeleton and the text "MORE WHOA FOR YOUR BUCK." Below this, there's a section for "SAN DIEGO ARTS & CULTURE Entertainment that has value." with a "SAVE BUCKS NOW" button. A search widget for arts events is visible, with fields for "Starting" (2010-03-22), "Through" (2010-04-22), "Neighborhood" (All Neighborhoods), "Event Type" (All Arts & Culture Events), and "Keywords". A list of events is shown below, including "04/18 - Fallbrook Avocado Festival" and "03/30 - 04/04 - Broadway/San Diego presents Legally Blonde The Musical". On the right, there's a "VISITORS" sidebar with weather information (60°F) and a "Build Your Vacation" section with "HOTELS" and "SPRING DEALS" options.

All Art + Sol events are published in the Arts & Culture calendar. Events can be searched for in the search widget, or they will show up in the general calendar in order by date.



**Information For:**  
 Visitors  
 Meeting Professionals  
 Media  
 Travel Professionals  
 Members  
 Research

**Event Calendar**  
 Starting: 2010-03-22 Through: 2010-04-22  
 Event Type: All Events Keywords:

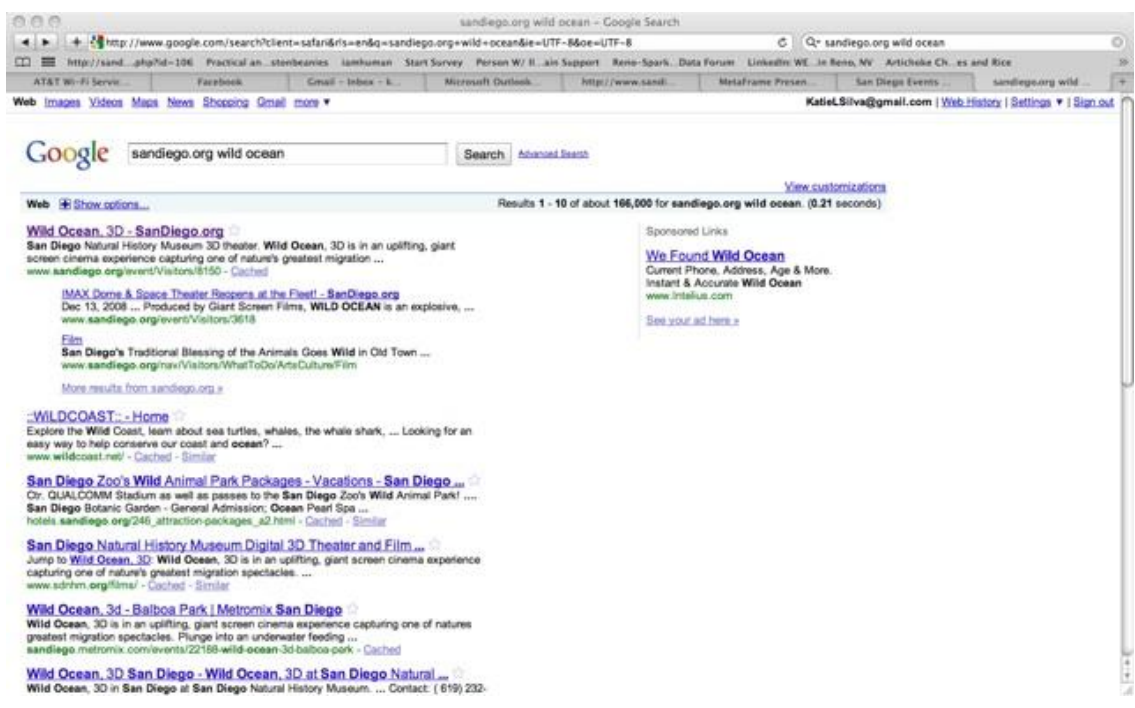
**Signature Events:**  
 Showing 10 of 156 Events. Sort by: Title | Start Date | End Date Results per page: 10 | 25 | 50 | All

- Michèle Lundeen the "Queen of Steam"** Through 03/22/2010  
 Humphreys Restaurant-Humphrey's Half Moon Inn  
 Location: Shelter Island  
 Price: No cover charge  
 Description: Humphreys Backstage Live - scorchin' blues
- Wild Ocean, 3D** Through 03/26/2010  
 San Diego Natural History Museum  
 Location: Balboa Park  
 Price: \$10 - \$16

**Build Your Vacation**  
 TICKETS CARS FLIGHTS  
 HOTELS SPRING DEALS  
 Check in: Check out: mm/dd/yyyy mm/dd/yyyy  
 Rooms: Adults: Children:     
 Advanced search

**Travel Tips**  
 Places To Stay:  
 Inn at Mission Bay: Nearby all magn...  
 > Book Now  
 Britt Scripps Inn: An historic downtow...

This is how your event will look in the event calendar. Please add event information as thoroughly as possible. The "description" that appears in the event calendar is your event summary, so please be sure to use complete sentences and descriptive words to gain interest.





Your event will not only appear in SanDiego.org, but also in Google searches. The information that appears in Google searches is your event description. For this reason, it is important to only write in complete sentences.